Creating a PM Work Order

Creating a PM Work Order:

This option allows you to create an On Demand Equipment work order.

1. Select Create, then Preventive Maintenance.

Joh	n Smythe (j	+	CREATE	E
		Work Orders		
		Tenar	nt Request	
MY WORK	OVERVIEW	Preve	ntive Maintenance	٣
	Notifica	tions		
(+)		Emer	gency	
CREATE	SEARCH			

- 2. The work order creation form is displayed. Fill out all applicable fields.
 - Depending on the size of your screen, you may need to scroll down in order to access and complete all available form fields.
- 3. When you are finished entering your information, select **Create**. Your work order has now been created.

	ORDER	← CREATE WORK ORDER			
TASK					
Air compressor inspection		DUE DATE	DUE DATE		
TRADE		Jun 19, 2014	1		
Engineering		ASSIGNEE			
PRIORITY		Bob Smithy			
1		Note: Work order cannot be dispatched to employee with None, Other or Printer device			
PROPERTY		INSTRUCTIONS			
Hillview Towers					
BUILDING					
Hillview Towers I	-				
Reset	Create	Reset	Create		