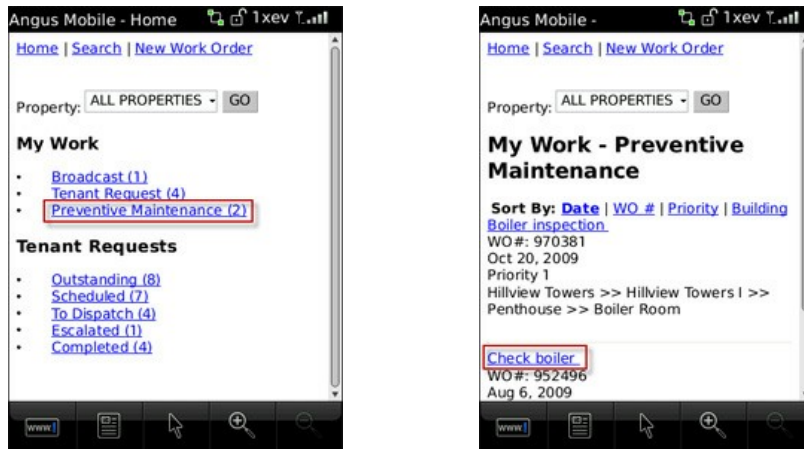






# Completing PM Work Orders

1. Locate the PM work order you would like to complete. The work order details will be displayed.



2. From the work order details, select **Complete Work Order**.



3. To notify your supervisor by email that the work order is complete, select **Notify Supervisor**. You can enter any additional notes concerning the work order in the **Notes** field provided. Select **Complete Work Order** to complete the work order.

