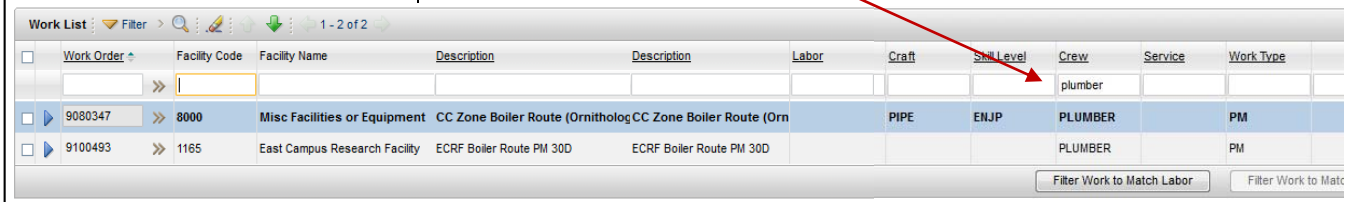
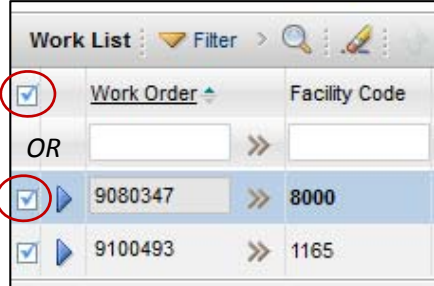
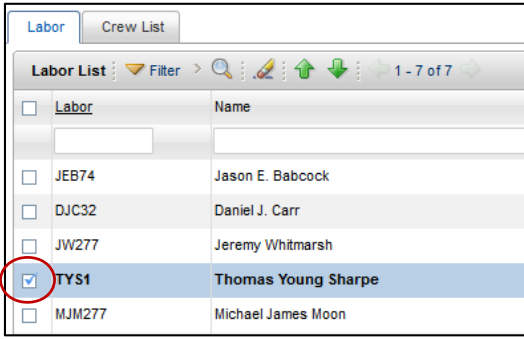
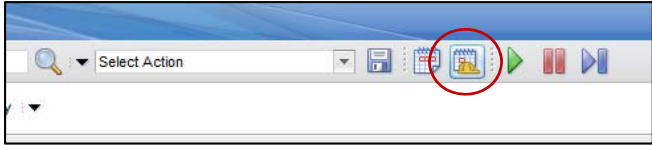


Purpose:	To Assign Children Work Order on Routes in Maximo	
When:	There is a need to complete assignments on Child Work Orders (to track completion of individual child WOs)	
Who:	General Foreperson, Foreperson	
Resources to Complete Tasks		
A computer	A Maximo account, with Foreperson Access	
Perform 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” 	
STEP 1 – PARENT WORK ORDERS		
2. Review Parent Work Orders to be assigned in the Assignment Manager application	a. On the top right of the screen, click Go To – Work Orders - Assignment Manager <ul style="list-style-type: none"> • 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 • If necessary, filter by any of the columns in the Work List (for example Crew or WO #) to review work orders to be assigned 	
		
3. Select the Parent WO’s you’d like to assign	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. b. IMPORTANT: Take note of the Parent WO #s now, because you will need these for the next step.	
		
4. Find/Select the Labor to assign	a. In the labor list, filter or search for the Craft, NetID or Name of who will be assigned. b. Select the Labor who will be assigned by checking the box to the left of the Labor	
		

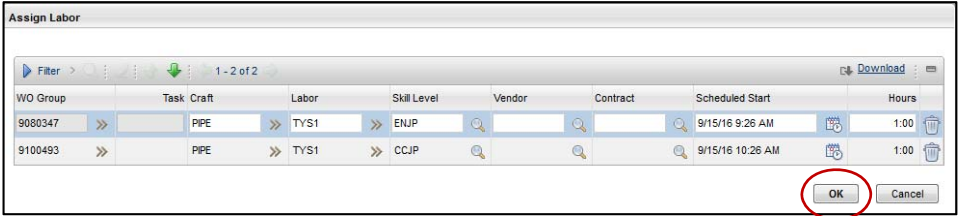
5. Assign the Labor to the Parent WO

a. Click the **“Assign Labor”** button on the top of the screen



b. On the next screen that pops up, click **“OK”**.

