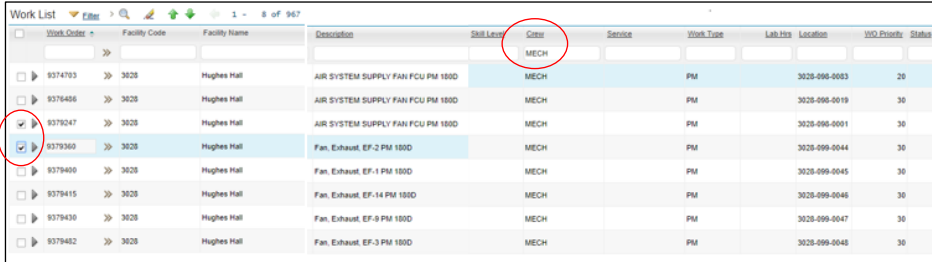
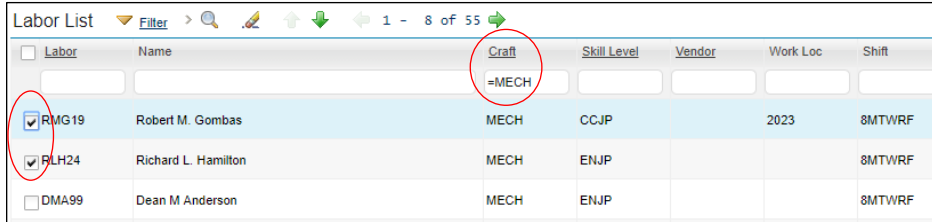





Purpose:	To assign labor(s) to multiple work orders																																																																																																												
When:	Multiple work orders need to be assigned to one or more labor																																																																																																												
Who:	General Foreperson, Foreperson																																																																																																												
Resources to Complete Tasks																																																																																																													
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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 • Click “Maximo 7.5 Production” 																																																																																																												
2. Select a Work Order query in the Assignment Manager application.	<p>a. Click Go To – Work order – Assignment Manager <i>OR</i></p> <p>b. From the Zone/Ops Work Management Start Center, under “Favorite Applications”, click the “Assignment Manager” link</p> <ul style="list-style-type: none"> • Select a query from the top left drop down (ie., “Endowed Zone PM (non-Routed) TBA”) 																																																																																																												
3. Filter the Work Order List and select Work Order(s) to assign	<p>a. On the Work List, click the “Filter” button if the filter boxes aren’t showing. (Note: for routes, only the parent WOs will be listed.)</p> <p>b. Filter on a column(s) as needed</p> <p>c. Select the Work Order(s) you want to assign by checking the box to the left of the Work Order number.</p>  <table border="1"> <thead> <tr> <th>Work Order</th> <th>Facility Code</th> <th>Facility Name</th> <th>Description</th> <th>Skill Level</th> <th>Craft</th> <th>Service</th> <th>Work Type</th> <th>Lab Hrs</th> <th>Location</th> <th>WO Priority</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>3028</td> <td>Hughes Hall</td> <td>AIR SYSTEM SUPPLY FAN FCU PM 1800</td> <td></td> <td>MECH</td> <td></td> <td>PM</td> <td></td> <td>3028-098-0053</td> <td>20</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>3028</td> <td>Hughes Hall</td> <td>AIR SYSTEM SUPPLY FAN FCU PM 1800</td> <td></td> <td>MECH</td> <td></td> <td>PM</td> <td></td> <td>3028-098-0019</td> <td>30</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>3028</td> <td>Hughes Hall</td> <td>AIR SYSTEM SUPPLY FAN FCU PM 1800</td> <td></td> <td>MECH</td> <td></td> <td>PM</td> <td></td> <td>3028-098-0001</td> <td>30</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>3028</td> <td>Hughes Hall</td> <td>Fan, Exhaust, EF-2 PM 1800</td> <td></td> <td>MECH</td> <td></td> <td>PM</td> <td></td> <td>3028-099-0044</td> <td>30</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>3028</td> <td>Hughes Hall</td> <td>Fan, Exhaust, EF-1 PM 1800</td> <td></td> <td>MECH</td> <td></td> <td>PM</td> <td></td> <td>3028-099-0045</td> <td>30</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>3028</td> <td>Hughes Hall</td> <td>Fan, Exhaust, EF-14 PM 1800</td> <td></td> <td>MECH</td> <td></td> <td>PM</td> <td></td> <td>3028-099-0046</td> <td>30</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>3028</td> <td>Hughes Hall</td> <td>Fan, Exhaust, EF-9 PM 1800</td> <td></td> <td>MECH</td> <td></td> <td>PM</td> <td></td> <td>3028-099-0047</td> <td>30</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>3028</td> <td>Hughes Hall</td> <td>Fan, Exhaust, EF-3 PM 1800</td> <td></td> <td>MECH</td> <td></td> <td>PM</td> <td></td> <td>3028-099-0048</td> <td>30</td> <td></td> </tr> </tbody> </table>	Work Order	Facility Code	Facility Name	Description	Skill Level	Craft	Service	Work Type	Lab Hrs	Location	WO Priority	Status	<input type="checkbox"/>	3028	Hughes Hall	AIR SYSTEM SUPPLY FAN FCU PM 1800		MECH		PM		3028-098-0053	20		<input type="checkbox"/>	3028	Hughes Hall	AIR SYSTEM SUPPLY FAN FCU PM 1800		MECH		PM		3028-098-0019	30		<input checked="" type="checkbox"/>	3028	Hughes Hall	AIR SYSTEM SUPPLY FAN FCU PM 1800		MECH		PM		3028-098-0001	30		<input checked="" type="checkbox"/>	3028	Hughes Hall	Fan, Exhaust, EF-2 PM 1800		MECH		PM		3028-099-0044	30		<input type="checkbox"/>	3028	Hughes Hall	Fan, Exhaust, EF-1 PM 1800		MECH		PM		3028-099-0045	30		<input type="checkbox"/>	3028	Hughes Hall	Fan, Exhaust, EF-14 PM 1800		MECH		PM		3028-099-0046	30		<input type="checkbox"/>	3028	Hughes Hall	Fan, Exhaust, EF-9 PM 1800		MECH		PM		3028-099-0047	30		<input type="checkbox"/>	3028	Hughes Hall	Fan, Exhaust, EF-3 PM 1800		MECH		PM		3028-099-0048	30	
