

MAXIMO TRAINING FOR “VIEW ONLY” RIGHTS

Welcome to Maximo® - Microsoft Internet Explorer provided by NMCI

https://maximo.navfac.navy.mil/maximo/webclient/login/login.jsp?event=gotoapp&value=wotrack&uisessionid=3593&csrftoken=mh4e4r0j3nui0g5jbrmk

File Edit View Favorites Tools Help

USAJOBS - The Federal Go... NAVFAC Intranet Work Order Tracking

Live365 Internet Radio Net... WBAFR1CS6BC740647 | 20... Welcome to Maximo® X

Tivoli software IBM

Welcome to Maximo; please enter your information

1. Log into Maximo 7.1 (<https://maximo.navfac.navy.mil/maximo/>)
2. Enter your username and password
3. Click “Sign In”

user name

password

Sign In forgot your password? | new user? register now

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG authorized use only.

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Desktop Libraries

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Start Center - Microsoft Internet Explorer provided by NMCI

https://maximo.navy.mil/maximo/ui/?event=loadapp&value=startcncr&uisessionid=3593&csrftoken=1kcged5ujj5sfkkoedig7kpih

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Welcome, OCTAVIA O SCOTT

1. Click "Go To"

Bulletin Board

Subject	Message	Post Date	Expiration Date	Viewed?
				N

There are currently no bulletin board messages to view.

Result Set

This portlet has not been set up. To set up, select the edit icon in the portlet header.

Result Set

This portlet has not been set up. To set up, select the edit icon in the portlet header.

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Work Order Tracking - Microsoft Internet Explorer provided by NMCI

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Work Order Tracking

Administration
Assets
Financial
Motor Pool (Tr)
Planning
Preventive Maintenance
Purchasing
Service Desk
Work Orders

Work Order Tracking
Service Requests
Work Order Tracking (Tr)

1. Scroll down over "Work Orders"
2. Then over to "Work Order Tracking" and select

Select Records

Done Trusted sites | Protected Mode: Off 100%

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Work Order Tracking

Find: [] Select Action []

List Work Order Plans Related Records Actuals Safety Plan Log Failure Reporting Specifications eContracts

Advanced Search Save Query Bookmarks

Work Orders Filter 0 - 0 of 0

Work Order	Description	Work Center	Work Type	Sub Work Type	Labor	Lead	Craft

Select Records

Done Trusted sites | Protected Mode: Off 100%

1. Select "Advanced Search"

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File Edit View Favorites Tools Help

Work Order Tracking

More Search Fields/ Current Query

1. Looking at "More Search Fields: Current Query" screen

You can input data in the blank fields for your search (multiple fields are available to narrow your search. Use any and all information you may have to narrow your search, i.e. dates, work order numbers, location (facility number) or description if you have the exact description.

Find Restore Application Defaults Revise Cancel

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https://maximo.navfac.navy.mil/maximo/ui/login?event=gotoapp&... Fast Browser Search

File Edit View Favorites Tools Help

Work Order Tracking

More Search Fields| Current Query:

Work Order Parent WO

Description Work Type

Location Sub Work Type

Zone Business Line

Customer Ref Code PS Code

Search Location Hierarchy

Asset

PM

Classification Entered By

Work Center Service Provider Ref Code

Execution Team Craft

CLIN

Plan Details

Job Plan Plan Craft

Safety Plan Plan Materials

Assigned Labor Plan Services

Plan Tools

Dates

Actual Start From To Approved Date

Actual Finish Scheduled Start

Entered Date Scheduled Finish

Find Restore Application Defaults Revise Cancel

Done Trusted sites | Protected Mode: Off 100%

2. In "Location" field- input facility number,
Enter as =GULFPO (this is our identifier for NCBC facilities), =STESPA
(identifier for Stennis) or =DESOTO (identifier for Woolmarket)
Examples: =GULFPO-119, =STESPA-1009 or =DESOTO-R130

3. In "Zone" field, **ALWAYS ENTER "GUL"**. GUL is the identifier for
NCBC and all Areas of Responsibility (AOR) for Gulfport PWD

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Continuing on the "More Search Fields: Current Query" screen

4. Go to the "Status" field

The research will have to be entered as follows:

!=comp (this filters out the completed work and now you can see all work pending completion. If you want to see everything; just leave the "Status" field blank.

The screenshot shows the Maximo Work Order Tracking search interface. The 'Status' field is highlighted with a red circle and a red arrow pointing to it from the text box above. The form contains various search criteria fields such as Problem Code, Vendor, Originating Record, and Status. The 'Status' field is currently empty, and the text box above indicates that the value '!=comp' should be entered to filter out completed work.

Field	Value
Problem Code	
Failure Class	
Service Group	
Vendor	
Originating Record	
Originating Record Class	
Service Request #	
Project Number	
Master System	
Record Type	
Has Follow-up Work?	
is Task?	N
IPL Type	
Reimbursable?	
Command Sponsor	
Supported Command Program	
SIC	
Work Class	
Program Year	
Quarter	
Status	
Class	WORKORDER
Site	=10701
History?	N
Priority	

User Information

Reported By		Lead	
On Behalf Of		Owner	
Customer Ref #		Owner Group	
Supervisor		Crew	

From **To** **From** **To**

Target Start			
Target Finish			
Reported Date			

Buttons: Find, Restore Application Defaults, Revise, Cancel

Done

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Work Order Tracking

More Search Fields| Current Query:

Work Order Parent WO

Description Work Type

Location Sub Work Type

Zone Business Line

Customer Ref Code PS Code

Search Location Hierarchy Category Of Work

Asset GL Account

PM Entered By ID

Classification Service Provider Ref Code

Work Center

Execution Team

5. You can also input an "approved date", this will be the day you submitted the request, or date you received the e-mail notification with work order (date format: 04/12/2014).

6. Press "Find" option to submit the query. This will take a minute for the query results to populate.

Plan Details

Job Plan Plan Craft

Plan Materials

Plan Services

Plan Tools

Dates

Actual Start From To

Actual Finish

Entered Date

Approved Date

Scheduled Start

Scheduled Finish

Find Restore Application Defaults Revise Cancel

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To look up a single work order, enter the work order number (Maximo number), an example is BDG54Z. The work order number will always be Alphanumeric.

1. Enter the work order number in the "Work order" field.

2. Press "Find" option to submit the query. This will take a minute for the query results to populate.

Acronyms in Maximo:

COMP- complete

WAPPR- awaiting approval

WSCH- awaiting scheduling

APPR- approved

ASSGN- Assigned to worker

WMATL- awaiting materials/materials on order

MATREC- materials received

Find