

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.

Asset	Description	Location	Parent	Rotating Item	Area served
109491	Handler,Air, AHU-B-01	1063-098-0215			Teaching Lab 264, Pilot Plant & R 280 & 281
109492	Fan, Supply, Handler,Air, AHU-B-01	1063-098-0215	109491		Handler,Air, AHU-B-01
109493	Fan, Supply, Handler,Air, B-01	1063-098-0215	109491		
109494	Drive,AC, Fan, Supply, Handler,Air, AHU-B-01	1063-098-0215	109491		Fan, Supply, Handler,Air, AHU-B-01

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.)

Work Order	Description	Status	Status Date	Target Start	Target Finish	Scheduled Start	Scheduled Finish	Actual Start	Actual Finish
8326803	Chilled Water Coils Drain/Fill	COMP	10/20/15 5:05 PM	10/1/15 12:00 AM		10/7/15 1:44 PM	10/7/15 2:44 PM	10/16/15 2:11 PM	10/16/15 2:11 PM
8395420	Handler,Air, AHU-B-01 PM 90D	COMP	12/8/15 1:31 PM	10/27/15 12:00 AM		11/16/15 10:30 AM	11/16/15 11:30 AM	12/8/15 1:27 PM	12/8/15 1:27 PM
8722949	Handler,Air, AHU-B-01 PM 90D	APPR	2/8/16 2:40 PM	3/7/16 12:00 AM					

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.)

Record	Class	Status	Reported Date	Target Start Date	Description	Priority	History?	Is Task?
							N	N
8326803	WORKORDER	COMP	9/1/15 1:34 AM	10/1/15 12:00 AM	Chilled Water Coils Drain/Fill	10	<input type="checkbox"/>	<input type="checkbox"/>
8167683	WORKORDER	APPR	6/26/15 1:16 AM	7/26/15 12:00 AM	Annual PM	10	<input type="checkbox"/>	<input type="checkbox"/>
8395420	WORKORDER	COMP	9/27/15 1:14 AM	10/27/15 12:00 AM	Handler,Air, AHU-B-01 PM 90D	10	<input type="checkbox"/>	<input type="checkbox"/>
8722949	WORKORDER	APPR	2/6/16 2:00 AM	3/7/16 12:00 AM	Handler,Air, AHU-B-01 PM 90D	10	<input type="checkbox"/>	<input type="checkbox"/>

To download the list to Excel, click the Download button

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

PM	Route	Next Job Plan	Earliest Next Due Date	Status
PM29750	RT2179		4/1/16	ACTIVE
PM33982		JP3103		ACTIVE
PM33598	RT2780	JP1371		ACTIVE

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.)