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<p>5. Assign the selected Labor(s) to the selected Work Order(s)</p>	<p>a. Click the “Assign Labor” button </p> <ul style="list-style-type: none"> • Important: You can only assign more than one labor to a WO using this process if the WO is <i>not</i> calling out for a specific Craft/Skill (ie. in WAITASGN status). If you try to assign more than one labor to a WO that is WAITASGN, you will get an error. <u>Refer to the next section for how to add multiple Labor to a WAITASGN WO (that is calling out for a specific Craft/Skill).</u> • The dialog box below will pop up, showing the Labor & Craft/Skill. If the WAITASGN is calling for a one Craft/Skill combination, and the Labor you are assigning has a different Craft/Skill, by clicking “OK” here, you are confirming that it will over-write the original WAITASGN information. You can also enter a Scheduled Start Date and Estimated Hours here if desired. <div data-bbox="587 779 1533 953" data-label="Image"> </div> <p>b. Once assigned, you will notice the selected Labor(s) font will change color to represent the allocation of the work week that has been used, and WOs that were assigned will disappear from the WO List.</p>
<p>ASSIGNING MULTIPLE LABOR TO A WORK ORDER THAT CALLS FOR ONE CRAFT/SKILL</p>	
<p>1. In Maximo, select WO(s) to assign and Labor(s) to assign them to</p>	<p>a. Do Tasks 1-4 above, with only <u>one</u> WO and one labor selected.</p> <ul style="list-style-type: none"> • (Do NOT do Task 5.) <p>b. Important: Copy the WO number that you are going to assign</p> <p>c. Click the “Assign Labor” button </p> <ul style="list-style-type: none"> • A dialog box will pop up showing the Labor’s information. You can enter a Scheduled Start Date and Estimated Hours here if desired. Click the “OK” button.
<p>2. Add a row(s) for another assignment(s)</p>	<p>a. On the bottom right of the Work List, click the “New Row” button</p> <ul style="list-style-type: none"> • In the “WO Group” field, paste the WO number you copied • Under the “Assignment Details” section, type or select the NetID that you would like to assign to this WO. <p>b. Important: Click the “Save” button.  It will not prompt you to save if you leave the record, so remember to save after this step.</p>

REPLACING LABOR																																									
<p>1. Search for the Labor you want to replace</p>	<p>a. In the Work List, Click the “<u>Advanced Search</u>” button</p> <p>b. Type the NetID in the “Labor” field and type “!=COMPLETE” in the Assignment Status field. Click the “<u>Find</u>” button.</p> <ul style="list-style-type: none"> • The list of WOs assigned to that Labor will be displayed. Filter the list further if necessary (such as Facility Code). <p>c. Select the WO(s) that you want to replace the labor on.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Work List Filter > 🔍 🖨️ ⬆️ ⬆️ ⬆️ 1 - 2 of 2</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <thead> <tr> <th style="width: 5%;"><input type="checkbox"/></th> <th style="width: 15%;">Work Order</th> <th style="width: 10%;">Facility Code</th> <th style="width: 20%;">Facility Name</th> <th style="width: 30%;">Description</th> <th style="width: 15%;">Target Start</th> <th style="width: 5%;">Labor</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>3028</td> <td></td> <td></td> <td></td> <td>RMG19</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>9379247</td> <td>3028</td> <td>Hughes Hall</td> <td>AIR SYSTEM SUPPLY FAN FCU PM 180D</td> <td>12/7/16 12:00 AM</td> <td>RMG19</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>9379360</td> <td>3028</td> <td>Hughes Hall</td> <td>Fan, Exhaust, EF-2 PM 180D</td> <td>12/6/16 12:00 AM</td> <td>RMG19</td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0; font-size: 0.8em;"> <p>Tip: By selecting the box at the top, it will select all WOs in the list displayed.</p> </div>	<input type="checkbox"/>	Work Order	Facility Code	Facility Name	Description	Target Start	Labor	<input type="checkbox"/>		3028				RMG19	<input checked="" type="checkbox"/>	9379247	3028	Hughes Hall	AIR SYSTEM SUPPLY FAN FCU PM 180D	12/7/16 12:00 AM	RMG19	<input checked="" type="checkbox"/>	9379360	3028	Hughes Hall	Fan, Exhaust, EF-2 PM 180D	12/6/16 12:00 AM	RMG19												
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