



Los Angeles Unified School District

Maximo 7.6

Backflow Device Annual Test PM Adjustment Guide



DEFINITION

The **Backflow Device Annual Test PM Adjustment Guide** provides step-by-step instructions on how to cancel a Backflow Device Annual Test Preventive Maintenance (PM) Work Order if Test Reports have not been received from the County, City, or Water Purveyor. The guide also provides guidance on how to generate a PM work order if the work order does not exist and the test report is on hand.

1. HOW TO CANCEL A BACKFLOW DEVICE ANNUAL TEST PM WORK ORDER

If a Backflow Device Annual Test PM Work Order has been generated but you have not received the Test Report from the County, City or Water Purveyor, you may cancel the work order by performing the following:

LOGIN

The requestor performs this function.

To login to Maximo 7.6, please go to <http://awms.lausd.net/maximo>.

Enter your **Single sign-on** username and password and click on the **Sign In** button.

The login screen for Maximo 7.6 MaxApp02. It features the Tivoli software logo and the IBM logo at the top. The main heading is "Maximo 7.6 MaxApp02". Below this is the Los Angeles Unified School District logo. To the right of the logo are two input fields: "User Name:" with the text "jennifer.leff" and "Password:" with a masked password "*****". A "Sign In" button is located below the password field. At the bottom, there is a copyright notice: "© Copyright IBM Corp. 2007-2020. All rights reserved. See product license for details."

START CENTER

When you first login, you will be taken to the Maximo Start Center.

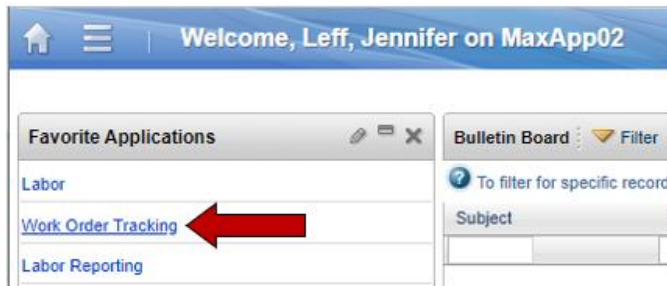





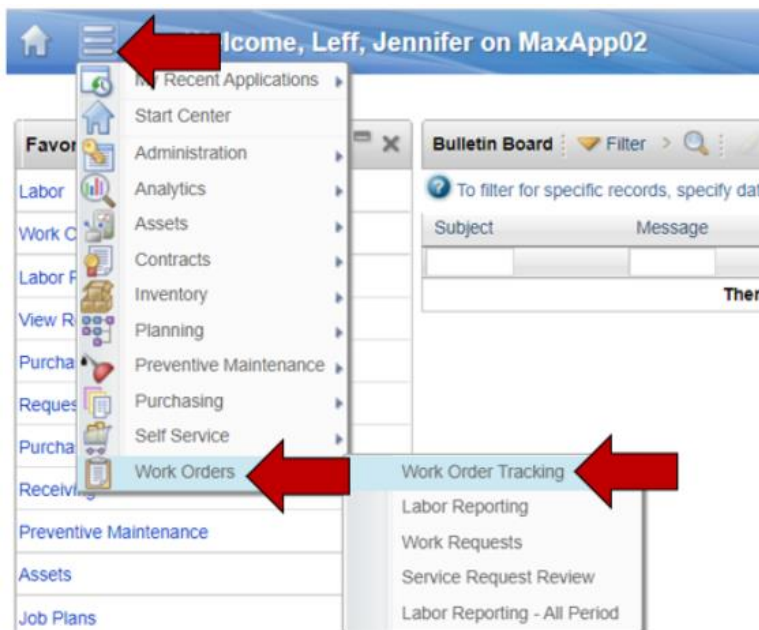
Maximo 7.6 / Backflow Device Annual Test PM Adjustment Guide




Under the Favorite Applications section, click on the **Work Order Tracking** application.



