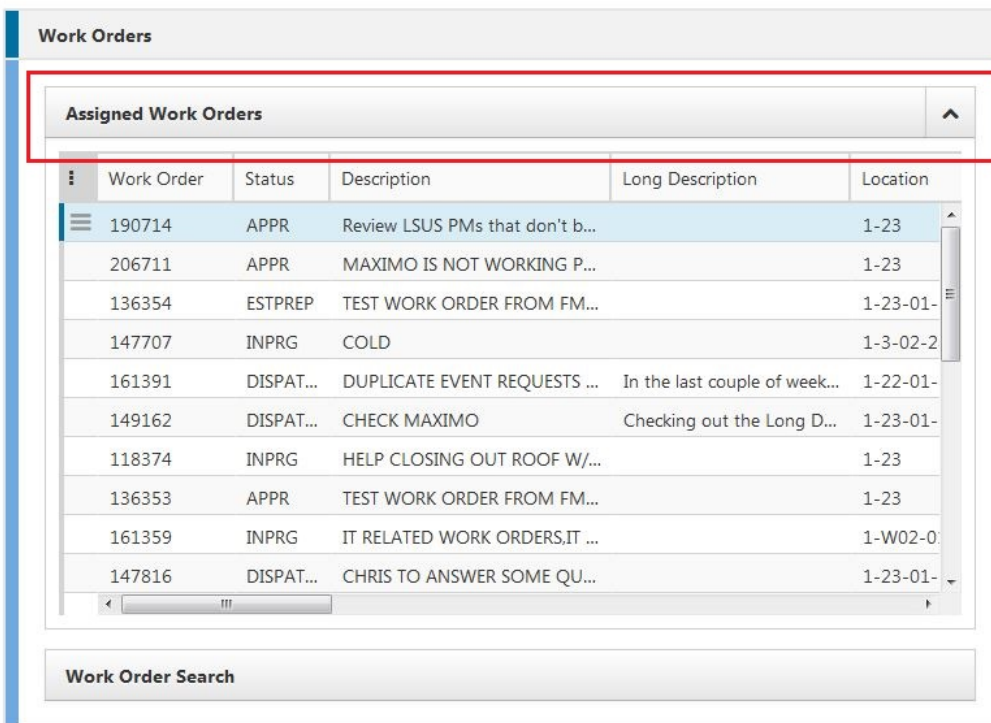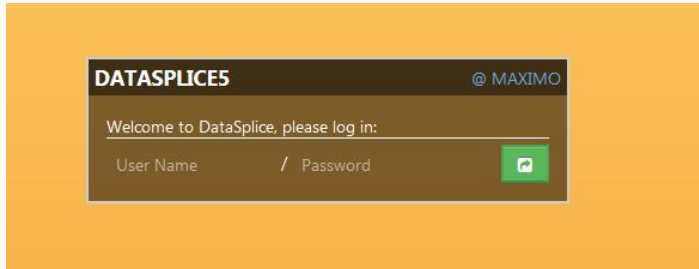# DataSplice Guide for Maximo Work Orders – Assigned Work Orders

Login to DataSplice

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

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.


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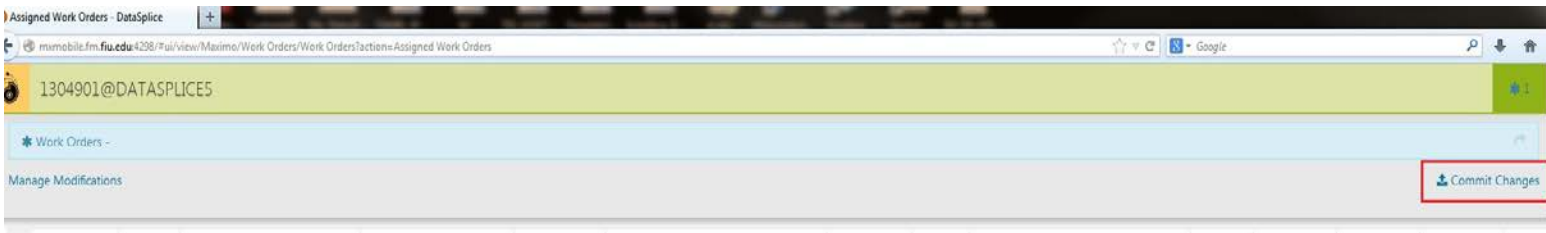
The top row of the DataSplice app is where you can navigate back to your Home Screen, check your connection, as well as Log Out.

