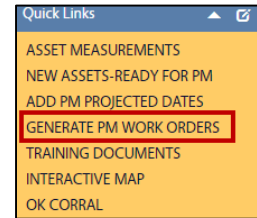## PM Specialist: PM Generator

The PM Generator utilizes information from the PM Template and the Asset Profile (*Asset Management Module*) to create PM work orders. **A generation run will be performed through month end and filtered by Shop.**

1. From the WorkDesk under Quick Links, **Generate PM Work Orders.**

2. Click: **New**

3. Enter data into the following fields:

   a. **ID**   AiM defaults a system generated number.

   b. **Description**   Enter the End Date and shops or other conditions/filters you've designated. Example: July 2014 – ELECTRICAL DISTRIBUTION

   c. **End Date**   This is how far into the future the PM Generator will produce PM Work Orders. Based on your campus preference PM generation can be done monthly, weekly, daily, et.c *-RECOMMENDED- generate through month end (e.g. January 31, 2015)*

   d. **Nested PM** has two options to choose from:

      The PM Generator utilizes information from the PM Template and the Asset Profile (*Asset Management Module*) to create PM work orders. Upon creation of a new PM Generator record, the Nested PM defaults to *No*.

1. **No** – The work order generation process will create a separate work order for each frequency. Example: If an annual and monthly PM are due on an Asset, AiM will generate two work orders.

2. **Yes** – AiM will create PM work orders for the least frequent PM only. Note, with this option you'll need to augment the PM standard, for example, of a semi-annual PM standard, including activities from the quarterly PM standard that will not be generated.

MONTH	PM FREQUENCY				NESTED PM
January	Monthly				No
Febrauary	Monthly				No
March	~~Monthly~~	**Quarterly**			YES
April	Monthly				No
May	Monthly				No
June	~~Monthly~~	~~Quarterly~~	**Semi-Annual**		YES
July	Monthly				No
August	Monthly				No
September	~~Monthly~~	**Quarterly**			YES
October	Monthly				No
November	Monthly				No
December	~~Monthly~~	~~Quarterly~~	~~Semi Annual~~	**Annual**	YES

e. **Work order Grouping** Select Property by Template.

f. **PM Generation Filters**
You may use the **Responsibility, Asset/Equipment and Location filters** to select specific PM templates for generation, or leave options blank to generate PM orders across all templates. -RECOMMENDED- Filter by: Template Phase > Shop

4. Click: **SAVE**

5. Click: **Generate** to create appropriate PM work orders.

6. A *Generating…"* message will appear on screen until the work order generation process is complete.

7. Once processed, you can view work order activity on the bottom of the screen.