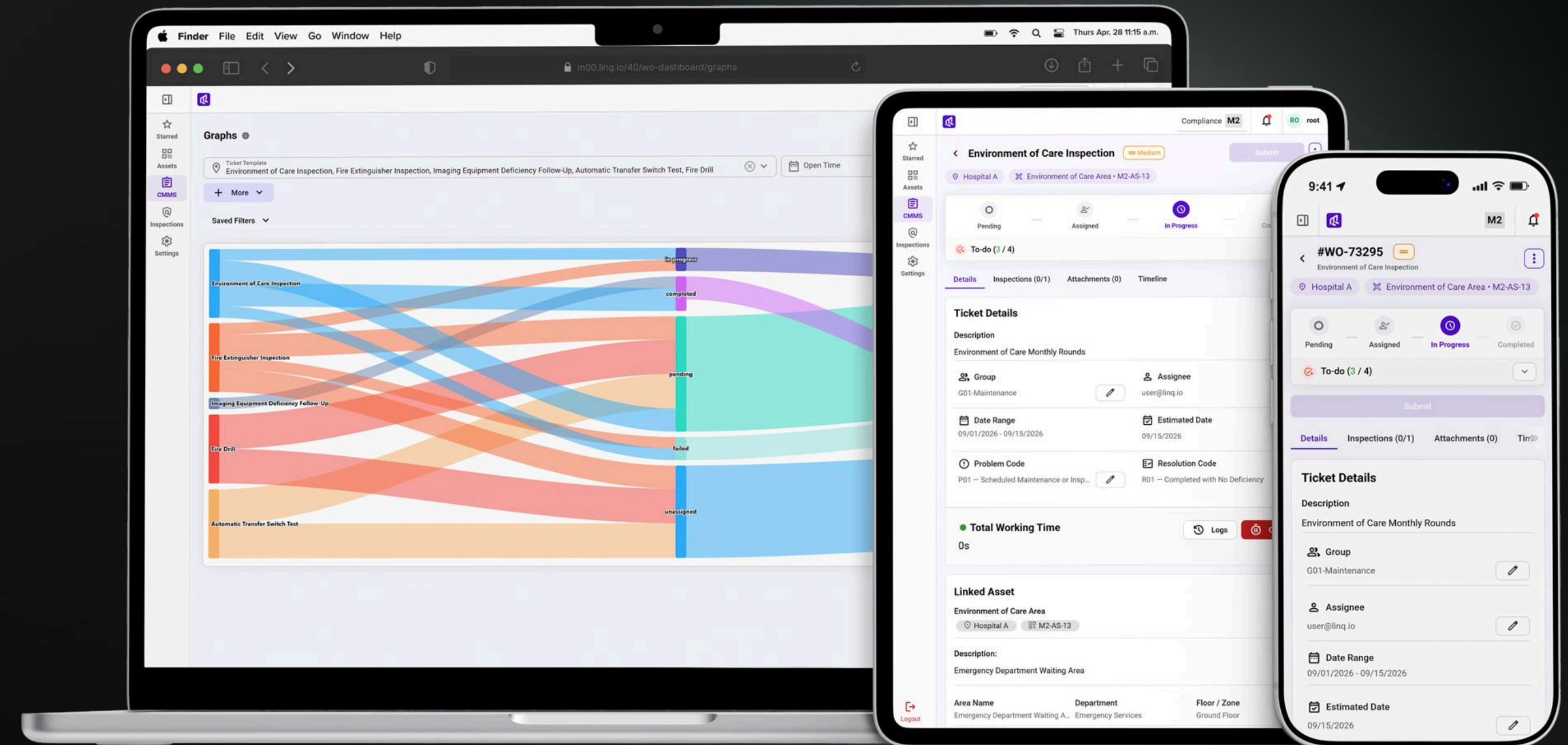


CMMS User Guide

Maintenance operations,
connected from request to insight.



WELCOME TO

Connected maintenance.

This guide is designed to help teams navigate daily maintenance workflows with clarity, from work requests and preventive maintenance to field execution and reporting.

- 01

EXECUTE

Move work from request to completion.
- 02

CONNECT

Keep every action tied to asset context.
- 03

ANALYZE

Turn completed work into operational insight.

QUICKSTART

How to use this guide

- 01

Creating & Editing Assets

Operators / Admins
- 02

Creating a Work Order

Admins
- 03

Completing a Workorder

Admins
- 04

Completing a Workorder

Operators
- 05

Completing a PM

Admins
- 06

Completing a PM

Operators
- TIP

Menu names, tabs and buttons are highlighted for fast scanning.

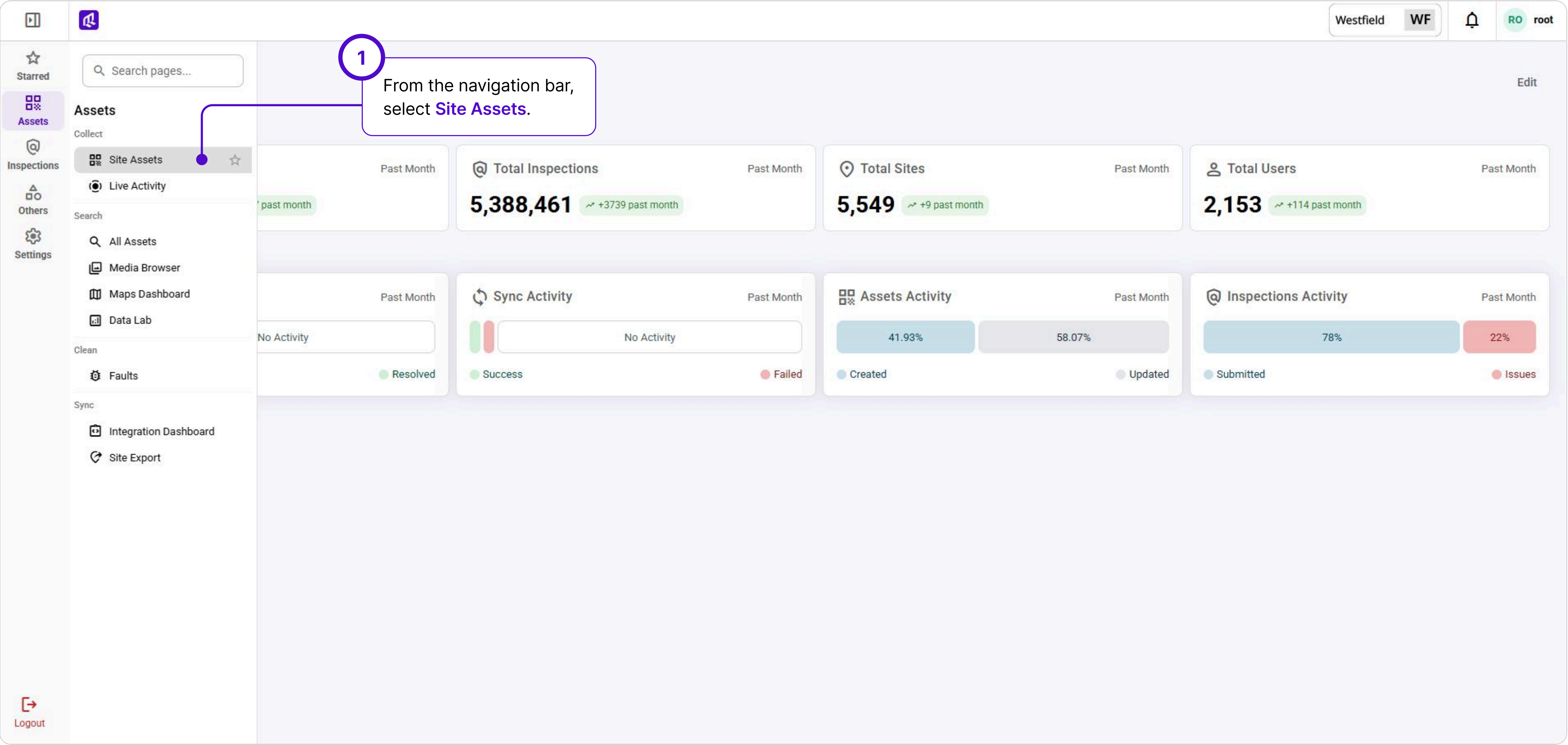
Creating & Editing Assets

Quickly view, create, and edit accurate asset information through mobile-first workflows and QR code scanning designed for speed, consistency, and ease of use.

