

How to create a work order

- 1) Log into maximo at the below Url:
<http://mxweb.fm.fiu.edu/maximo>
- 2) In the Username enter your panther ID and then enter your password.
- 3) On Startcenter click on new Work Order button.



- 4) Enter the following fields:

A) Work Order Description	Work Order: 1111	PREVENTIVE MAINTENANCE.ELEVATORS ATT	Room Use: Elevator	Attachments
B) Location*	Location: 1-27-01-1000L1	Elevator	Reported By's Department: FMO CUSTODIAL PAYROLL	Star: 2
C) Work Type	Asset:	FACILITIES OPERATIONS & MAINTENANCE	Building Description: Rafael Diaz-Baart Hall	Class: WORKORDER
D) Classification	Customer: 500010000	PREV MAINTENANCE/ELEVATORS	Work Order Billing Details	Work Type: EM
E) Shop (Responsible for managing the work)	Parent WO:	Prev Maintenance.Elevators	Location Dtl Type: N	Gl. Account
F) Vendor** (Vendor who is doing the work)	Asset Description: Prev Maintenance.Elevators	Location Bldg: Non-Dblble	Customer Bldg: <input type="checkbox"/>	Failure Class
	Property Control #:	Status Date: 06/11 12:27 PM	Status: COMP	Problem Code
	DIS #:			Storeroom Material Status
	Repair Facility:			Direct Issue Material Status
	Facility Site:			Work Package Material Status
				Material Status Last Updated
	Responsibility Created by: RCMGIO, JOSEPH Reported by: 1742 Reported by Name: DELPOZO, DULCE Reported by E-Mail: ddelpozo@fiu.edu Supervisor: <input type="text"/> Lead: 1365051 Shop: 220 Vendor: <input type="text"/> Owner: <input type="text"/> Owner Group: <input type="text"/> Service Group: <input type="text"/> Service: <input type="text"/>			

* Location format (campus number-building number-floor number-room number)

** Vendor is the contractor who is performing the work. Only for work that is contracted and NOT done in house)

- 5) If the work order needs to go to the shop to be distributed by the supervisor to the workers then change the status to DISPATCHED.



- 6) If the work order is an emergency, then it should be assigned to the worker directly. Enter the correct worker in the lead field Lead: 109228 >> WALDMAN, DOUGLAS and change the status of the work order to APPR (Approved).

