

GETTING STARTED

1. Log on to PC using network password.
2. Double click the MAXIMO icon. Enter LAN ID and password then click **Sign In**.

APPLICATIONS

Work Order Tracking – List of all Work Orders.

SEARCHING FOR A WORK ORDER

To find a Work Order from Start Center

1. From *Start Center*, Click on the *Trades* Tab.
2. Look at the My Assigned Work Orders Box. If the desired Work Order is visible select it from the list by clicking on the Work Order Number.
3. To see additional Work Orders, select “**Next Page**” on the bottom left of the list.

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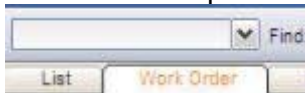
4. The other option is to use the **Filter** tool. To use this tool click on the arrow next to the word Filter.



5. When the filter boxes appear, enter the information known or information to search on. Use the % as a wildcard. For example, Repairs%, %Pump%, or %Pump.
6. After entering search criteria, press the Enter key.

To find a Work Order with a Saved Query

1. From *Start Center*, Click on the “Go To” menu.
2. Select **Work Order |Work Order Tracking**.
3. In the top left corner just under the header is a drop down box. Click on the drop down box.



4. It will create a list of available saved queries. Select the query to run.
5. The results will appear below. If the desired Work Order is visible select it from the list.
6. To see additional Work Orders, select the arrows at the top of the list or use the **Filter** tool by clicking on the arrow next to the word Filter.



UPDATE A WORK ORDER

1. Open **Work Order| Work Order Tracking** and find a Work Order to be updated.

Enter a Labor Record

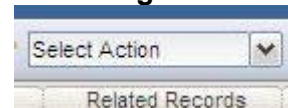
2. Click on the **Actuals** tab.
*Note: the Work Order must be approved before entering Labor transactions. The Work Order can be INPRG, COMP, or DONE.
3. Click on **Select Labor, Select Planned Labor, or New Row** as appropriate.
4. Select a labor record from the dialogue box.
5. If **New Row** button was selected, enter a labor code.
6. Enter the date and times when work was started and stopped or enter the total hours worked.
7. **Save** the Work Order

Enter Comments & Worked Performed in Logs

2. Click on the **Log** tab.
3. Click on **New Row**.
4. Enter the appropriate comments in **Summary** and **Details**.
5. Click the **Viewable** check box.
6. **Save** the Record.

Change the Work Order Status to Complete

2. Click **Select Action →Change Status** or click on the **Change Status** icon.



or



3. Click on the **New Status** drop down box.
4. Select **Completed**.
5. Press **OK**.
6. **Save** the Record

Save the Record

2. After making changes press the **Save** icon on the top of the screen.

