Landscape Tree Supervisor: Generate PM Work Orders

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 weekly or through month end and filtered by Asset Group.**

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

2. Click: **NEW**
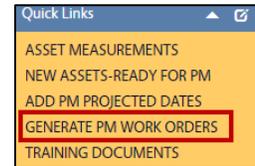
3. Enter data into the following fields:

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

   b. **Description**   EXAMPLE- **WEEKLY IRRIGATION** Enter the Frequency and PM Standard or any other conditions/filters you've designated.

   c. **End Date**   How far into the **future** the PM Generator will produce Work Orders. -RECOMMENDED- generate through week/month end depending on frequency

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

   e. **PM Generation Filters**   RECOMMENDED- **Filter by: Asset > Asset Group: TREES** Use **Responsibility, Asset and Location filters** to select specific PM templates for generation.

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.