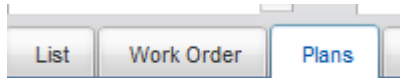
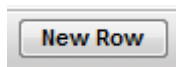


## Creating an Estimate in Maximo.

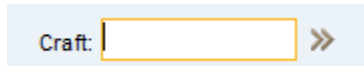
- 1) Enter Work Order into Maximo. (If you do not know how to enter a work order please see guide referencing how to enter new work order)
- 2) Go to the Plans Tab.



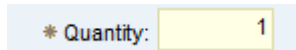
- 3) To enter labor. Select the labor tab and hit new row.



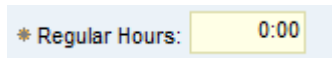
- 4) Under the Craft field, select the craft that will be needed on the estimate. For example if you want to assign a Journeyman Electrician. You would enter ELEC-JM. If you don't know the code then select value and search the list.



- 5) Next, you need to enter the quantity of labor that you need. How many guys will be on the job.



- 6) Then, you will enter the hours that will be needed under Regular Hours.



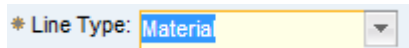
- 7) Enter more rows if necessary and Hit Save button.



- 8) For Materials, Select the Materials tab and hit new row.



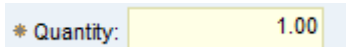
- 9) If Material is required that is not stocked, Select Material under Line Type.



- 10) Next, Enter the description of the material.



- 11) Enter the Quantity.



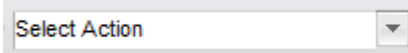
- 12) Enter Unit Cost.



- 13) Enter more rows if necessary Hit Save button.

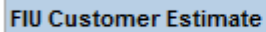


14) To view this estimate go to the Select Action menu.

A dropdown menu with the text "Select Action" and a downward-pointing arrow on the right side.


and choose Run Reports.

15) Click on the FIU Customer Estimate and the report will run.

A blue rectangular button with the text "FIU Customer Estimate" in white.

16)

17) Next you will see a request page screen. If you want to see the estimate on the screen then just hit the submit button. A report will be generated and can be either printed or saved to pdf by

clicking on this button  .

18) If you want to email the estimate to the customer then you can do that from Maximo by entering the email address in the request page.

A form titled "Email" with a header bar. It contains three input fields: "To:" with a search icon, "Subject:", and "Comments:" with a larger text area.

19) The End.