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ADMINS
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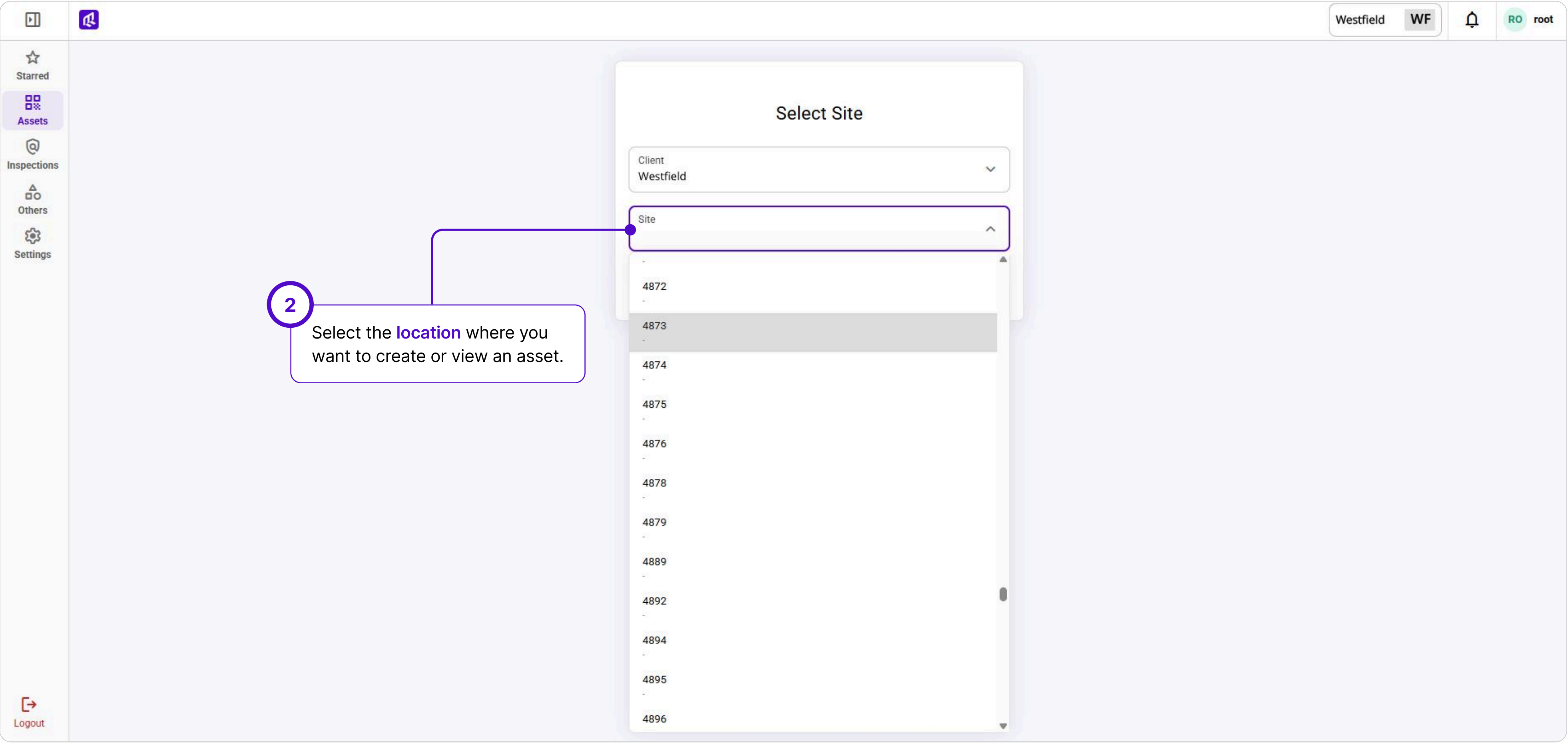
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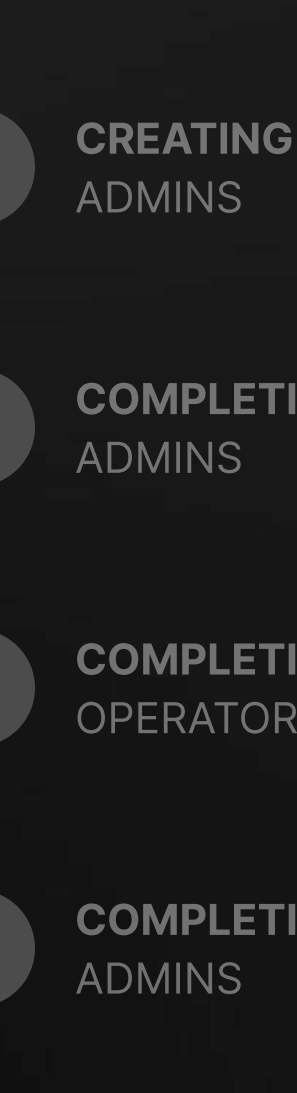


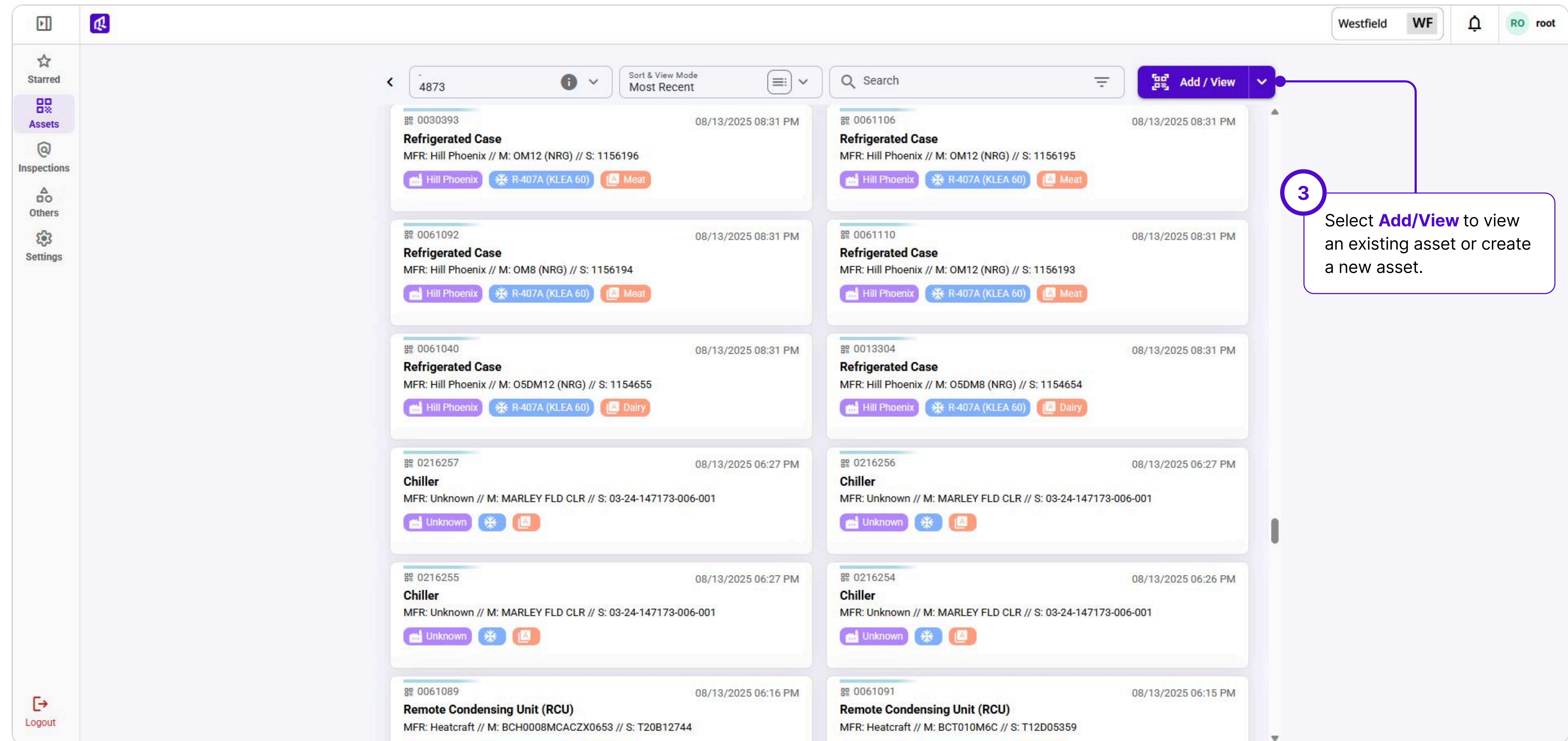
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OPERATORS