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.
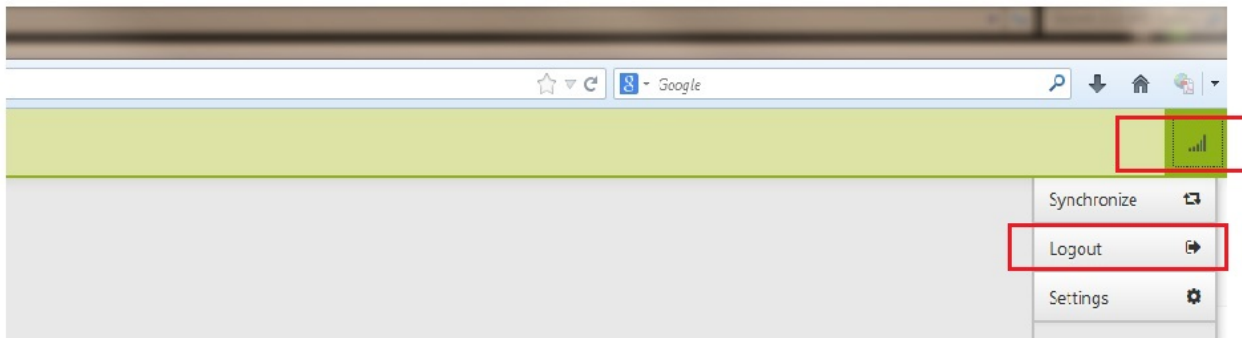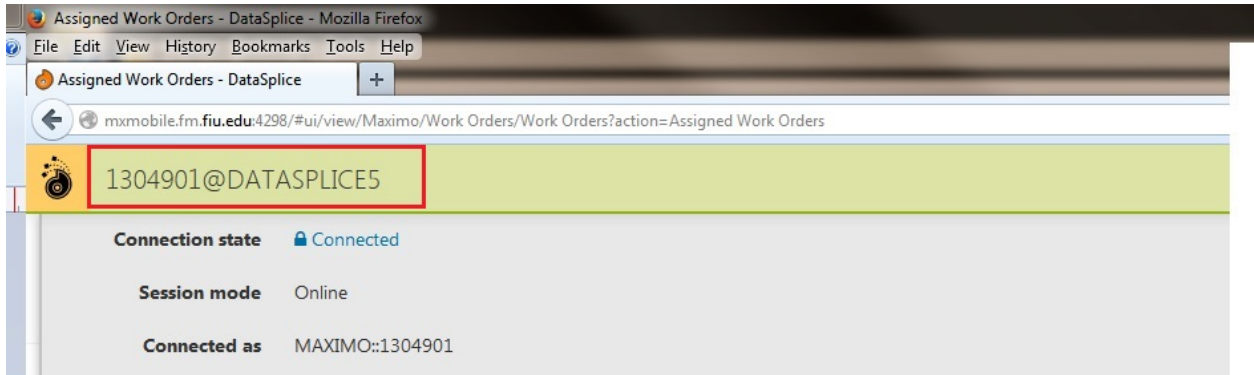
Adding Labor, Log, and Photo Attachment

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

Tasks   Failure Report   Labor   Assets   Materials   Log   Attachments

Adding Labor

Adding a Log entry

Adding a Photo Attachment

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.

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

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