

Los Angeles Unified School District
**Maximo 7.6 / General
Bookmarking Guide**



DEFINITION

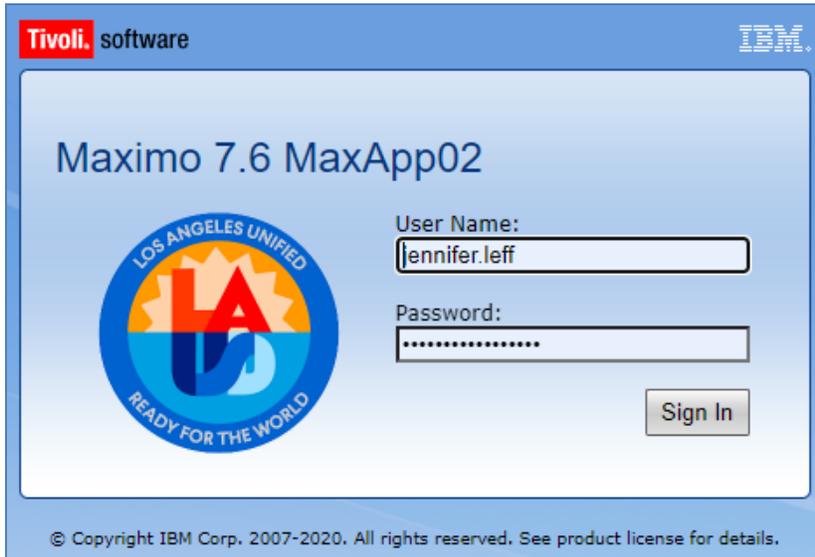
The **Bookmarking Guide** is designed for anyone who wishes to bookmark records (e.g., work orders, item numbers, requisitions, etc) in Maximo. Maximo provides a bookmarking feature that allows you to save a record so that you can easily retrieve/access that record at a later time. The bookmarked records are 'owned' by the user and are unique for each application. If you log in under a different name, you will see a different bookmarks list. The guide details step by step instructions on how to create a bookmark in the **Work Order Tracking** application, however the practice can be performed in all Maximo applications. For example, you can bookmark all Overhead work orders in the Work Order Tracking application, additionally, you are also able to bookmark all of your Vendors in the Companies application.

LOGIN

The Service Call Requestor will perform this function.

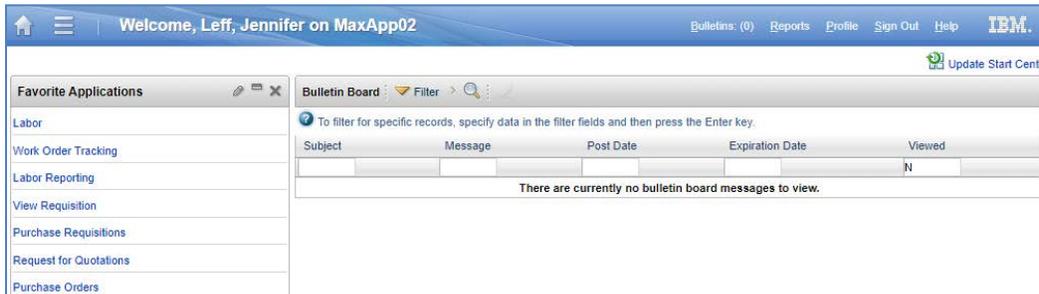
To login to Maximo 7.6, please go to <http://awms.lausd.net/maximo>.

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



START CENTER

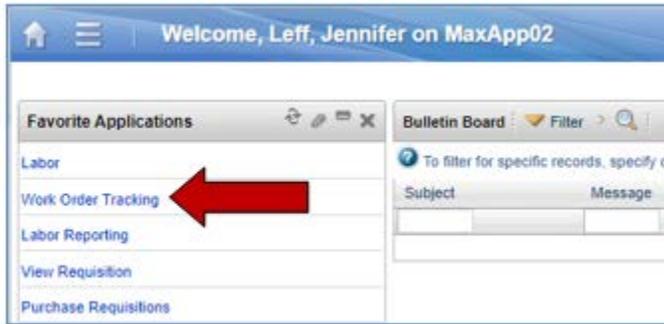
When you first login, you will be taken to the Maximo Start Center.