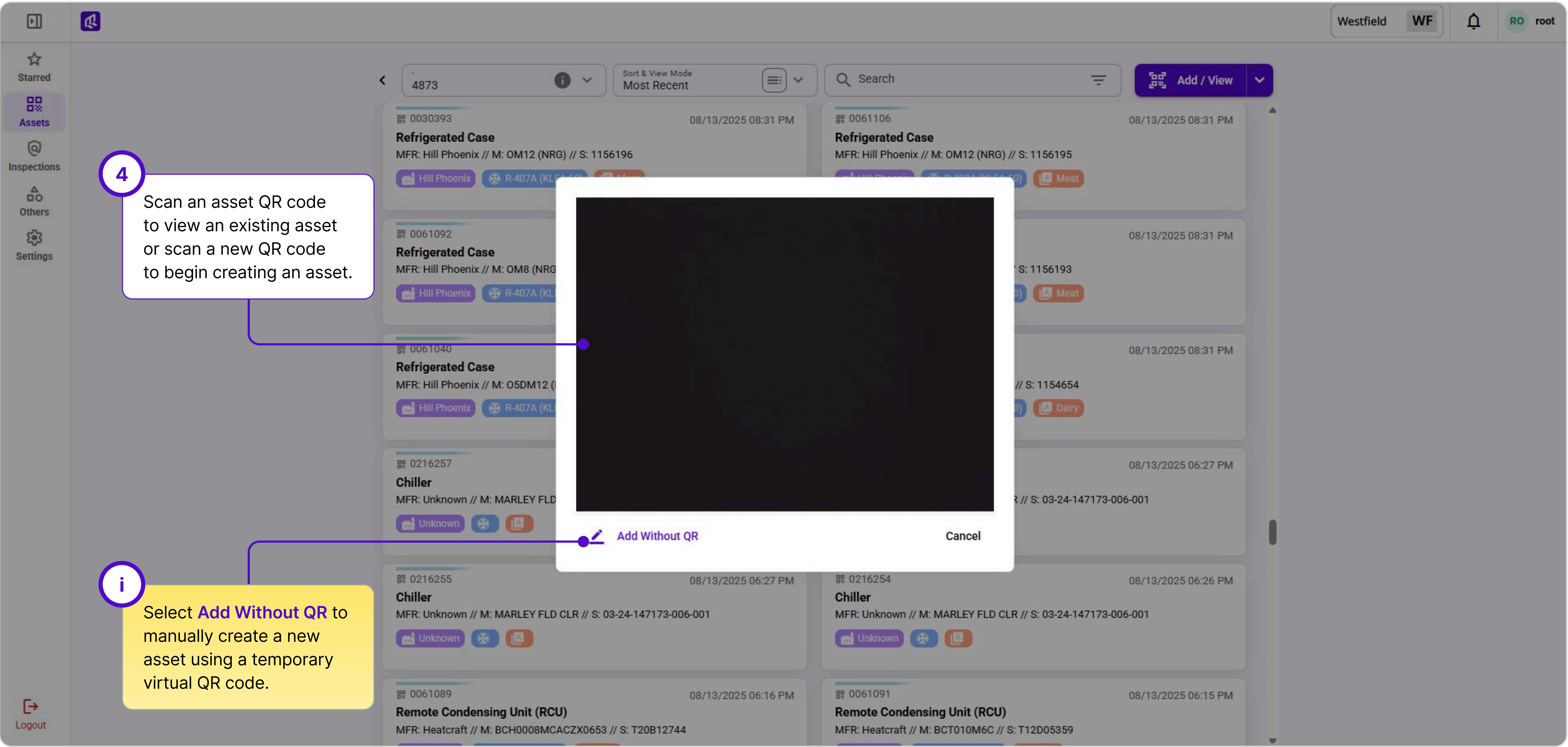
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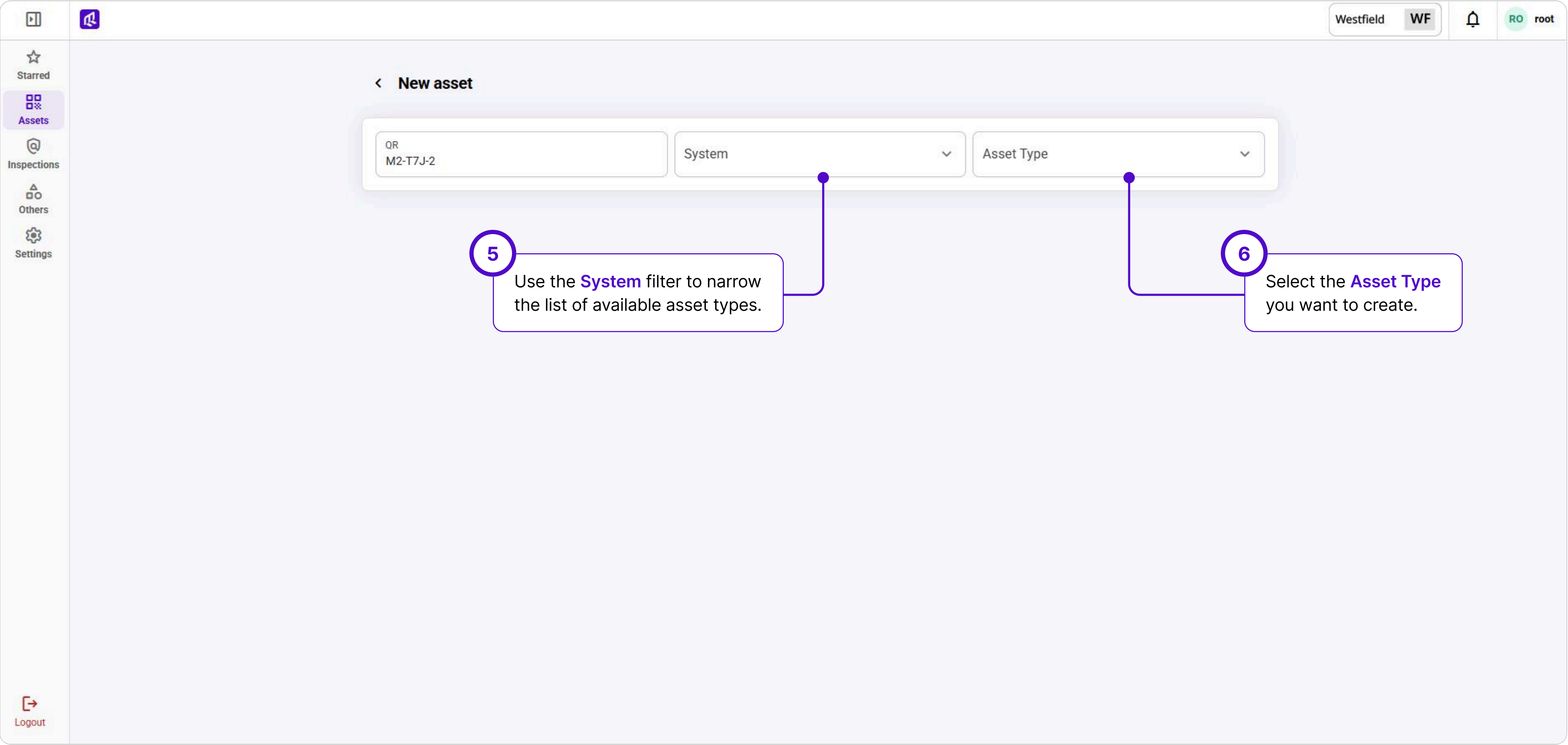
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The screenshot displays the Linq CMMS interface for the 'Westfield' location. The top navigation bar includes the location name, a 'WF' tab, a notification bell, and a user profile 'RO root'. The left sidebar contains navigation icons for 'Starred', 'Assets' (selected), 'Inspections', 'Others', and 'Settings'. The main content area shows a list of assets with columns for QR code, ID, name, manufacturer/model/serial, and timestamp. A callout box with the number '8' points to an asset card, containing the text: 'To view or edit an existing asset, select the desired asset card from the list.'

QR	ID	Asset Name	MFR: / M: / S:	Timestamp
0216257	08/13/2025 06:27 PM	Chiller	MFR: Unknown // M: MARLEY FLD CLR // S: 03-24-147173-006-001	
0216256	08/13/2025 06:27 PM	Chiller	MFR: Unknown // M: MARLEY FLD CLR // S: 03-24-147173-006-001	
0216255	08/13/2025 06:27 PM	Chiller	MFR: Unknown // M: MARLEY FLD CLR // S: 03-24-147173-006-001	
0216254	08/13/2025 06:26 PM	Chiller	MFR: Unknown // M: MARLEY FLD CLR // S: 03-24-147173-006-001	
0061089	08/13/2025 06:16 PM	Remote Condensing Unit (RCU)	MFR: Heatcraft // M: BCH0008MCACZX0653 // S: T20B12744	
0061091	08/13/2025 06:15 PM	Remote Condensing Unit (RCU)	MFR: Heatcraft // M: BCT010M6C // S: T12D05359	
0061102	08/13/2025 06:14 PM	Remote Condensing Unit (RCU)	MFR: Heatcraft // M: BST021L6C // S: T12D05258	
RTU-24 CIRCUIT-4-4873	08/13/2025 04:21 PM	Air Conditioner	MFR: Lennox // M: SGA240H4MH // S: RTU-24 CIRCUIT-4-4873	
RTU-24 CIRCUIT-3-4873	08/13/2025 04:21 PM	Air Conditioner	MFR: Lennox // M: SGA240H4MH // S: RTU-24 CIRCUIT-3-4873	
RTU-24 CIRCUIT-1-4873	08/13/2025 04:21 PM	Air Conditioner	MFR: Lennox // M: SGA240H4MH // S: RTU-24 CIRCUIT-1-4873	
RTU-23 CIRCUIT-4-4873	08/13/2025 04:21 PM	Air Conditioner	MFR: Lennox // M: SGA240H4MH // S: RTU-23 CIRCUIT-4-4873	

1 CREATING & EDITING ASSETS
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Creating & Editing Assets

Quickly view, create, and edit accurate asset information through mobile-first workflows and QR code scanning designed for speed, consistency, and ease of use.

Starred

Assets

Inspections

Others

Settings

Chiller

4873

0216257

Asset Summary

Asset Number	Asset Type	Area	Install Date	Manufacturer
-	-	-	1970-01-01T06:00:00	Unknown
Model	Serial	Refrigeration Type	Refrigerant Type	LB
MARLEY FLD CLR	03-24-147173-006-001	-	-	-
OZ	Asset Image	Manufacturer Label Image	Circuit Tag Image	Audit Image
-				

Asset History

All

Annotations

Inspections

Migrations

Others

Description	Date	User	Actions
Migrate v9 => v10	10/24/2025 10:30 AM	System	
Migrate v8 => v9	08/14/2025 10:48 AM	System	
Sync scmr	08/13/2025 06:27 PM	sc-import@linq.io	
MFR: Unknown // M: MARLEY FLD CLR // S: 03-24-147173-006-001	08/13/2025 06:27 PM	sc-import@linq.io	

Records per page: 51-4 of 4

WestfieldWF

RO root

Logout

9

To update an existing asset, select **Edit** and make the necessary changes to the asset information.

9

To update an existing asset, select **Edit** and make the necessary changes to the asset information.

i

Select the dropdown to access additional asset actions, such as adding annotations, updating the asset location or type, deactivating the asset, and more.

i

Select **Asset History** to view a record of historical updates and activity performed on the asset, including actions, notes, inspections, work orders, and more.

