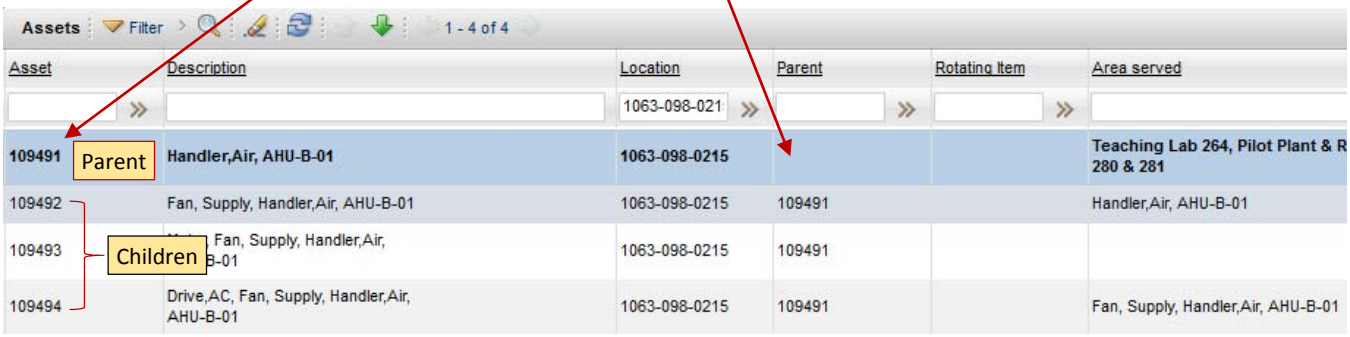
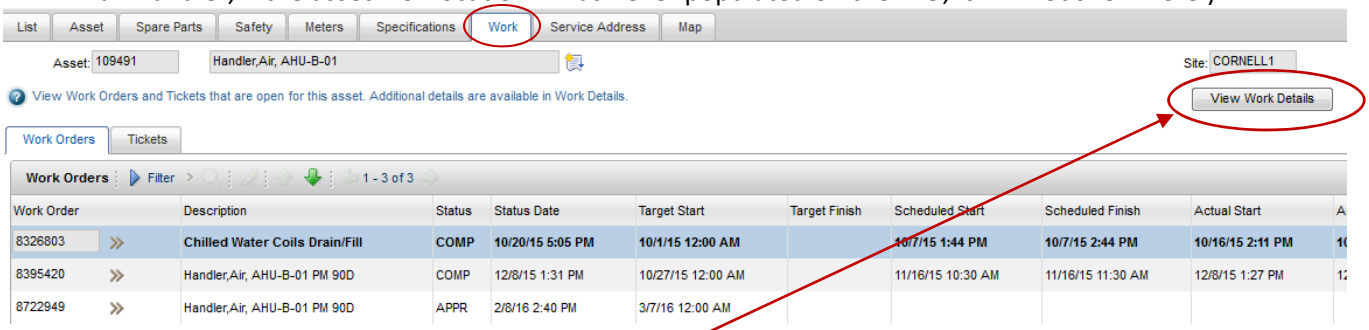
How to find work order and PM information about assets in Maximo

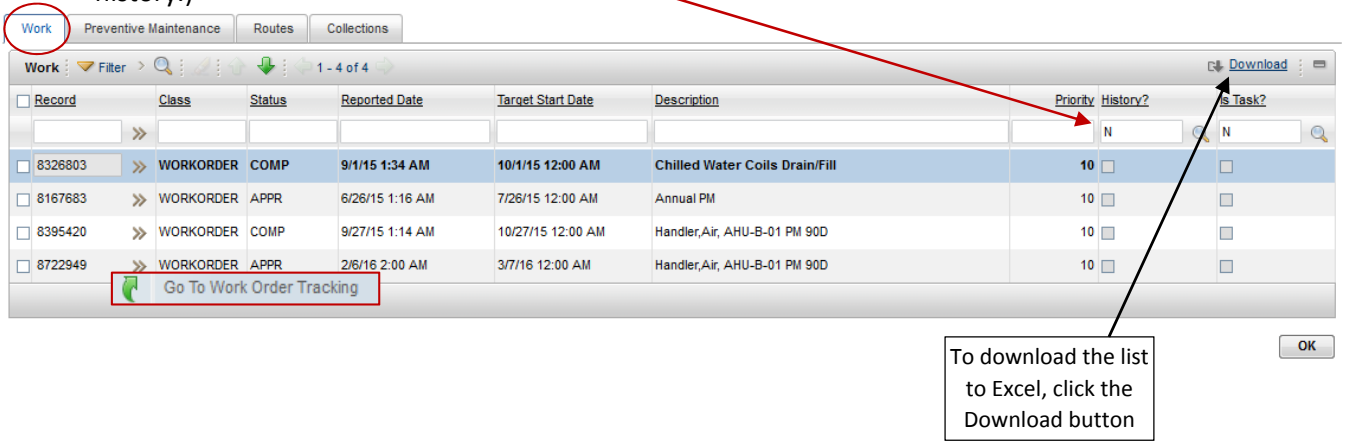
1. Click Go To – Assets – Assets
2. Type a location code, such as 1063-098-0215 in the "Location" box, then hit the "Enter" key. The assets that are in that asset location (1063-098-0215) will be shown in a list.
3. Click on the Parent asset #, which in this example, is 109491. (You may need to wait a few seconds for the next screen.)
   a. Note: Parent assets will always have a blank "Parent" field. The children assets will always show the Parent Asset # in the Parent field.



