# 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.



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.)



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.)



To download the list to Excel, click the Download button

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]



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.)