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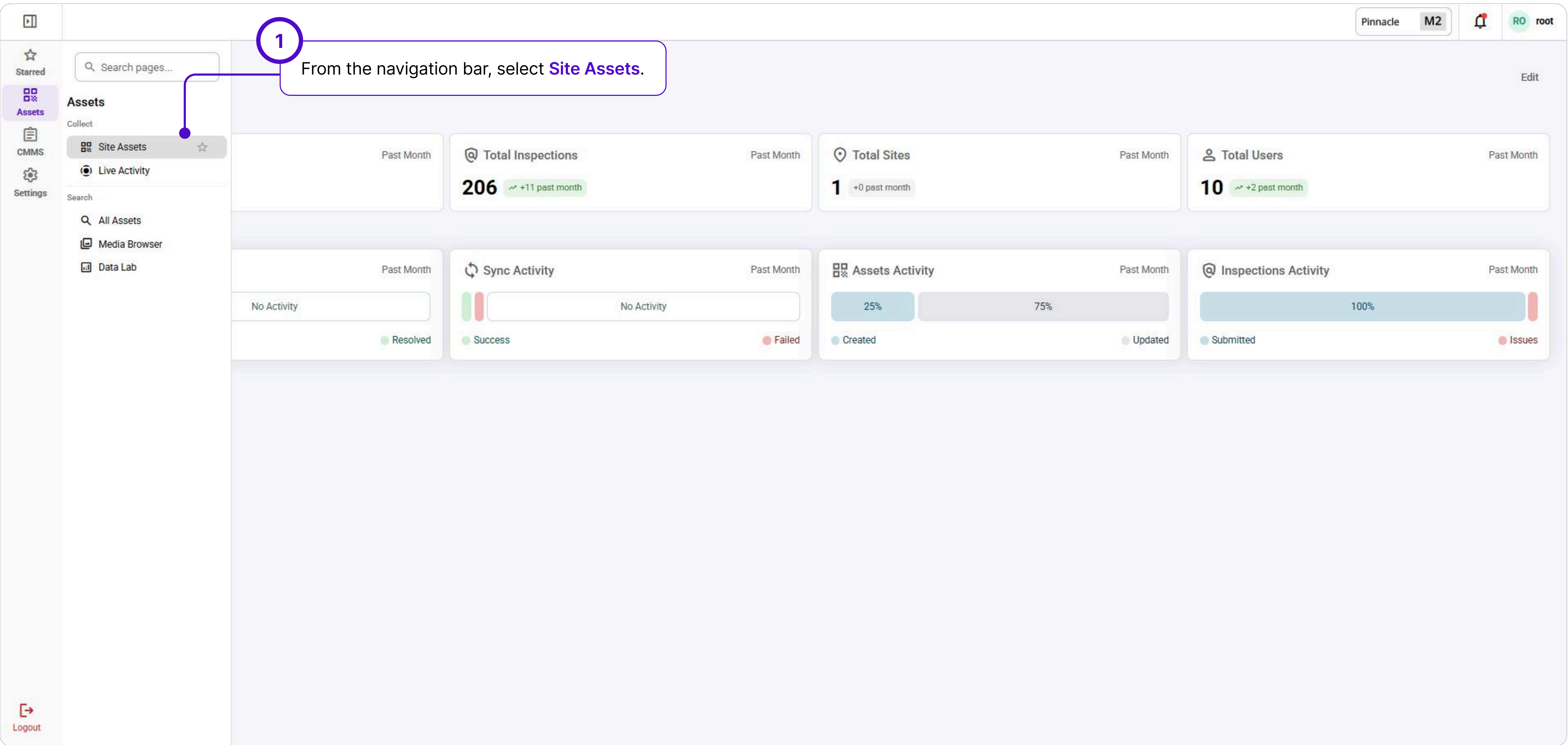
5 COMPLETING A PM
ADMINS

6 COMPLETING A PM
OPERATORS

ADMINS

Option 1: Create a Workorder from an Asset

Administrators can create workorders either from an asset or directly from the CMMS ticket list.

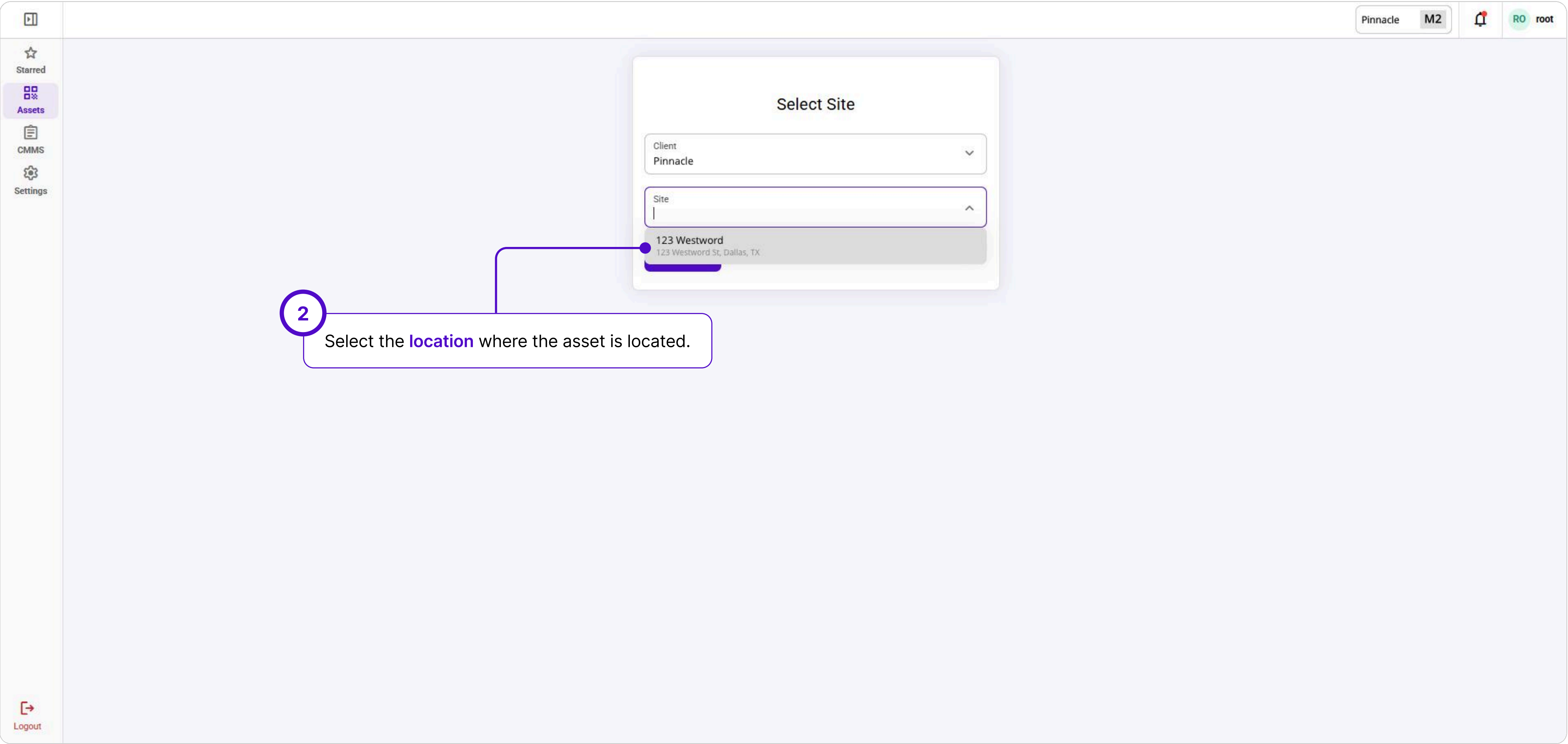


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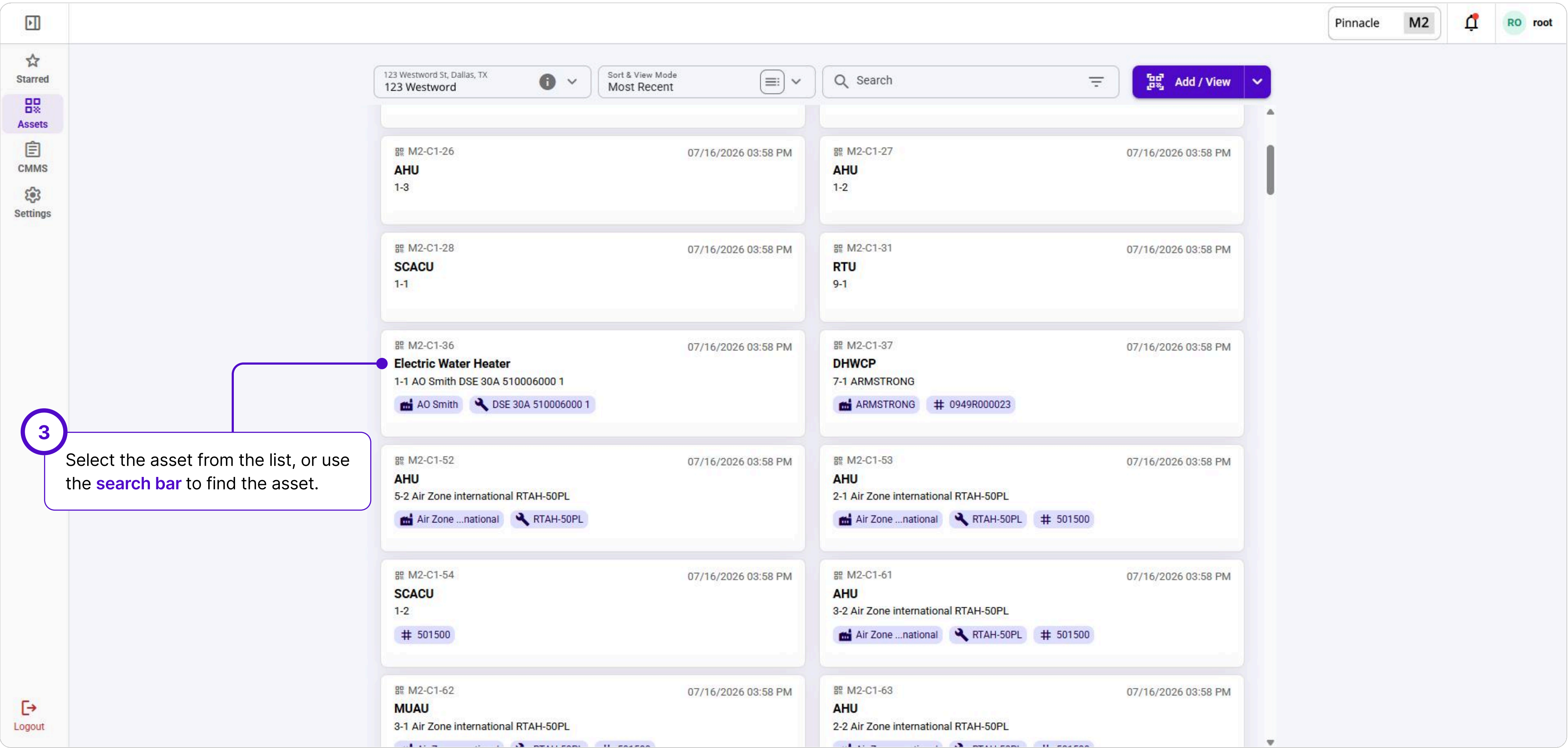


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Option 1: Create a Workorder from an Asset

Administrators can create workorders either from an asset or directly from the CMMS ticket list.



Option 1: **Create a Workorder from an Asset**

Administrators can create workorders either from an asset or directly from the CMMS ticket list.

