JLab 'My Work' application for managing work orders outside of Maximo

<u>Facilities users with full Maximo access</u>:

Maximo (CMMS) admins, Department Managers, Work Group Coordinators and their alternates. The admins maintain a list of user names with full Maximo access.

For those without Maximo access, when you submit a service request, you will need one of the above users to accept it to create a work order. Then you can access the "My Work" application to search for work orders and view/update them as shown below:

Then click on the **My Work** link below and select **Search Workorders** in the left panel menu selection on the FACILITIES WORK ORDER TRACKING page:

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The "**My Work**" work order search page lets you fill in/select items in the search boxes. Hold down the "Ctrl" key and press the left mouse button to choose multiple items in a selection box. Check the "**Search Lead or Owner**" box to search on either or both names. Hit the "**Search**" button below the search fields to display the results. Hit the "**Reset**" button to clear out the search items. Once you perform a search, you can save your search results by clicking on the "Save Search Results" link below these buttons and reload them at any time later using the "**Load Saved Search**" link in the left grey panel.

Click on the "Download Search Results To Excel" link to create an excel spreadsheet of the search results.

Scroll down in the "Group" box to find your assigned work group or one you want to search on. For example, select the "**LOCKS**" work group to see all open locks work orders (the default is all open work orders, you can also specify other statuses by selecting them in the "Status" selection box).

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Search results are displayed below the search fields and can be sorted and individually selected to view and update.

Here is an example search with the results displayed at the bottom of the screen:

Each of the search results columns can be sorted in ascending/descending order by clicking on them. The "**Filter By:**" box can be used to further narrow down search results, but these results are not able to be included in the "Download Search Results to Excel" link above it.

Click on the ⊕ at the left of each work order to see the work order details. Click on the "Edit" link beside it to open it in another window tab. It will display an edit screen where you may fill in/select items in the search boxes. Fields without boxes are not changeable. If you need one something changed (ie: Target Finish Date), get with your supervisor or work coordinator to have them update it in Maximo. See the next page for an example of the work order edit screen.

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≡ FACILITIES WORK ORDER TRACKING

Go Back/Close
Print

WO#:	399863	Description	Repair Meter
SR#:	69882	Status	WSCH
Date Reported:	2/26/2019	Work Type	CM
Target Finish Date:	9/30/2020	Owner	John Riesbeck
Requester:	Jason Willoughby - 5372	Lead	Phillip Stanley
Asset		Group	FME
Parent Wo		Category	Electrical : Power : Repair/Maintenance
Vendor	AACTI2	Location	96
Priority	1 - Low	Multiple Locations	Location Percentage
Refrigerant Type			Add Multiple Location
Lbs Refrig Added			
Lbs Refrig Recovered			

Material Cost		Labor Hrs	
Material Desc		Labor Description	
Material Vendor		Labor Date	02/21/2020

Communication Log Entry

Description

reading voltages. Check fuses/CPT. Must be coordinated with Joe Beaufait during a down in Hall C.

- EH&S Considerations -
-Minimum Access Training Requirements: Gert
-Other Requirements or Special Conditions: None

- Project:
- Org:

Attachments   Add New Attachment

Browse... No file selected.

Save

Labor

Labor Cost	Laborer	Date	Craft	HRS	Labor Desc
$30.59	PSTANLEY	1/22/2020	SHOP	1.0	looked over work gathered fuse to replace one that was blown, waiting till shutdown/pm
$30.59	DUNLAP	1/22/2020	SHOP	1.0	looked over work gathered fuse to replace one that was blown, waiting till shutdown/pm

Materials

Material/Service Cost	Material Desc	Entered By

Log Entries

Create Date	Type	Commenter	Comment
1/22/2020	CLIENTNOTE	PSTANLEY	work to date

Multiple Locations

Location	Percentage

You can attach documents, add or update the asset, vendor, refrigerant information, location, work type and work category, add multiple locations and change the work order status per your group's workflow procedures.

You can add material costs, labor hours, and log entries. Once saved, they will display lower on the page along with previous entries. If there are child work orders, they will be displayed at the bottom of the page.

Hit the "**Save**" button to save your changes. Click on the "**Go Back/Close**" link at the top left corner to exit and remove this window tab.