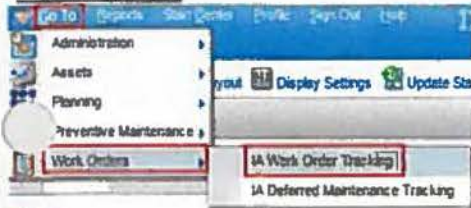


O&M Work Orders

- Creating W/O



Select New Record icon.

- Update Required fields:



(additional fields if necessary)

Parent WO:

Job Plan:

- Planned Labor / Materials

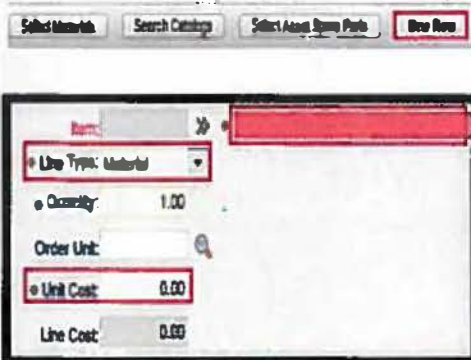
- Labor



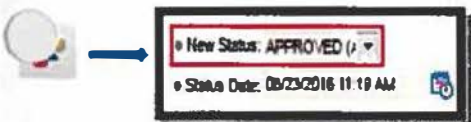
- Materials (in a Storeroom)



- Materials (not in a Storeroom)

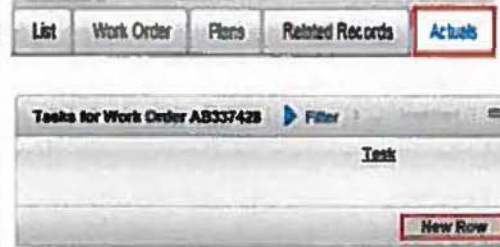


- Approve WO



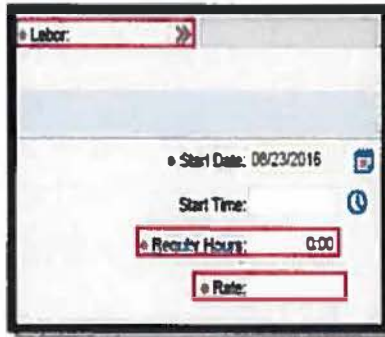
Completing a (O&M or DM) Work Order

- Capturing Tasks performed on a Work Order



- Actual Labor / Materials

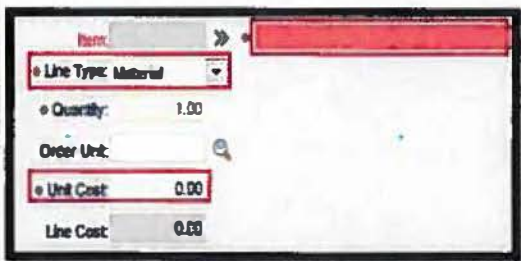
- Labor



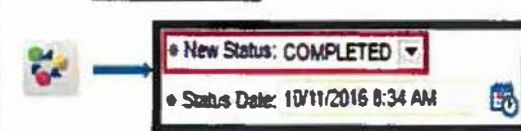
- Materials (in a Storeroom)



- Material (not in a Storeroom)



- Complete WO



DM Work Orders

- Creating W/O



Select New Record icon.

- Update Required fields:



(additional fields if necessary)

Job Plan:

- Planned Labor / Materials

- Labor



- Materials (in a Storeroom)



Item:

Storeroom:

- Materials (not in a Storeroom)



- To Submit Request

Click on Workflow icon

IA-FMS Help Desk Contact Information:

Phone: 866-706-2011 (toll free)

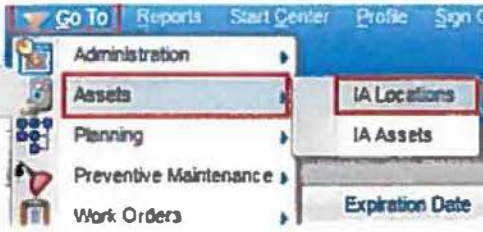
Or

571-483-2755

Email: ia_maximo_helpdesk@dtec.com

Rooms

-Creating a Room



Select New Record icon.

-Update Required fields:

Maximo ID: AB262004

Location Type: 1150

Use Only Location Type = 1150

Owned By:

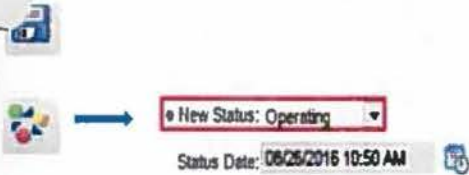
Use :



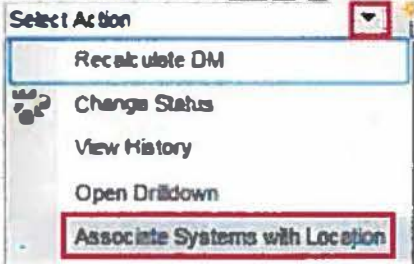
-Additional Fields

Structure #:

Room #:



-Associate Room with Building



New Row

Details

System: PRIMARY IE121 PRIMARY SYSTEM

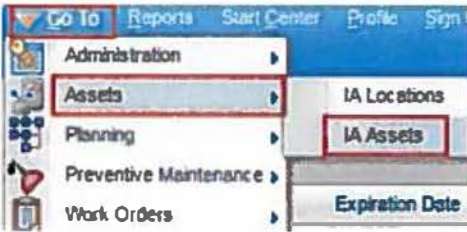
Parent: AB102851 Shop, Maintenance

'Parent' must have same Structure ID as the Room.

OK

Assets

-Creating a Asset



Select New Record icon.

-Update Required fields:

Asset: AB102852

Maximo ID:

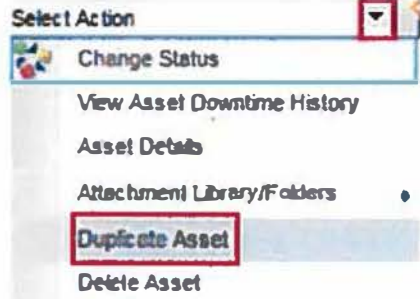
-Additional Fields

Type:

Serial #:



-Duplicate Asset



-Move and Asset

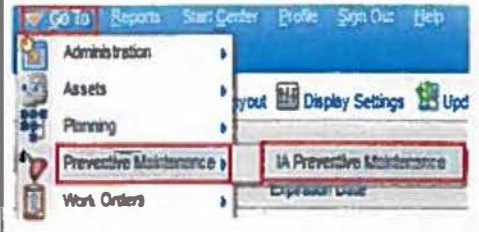


OK



Preventive Maintenance (PM)

- Creating a PM



Select New Record icon.

-Update Required fields:

PM: AB1390

-Additional Fields

Maximo ID:

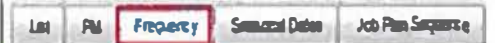
Or

Asset:

And

Job Plan:

Work Type:



Time Based Frequency Meter Based Frequency

Frequency: 0

Frequency Units: DAYS

Estimated Next Due Date:

Seasonal Dates - If Necessary

List PM Frequency Seasonal Dates Job Plan Sequence

Active Days

Sunday? Monday?

Active Dates Filter 1 - 10/1

Start Month

Details

Start Month:

Start Day:

List PM Frequency Seasonal Dates Job Plan Sequence

New Row