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Starred

Assets

CMMS

Settings

Electric Water Heater

1501 Tower

M2-C1-36

Create New Workorder

Remap QR

Edit

Asset Summary

Asset Number	Asset Tag (Legacy)	Area	Manufacturer	Model Number
1-1	EWB-1-1	Level 1st Mechanical room	AO Smith	DSE 30A 510006000 1
Serial Number	Asset Description	Asset Photo	Data Plate Photo	QR Photo
-	EWB-1-1			

Asset History

Workorder History

AllAnnotationsInspectionsMigrationsOthers

Description	Date	User	Actions
1-1 AO Smith DSE 30A 510006000 1	07/16/2026 03:58 PM	root@logicfarm.io	
2026-01-01 00:00:00 AO Smith DSE 30A 510006000 1	07/16/2026 03:53 PM	root@logicfarm.io	

Records per page: 51-2 of 2

Asset internals

FormDef internals

4

On the asset landing page, select **Create New Workorder**.

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Option 1: Create a Workorder from an Asset

Administrators can create workorders either from an asset or directly from the CMMS ticket list.

New Ticket

Ticket Template

Name * Priority *

Description *

Caller / Reporter Info

Site 1501 Tower Asset Electric Water Heater - M2-C1-36

Cost Center Assigned Group

Assignee

Open Due

Inspections - +

Parts - +

Notes

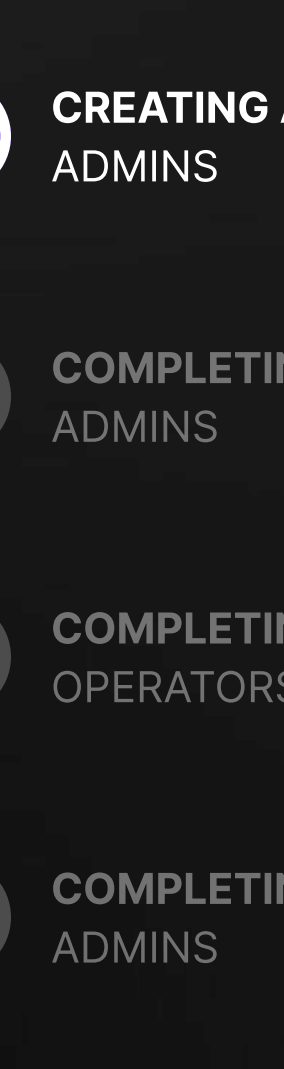
Logout

Option 1: **Create a Workorder from an Asset**

Administrators can create workorders either from an asset or directly from the CMMS ticket list.

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Starred

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CMMS

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Pinnacle

M2

root

< New Ticket

Ticket Template

Work Order

Name *

Work Order

Priority *

Medium

Description *

Electric Water Heater Needs Service

Caller / Reporter Info

Site

1501 Tower

Asset

Electric Water Heater - M2-C1-36

Cost Center

CC1 – Facilities Operations

Assigned Group

Engineers 1501

Assignee

Open

09/28/2026

Due

10/07/2026

Inspections

Parts

6

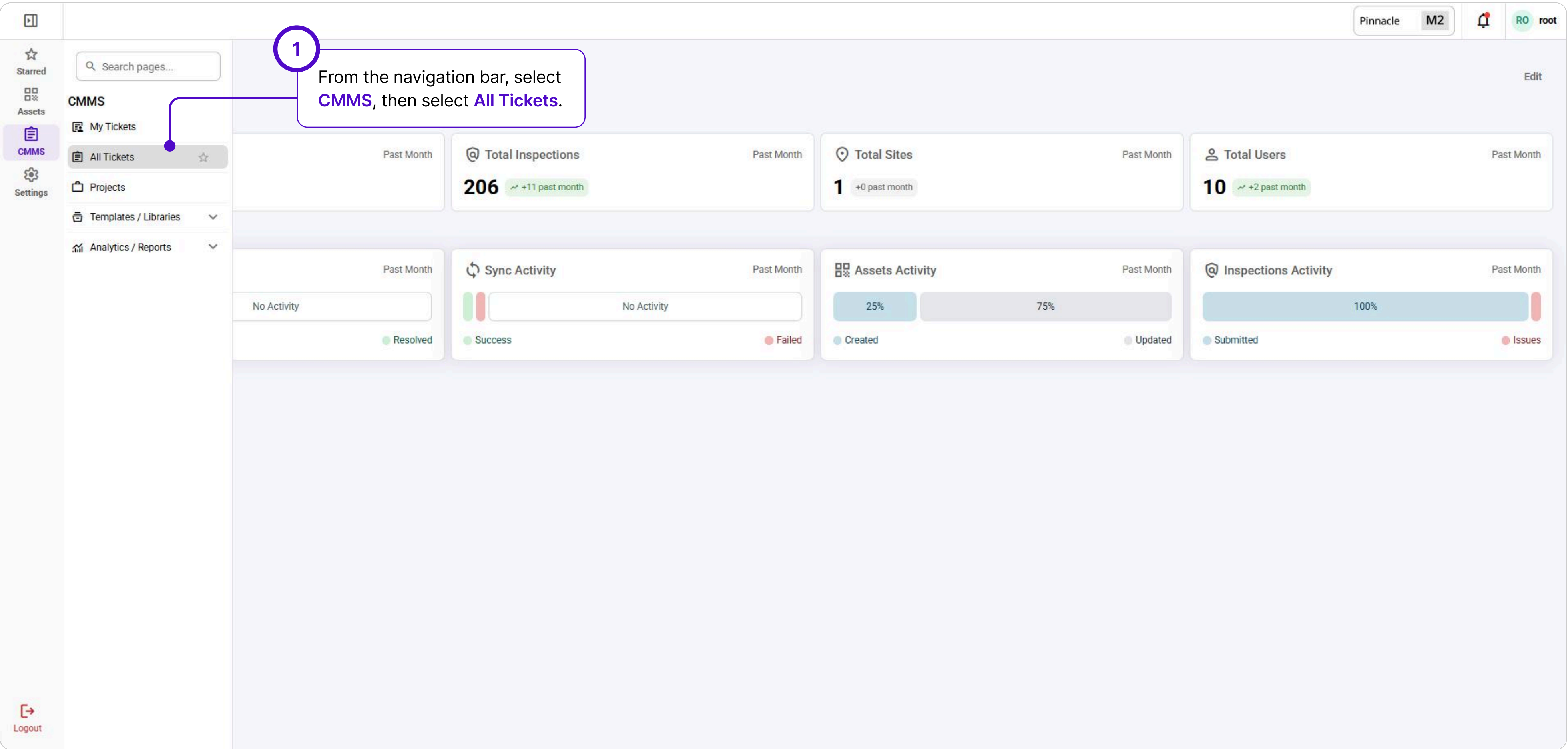
Complete the required fields and assign the workorder to a **group or assignee**.

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Option 2: Create a Workorder from the CMMS

Administrators can create workorders either from an asset or directly from the CMMS ticket list.



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OPERATORS

5 COMPLETING A PM
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Option 2: Create a Workorder from the CMMS

Administrators can create workorders either from an asset or directly from the CMMS ticket list.

Starred

Assets

CMMS

Settings

All Tickets

Site

Updated

Assignee

Asset Type

More

Saved Filters

State

Open Tickets

Type

Workorders

Sort By

Recent

Search

	WO #	Name	Description	Asset	State	Form Type	Priority	Assigned To	Due Date
☐	WO-5539	Electric Water Heater Weekly PM	Electric Water Heater Weekly PM	Electric Water Heater M2-C1-73 13-1 AO Smith DSE 30A 510006000 1	PENDING	Adhoc	Medium	Engineers 1501	09/25/2026
☐	WO-5538	Electric Water Heater Weekly PM	Electric Water Heater Weekly PM	Electric Water Heater M2-C1-10 27-1 AO Smith DSE 30A 510006000 1	PENDING	Adhoc	Medium	Engineers 1501	09/25/2026
☐	WO-5537	AHU Weekly PM	AHU Weekly PM	AHU M2-C1-20 12-1 Air Zone international RTAH-50PL	PENDING	Adhoc	Medium	Engineers 1501	09/25/2026
☐	WO-5536	AHU Weekly PM	AHU Weekly PM	AHU M2-C1-21 10-1 Air Zone international RTAH-50PL	PENDING	Adhoc	Medium	Engineers 1501	09/25/2026
☐	WO-5535	AHU Weekly PM	AHU Weekly PM	AHU M2-C1-22 8-1 Air Zone international RTAH-50PL	PENDING	Adhoc	Medium	Engineers 1501	09/25/2026
☐	WO-5534	AHU Weekly PM	AHU Weekly PM	AHU M2-C1-26 1-3	PENDING	Adhoc	Medium	Engineers 1501	09/25/2026
☐	WO-5533	AHU Weekly PM	AHU Weekly PM	AHU M2-C1-27 1-2	PENDING	Adhoc	Medium	Engineers 1501	09/25/2026
☐	WO-5532	AHU Weekly PM	AHU Weekly PM	AHU M2-C1-52 5-2 Air Zone international RTAH-50PL	PENDING	Adhoc	Medium	Engineers 1501	09/25/2026

Logout

2

Select **New** to create a new workorder.

New

Pinnacle

M2

RO root

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Option 2: Create a Workorder from the CMMS

Administrators can create workorders either from an asset or directly from the CMMS ticket list.

The screenshot shows the 'New Ticket' form in the Linq CMMS interface. The form is titled 'New Ticket' and has a back arrow. It includes a 'Ticket Template' dropdown menu at the top. Below this are several input fields: 'Name *', 'Priority *', 'Description *', 'Caller / Reporter Info', 'Site', 'Asset', 'Cost Center', 'Assigned Group', 'Assignee', 'Open' (with a calendar icon), 'Due' (with a calendar icon), 'Inspections' (with minus and plus icons), 'Parts' (with minus and plus icons), and 'Notes'. A callout box labeled '3' points to the 'Ticket Template' dropdown, stating: 'Select the appropriate Workorder Ticket Template from the dropdown list.'

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Option 2: Create a Workorder from the CMMS

Administrators can create workorders either from an asset or directly from the CMMS ticket list.