If the application is not saved in your **Favorite Applications**, you can access the application by clicking on the hamburger menu, , selecting **Work Orders**, then selecting **Work Order Tracking**



WORK ORDER TRACKING HOME AND SEARCH FOR PM WORK ORDERS

You will then be taken to the Work Order Tracking home screen. To search for PM work orders, enter the number in the middle box or search, using the  icon. After finding or typing the number, click the **Enter** key.





Maximo 7.6 / Backflow Device Annual Test PM Adjustment Guide




The work order record should appear.

The screenshot shows the 'Work Order Tracking' interface. The 'Work Order' tab is selected. The main form displays the following details:

- Class: WORKORDEF
- Work Order: 25336642
- Cost Center: 0001740401
- Location: 226948
- Location Path: CARLOS SANTANA ARTS ACADEMY (FMR: VALLEY REG. ES #12), GROUNDS
- Asset: 351834
- Job Type: 05
- CPM: 536759
- Section: 1393
- GL Account: CC:0001740401-11731
- Parent WO: (empty)
- Work Type: PM
- WO Priority: 3
- Service Call? (checkbox)
- CPM Group: (empty)
- Priority Justification: (empty)
- Phone: 818 920-4060
- Cafeteria Phone: 818-920-4071
- Complex Name: MONROE
- Fund Source: RRMA

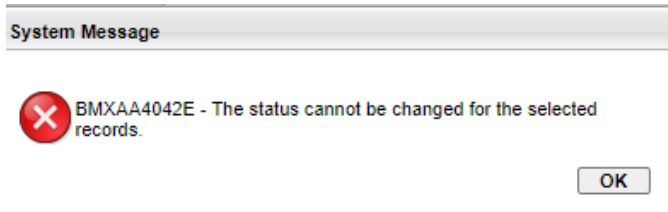
CHANGE STATUS

Click on the change status  icon and select **Canceled (CAN)** as the New Status. Select **Created in Error** as the Reason. In the memo field, enter "Test reports have not been received." Click the **OK** button when done.

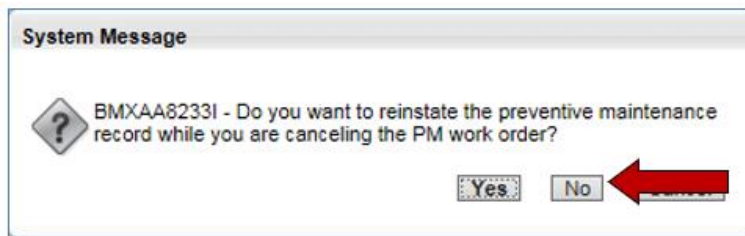
The screenshot shows the 'Change Status' dialog box. The 'Work Order' is 38033838 and the 'Status' is WSCH. The 'New Status' is set to 'Canceled (CAN)', the 'Reason' is 'Created in Error', and the 'Memo' is 'Test reports have not been received'. The 'Status Date' is 7/29/25 8:24 AM. The 'Reference WO#' is empty. The 'Notification E-mail for Work Order Change Status' is c.sanluis@lausd.net. The 'OK' button is highlighted with a red arrow.



This system message will appear if the selected record is ineligible for alteration.



If the work order status is alterable, the **System Message** window below will appear. The message will state, "Do you want reinstate the preventive maintenance record while you are canceling the PM work order? Click on the **No** button.

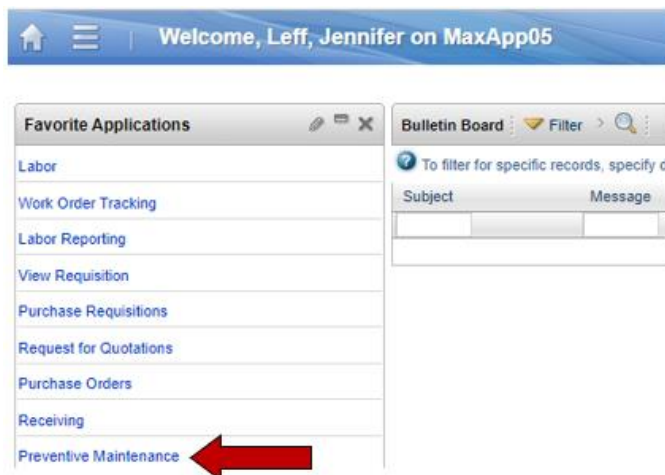


Congratulations, you have just successfully canceled a PM Work Order.