- After clicking **“OK”**, the Work Orders will drop off of the top Work List (this is why you took note of the WO #s)



WO Group	Task	Craft	Labor	Skill Level	Vendor	Contract	Scheduled Start	Hours
9080347	PIPE	TYS1	ENJP				9/15/16 9:26 AM	1:00
9100493	PIPE	TYS1	CCJP				9/15/16 10:26 AM	1:00

STEP 2 – CHILDREN WORK ORDERS

6. Search for Children WOs

a. Leave the Assignment Manager application and then return to it

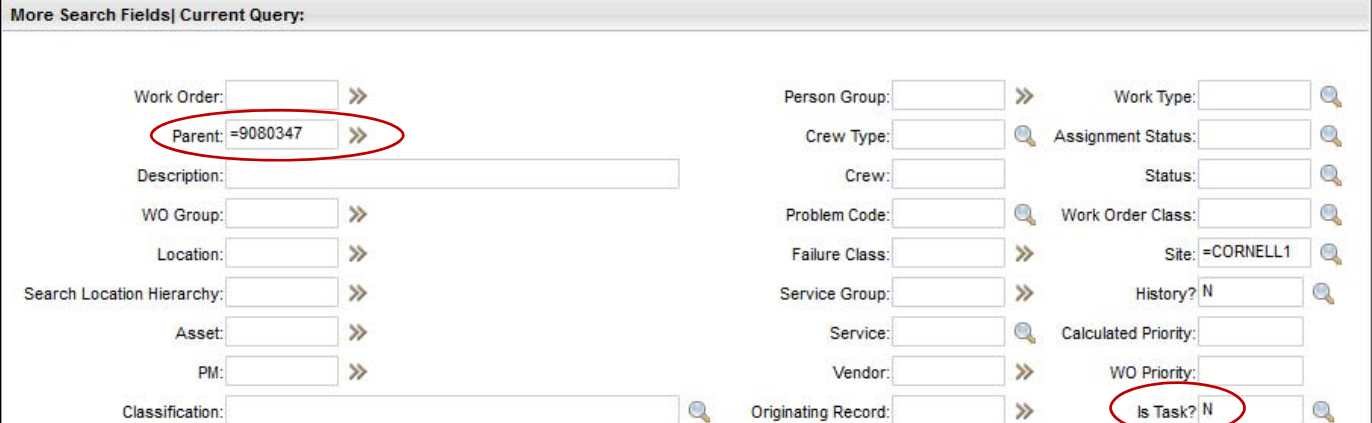
b. If you have no default Work List query, click **“Advanced Search”**

- 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”**

c. In the **“Advanced Search”** box, fill in these fields:

- In the **“Parent”** field, type =[WO number], for example, =9080347.
- In the **“Is Task”** field, type N.
- Click the **“Find”** button.

More Search Fields | Current Query:



Work Order: >>

Parent: >>

Description:

WO Group: >>

Location: >>

Search Location Hierarchy: >>

Asset: >>

PM: >>

Classification: >>

Person Group: >>

Crew Type: >>

Crew:

