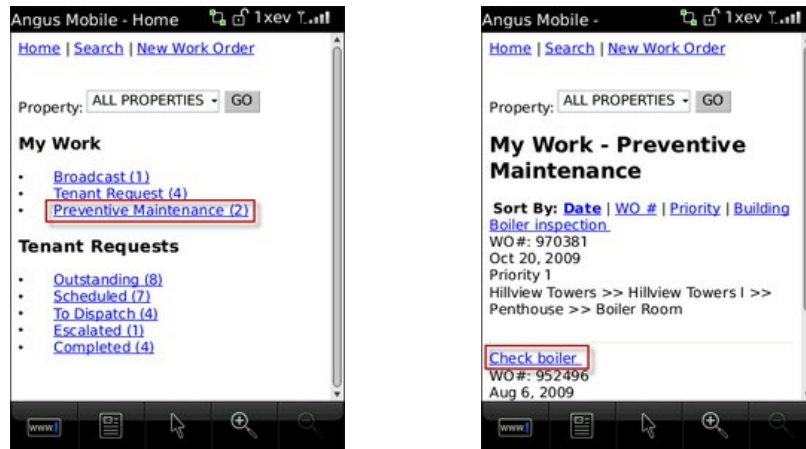






# Updating PM Work Orders

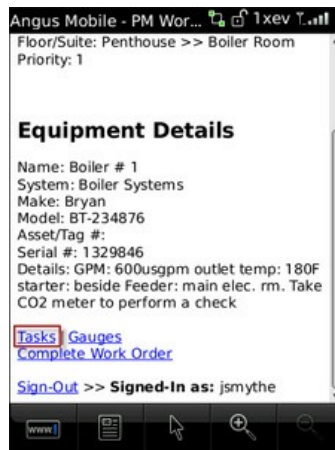
1. Locate the PM work order you would like to update. The work order details will be displayed.



2. Select **Tasks**. The task list is displayed.

**Note:**

- Depending on the size of your mobile device's screen, you may need to scroll down to see the Tasks link.



3. Select the task you would like to complete.



4. Enter all information required, such as time taken, readings, etc. Press **Done** when you are finished.



Trade : Engineering  
 Instructions :  
 Brush tubes : ☒  
 Completed By : John Smythe (Employee)  
 Time Taken : 0 Hour(s) 15 Min(s)

[Details](#) | [Tasks](#) | [Gauges](#)

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- Completed task names are display their **time taken**.

Angus Mobile - PM Wor... 1xev T...  
[Home](#) | [Search](#) | [New Work Order](#)  
 Task : Boiler cleaning annual  
 Trade : Engineering  
 Instructions :  
[Task Lines](#)  
 Time Taken : 0 Hours, 15 Mins  
 Task : Boiler Visual Inspection  
 Trade : Engineering  
 Instructions :  
[Task Lines](#)

[Details](#) | [Gauges](#)

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- If there are gauge readings that you are ready to update, press the **Gauges** button located at the bottom of the screen.

Angus Mobile - PM Wor... 1xev T...  
[Home](#) | [Search](#) | [New Work Order](#)  
 Task : Boiler cleaning annual  
 Trade : Engineering  
 Instructions :  
[Task Lines](#)  
 Time Taken : 0 Hours, 15 Mins  
 Task : Boiler Visual Inspection  
 Trade : Engineering  
 Instructions :  
[Task Lines](#)

[Details](#) |

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- Enter your gauge readings in the fields provided. Press **Save** when you are done.

Angus Mobile - PM Wor... 1xev T...  
[Home](#) | [Search](#) | [New Work Order](#)  
 Gauge : Pressure  
 Range : 50 psi - 100 psi  
 Reading : 74 Pressure  
 (psi)

[Details](#) | [Tasks](#)

[Sign-Out](#) >> **Signed-In as:** jsmythe

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8. When you are finished making your updates, you can press **Home** to return to your work order lists, or you can **complete the work order**.