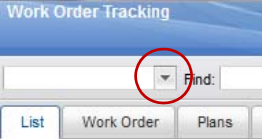

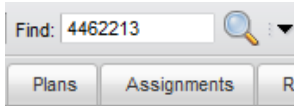
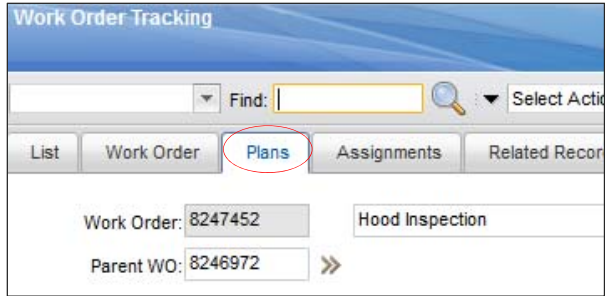
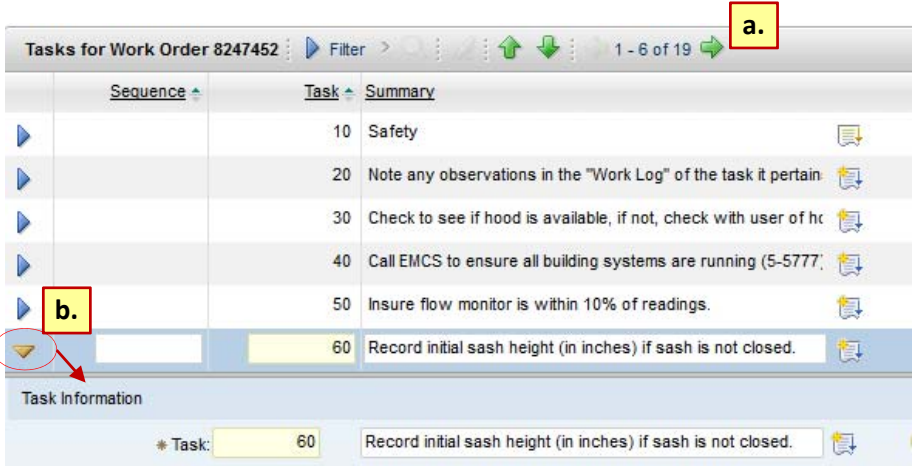
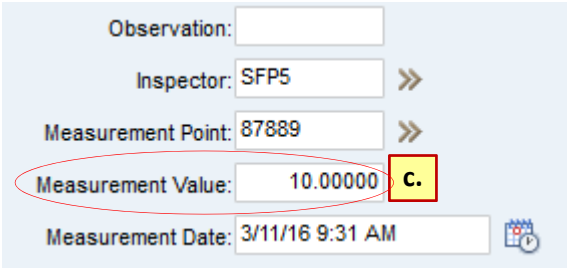



Purpose:	To record readings against a WO so they can be reported on and stored in history for trending purposes	
When:	A job plan requires condition monitoring readings	
Who:	Tradesperson	
Resources to Complete Tasks		
A computer	A Maximo account, with Tradesperson access	
Perform These Tasks:		
Do These Steps/Notes:		
1. Log into Maximo with your Cornell NetID and password.	<p>a. Go to http://maximo.fs.cornell.edu</p> <ul style="list-style-type: none"> • Hover over “Login” on the menu bar • Click “Maximo 7.5 Production” 	
2. Go to the Work Order Tracking application and find your work order(s)	<p>a. On the top right of the screen, click Go To – Work Orders – Work Order Tracking</p> <p>b. If the work order number is <u>assigned to you</u>, do the following:</p> <ul style="list-style-type: none"> • On the top left of the screen, click the arrow to bring up the list of queries:  • Select the “Work Orders Assigned To Me” query  <p>c. If the work order is <u>not</u> assigned to you, do the following:</p> <ul style="list-style-type: none"> • Type the work order # in the search box at the top of the screen. Then, click the magnifying glass or the Enter button on your keyboard.  	
3. Open the “Plans” tab	<p>a. Click the “Plans” tab </p> <p>b. The Tasks are located in the middle of the screen</p>	

<p>4. Enter a reading within "Task Information"</p>	<p>a. If the task you are entering a measurement for is not showing in the list, use the <i>green arrow</i> to go to the next list of tasks</p> <p>b. Click on a <i>blue triangle</i> to the left of the task you will be entering a recording for (it will turn orange)</p> <ul style="list-style-type: none"> Task Information for that task will show towards the bottom of the screen.  <p>c. Enter the reading in the "Measurement Value" field towards the right of the screen.</p> <p>d. Click the tab key, and the Measurement Date and Inspector NetID will automatically populate.</p> 
<p>5. Repeat Task 4 until all task readings are entered</p>	<p>a. Click the "Save" button  at the top of the screen to save the readings.</p> <ul style="list-style-type: none"> Click "Save" periodically when entering a number of readings to avoid losing your data. <p>*Important: Make sure you are putting the correct measurement to the correct task. Once it is saved, a reading cannot be changed.</p>
<p>The Result Will Be: Readings will have been entered against a work order so they can be reported on and stored in history for trending purposes</p>	