Problem Code: >>

Failure Class: >>

Service Group: >>

Service: >>

Vendor: >>

Originating Record: >>

Work Type: >>

Assignment Status: >>

Status: >>

Work Order Class: >>

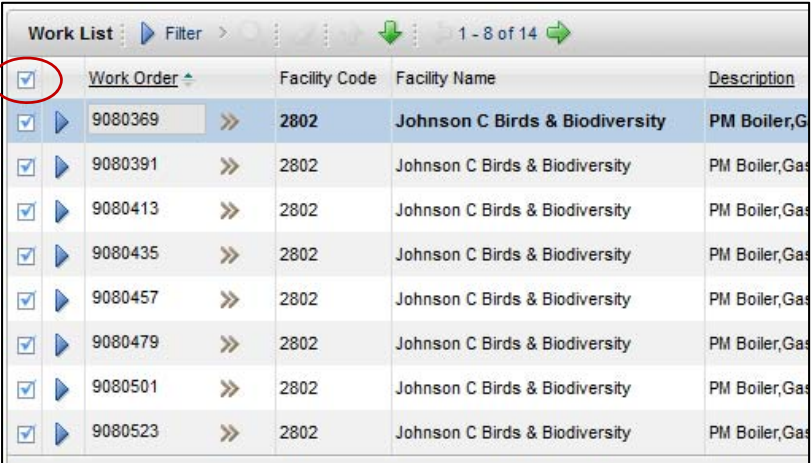
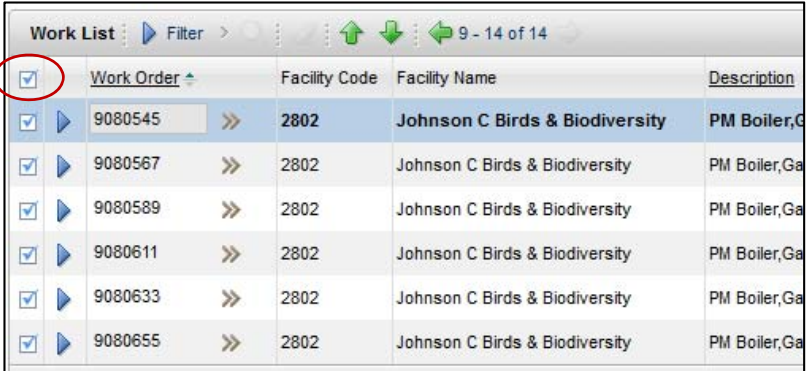

Site: >>

History? >>

Calculated Priority:

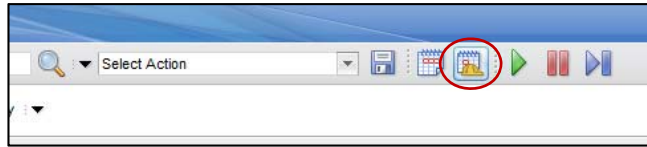
WO Priority:

Is Task? >>

<p>7. Select all Children WOs</p>	<p>a. All of the children of the Parent WO will be displayed in the Work List</p> <p>b. Select all children WOs by clicking the top left check box on the top of the list.</p> <ul style="list-style-type: none"> Note: if there is more than one page, do this on each page. <p style="text-align: center;"><i>Page 1</i></p>  <p style="text-align: center;"><i>Page 2</i></p> 
<p>8. Find/Select the Labor to assign</p>	<p>a. In the labor list, filter or search for the Craft, NetID or Name of who will be assigned.</p> <p>b. Select the Labor who will be assigned by checking the box to the left of the Labor.</p> 

9. Assign the Labor to the Children WOs

a. Click the **“Assign Labor”** button on the top of the screen



b. On the next screen that pops up, click **“OK”**.