2. MANUALLY GENERATE A BACKFLOW DEVICE ANNUAL TEST PM WORK ORDER

If you have received a Backflow Device Test Report but the PM Work Order has not been generated, you may manually generate the work order by performing the following:

Under the Favorite Applications section, click on the **Preventive Maintenance** application.



PREVENTIVE MAINTENANCE HOME

You will then be taken to the Preventive Maintenance home screen.



Maximo 7.6 / Backflow Device Annual Test PM Adjustment Guide



The screenshot shows the Maximo Preventive Maintenance search interface. At the top, there's a navigation bar with 'Preventive Maintenance' and links for 'Bullets: (0)', 'Reports', 'Profile', 'Sign Out', and 'Help'. Below this is a search bar with 'Find PM' and a 'Select Action' dropdown. A 'Query' dropdown is also present. The main area has a 'PMs' section with a 'Filter' button and a search icon. Below this is a table with columns: 'PM', 'Description', 'Asset', 'Asset Description', 'Cost Center', and 'CC Name'. The 'PM' field is highlighted with a yellow box. At the bottom, a note says: 'To find records, use the filter fields and then press Enter. For more search options, use t'.

SEARCH FOR PM RECORD

Enter the PM record by entering “**backflow**” in the description field and the cost center of the location in the cost center field and hit enter.

The screenshot shows the search results for 'backflow'. The table has columns: 'PM', 'Description', 'Asset', 'Asset Description', and 'Cost Center'. The results are as follows:

| PM | Description | Asset | Asset Description | Cost Center |
|-------|---|-------|--|-------------|
| 11484 | BACKFLOW DEVICE ANNUAL TEST - SN # 5559985-6 3" EXTERIOR-EUCLID ST ENTRANCE-ELA SCI CTR | 20641 | BACKFLOW PREVENTION, SN # 5559985-6 3" EXTERIOR-EUCLID ST ENTRANCE-ELA SCI CTR | 000188010 |
| 11748 | BACKFLOW DEVICE ANNUAL TEST - BURKE CON REAR PARKG LOT DRAIN SEPTR, SN 1769048 | 53164 | BACKFLOW PREVENTION, BURKE CON REAR PARKING LOT DRAIN SEPERTR | 0001861201 |
| 11749 | BACKFLOW DEVICE ANNUAL TEST - SIMMONDS MSP, SN 08467 | 53161 | BACKFLOW PREVENTION MSP ON SIMMONDS METER PROTECTION | 0001872501 |
| 11922 | BACKFLOW DEVICE ANNUAL TEST - CLEVELAND SH MAKE UP REFRGN N SIDE CAFE SN 600742 | 53190 | BACKFLOW PREVENTION, CLEVELAND SH DESCRIPTION NEEDED | 0001559001 |

Red arrows point to the 'backflow' text in the search bar and the '11748' PM number in the results table.

When you have identified the appropriate PM record, click on the PM number to go to the record.

The screenshot shows the record view for PM 11748. The table has columns: 'PM', 'Description', and 'Asset'. The record is as follows:

| PM | Description | Asset |
|-------|--|-------|
| 11748 | BACKFLOW DEVICE ANNUAL TEST - BURKE CON REAR PARKG LOT DRAIN SEPTR, SN 1769048 | 53164 |

A red arrow points to the '11748' PM number in the results table.

You will be taken to the PM record.



Maximo 7.6 / Backflow Device Annual Test PM Adjustment Guide



Preventive Maintenance

Query Find PM Select Action

List View PM Frequency Seasonal Dates Job Plan Sequence PM Hierarchy Forecast Work Orders Forecast Cost

PM: 11748 BACKFLOW DEVICE ANNUAL TEST - BURKE CON REAR Attachments

Master PM: Status: ACTIVE

GENERATE WORK ORDER

Click on the **Select Action** dropdown list and select **Generate Work Orders**.

