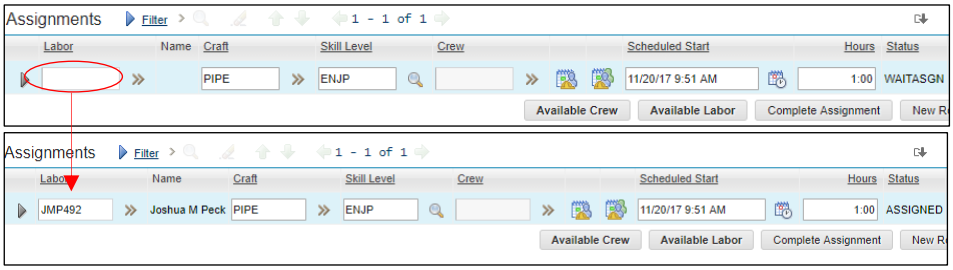
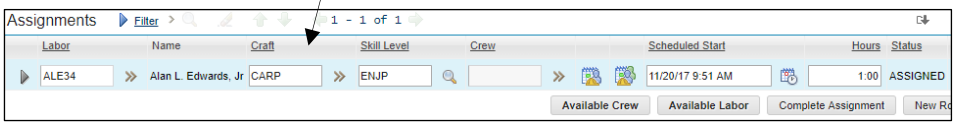
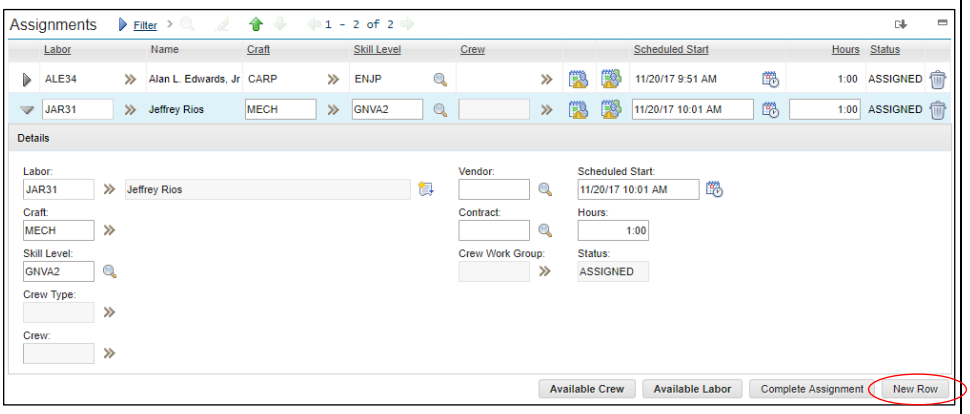
Purpose:	**To create a labor assignment(s) on an individual work order**
When:	**A single or few work orders need to be assigned**
Who:	**General Foreperson, Foreperson**

Resources to Complete Tasks	
A computer	A Maximo account, with Foreperson Access

Perform These Tasks:	**Do These Steps/Notes:**
1. Log into Maximo with your Cornell NetID and password.	a. Go to http://maximo.fs.cornell.edu • Hover over Login • Click "Maximo 7.5 Production"
2. Review work orders to be assigned, and select a work order	Use one of the following ways to get to a work order: a. From the "Assigner/Work Management" Start Center (TBA query) b. In the Work Order Tracking application, select a TBA query from the query drop down list c. When you are already on a WO or SR/WO (SR Related Records)
3. Go to the Work Order "Assignments" tab and determine if there is a WAITASGN row(s) or no assignment rows.	a. Click the Assignments tab b. If there is an existing row with the status of WAITASGN, do the following (otherwise skip to Task 4) c. Type or select a NetID in the blank "Labor" field  • Please note: if the WAITASGN is calling for a PIPE, and you assign a CARP, the Labor's Craft/Skill will over-write the PIPE WAITASGN information.  d. The Name and Craft will be populated, and the status will show as ASSIGNED e. If desired, edit the hours in the "Hours" field. These are the estimated/planned hours for that particular assignment. f. Click the "Save" button.

4. Create a Labor assignment (if no WAITASGN)	a. Click "New Row" button at bottom right • Type a NetID in the "Labor" field and click the Tab key • OR click the arrows to the right of the field and click Select Value to filter/find a Labor  b. The Name and Craft will be populated, and the status will show as ASSIGNED c. If desired, edit the hours in the "Hours" field. These are the estimated/planned hours for that particular assignment. d. Click the "Save" button.
The Result Will Be: Labor assignment(s) will be created on Work Order.	
Reference Information:	