- After clicking **“OK”**, the Work Orders will NOT drop off the Work List, but you will see that the person you assigned has been added to the Labor column, and the Status shows Assigned

Assign Labor

Filter > 1 - 16 of 16 Download

WO Group	Task	Craft	Labor	Skill Level	Vendor	Contract	Scheduled Start	Hours
9080369	PIPE	TYS1	ENJP				9/15/16 11:26 AM	1:00
9080391	PIPE	TYS1	ENJP				9/15/16 12:26 PM	1:00
9080413	PIPE	TYS1	ENJP				9/15/16 1:26 PM	1:00
9080435	PIPE	TYS1	ENJP				9/15/16 2:26 PM	1:00
9080457	PIPE	TYS1	ENJP				9/15/16 3:26 PM	0:35
9080457	PIPE	TYS1	CCJP				9/16/16 8:00 AM	0:25
9080479	PIPE	TYS1	ENJP				9/16/16 8:25 AM	1:00
9080501	PIPE	TYS1	ENJP				9/16/16 9:25 AM	1:00
9080523	PIPE	TYS1	ENJP				9/16/16 10:25 AM	1:00
9080545	PIPE	TYS1	ENJP				9/16/16 11:25 AM	1:00
9080567	PIPE	TYS1	ENJP				9/16/16 12:25 PM	1:00
9080589	PIPE	TYS1	ENJP				9/16/16 1:25 PM	1:00
9080611	PIPE	TYS1	ENJP				9/16/16 2:25 PM	1:00
9080633	PIPE	TYS1	ENJP				9/16/16 3:25 PM	0:35
9080633	PIPE	TYS1	CCJP				9/19/16 8:00 AM	0:25
9080655	PIPE	TYS1	ENJP				9/19/16 8:25 AM	1:00

OK Cancel

Work List Filter > 9 - 16 of 16 Download

Work Order	Facility Code	Facility Name	Description	Target Start	Labor	Craft	Skill Level	Crew	Service	Work Type	Lab Hrs	Location	WO Priority	Status
9080523	2802	Johnson C Birds & Biodiversity	PM Boiler,Gas, Nat, B-8	8/1/16 12:00 AM	TYS1	PIPE	ENJP	PLUMBER	PM	PM	1:00	2802-095-0054	10	ASSIGNED
9080545	2802	Johnson C Birds & Biodiversity	PM Boiler,Gas, Nat, B-9	8/1/16 12:00 AM	TYS1	PIPE	ENJP	PLUMBER	PM	PM	1:00	2802-095-0055	10	ASSIGNED
9080567	2802	Johnson C Birds & Biodiversity	PM Boiler,Gas, Nat, B-10	8/1/16 12:00 AM	TYS1	PIPE	ENJP	PLUMBER	PM	PM	1:00	2802-095-0056	10	ASSIGNED
9080589	2802	Johnson C Birds & Biodiversity	PM Boiler,Gas, Nat, B-11	8/1/16 12:00 AM	TYS1	PIPE	ENJP	PLUMBER	PM	PM	1:00	2802-095-0057	10	ASSIGNED
9080611	2802	Johnson C Birds & Biodiversity	PM Boiler,Gas, Nat, B-12	8/1/16 12:00 AM	TYS1	PIPE	ENJP	PLUMBER	PM	PM	1:00	2802-095-0058	10	ASSIGNED
9080633	2802	Johnson C Birds & Biodiversity	PM Boiler,Gas, Nat, B-13	8/1/16 12:00 AM	TYS1	PIPE	ENJP	PLUMBER	PM	PM	0:35	2802-095-0059	10	ASSIGNED
9080633	2802	Johnson C Birds & Biodiversity	PM Boiler,Gas, Nat, B-13	8/1/16 12:00 AM	TYS1	PIPE	CCJP	PLUMBER	PM	PM	0:25	2802-095-0059	10	ASSIGNED
9080655	2802	Johnson C Birds & Biodiversity	PM Boiler,Gas, Nat, B-2	8/1/16 12:00 AM	TYS1	PIPE	ENJP	PLUMBER	PM	PM	1:00	2802-095-0060	10	ASSIGNED

Filter Work to Match Labor Filter Work to Match Crew Refresh Work List New Row

10. Repeat steps 6 – 9 for all Parent WO numbers that you wrote down.

The Result Will Be:
Labor assignment(s) will be created on routed parent and children work orders.

Reference Information