4. The Asset record will open. Click on the "***Work***" tab.
   a. The "***Work***" tab shows recent work orders (whether PM or CM) written to this specific asset (109491). (Note: any CM work orders that are done on this equipment but not written to the asset will *not* appear here. For example, if a WO was created for "my room is too hot", which turns out to be because of the air handler, if the asset # or location # was never populated on the WO, it will not show here.)



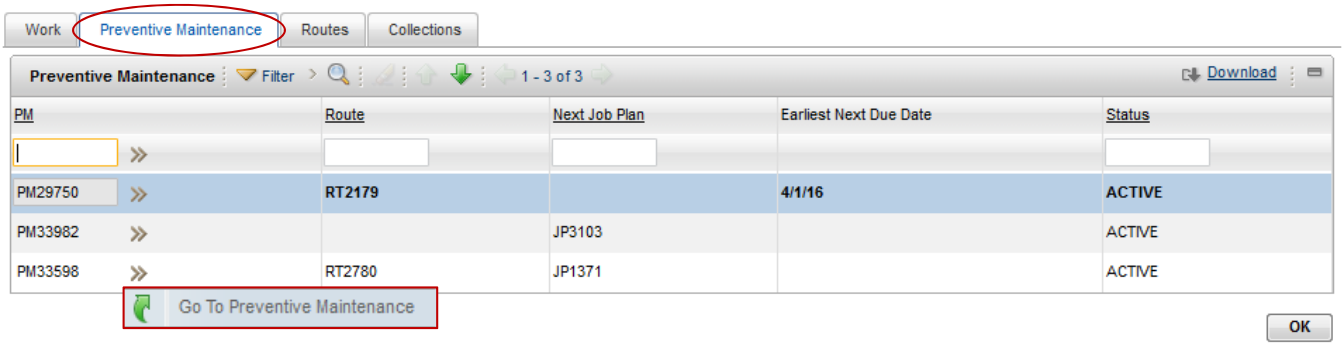
5. Click on the "**View Work Details**" button on the top right (it may be a little slow here, too).
   a. The WOs shown here were created for any assets *associated to* that asset location (1063-098-0215). (If you remove the "N" in the "History?" column, then hit Enter, it will also show WOs that are closed/in history.)



How to find work order and PM information about assets in Maximo (cont'd.)

6. To view information on any of the WOs, click the gray arrows to the right of a WO # and click "***Go To Work Order Tracking***" (see screen shot for #5). This will open up the work order.
   a. On the *Work Order* tab, you can see the Target Start date (if it is a PM work order).
   b. On the *Plans* tab, you can see the tasks that were or will be completed. (For example, an annual PM, may have 10 tasks).
   c. On the *Actuals* tab, you can see who put labor on it (if it has been started or completed.)
   d. On the *Logs* tab, you can see work logs entered.
   e. To return to the previous screen, click the "return" link on the top right. Return

7. To view PMs, click the "***Preventive Maintenance***" tab
   a. This will show PMs for *all assets in that asset location (1063-098-0215*), Route #s, and the Job Plan #s.
   b. To view information on any of the PMs, click the gray arrows to the right of a PM # and click "*Go To Preventive Maintenance*"
      i. The *PM* tab will show the next job plan (which are tasks to do), the last start date and last completion date.
      ii. The *Frequency* tab will show you the frequency (schedule) of the PM.
   c. To return to the previous screen, click the "return" link on the top right. Return



8. To view route information, click the "*Routes*" tab. (No need to go to a specific route, as a route may be written to 25 different buildings.)