

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.

Tivoli. software	BM.
Maximo 7.6 MaxApp02	
© Copyright IBM Corp. 2007-2020. All rights reserved. See product license for deta	ils.

START CENTER

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

🔒 📃 🛛 Welcome, Leff, Jennif				Profile		Help	IBM.			
								🐏 Upda	ate Start Center	
Favorite Applications 🖉 🖱 🗙	Bulletin Board 🔝 Filter 👌 🔍									
Labor	To filter for spe	cific records, specify data in t	he filter fields and then pres	s the Enter key.						
Work Order Tracking	Subject Message Pos		Post Date	Expiration Date			Viewed			
Labor Reporting		The	re are currently no bulleti	n board messar	to view	,	N			
View Requisition		1								
Purchase Requisitions										
Request for Quotations										
Purchase Orders										





WORK ORDER TRACKING

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

Favorite Applications	S & A X	Bulletin Board	🗸 Filler 🤌 🔍		
Labor	To filter for specific records, specify				
//ork Order Tracking		Subject	Message		
abor Reporting					

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.

☆ Ξ	Work Order Tra	cking Butte	ins: (0) <u>R</u> epor	ts <u>P</u> rofile <u>S</u> ign (Dut <u>H</u> elp
All Records	Find Work Order	Q ▼ Select Action ▼ Select Action	> 🛟 🕰	🛃 🗹 📖	
Q Advanced	Search 🛛 🕶 🔚 Save Que	ry ∶ ▼ 📕 Bookmarks			
Work Orders	🔻 Filter 🔹 🔍 🛛 🏒	ar 🖓 🖓 🐥 🛊 🗇 👘 1 - 🛛 20 of 18151395 🌩			
Work Order	CC Description	Description	Status	Cost Center	M&O Area
38191370	STEVENSON COL CAR PR	remove gang related graffiti@retainer wall on Percy street	COMP	0001838701	AREA-C2
37371940	SCH SERV - M&O N2	Accident Investigation - H.G.	INPRG	0001048801	AREA-N2
37210527	GERMAIN ACAD AA	FETU - PHASE 1 -E-RATE PROJECT PHASE 1 ONLY	INPLAN	0001411701	AREA-N1
37210541	VALERIO EL	Accident Investigation: Valerio ES	INPRG	0001738401	AREA-N2
37210551	STONEHURST EL SPS	Accident Investigation: Stonehurst ES	INPRG	0001694601	AREA-N2
37210565	NORTHRIDGE ACAD SH	Indoor air quality complaint: Northridge HS	INPRG	0001851301	AREA-N1

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 sicon located in the last column of the work order you want to bookmark.

E Work Order Tracking passes in paper passes in paper passes in page at the IEM.														
al Records 🔻 Find Work Order 🔍 💌 Select Action 🔍 📵 🔛 🧾 🧼	V 🖓	. 🗟 🗹 🚥	0 🖬 E	- 12 🗉 -										
🔍 Advanced Search 👻 🔛 Save Query 👻 📗 Bookmarks														
Work Orders 💌 Filter 🕫 🔕 👙 1. 20 of 18151395 🏟														Clip Download
Work Order CC Description Description	Status	Cost Center	M&O Area	Person Group	Leas Craft	Recorded		Serv?		Eriothy Jab.Tree		Site Based	Annel	EM
		1	1 (i i	2		100		0		0			
38191370 STEVENSON COL CAR PR remove gang related graffs@retainer wall on Percy street	COMP	0001835701	AREA-C2	C2-CA	CA	0/5/24 6 11 AM				3 07		N		4
37371940 SCH SERV - M&O NZ Accident Investigation - H G	INPRG	0001045801	AREA-N2	OEHS	00	11/27/23 8:01 AM		0		3 75		N		Add to Bookman

After clicking on the $^{\textcircled{}}$ 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.

All Records	Find Work Ord	er 🔍 🗸	Select Action		• • •	2 9 9	v a		2	
Q Advanced Work Orders	Search 👻 🔛 Save	Query 👻 📕 Bookn	1 - 20 of 18151395	•						
Work Order	CC Description	Description					Status	Cost Cent	er	M&O A
1							1		Q	





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

August and a second second					
Records * Find	Work Order	Q		Selec	1 Action
				۰.	Change Status
Unit View Work Order Class Work Order Cost Center	Plans W WORKORDEF 36191370 0001838701	remove	Assign gang r 3NSON		Apply SLAs Vew SLAs Select/Deselect SLAs Charge Work Order Options Cruste • •
Location	8-13450	>> STEVE	NSON		Create Job Plan from Work Plan
Location Path	STEVENSON	MS :			Remove Work Plan
Asse	1	>>			Select Safety Hazards
Job Type	07	R Vandal	ism - M		Remove Salety Plan
CPM	762981	Soria, I	Ruben		Apply Route
Section	1416	C. Mainte	nance C		Enter Meter Roadings
GL Account 10:307007838701 Requestor uses than					Report Downtime
					Annual Downshie Postory
Reg Title	DI ANT MANA	0.60 10			Manager to New Parent
nange Status on Child WO's Is Task	2			8	Edit History Work Order Reschedule/Unassign Assignments Select Owner
Scheduling Information				24	Take Ownership
					Copy Doclinika to Work order
Start		-	Finit		Attachment Ubrary/Folders
Target / Planning Start		5			Add to Backmady
Scheduled Const. Start		100	s		Enter Inspection Results
Const. Actual Start	24 7:42 AM	100			Run Reports
Close Out Start		100			Cognos Analytics
Start No Earlier That		100			Apply the dynamic calculation

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.

☆ Ξ	Work Order	Tracking		
All Records	 Find Work Or 	der 🔍 🗸	Select Action	* 5 2 *
Q Advanced	Search 👻 🔚 Save	Query 👻 📗 Bookm	arks	
Work Order	s 💙 Filter 🔍 🔍	8	1 - 20 of 16151395	4
Work Order	CC Description	Description		
1				

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 Sicon.

Work Order	s 🖡 Filter 🔻 🔍 🖉 🏠 🖓 🏷 1 - 1 of 1 🖒 🖼 Dow	nload 🕴 🗖
Work Order	Description	
38191370	remove gang related graffiti@retainer wall on Percy street	





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

System Message	
BMXAA4202I - Are you sure you want to delete this bookm	ark?

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