

Preventive Maintenance Search

[Control Panel](#) > [Work Order](#) > [Search](#) > [PM Search](#)

1. Click on **PM Search** from the Search drop-down menu.
2. To search for a desired PM Work Order, specify the appropriate search preferences by clicking on the drop down menu to show all available options according to:
 - a. Schedule ID#
 - b. Work Order Title
 - c. Property
 - d. Equipment
 - e. Task
 - f. Assigned To
 - g. Status
 - h. Date Due
 - i. Closure Notes

Notes:

- At minimum, the Work Order **Status** and **Date Due** must be filled out to do a search.
- If certain search options do not apply to your preferences, simply leave the sections blank.

PM WORK ORDER SEARCH

Schedule ID:

WO Title:

Property:

Equipment:

Task:

Assigned To:

Status:

Date Due: From

Closure Notes:

SEARCH **RESET**

3. Click **Search**.
4. Depending on the specified search options, the PM work orders will be displayed according to **ID#, Title, Date Due, Equipment, Property, Building, Floor, Suite, Assigned To, and Device**.
5. To open/view a PM work order, click on the **ID#** associated with the desired work order.

ADVANCED FIND RESULT 11 work order(s) found...

ID ^	Title	Date Due	Equipment	Property	Building	Floor	Suite	Assigned To	Device
26622434	Emergency Generator	9/17/2010	Emergency Generator	One Corporate Tower	Tower One	Roof		Tom James	RIM Data
26849786	Clean out Coffee Pots	9/1/2010	Boiler #1	One Corporate Tower	Tower One	Roof			None
26888811	AHU Maintenance (M,Q,SA, A)	9/6/2010	AHU 1 (Demo)	One Corporate Tower	Tower One	01	101	Joe Engineer	RIM Data