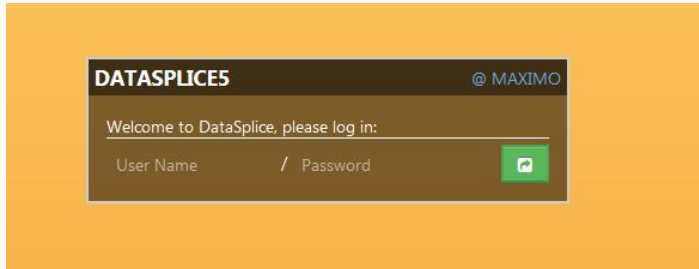
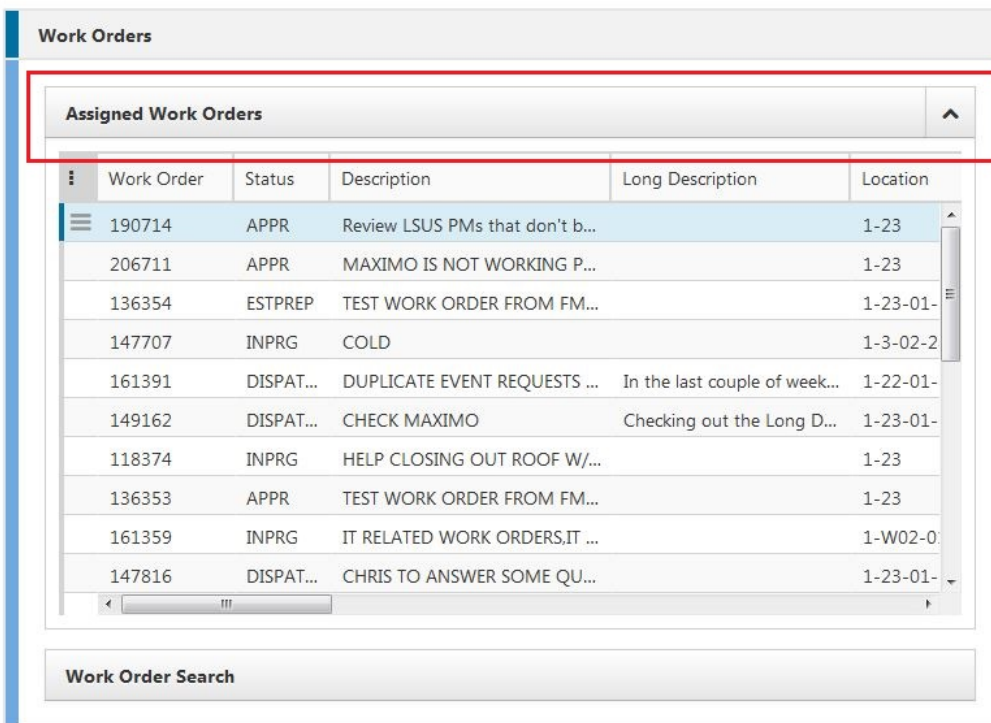


DataSplice Guide for Maximo Work Orders – Assigned Work Orders

Login to DataSplice



Click on Assigned Work Orders heading to view the expanded full list of Work Orders



The screenshot shows a 'Work Orders' section with a table of work orders. The 'Assigned Work Orders' heading is highlighted with a red box. The table has columns for Work Order, Status, Description, Long Description, and Location. Below the table is a 'Work Order Search' field.

Work Order	Status	Description	Long Description	Location
190714	APPR	Review LSUS PMs that don't b...		1-23
206711	APPR	MAXIMO IS NOT WORKING P...		1-23
136354	ESTPREP	TEST WORK ORDER FROM FM...		1-23-01-
147707	INPRG	COLD		1-3-02-2
161391	DISPAT...	DUPLICATE EVENT REQUESTS ...	In the last couple of week...	1-22-01-
149162	DISPAT...	CHECK MAXIMO	Checking out the Long D...	1-23-01-
118374	INPRG	HELP CLOSING OUT ROOF W/...		1-23
136353	APPR	TEST WORK ORDER FROM FM...		1-23
161359	INPRG	IT RELATED WORK ORDERS.IT ...		1-W02-0
147816	DISPAT...	CHRIS TO ANSWER SOME QU...		1-23-01-

