How to Create Event Work Orders

12/6/2011 rev3

1) Log into Maximo and select new work order from the startcenter screen.

    New Work Order
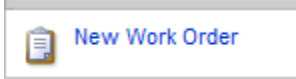
2) Enter the following required fields:

   a. Description: * [   ] 🗒️
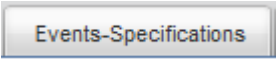   i. Description should NOT include any room numbers that already exist in Maximo. It is to be used to describe the event and if the event happens to be in an area that does not have a room number, then you can include that information in the description (Example, Atrium or Breezeway). Also, NO Event dates should be entered in the description, use target start and finish date to enter event dates.

   b. Location: * Location: [   ] »
      i. Location must be entered to the room level if a room is being used. If you want to type it in directly, the format is 1-23-01-170 (Campus-Building-Floor-RoomNumber). You can also use the drilldown feature by click on the » to find locations on the list. If a room is not present then a building may be used. Do NOT use just the campus level only.

   c. Work Type: * Work Type: [   ] 🔍
      i. Always select EV which stands for Event.

   d. Customer: Customer: [-   ] » [   ] 🗒️
      i. Make sure the correct customer is entered. For Facilities Presidential Requests use 110880199.

   e. Classification: Classification: [   ] »
      i. Always type in EVENTS. After you select it, the screen will add the Events Specification Tab [Events-Specifications] which will allow you to enter the breakdown of equipment needed for the event.

   f. Event Master WO #: Event Master WO #: [   ]
      This is the field that will tie together each batch of event work orders to a single event work order. Copy the work order number into this field. This will only need to be done one time on the primary work order. Later on when you duplicate the work orders it will copy over automatically.

   g. Target Start Date & Finish Date:

Target Start: [   ] 📅
Target Finish: [   ] 📅

        i. This is the date that the event will begin and end.

    h. Reported By: Reported By: MAXADMIN »
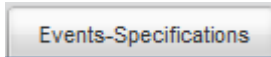
        i. Enter who will be the University contact person for the event (typically this will be outside of FMD unless internal FMD event)

    i. Shop: * Shop: [   ] »

        i. Enter the shop that the work order will be assigned to.

3) Select the Events-Specifications Tab. [Events-Specifications]

4) Next, you will see a list of items related to the event. Enter the number of items needed for the event in the alphanumeric value column. On the same list, enter the amount of people that will attend and if any maintenance personal is required.

| Attribute	Description	Data Type	Alphanumeric Value	Numeric Value	Unit of Measure
ROUND TABLES 30"	Round Tables 30"	ALN			EACH
ROUND TABLES 60"	Round Tables 60"	ALN			EACH
ROUND TABLES 72"	Round Tables 72"	ALN			EACH
RECTANGULAR TABLES 6'	Rectangular Tables 6'	ALN			EACH
RECTANGULAR TABLES 8'	Rectangular Tables 8'	ALN			EACH
HIGH TOPS	High Tops	ALN			EACH
CHAIRS REGULAR	Chairs Regular	ALN			EACH
CHAIRS PADDED	Chairs Padded	ALN			EACH
EASEL	Easels	ALN			EACH
STANCHTIONS	Stanchtions	ALN			EACH
TRASH CANS	Trash cans	ALN			EACH
STAGE SIZE	Stage Size	ALN			EACH
TABLE SKIRTS	Table Skirts	ALN			EACH
PODIUM	Podium	ALN			
FLAG	Flag	ALN			
CLEANING SERVICES	Cleaning Services	ALN			

5) Next, you must change the status to DISPATCHED using the change status icon.

6) Finally, in order to create work orders for the other shops you must do the following:

    a. Click on Select Action from the toolbar. [▼ Select Action ▼]
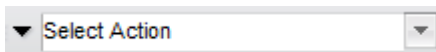
    b. Next, choose Duplicate Work Order. A new work order will be issued and most of the fields will be copied over except for the Reported By field and the information in the Event-specifications tab. Make sure you update the correct Shop.

    c. Finally, change the status to DISPATCHED. Repeat the above steps for each shop.