The screenshot shows the 'New Ticket' form in the CMMS interface. The form is titled 'New Ticket' and has a back arrow. The 'Ticket Template' dropdown is set to 'Work Order'. The 'Name' field contains 'Work Order' and the 'Priority' dropdown is set to 'Medium'. The 'Description' field contains 'Electric Water Heater Needs Service'. The 'Caller / Reporter Info' field is empty. The 'Site' dropdown is set to '1501 Tower' and the 'Asset' dropdown is set to 'Electric Water Heater - M2-C1-36'. The 'Cost Center' dropdown is set to 'CC1 - Facilities Operations' and the 'Assigned Group' dropdown is set to 'Engineers 1501'. The 'Assignee' dropdown is empty. The 'Open' date is '09/28/2026' and the 'Due' date is '10/07/2026'. The 'Inspections' and 'Parts' sections are at the bottom with expand/collapse icons.

4 Complete the required fields and assign the workorder to a **group or assignee**.

Option 2: **Create a Workorder from the CMMS**

Administrators can create workorders either from an asset or directly from the CMMS ticket list.

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CMMS

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Name *
Work Order

Priority *
Medium

Description *
General Work Order. Electric Water Heater Needs Service

Caller / Reporter Info

Site
1501 Tower

Asset
Electric Water Heater - M2-C1-36

Cost Center
CC1 — Facilities Operations

Assigned Group
Engineers 1501

Assignee

Open
09/28/2026

Due
10/08/2026

Inspections

Parts

Notes

Submit

Pinnacle

M2

RO root

5

Select **Submit** to create the workorder.

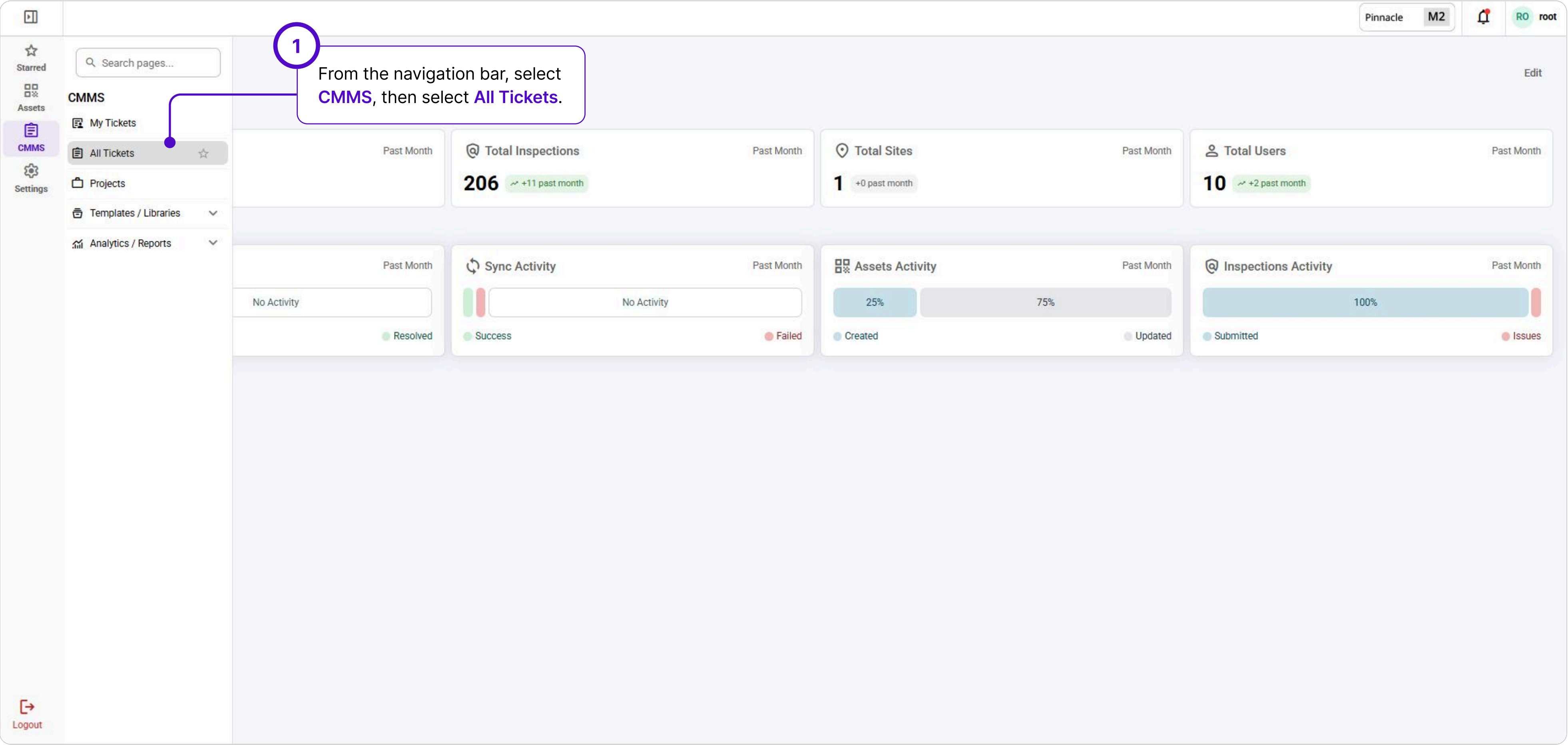
Completing a Workorder

Review, update, and complete work orders while tracking maintenance activities, labor, and materials for accurate service records.

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Completing a Workorder

Review, update, and complete work orders while tracking maintenance activities, labor, and materials for accurate service records.

1 **Ticket State:** Filter tickets by state to view all tickets, open tickets, or closed tickets.

2 **Saved Filters:** View existing saved filters or create your own to quickly access frequently used search criteria.

3 **Additional Filters:** Narrow your search by updated date, assignee, asset type, or other criteria. Select **More** for additional options, such as searching by QR code, increasing the search limit, or displaying deleted tickets.

4 Use the **Type** filter and select **Workorders** to display workorder tickets.

5 Select the workorder you want to complete.

WO #	Name	Description	Asset	State	Form Type	Priority	Assigned To	Due Date
WO-5562	Work Order	General Work Order	Electric Water Heater M2-C1-36 1-1 AO Smith DSE 30A 510006000 1	PENDING	Adhoc	Medium	Engineers 1501	09/30/2026
WO-5563	Work Order	Electric water heater needs serviced.	Electric Water Heater M2-C1-36 1-1 AO Smith DSE 30A 510006000 1	PENDING	Adhoc	Medium	Engineers 1501	10/07/2026
WO-5543	Electric Water Heater Weekly PM	Electric Water Heater Weekly PM	Electric Water Heater M2-C1-36 1-1 AO Smith DSE 30A 510006000 1	PENDING	Adhoc	Medium	Engineers 1501	09/25/2026
WO-5549	Engineer Onboarding	Simple PM to onboard users	Parkway Facility SA-31-1789756207877 Parkway Facility	IN PROGRESS	Adhoc	High	jorge.lemus@pky.com	09/23/2026
WO-5548	Engineer Onboarding	Simple PM to onboard users	Parkway Facility SA-31-1789756207877 Parkway Facility	ASSIGNED	Adhoc	High	david.hirse Korn@pky.com	09/23/2026
WO-5547	Engineer Onboarding	Simple PM to onboard users	Parkway Facility SA-31-1789756207877 Parkway Facility	ASSIGNED	Adhoc	High	brandon.le@pky.com	09/23/2026
WO-5546	Engineer Onboarding	Simple PM to onboard users	Parkway Facility SA-31-1789756207877 Parkway Facility	ASSIGNED	Adhoc	High	anthony.gutierrez@pky.com	09/23/2026

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Completing a Workorder

Review, update, and complete work orders while tracking maintenance activities, labor, and materials for accurate service records.

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OPERATORS

Work Order Medium

1501 Tower Electric Water Heater • M2-C1-36

To-do (0 / 3) **Pending** **Assigned** **In Progress** **Completed**

☐ Set Assignee ☐ Set Problem Code ☐ Set Resolution Code

Details Inspections (0/0) Attachments (0) Timeline

Ticket Details

Description
Electric water heater needs serviced.

Group: Engineers 1501 Assignee: Not Selected

Date Range: 09/28/2026 - 10/07/2026 Estimated Date: 10/01/2026

Problem Code: Not Selected Resolution Code: Not Selected

Total Working Time
00:00

Linked Asset
Electric Water Heater
1501 Tower M2-C1-36

Description:
1-1 AO Smith DSE 30A 510006000 1

Asset Number 1-1	Asset Tag (Legacy) EWH-1-1	Area Level 1st Mechanical room
Manufacturer AO Smith	Model Number DSE 30A 510006000 1	Serial Number -
Asset Description EWH-1-1	Asset Photo	Data Plate Photo

QR Photo

Parts & Materials
0 Items - \$0.00

Check In: Select **Check In** as soon as you begin working on a ticket to ensure accurate time data is recorded.

Parts & Materials: Add parts and materials to the ticket to track inventory usage and associated costs.

1 Review the **To-do** dropdown to view an actions required to complete the workorder.

2 Select **Submit** to complete the workorder.

3 Enter the appropriate **Problem Code**.

4 Enter the appropriate **Resolution Code**.

5 If the workorder is not already assigned to you, assign it to yourself.

6 **Check In:** Select **Check In** as soon as you begin working on a ticket to ensure accurate time data is recorded.

7 **Parts & Materials:** Add parts and materials to the ticket to track inventory usage and associated costs.

8 Select **Submit** to complete the workorder.

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OPERATORS

Completing a Workorder

Review, update, and complete work orders while tracking maintenance activities, labor, and materials for accurate service records.

1 From the navigation bar, select **CMMS**, then select **My Tickets**.

CMMS

My Tickets

Past Month

Total Inspections 206 +11 past month

Past Month

Total Sites 1 +0 past month

Past Month

Total Users 10 +2 past month

Past Month

No Activity

Resolved

Past Month

Sync Activity No Activity

Success Failed

Past Month

Assets Activity 25% 75%

Created Updated

Past Month

Inspections Activity 100%

Submitted Issues

Logout

Completing a Workorder

USER TRAINING

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-
- 1 **CREATING & EDITING ASSETS**
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Ticket State: Filter tickets by state to view all tickets, open tickets, or closed tickets.

Saved Filters: View existing saved filters or create your own to quickly access frequently used search criteria.

