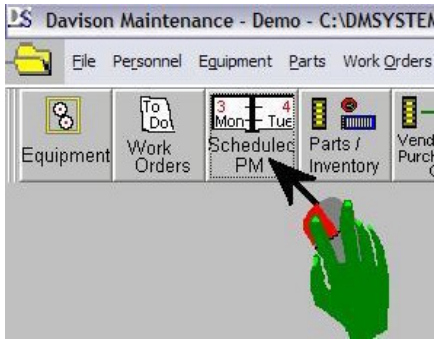


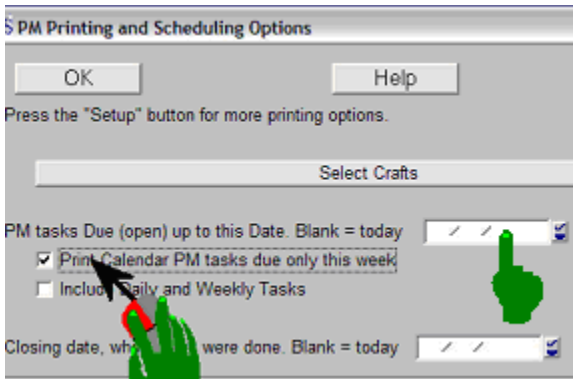
Catching up on Preventive Maintenance (PM)



Open the Scheduled PM window.

You may want to only print PM for this week, with no delinquent PM.

Perhaps the delinquent PM has been done, but not yet accounted here.

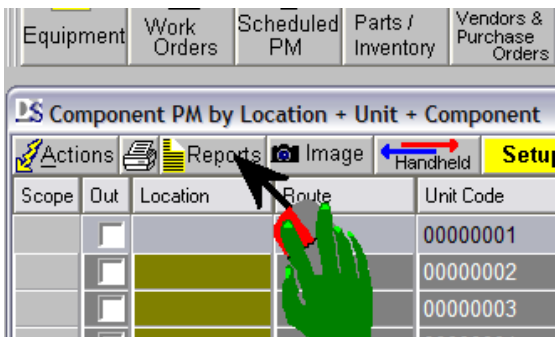


Print Calendar PM tasks due only this week:

Check "Print Calendar PM tasks due only this week". Overdue PM tasks from the past will not print.

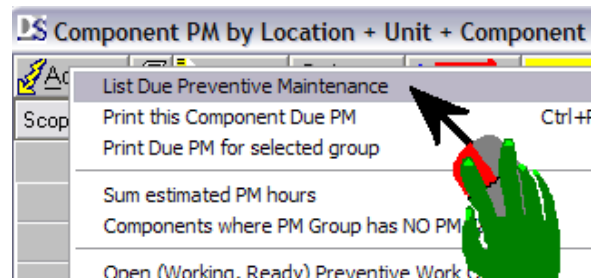
NOTE: This will only print Calendar-scheduled PM, not "Time" scheduled PM or other PM scheduling. See "PM Scheduling Methods" in help.

Enter a Due date for the end of week.



Print the PM.

Only the PM for this week will print.



Closing PM that was done in past weeks

If you get behind in closing PM that was done in previous weeks, you may need to follow this procedure.

1. Set the PM Due date starting with the earliest week. Press **Setup** to set the PM Due date.
2. Now pressing **Next Due** will search only for PM that was due up to that PM date.
3. Close PM as indicated according to the PM Due date.
4. After all PM is closed, set the PM Due date (and PM Close date) to the next week, move to the top, and press **Next Due** again.

Be sure to uncheck (do not check) "Print Calendar PM tasks due only this week."

Start with the PM Due date of the first week when PM was not closed.

You can close all PM for the week with a single command.

Closing All PM with a single command

You can close all due PM with one command. Be careful. To close all PM with one command, select from Component PM: Actions, Close all PM or Create Ready Work Orders, Close all PM. You can set a scope or tag records to close PM only within the scope or tags.