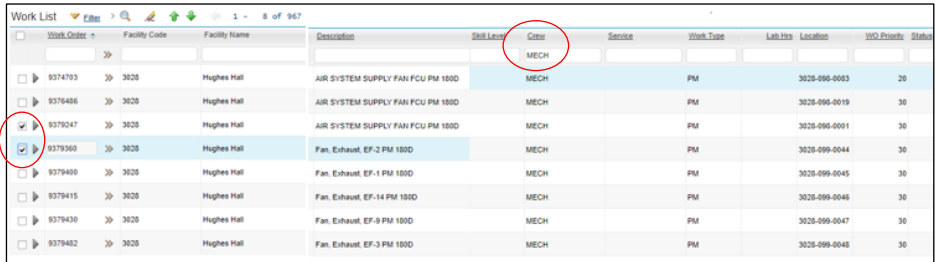
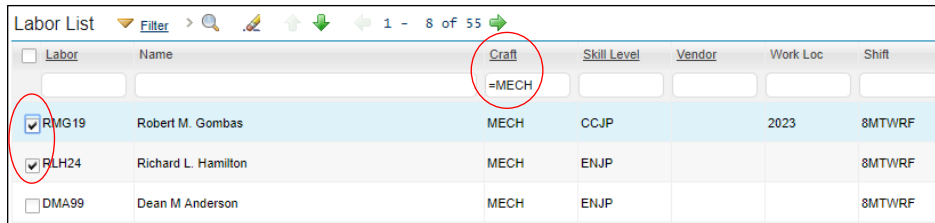

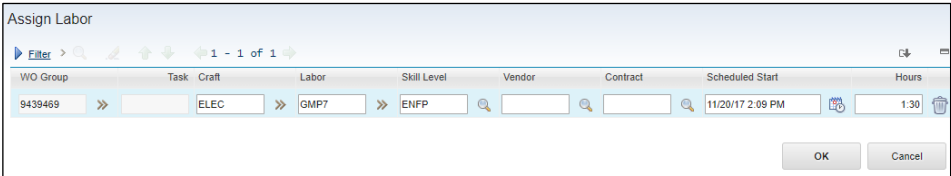




Purpose:	To assign labor(s) to multiple work orders		
When:	Multiple work orders need to be assigned to one or more labor		
Who:	General Foreperson, Foreperson		
Resources to Complete Tasks			
A computer		A Maximo account, with Foreperson Access	
Perform These Tasks:		Do These Steps/Notes:	
1. Log into Maximo with your Cornell NetID and password.		a. Go to http://maximo.fs.cornell.edu <ul style="list-style-type: none">• Hover over Login• Click “Maximo 7.5 Production”	
2. Select a Work Order query in the Assignment Manager application.		a. Click Go To – Work order – Assignment Manager <i>OR</i> b. From the Zone/Ops Work Management Start Center, under “Favorite Applications”, click the “Assignment Manager” link <ul style="list-style-type: none">• Select a query from the top left drop down (ie., “Endowed Zone PM (non-Routed) TBA”)	
3. Filter the Work Order List and select Work Order(s) to assign		a. On the Work List , click the “Filter” button if the filter boxes aren’t showing. (Note: for routes, only the parent WOs will be listed.) b. Filter on a column(s) as needed c. Select the Work Order(s) you want to assign by checking the box to the left of the Work Order number.	
			
4. Filter the Labor List and select Labor(s)* to assign		a. On the Labor List , click the “Filter” button if the filter boxes aren’t showing b. Filter on a column(s) as needed c. Select the Labor(s) you want to assign by checking the box to the left of the Labor code.	
			

<p>5. Assign the selected Labor(s) to the selected Work Order(s)</p>	<p>a. Click the “<u>Assign Labor</u>” button </p> <ul style="list-style-type: none"> • <u>Important</u>: You can only assign more than one labor to a WO using this process if the WO is <i>not</i> calling out for a specific Craft/Skill (ie. in WAITASGN status). If you try to assign more than one labor to a WO that is WAITASGN, you will get an error. <u>Refer to the next section for how to add multiple Labor to a WAITASGN WO (that is calling out for a specific Craft/Skill).</u> • The dialog box below will pop up, showing the Labor & Craft/Skill. If the WAITASGN is calling for a one Craft/Skill combination, and the Labor you are assigning has a different Craft/Skill, by clicking “<u>OK</u>” here, you are confirming that it will over-write the original WAITASGN information. You can also enter a Scheduled Start Date and Estimated Hours here if desired. <div data-bbox="589 779 1534 953">  </div> <p>b. Once assigned, you will notice the selected Labor(s) font will change color to represent the allocation of the work week that has been used, and WOs that were assigned will disappear from the WO List.</p>
<p align="center">ASSIGNING MULTIPLE LABOR TO A WORK ORDER THAT CALLS FOR ONE CRAFT/SKILL</p>	
<p>1. In Maximo, select WO(s) to assign and Labor(s) to assign them to</p>	<p>a. Do Tasks 1-4 above, with only <u>one</u> WO and one labor selected.</p> <ul style="list-style-type: none"> • (Do NOT do Task 5.) <p>b. Important: Copy the WO number that you are going to assign</p> <p>c. Click the “Assign Labor” button </p> <ul style="list-style-type: none"> • A dialog box will pop up showing the Labor’s information. You can enter a Scheduled Start Date and Estimated Hours here if desired. Click the “<u>OK</u>” button.
<p>2. Add a row(s) for another assignment(s)</p>	<p>a. On the bottom right of the Work List, click the “New Row” button</p> <ul style="list-style-type: none"> • In the “WO Group” field, paste the WO number you copied • Under the “Assignment Details” section, type or select the NetID that you would like to assign to this WO. <p>b. <u>Important</u>: Click the “<u>Save</u>” button.  It will not prompt you to save if you leave the record, so remember to save after this step.</p>