Additional Filters: Narrow your search by updated date, assignee, asset type, or other criteria. Select **More** for additional options, such as searching by QR code, increasing the search limit, or displaying deleted tickets.

Select **Scan Mode** to scan an asset and quickly access the asset and its associated inspection or work order.

Use the **Type** filter and select **Workorders** to display work order tickets assigned to you or your group.

WO #	Name	Description	Asset	State	Form Type	Priority	Assigned To	Due Date
WO-5562	Work Order	General Work Order	Electric Water Heater M2-C1-36 1-1 AO Smith DSE 30A 510006000 1	PENDING	Adhoc	Medium	Engineers 1501 UNLINKED	09/30/2026
WO-5563	Work Order	Electric water heater needs serviced.	Electric Water Heater M2-C1-36 1-1 AO Smith DSE 30A 510006000 1	PENDING	Adhoc	Medium	Engineers 1501 UNLINKED	10/07/2026
WO-5543	Electric Water Heater Weekly PM	Electric Water Heater Weekly PM	Electric Water Heater M2-C1-36 1-1 AO Smith DSE 30A 510006000 1	PENDING	Adhoc	Medium	Engineers 1501 UNLINKED	09/25/2026
WO-5542	Electric Water Heater Weekly PM	Electric Water Heater Weekly PM	Electric Water Heater M2-C1-101 7-1 AO Smith DSE 30A 510006000 1	PENDING	Adhoc	Medium	Engineers 1501 UNLINKED	09/25/2026
WO-5541	Electric Water Heater Weekly PM	Electric Water Heater Weekly PM	Electric Water Heater M2-C1-106 B01-1 AO Smith DSE 30A 510006000 1	PENDING	Adhoc	Medium	Engineers 1501 UNLINKED	09/25/2026
WO-5540	Electric Water Heater Weekly PM	Electric Water Heater Weekly PM	Electric Water Heater M2-C1-102 20-1 AO Smith DSE 30A 510006000 1	PENDING	Adhoc	Medium	Engineers 1501 UNLINKED	09/25/2026
WO-5539	Electric Water Heater Weekly PM	Electric Water Heater Weekly PM	Electric Water Heater M2-C1-73 13-1 AO Smith DSE 30A 510006000 1	PENDING	Adhoc	Medium	Engineers 1501 UNLINKED	09/25/2026
WO-5538	Electric Water Heater Weekly PM	Electric Water Heater Weekly PM	Electric Water Heater M2-C1-10 27-1 AO Smith DSE 30A 510006000 1	PENDING	Adhoc	Medium	Engineers 1501 UNLINKED	09/25/2026

Select the workorder you want to complete.

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OPERATORS

Completing a Workorder

Review, update, and complete work orders while tracking maintenance activities, labor, and materials for accurate service records.

The screenshot displays the 'Work Order' form in the Linq CMMS. The form includes a sidebar with navigation options (Starred, Assets, CMMS, Settings) and a top navigation bar with a user profile (AG Alex Grant). The main form area is titled 'Work Order' and shows a 'To-do' dropdown with 0/3 items. Below this, there are fields for 'Set Assignee', 'Set Problem Code', and 'Set Resolution Code'. A status bar at the top indicates 'Pending', 'Assigned', 'In Progress', and 'Completed'. The 'Ticket Details' section includes a description, group, assignee, date range, estimated date, problem code, and resolution code. The 'Linked Asset' section shows details for an 'Electric Water Heater' (1501 Tower, M2-C1-36). The 'Parts & Materials' section shows 0 items and \$0.00. The 'Total Working Time' is 00:00. The 'Check In' button is highlighted in green. The 'Logout' button is in the bottom left corner.

1 Review the **To-do** dropdown to view any actions required to complete the workorder.

2 Select **Submit** to complete the workorder.

3 Enter the appropriate **Problem Code**.

4 Enter the appropriate **Resolution Code**.

5 If the workorder is not already assigned to you, assign it to yourself.

6 Check In: Select **Check In** as soon as you begin working on a ticket to ensure accurate time data is recorded.

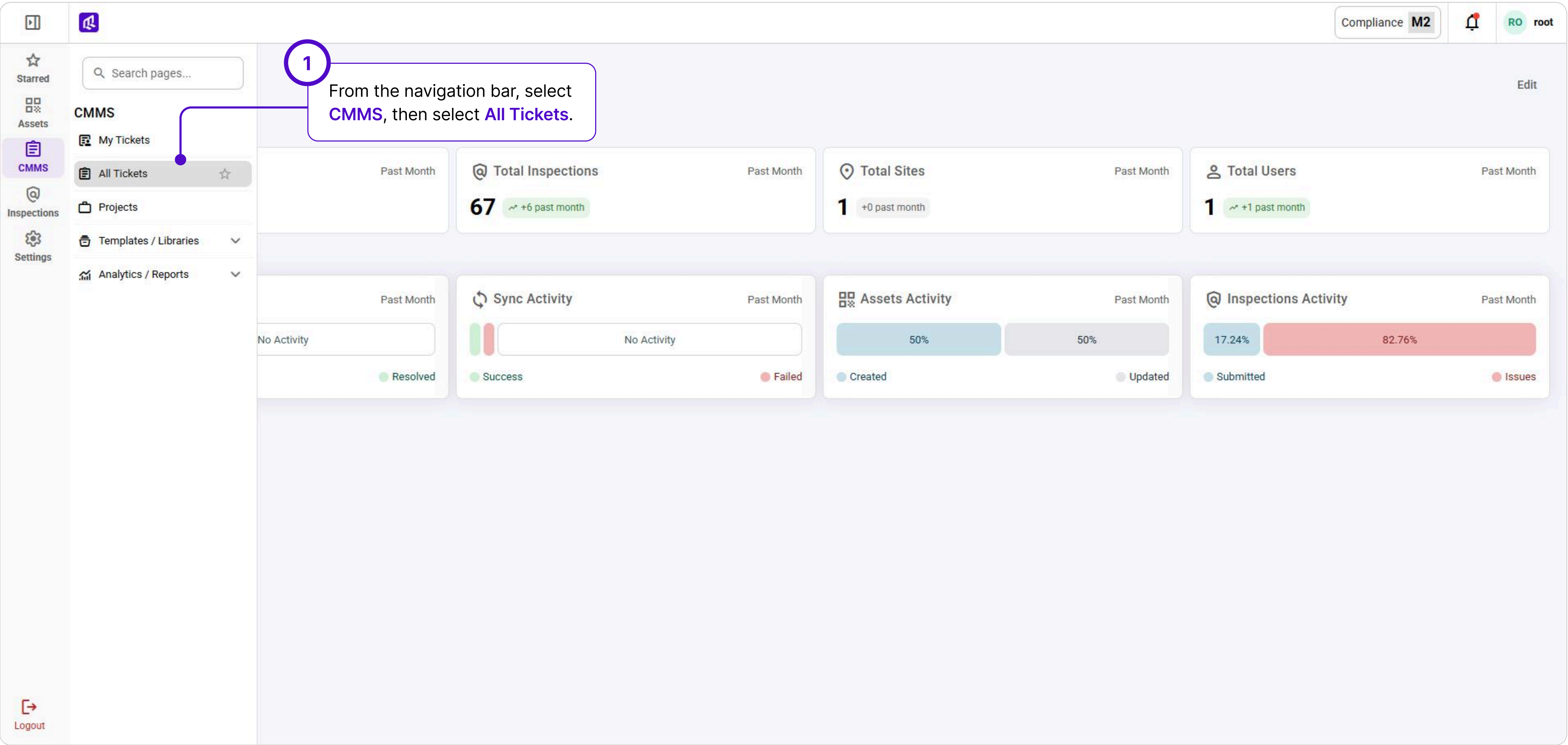
7 Parts & Materials: Add parts and materials to the ticket to track inventory usage and associated costs.

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ADMINS

Completing a PM

Complete preventive maintenance inspections, record results, and maintain accurate service records to support ongoing asset reliability.



Completing a PM

Complete preventive maintenance inspections, record results, and maintain accurate service records to support ongoing asset reliability.

USER TRAINING

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Starred

Assets

CMMS

Inspections

Settings

All Tickets

Site

Updated

Assignee

Asset Type

+ More

Saved Filters

State

Open Tickets

Type

PMs

Compliance

M2

RO root

+ New

Export

Sort By Recent

Search

WO #

Name

Description

Asset

State

Form Type

Priority

Assigned To

Due Date

WO-73310

Fire Extinguisher Inspection

Fire Extinguisher Monthly Inspection

Fire Extinguisher
M2-AS-16
FE-003

PENDING

Scheduled

Medium

G03-Life Safety

Assign

09/15/2026

WO-73307

Fire Drill

Quarterly Fire Drill

Fire Drill Shift
M2-AS-28
Night Shift

PENDING

Scheduled

Medium

G03-Life Safety

Assign

10/01/2026

WO-73306

Fire Drill

Quarterly Fire Drill

Fire Drill Shift
M2-AS-27
Evening Shift

PENDING

Scheduled

Medium

G03-Life Safety

Assign

10/01/2026

WO-73305

Fire Drill

Quarterly Fire Drill

Fire Drill Shift
M2-AS-26
Day Shift

PENDING

Scheduled

Medium

G03-Life Safety

Assign

10/01/2026

WO-73304

Emergency Generator Test

Emergency Generator Monthly Test

Emergency Generator
M2-AS-31
Emergency Generator 3

PENDING

Scheduled

Medium

G09-Central Plant

Assign

09/01/2026

2

Use the **Type** filter and select **PMs** to display PM tickets.

i

Additional Filters: Narrow your search by updated date, assignee, asset type, or other criteria. Select **More** for additional options, such as searching by QR code, increasing the search limit, or displaying deleted tickets.

i

Saved Filters: View existing saved filters or create your own to quickly access frequently used search criteria.

i

Ticket State: Filter tickets by state to view all tickets, open tickets, or closed tickets.

3

Select the PM ticket you want to complete.

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ADMINS

Completing a PM

Complete preventive maintenance inspections, record results, and maintain accurate service records to support ongoing asset reliability.

Fire Extinguisher Inspection Medium

Hospital A Fire Extinguisher • M2-AS-16

Details: Select **Details** to view additional information about the PM, such as the due date, description, linked assets, and other ticket information.