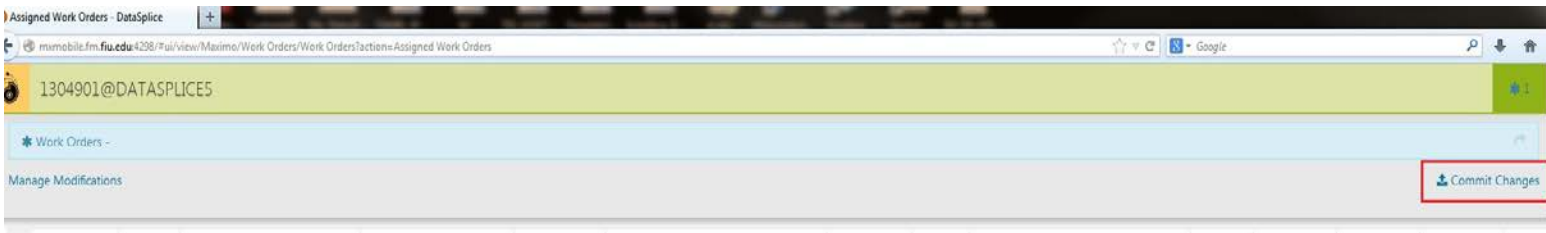
When a row is highlighted in blue and has the three dashes before the Work Order number, it means that it is selected.

The plus sign on top is the New Row button for any application you are in. In the current Work Order application, this would add a new Work Order. Adding new Work Orders will be covered in another tutorial.

The circling arrows are the Refresh button. Click this button after every set of changes you make to see to see the new changes on the Work Order List.

Work Order	Status	Description	Long Description	Location	Location Description	Work Type	Asset	Asset Description	Priority	CUSTOMER	PHONE	LEADNAME
147707	INPRG	COLD		1-3-02-280	Ernest R. Graham Univ. Ctr.	CM				FACILITIES ...	305-348-3...	GUIDO, CH...
190714	APPR	Review LSUS PMs that don't b...		1-23	Campus Support Complex Admin	CM	2909	AIR HANDLING UNIT 300M1		FACILITIES ...	305-348-2...	GUIDO, CH...
- 212042	WAPPR	Help Maria with setting up FIU...	Samsung Galaxy , Android	1-23-01-167	Campus Support Complex Admin	CM				FACILITIES ...	305-348-2...	GUIDO, CH...
169431	APPR	DatasplICE Version 5 Upgrade ...		1-23-01-167	Campus Support Complex Admin	CM				FACILITIES ...	305-348-4...	GUIDO, CH...
190714	APPR	MAVILAS IS NOT WORKING P...		1-23	Campus Support Complex Admin	CM	3003	COMPAIRED UNIT 300F		FACILITIES ...	305-348-4...	GUIDO, CH...

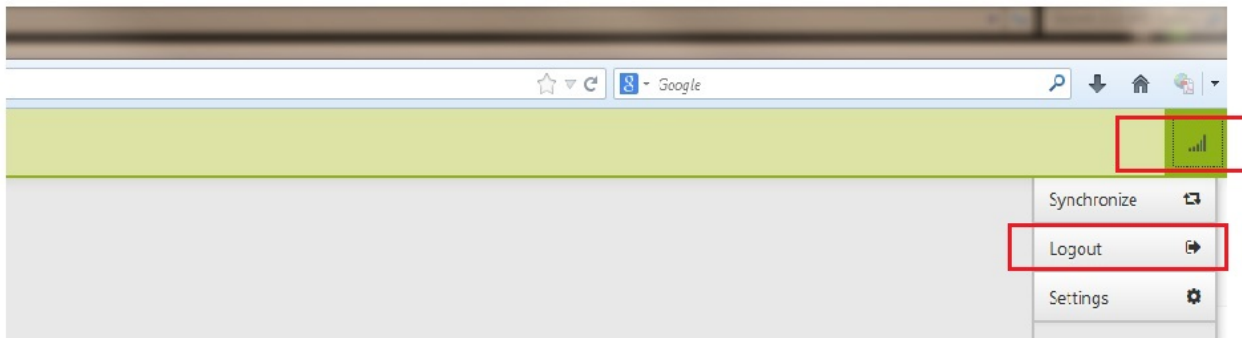
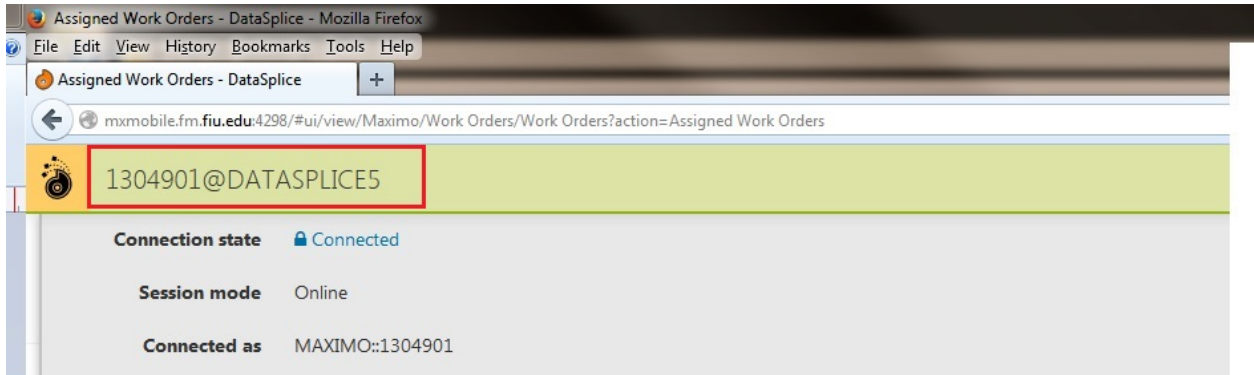
Committing changes is needed whenever you change info on a Work Order. You also need to commit changes when you add new Labor, a new Log, or a Attach a Photo.