REPLACING LABOR																																									
1. Search for the Labor you want to replace	<p>a. In the Work List, Click the “<u>Advanced Search</u>” button</p> <p>b. Type the NetID in the “Labor” field and type “!=COMPLETE” in the Assignment Status field. Click the “<u>Find</u>” button.</p> <ul style="list-style-type: none"> The list of WOs assigned to that Labor will be displayed. Filter the list further if necessary (such as Facility Code). <p>c. Select the WO(s) that you want to replace the labor on.</p> <div data-bbox="581 577 1534 760"> <p>Work List 1 - 2 of 2</p> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Work Order</th> <th>Facility Code</th> <th>Facility Name</th> <th>Description</th> <th>Target Start</th> <th>Labor</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>9379247</td> <td>3028</td> <td>Hughes Hall</td> <td>AIR SYSTEM SUPPLY FAN FCU PM 180D</td> <td>12/7/16 12:00 AM</td> <td>RMG19</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>9379360</td> <td>3028</td> <td>Hughes Hall</td> <td>Fan, Exhaust, EF-2 PM 180D</td> <td>12/6/16 12:00 AM</td> <td>RMG19</td> </tr> </tbody> </table> </div> <div data-bbox="625 777 868 871"> <p>Tip: By selecting the box at the top, it will select all WOs in the list displayed.</p> </div>	<input checked="" type="checkbox"/>	Work Order	Facility Code	Facility Name	Description	Target Start	Labor	<input checked="" type="checkbox"/>	9379247	3028	Hughes Hall	AIR SYSTEM SUPPLY FAN FCU PM 180D	12/7/16 12:00 AM	RMG19	<input checked="" type="checkbox"/>	9379360	3028	Hughes Hall	Fan, Exhaust, EF-2 PM 180D	12/6/16 12:00 AM	RMG19																			
<input checked="" type="checkbox"/>	Work Order	Facility Code	Facility Name	Description	Target Start	Labor																																			
<input checked="" type="checkbox"/>	9379247	3028	Hughes Hall	AIR SYSTEM SUPPLY FAN FCU PM 180D	12/7/16 12:00 AM	RMG19																																			
<input checked="" type="checkbox"/>	9379360	3028	Hughes Hall	Fan, Exhaust, EF-2 PM 180D	12/6/16 12:00 AM	RMG19																																			
2. Filter the Labor List and select Labor(s) to assign	<p>a. On the Labor List, click the “<u>Filter</u>” button if the filter boxes aren’t showing</p> <p>b. Filter on a column(s) as needed</p> <p>c. Select the Labor(s) you want to replace the current assignment(s) with for the selected WO(s) by checking the box to the left of the Labor code.</p> <div data-bbox="587 1155 1534 1375"> <p>Labor List 1 - 8 of 55</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Labor</th> <th>Name</th> <th>Craft</th> <th>Skill Level</th> <th>Vendor</th> <th>Work Loc</th> <th>Shift</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>=MECH</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>RMG19</td> <td>Robert M. Gombas</td> <td>MECH</td> <td>CCJP</td> <td></td> <td>2023</td> <td>8MTWRF</td> </tr> <tr> <td><input type="checkbox"/></td> <td>RLH24</td> <td>Richard L. Hamilton</td> <td>MECH</td> <td>ENJP</td> <td></td> <td></td> <td>8MTWRF</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>DMA99</td> <td>Dean M Anderson</td> <td>MECH</td> <td>ENJP</td> <td></td> <td></td> <td>8MTWRF</td> </tr> </tbody> </table> </div>	<input type="checkbox"/>	Labor	Name	Craft	Skill Level	Vendor	Work Loc	Shift	<input type="checkbox"/>			=MECH					<input type="checkbox"/>	RMG19	Robert M. Gombas	MECH	CCJP		2023	8MTWRF	<input type="checkbox"/>	RLH24	Richard L. Hamilton	MECH	ENJP			8MTWRF	<input checked="" type="checkbox"/>	DMA99	Dean M Anderson	MECH	ENJP			8MTWRF
<input type="checkbox"/>	Labor	Name	Craft	Skill Level	Vendor	Work Loc	Shift																																		
<input type="checkbox"/>			=MECH																																						
<input type="checkbox"/>	RMG19	Robert M. Gombas	MECH	CCJP		2023	8MTWRF																																		
<input type="checkbox"/>	RLH24	Richard L. Hamilton	MECH	ENJP			8MTWRF																																		
<input checked="" type="checkbox"/>	DMA99	Dean M Anderson	MECH	ENJP			8MTWRF																																		
3. Assign the selected Labor(s) to the selected Work Order(s)	<p>a. Click the “<u>Assign Labor</u>” button </p> <p>b. You will notice the selected Labor(s) font will change color, and the WOs that were assigned will disappear from the WO List because the person you filtered for is no longer assigned to them.</p>																																								
<p>The Result Will Be: One or more Labor Assignments will be added to one or more work orders.</p>																																									
<p>Reference Information:</p>																																									