You must first assign this workorder to yourself to begin the inspection.

Description:
FE-003

Inspect the fire extinguisher associated with this work order.

The extinguisher is in its designated location? No Yes

The extinguisher is visible, readily accessible, and unobstructed? No Yes

Operating instructions and the nameplate are legible and appropriately oriented? No Yes

The gauge, indicator, or other charge condition appropriate to this extinguisher is acceptable? No Yes

The pull pin and tamper seal are present and intact for the installed configuration? No Yes

The extinguisher has no visible damage, corrosion, leakage, or other condition affecting operation? No Yes

The hose and nozzle are secured, unobstructed, and in acceptable condition for the installed configuration? No Yes

Assign To Me

Logout

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OPERATORS

Completing a PM

Complete preventive maintenance inspections, record results, and maintain accurate service records to support ongoing asset reliability.

The screenshot shows the Linq CMMS interface. On the left is a navigation bar with icons for Starred, Assets, CMMS (highlighted), and Settings. The main content area is titled 'CMMS' and contains a 'My Tickets' link. A callout box with the number '1' points to the 'CMMS' and 'My Tickets' links, with the text: 'From the navigation bar, select **CMMS**, then select **My Tickets**.'

The main content area displays several metrics and activity charts for the 'Past Month':

- Total Inspections:** 67 (+6 past month)
- Total Sites:** 1 (+0 past month)
- Total Users:** 1 (+1 past month)
- Sync Activity:** No Activity (Success/Failure status bar)
- Assets Activity:** 50% Created, 50% Updated
- Inspections Activity:** 17.24% Submitted, 82.76% Issues

At the bottom left, there is a 'Logout' button.

1 CREATING & EDITING ASSETS
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ADMINS

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OPERATORS

Completing a PM

Complete preventive maintenance inspections, record results, and maintain accurate service records to support ongoing asset reliability.

2 Use the **Type** filter and select **PMs** to display PM tickets.

i **Additional Filters:** Narrow your search by updated date, assignee, asset type, or other criteria. Select **More** for additional options, such as searching by QR code, increasing the search limit, or displaying deleted tickets.

i **Saved Filters:** View existing saved filters or create your own to quickly access frequently used search criteria.

i **Ticket State:** Filter tickets by state to view all tickets, open tickets, or closed tickets.

3 Select the PM ticket you want to complete.

WO #	Name	Description	Asset	State	Form Type	Priority	Assigned To	Due Date
WO-73295	Environment of Care Inspection	Environment of Care Monthly Rounds	Environment of Care Area M2-AS-13 Emergency Department Waiting Area	PENDING	Scheduled	Medium	G01-Maintenance UNLINKED	09/15/2026
WO-73294	Environment of Care Inspection	Environment of Care Monthly Rounds	Environment of Care Area M2-AS-11 3 East Patient Corridor	PENDING	Scheduled	Medium	G01-Maintenance UNLINKED	09/15/2026
WO-73293	Environment of Care Inspection	Environment of Care Monthly Rounds	Environment of Care Area M2-AS-9 Main Lobby and Public Entrance	PENDING	Scheduled	Medium	G01-Maintenance UNLINKED	09/15/2026

Records per page: 10 1-3 of 3

Logout

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OPERATORS

Completing a PM

Complete preventive maintenance inspections, record results, and maintain accurate service records to support ongoing asset reliability.

The screenshot displays the 'Environment of Care Inspection' form in the Linq CMMS. The form is titled 'Environment of Care Inspection' with a 'Medium' priority tag. It shows the location as 'Hospital A' and the specific area as 'Environment of Care Area • M2-AS-13'. A message states: 'You must first assign this workorder to yourself to begin the inspection.' The form includes a 'Description' field with the text 'Emergency Department Waiting Area' and a note: 'Complete this round for the Environment of Care Area associated with this inspection.' Below this, there is a section titled 'Safe and Adequate Physical Environment' with several inspection questions, each with 'No' and 'Yes' response buttons. The questions are: 'Safe access is maintained for patients, visitors, and staff?', 'The space is suitable and adequate for the services provided?', 'The area is clean, orderly, and free of avoidable clutter?', 'Floors and walking surfaces are dry, secure, and free of trip hazards?', 'Floors, walls, ceilings, and other interior surfaces are intact and in good repair?', and 'Furnishings and equipment are stable, safe, and in good repair?'. A 'Details' button is located at the top right of the form. A 'Logout' button is visible in the bottom left corner of the interface.

Callout 1: Details: Select **Details** to view additional information about the PM, such as the due date, description, linked assets, and other ticket information.

Callout 2: You must first assign this workorder to yourself to begin the inspection.

Callout 3: Assign To Me

Callout 4: If the PM is assigned only to a group, assign it to yourself before proceeding.

Callout 5: Complete the PM inspection by entering the applicable information.

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OPERATORS

Completing a PM

Complete preventive maintenance inspections, record results, and maintain accurate service records to support ongoing asset reliability.

The screenshot displays the Linq CMMS interface for completing a preventive maintenance (PM) inspection. The interface is divided into a sidebar, a main content area, and a bottom navigation bar.

- Sidebar:** Contains navigation icons for 'Starred', 'Assets', 'CMMS' (highlighted), and 'Settings'.
- Main Content Area:**
 - Inspection Questions:** A series of questions with 'No' and 'Yes' toggle buttons. The questions are:
 - Floors and walking surfaces are dry, secure, and free of trip hazards?
 - Floors, walls, ceilings, and other interior surfaces are intact and in good repair?
 - Furnishings and equipment are stable, safe, and in good repair?
 - Lighting is functional and adequate for the activities performed?
 - The area is free of visible leaks, standing water, and water damage?
 - Doors and general hardware are secure, functional, and free of observable hazards?
 - The area is free of other observable physical conditions that could cause injury or interfere with care?
 - Evidence and Notes:**
 - Image Upload:** A field labeled 'Image (Optional)' with a callout box (6) pointing to the 'Submit' button, stating: 'Select **Submit** at the bottom of the form to complete the PM.'
 - Comments / Deficiency Details:** A text area containing the text: 'There is a leak new sink faucet.'
- Bottom Bar:** Contains a 'Logout' button and 'Cancel' and 'Submit' buttons.



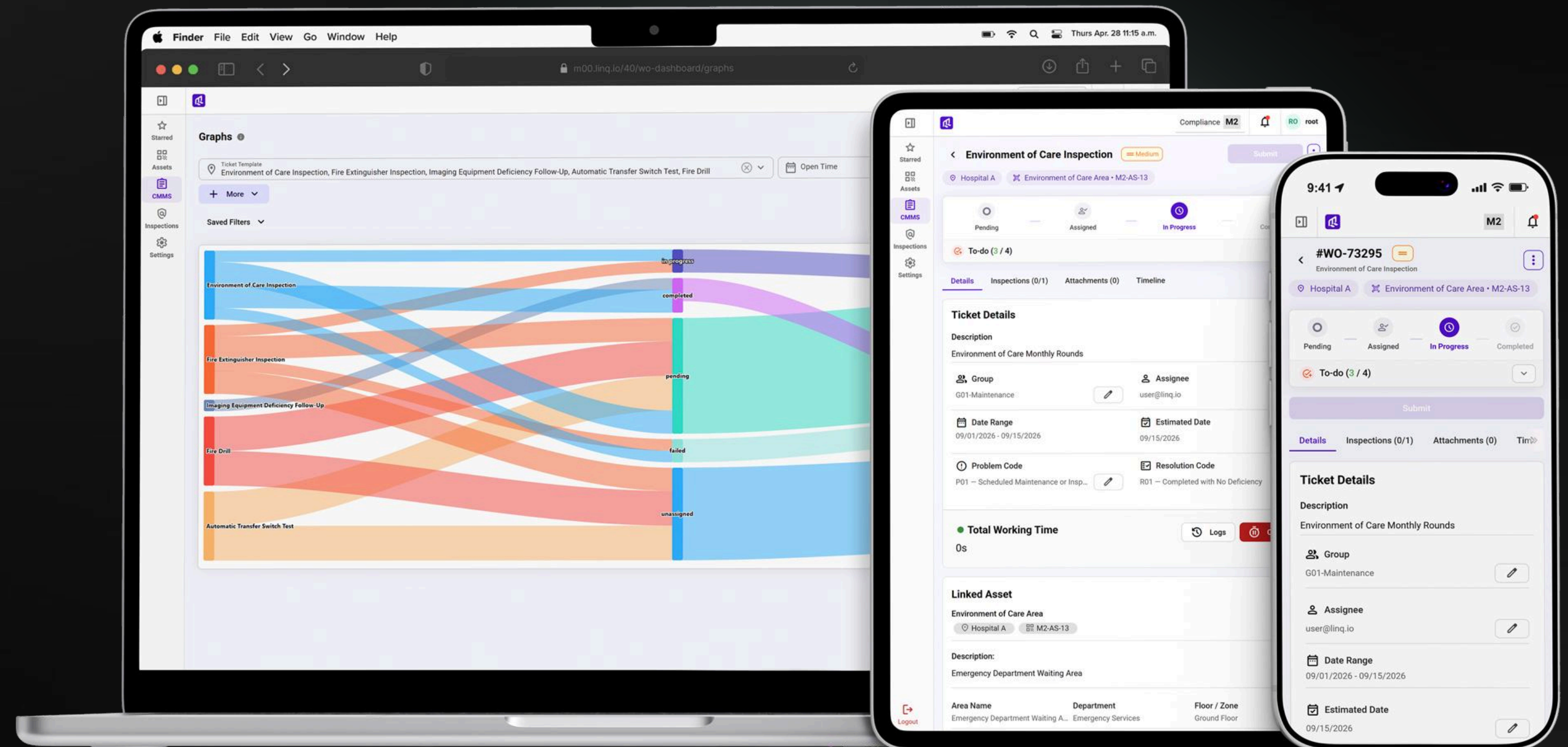
USER MANUAL

Thank you for using Linq CMMS

For additional support, please contact
your Linq administrator or support team.

connect@linq.io

Modern Maintenance for High-Performance Operations



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