Preventive Maintenance

Query Find PM Select Action

List View PM Frequency Seasonal Dates Job Plan Sequence PM Hierarchy Forecast Work Orders Forecast Cost

PM: 11748 BACKFLOW DEVICE ANNUAL TEST - BURKE CON REAR Attachments

Master PM: Status: ACTIVE

A Generate Work Orders window will appear. Uncheck the “**Use Frequency Criteria?**” checkbox and click on the **OK** button.

Generate Work Orders

Generate WOs Due Today Plus This Number of Days: 0

Use Frequency Criteria? ☐

Run Work Order Generation in the Background? ☐

Notification E-mail for Work Order Generation:

OK

A System Message window will appear with the new work order number. Click on the **OK** button. Write the work order number down.

System Message

BMXAA3208I - PM 11748 created work order 38285924.

OK

ADJUST NEXT WORK ORDER GENERATION DATE

You will be taken back to the PM record. Click on the **Frequency** tab to adjust the next due date.



Maximo 7.6 / Backflow Device Annual Test PM Adjustment Guide



Preventive Maintenance

Query Find PM Select Action

List View PM Frequency Job Plan Sequence PM Hierarchy Forecast Work Orders Forecast Cost

PM: 11748 BACKFLOW DEVICE ANNUAL TEST - BURKE CON REAR Use Last Work Order's Start Date to Calculate Next Due Date? ☒

Status: ACTIVE Generate Work Order Based on Meter Readings (Do Not Estimate)? ☐

Generate Work Order When Meter Frequency is Reached? ☐

Time Based Frequency Meter Based Frequency

In the **Frequency** tab, enter the appropriate next work order generation date in the **Extended Date** field. For example, if you manually generated a Backflow PM for **10/3/23**, the next work order generation date is **10/3/24**. Always enter the start of the month. Check the **Adjust Next Due Date** checkbox and save the record.

Preventive Maintenance

Query Find PM Select Action

List View PM Frequency Seasonal Dates Job Plan Sequence PM Hierarchy Forecast Work Orders Forecast Cost

PM: 11748 BACKFLOW DEVICE ANNUAL TEST - BURKE CON REAR Use Last Work Order's Start Date to Calculate Next Due Date? ☒

Status: ACTIVE Generate Work Order Based on Meter Readings (Do Not Estimate)? ☐

Generate Work Order When Meter Frequency is Reached? ☐

Time Based Frequency Meter Based Frequency

* Frequency: 1 Target Start Time:

* Frequency Units: YEARS

Alert Lead (Days): 0

Estimated Next Due Date: 9/5/25

Extended Date: 10/3/24

Adjust Next Due Date? ☒

UPDATE WORK ORDER TARGET START DATE

Go to the work order record in Work Order Tracking.

Work Order Tracking

My Open Service Call 36765045



Maximo 7.6 / Backflow Device Annual Test PM Adjustment Guide



The **Target / Planning Start** date will default to the date you generated the work order.

Scheduling Information

Start

Target / Planning Start: 9/5/24 12:07 PM

Scheduled Const. Start:

Const. Actual Start:

Close Out Start:

Start No Earlier Than:

Duration: 2:00

Time Remaining:

Activity Type:

Finish

Target / Planning Finish: 9/5/24 2:07 PM

Scheduled Const. Finish:

Const. Actual Finish:

Close Out Finish:

Finish No Later Than:

Predecessors:

Include Tasks in Schedule? ☒

Work Group:

Delete the **Target / Planning Finish** Date and change the **Target / Planning Start** date to the 1st of the month for when the PM is due. For example, if the PM is due to complete at the end of September 2024, change the **Target / Planning Start** to 9/1/24.

Scheduling Information

Start

Target / Planning Start: 9/1/24 12:00 AM

Scheduled Const. Start:

Const. Actual Start:

Close Out Start:

Start No Earlier Than:

Finish

Target / Planning Finish:

Scheduled Const. Finish:

Const. Actual Finish:

Close Out Finish:

Finish No Later Than:

Predecessors:

Include Tasks in Schedule? ☒

Work Group:

Save the record when done.

Congratulations, you have just successfully generated a new PM Work Order.

Should you have any questions on the guide, please contact the Maximo Team at MaximoTeam@laschools.net.