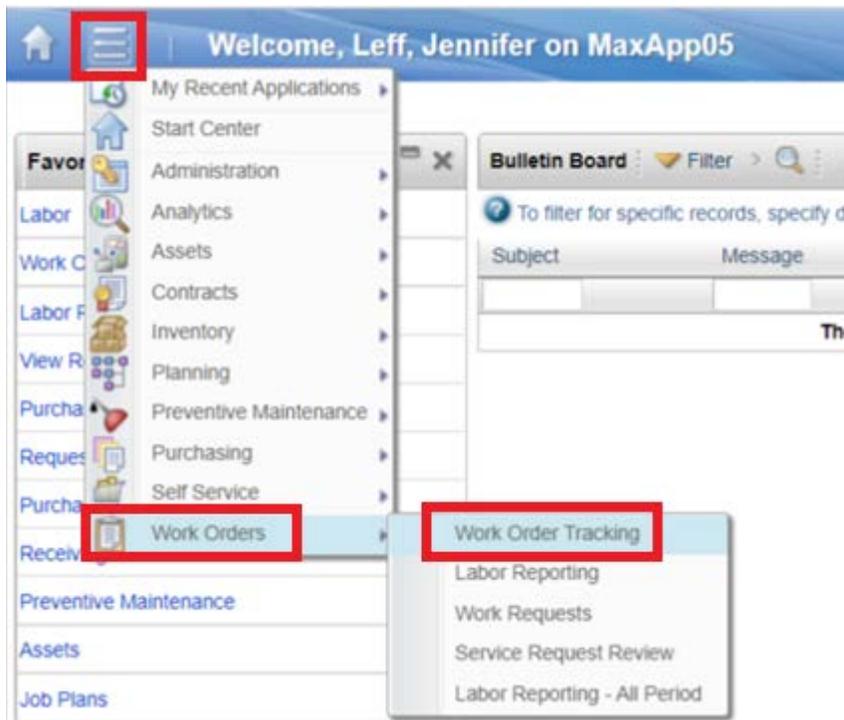


WORK ORDER TRACKING

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



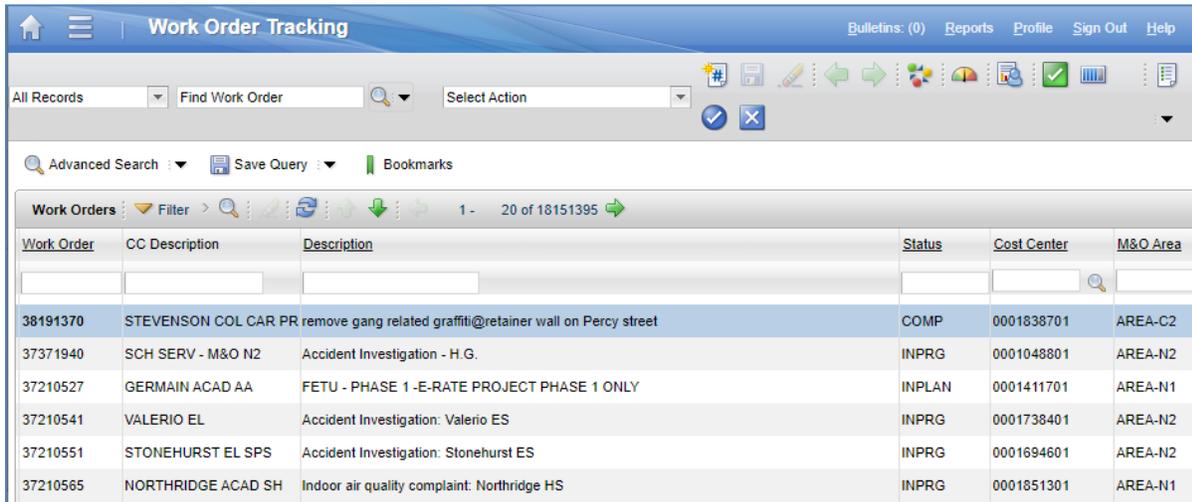
If the application is not saved in your **Favorite Applications**, you can access the application by clicking on the **hamburger menu**, , selecting **Work Orders**, then selecting **Work Order Tracking**.





