ASSET MEASUREMENTS

NEW ASSETS-READY FOR PM ADD PM PROJECTED DATES GENERATE PM WORK ORDERS

## 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

AiM PM Genera	tor					MICHAEL
Save Ca	ncel					
1239	٦			Last Edited by On	Finalized	No
WEEKLY IRRIGATION					End Date	Nov 30, 2015 🛗
				'	Nested PM	No 🗸
		:			Generate	Both 🗸
					Work Order Grouping	Property By Template 🗸 🗸
Filter By	Template Phase 🗸	Filter By	Asset 🗸		Region	٩
Shop	٩	Asset Type	SERIALIZED	Q		
Shop Person			SERIALIZED		Facility	٩
2.000	<b>u</b>	Asset Group	TREES	٩		
			TREES		Property	٩
Contractor	Q	Asset		Q		
					Location	
Address Code	٩	PM Route	Q			
Service Contract	Q	Template		, م	Warehouse	<b>Q</b>

- 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.