

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

Facilities users with full Maximo access:

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:

The screenshot shows the JLab website at [jlab.org/facilities/handylinks](http://jlab.org/facilities/handylinks). The page features a navigation menu with 'HOME', 'ABOUT', 'SCIENCE', and 'CAREERS'. A large blue arrow points to the 'WORK REQUEST SYSTEM' button. Below this, the 'FACILITIES HANDY LINKS' section is visible, with a sub-section for 'The Lab' containing links like 'Staff Search', 'SAD Calendar', and 'JLab Phonebook'. A second blue arrow points to the 'My Work Orders in Maximo | My Work Orders outside of Maximo (Limited access)' link in the 'Facilities Management' section.

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:

The screenshot shows the JLab Facilities Portal homepage. The header includes the JLab logo and navigation links for 'Knowledge Base', 'Facilities Home Page', 'Open Facilities Requests' (with a count of 30), and 'JLab Insight'. The main content area features an aerial view of the campus with the text 'Facilities Portal How can we help?' and a search bar. The bottom navigation bar contains five icons: 'Key Request', 'Submit A Service Request', 'Property Request', 'Go to ServiceNow Homepage', and 'My Work'. The 'My Work' link is highlighted with a yellow box and a blue arrow.

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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.

MENU: 

- Search Workorders
- Load Saved Search**
- Work Request Home
- Subcontractor Work
- Provide Feedback

### FACILITIES WORK ORDER TRACKING

▼ Search Filter

Use the following fields to search for workorders

Wo #

Parent Wo #

Incident #

Lead

Search Lead or Owner

Owner

Requester

Group   
FM  
FME  
FMENC

Status   
CAN  
CANCEL-NOACCESS  
CANCEL-NO

Work Type   
CMGT  
CP  
CSTN

Location

Subcontractor

Earliest Target Finish Date

Latest Target Finish Date

Description

[Save Search Results \(will reload search\)](#)

[Download Search Results To Excel](#)

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:

The screenshot displays the 'FACILITIES WORK ORDER TRACKING' interface. On the left is a 'MENU' with options: Search Workorders, Load Saved Search, Work Request Home, Subcontractor Work, and Provide Feedback. The main area features a 'Search Filter' section with various input fields and dropdown menus for WO #, Parent WO #, Incident #, Lead (Howard Dunlap), Search Lead or Owner (checked), Owner, Requester, Group (FME), Status (APPR), Work Type (CM), Location, Subcontractor, Earliest Target Finish Date, Latest Target Finish Date, and Description. Below the filter are 'Search' and 'Reset' buttons. Further down are links for 'Save Search Results (will reload search)' and 'Download Search Results To Excel'. The 'Search Results' section shows a table with 25 entries, sorted by Target Finish Date. The table columns include WO #, SR #, Parent #, Description, Group, Status, Work Type, Lead, Owner, Location, Target Finish Date, Asset, Date Reported, Requester, Priority, and Target Finish Date. Three results are visible, all for 'Electrical Service Annual' work orders in Building 67, 38, and 08, with a target finish date of 6/30/2024 and reported date of 2/1/2023 or 3/1/2023.

WO #	SR #	Parent #	Description	Group	Status	Work Type	Lead	Owner	Location	Target Finish Date	Asset	Date Reported	Requester	Priority	Target Finish Date
666008			Electrical Service Annual PM Bldg. 67	FME	APPR	PM	Howard Dunlap	Howard Dunlap	67	6/30/2024		2/1/2023	Howard Dunlap (757-269-7244)	0	6/30/2024
666020			Electrical Service Annual PM Bldg. 38	FME	APPR	PM	Howard Dunlap	Howard Dunlap	38	6/30/2024		2/1/2023	Howard Dunlap (757-269-7244)	0	6/30/2024
667392			Electrical Service Annual PM Bldg. 08	FME	APPR	PM	Howard Dunlap	Howard Dunlap	08	6/30/2024		3/1/2023	Howard Dunlap (757-269-7244)	0	6/30/2024

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

<b>WO#:</b>	399883	<b>Description</b>	Repair Meter	
<b>SR#:</b>	69882	<b>Status</b>	WSCH	
<b>Date Reported:</b>	2/28/2019	<b>Work Type</b>	CM	
<b>Target Finish Date:</b>	9/30/2020	<b>Owner</b>	John Riesbeck	
<b>Requester:</b>	Jason Willoughby - 5372	<b>Lead</b>	Phillip Stanley	
<b>Asset</b>		<b>Group</b>	FME	
<b>Parent Wo</b>		<b>Category</b>	Electrical : Power : Repair/Maintenance	
<b>Vendor</b>	AACTI2	<b>Location</b>	96	
<b>Priority</b>	1 - Low	<b>Multiple Locations</b>	Location Percentage <a href="#">Add Multiple Location</a>	
<b>Refrigerant Type</b>		<b>Material Cost</b>		
<b>Lbs Refrig Added</b>		<b>Labor Hrs</b>		
<b>Lbs Refrig Recovered</b>		<b>Material Desc</b>		
<b>Description</b>	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:	<b>Labor Description</b>		
		<b>Material Vendor</b>		
		<b>Labor Date</b>	02/21/2020	
		<b>Communication Log Entry</b>		
		<table border="1" style="width: 100%; height: 30px;"> <tr> <td></td> </tr> </table>		

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
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### Log Entries

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

### Multiple Locations

Location	Percentage
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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.