WORK ORDER TRACKING HOME

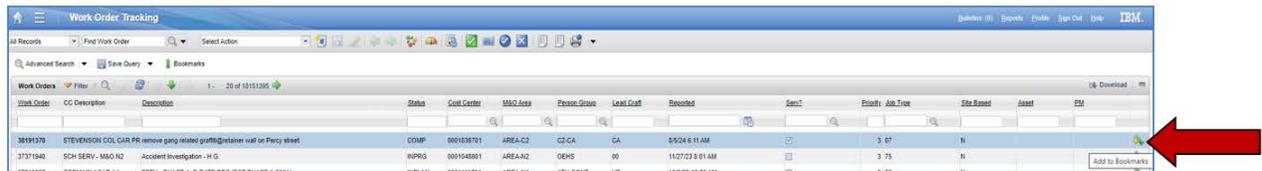
You will then be taken to the Work Order Tracking home screen.



There are **two ways** to add a record to your list of bookmarks

1. RESULT SET (LIST TAB)

One way to bookmark a record is in the result set (list tab). To bookmark a work order from the list, simply click on the  icon located in the last column of the work order you want to bookmark.



After clicking on the  icon, a message will appear on the top toolbar.



2. RECORD (SELECT ACTION)

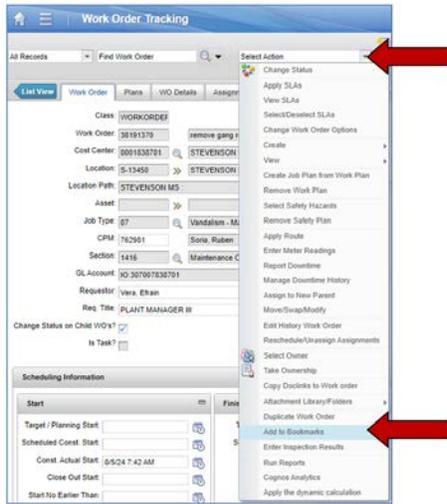
The second way to bookmark a record is when you are on the record itself.

Click on the work order number of the record you wish to examine.





When you are in the work order you wish to bookmark, click on the **Select Action** dropdown and select **Add to Bookmarks**.



After clicking the **Add to Bookmarks**, a confirmation message will appear on the top toolbar.



3. VIEW/DELETE BOOKMARKS

If you want to view and/or delete records from your bookmarks, in the List tab, click on the **Bookmarks** button.



A **My Bookmarks** window will appear. The window will include the list of records you bookmarked. To go to the record, click on the record number. To delete, click on the icon.

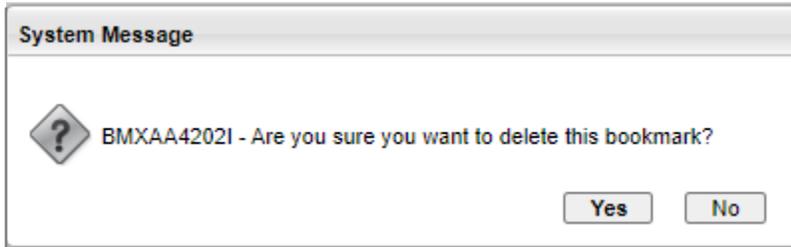




Maximo 7.6 / Bookmarking Guide



The following system message will appear. If you intended to delete this entry from your list of bookmarked work orders, select **Yes**.



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