Purpose: To Assign Childr		ren Work Order on Routes in Maximo											
When: There is a need individual child		d to complete assignments on Child Work Orders (to track completion of d WOs)											
Who:	General Forep	person, Foreperson											
		Resources to Complete Tasks											
A computer		A Maximo account, with Foreperson Access											
Perform These Ta	asks:	Do These Steps/Notes:											
1. Log into Maxin Cornell NetID password.	mo with your and	<ul> <li>a. Go to <u>http://maximo.fs.cornell.edu</u></li> <li>Hover over Login</li> <li>Click "Maximo 7.5 Production"</li> </ul>											
STEP 1 - PAKENT WORK ORDERS													
2. Review Parent Work Orders to be assigned in the Assignment Manager application		<ul> <li>a. On the top right of the screen, click Go To – Work Orders - Assignment Manager</li> <li>On the top left, select your Zone or Group's Routed TBA query. This will display the list of Parent WOs that need to be assigned</li> <li>If necessary, filter by any of the columns in the Work List (for example Crew or WO #) to review work orders to be assigned</li> </ul>											
Work List 🔝 Filter > 🔍 🦼	🕜 🦊   🗢 1 - 2 of 2 🖒												
work broar         i           ▶         9080347         ≫         8000           ▶         9100493         >         1165	Misc Facility Name	Description     Description     Labor     Crait     Sinclavel     Crew     Service     Work lype       nt     CC Zone Boiler Route (Ornitholog CC Zone Boiler Route (Orn     PIPE     ENJP     PLUMBER     PM       y     ECRF Boiler Route PM 30D     ECRF Boiler Route PM 30D     PLUMBER     PM       Filter Work to Match Labor     Filter Work to Match     Filter Work to Match     Filter Work to Match											
3. Select the Par you'd like to a	ent WO's ssign	<ul> <li>a. Check the box to the left of the WO numbers. Or, check the box on the top left of the list to select all WO numbers in the list.</li> <li>b. IMPORTANT: Take note of the Parent WO #s now, because you will need these for the next step.</li> </ul>											
4. Find/Select th assign	e Labor to	<ul> <li>a. In the labor list, filter or search for the Craft, NetID or Name of who will be assigned.</li> <li>b. Select the Labor who will be assigned by checking the box to the left of the Labor</li> </ul>											

5. Assign the Labor to the	a. Click the " <i>Assign Labor</i> " button on the top of the screen												
	Select Action												
	<ul> <li>b. On the next screen that pops up, click "OK".</li> <li>After clicking "OK", the Work Orders will drop off of the top Wo List (this is why you took note of the WO #s)</li> </ul>												
	Assign Labor  Filter >  I - 2 of 2  WO Group Task Craft Labor Skill Level Vendor Contract Scheduled Start Hours 9080347 PPE TYS1 ENJP Q Q 915/16 926 AM B 1.00  0 0 915/16 10.26 AM C 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0												
STEP 2 – CHILDREN WORK ORD	DERS												
6. Search for Children WOs	a. Leave the Assignment Manager application and then return to it												
	<ul> <li>If you have a default Work List query, you must first select the "All Children WOs TBA" query (which will take a while to display then click "Advanced Search"</li> <li>c. In the "Advanced Search" box, fill in these fields:</li> <li>In the "Parent" field, type =[WO number], for example, =9080347.</li> <li>In the "Is Task" field, type N.</li> <li>Click the "Find" button.</li> </ul>												
More Search Fields  Current Query:													
Work Order: >>>	Person Group: 🛛 📎 Work Type: 🔍												
Parent: =9080347 >>>	Crew Type: Assignment Status: Q												
Description:	Crew: Status: Q												
WO Group:	Problem Code: Q Work Order Class: Q												
Location: >>>	Failure Class: Site: =CORNELL1												
Search Location Hierarchy:	Service Group: N History? N												
Asset:	Service: Calculated Priority:												
PM: >>>	Vendor: WO Priority:												
Classification.	is lask?"												

7. Select all Childrer	n WOs a. b.	. All c . <i>Sele</i> the • N	of th <b>ct</b> a list lot	ne childre all childre e: if there	n of n WC e is m	the Parer Ds by clich ore than	nt WO will b king the top one page, d <i>Page 1</i>	e displayed left check b o this on ea	in the Work ox on the to ch page.	k List op of			
		W	Work List 👂 Filter >										
				Work Order 🜲		Facility Code	e Facility Name		Description				
				9080369	>>	2802	Johnson C Birds	PM Boiler,G					
				9080391	>>	2802	Johnson C Birds &	Biodiversity	PM Boiler,Gas				
				9080413	>>	2802	Johnson C Birds &	Biodiversity	PM Boiler,Gas				
				9080435	>>	2802	Johnson C Birds &	Biodiversity	PM Boiler,Gas				
				9080457	>>	2802	Johnson C Birds &	PM Boiler,Gas					
		<b>V</b>		9080479	>>	2802	Johnson C Birds &	Biodiversity	PM Boiler,Gas				
				9080501	>>	2802	Johnson C Birds & Biodiver		PM Boiler, Gas				
				9080523	>>	2802	Johnson C Birds &	Biodiversity	PM Boiler,Gas				
							Page 2						
		M	lork	Liet Eilter		: : <b>.</b>	L: 40 14 of	14					
				Work Order +		Eacility Code	orde Eacility Name		Description				
				9080545		2802		e & Riodiversity	PM Boiler G				
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		×		0000055	"	2002	Johnson C Birds o	Diodiversity	PM Boller,Ga				
				9000000	77	2802	Johnson C Birds &	Biodiversity	PM Boller,Ga				
8. Find/Select the La	abor to a.	In th	ne l	abor list,	filter	Or Lab	Labor Crew List						
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	D.	will	ιι he	assigned	hv hv		JEB74						
		cheo	se :kir	ig the box	v, tot	he 🗖	DJC32 Daniel J. Carr      JW277 Jeremy Whitmarsh      TYS1 Thomas Young Sharpe						
		left	of t	he Labor									
			MJM277 Michael James Moon										

hildrei	9. Assign the Labor to the		to the	a.	Clic	k the " <b>A</b>	Assign L	abo	<b>r</b> " k	outto	on on	the top c	f th	e screen		
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