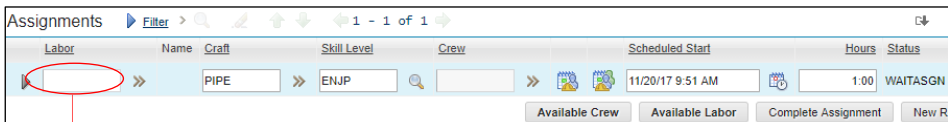
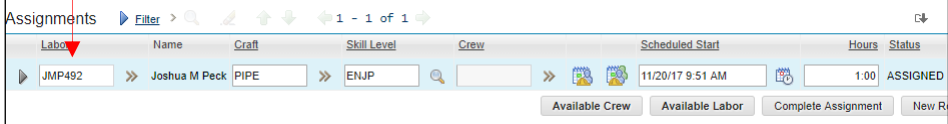
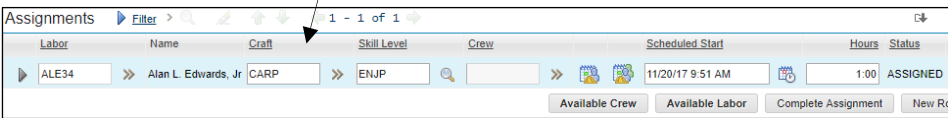

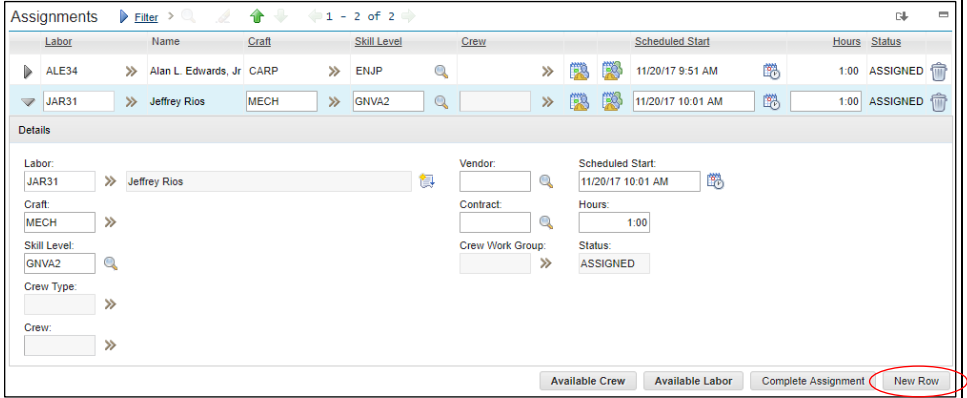


<b>Purpose:</b>	To create a labor assignment(s) on an individual work order
<b>When:</b>	A single or few work orders need to be assigned
<b>Who:</b>	General Foreperson, Foreperson
<b>Resources to Complete Tasks</b>	
A computer	A Maximo account, with Foreperson Access
<b>Perform These Tasks:</b>	<b>Do These Steps/Notes:</b>
1. Log into Maximo with your Cornell NetID and password.	<p>a. Go to <a href="http://maximo.fs.cornell.edu">http://maximo.fs.cornell.edu</a></p> <ul style="list-style-type: none"> <li>• Hover over Login</li> <li>• Click “Maximo 7.5 Production”</li> </ul>
2. Review work orders to be assigned, and select a work order	<p>Use one of the following ways to get to a work order:</p> <p>a. From the “Assigner/Work Management” Start Center (TBA query)</p> <p>b. In the Work Order Tracking application, select a TBA query from the query drop down list</p> <p>c. When you are already on a WO or SR/WO (SR Related Records)</p>
3. Go to the Work Order “Assignments” tab and determine if there is a WAITASGN row(s) or no assignment rows.	<p>a. Click the <u>Assignments</u> tab</p> <p>b. If there is an existing row with the status of WAITASGN, do the following (otherwise skip to Task 4)</p> <p>c. Type or select a NetID in the blank “Labor” field</p>   <ul style="list-style-type: none"> <li>• Please note: if the WAITASGN is calling for a PIPE, and you assign a CARP, the Labor’s Craft/Skill will over-write the PIPE WAITASGN information.</li> </ul>  <p>d. The Name and Craft will be populated, and the status will show as ASSIGNED</p> <p>e. If desired, edit the hours in the “Hours” field. These are the estimated/planned hours for that particular assignment.</p> <p>f. Click the “<u>Save</u>” button. </p>

4. Create a Labor assignment (if no WAITASGN)


a. Click “New Row” button at bottom right

- Type a NetID in the “Labor” field and click the Tab key
- OR click the arrows to the right of the field and click Select Value to filter/find a Labor



b. The Name and Craft will be populated, and the status will show as ASSIGNED

c. If desired, edit the hours in the “Hours” field. These are the estimated/planned hours for that particular assignment.

d. Click the “Save” button. 

**The Result Will Be:**  
Labor assignment(s) will be created on Work Order.

**Reference Information:**