The top row of the DataSplice app is where you can navigate back to your Home Screen, check your connection, as well as Log Out.

Clicking on the upper left heading that contains your PantherID will take you to your Home Screen.

Clicking on the bars in the upper right allows you to check the connection status, as well as show the buttons to Logout, Synchronize, and Settings.



Adding Labor, Log, and Photo Attachment

The bottom row of the Work Order List contains the tabs for Labor, Log, and Attachments.

This is where you add this information to the Work Order that is highlighted in blue and selected in the List.

206711	APPR	MAXIMO IS NOT WORKING P...	1-23	Campus Support Complex Adr
161359	INPRG	IT RELATED WORK ORDERS,IT ...	1-W02-01-1...	West 2
204033	APPR	Testing New Work Order Entry... From HTML5 Page	1-23-01-167	Campus Support Complex Adr



Adding Labor

A screenshot of a 'Labor Reporting' dialog box in a software application. The dialog contains the following fields and controls:

- Labor: 1304901
- Type: WORK
- Craft: COMPROGRAM
- Start Date: 05/01/2014
- Start Time: [empty]
- Finish Date: 05/01/2014
- Finish Time: [empty]
- Regular Hours: [input field, highlighted with a red box]
- Approved:
- Buttons: OK, Cancel

Adding a Log entry

1304901@DATASPLICES

Assigned Work Orders

1A/24

212040: APPR - Helped Maria setup FIUMail on her Phone

Tasks Failure Report Labor Assets Materials Log Attachments

Summary Helped setup Email

Details FIUMail, Setup, Yahoo

Log Type CLIENTNOTE

Created By 1304901

Created Date 05/01/2014 3:11 PM

OK Cancel

Adding a Photo Attachment

1304901@DATASPLICES

Assigned Work Orders

Start Work Stop Work New WO Prompt Attach Photo

212040: APPR - Helped Maria setup FIUMail on her Phone

Tasks Failure Report Labor Assets Materials Log Attachments

Description	Document Type	File Data	URL	URL Type	Show	Create By	Create Date	Change By	Change Date
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In the Document Links prompt, the icon outlined in red will be a camera button which you will press to take you to the Camera application on your device.

*** Document Links**

Description: Photo

Document Type: Images

File Data: ---

URL: photo-WO-212040-201405011639.jpg

URL Type: FILE

Show:

Create By: _____

Create Date: _____

Change By: _____

Change Date: _____

OK Cancel

Changing the Status of the Work Order- Change it to Done once you are done with the Work Order.

Work Orders < 15/24 > x

Work Order: 212040

Status: APPR

Description: _____

Long Description:
~~DISPATCHED - Dispatched~~
DONE - DONE
 ESTPREP - Needs Estimate
 ESTSENT - Estimate Sent to Customer
 EVENT - Event Being Planned
 HISTEDIT - Edited in History
 INPRG - In Progress

Location: _____

Location Description: _____

Work Type: CM

Asset: 2915

Asset Description: WATER FOUNTAIN | 1st floor

Priority: _____

Lead: 1304901

Supervisor: _____

Crew: _____

Estimate Code: _____

Once you commit changes, you will see this message, confirming that the changes are successful.

