Creating AR for DE-Activation

1. Much like for activation, be sure that you have the following before beginning this procedure:
   1. All Work Order numbers
   2. All Asset numbers
   3. All PM numbers (if needed)
   4. All Data Sheet numbers (if needed)
2. On the Maximo homepage, click Admin Requests.
3. Click the Create New  icon. This opens a blank AR. **Record the AR Number.**
4. Add a summary:
   1. Feel free to write it how you want, but I typically write something like:
      1. “Deactivate PM and Asset for 145672”
      2. This was for a single asset. For multiple, you can put something like:
         1. “Deactivate Assets and PMs”
   2. You could also include an asset number if you wanted to for a single item:
      1. “Deactivate Asset #178652 and PM #66543”
5. Action Request: Deactivate
6. Type: ADMINCAL
7. Scroll down to Admin Request Details:
   1. Here, you’ll write a brief description of what needs to be done. The LABX meters that I did didn’t require PM activation because they were FRO, but you’ll typically write something to the tune of:
      1. “Deactivate the following asset numbers: \_\_\_\_  
         Deactivate the following PMs: \_\_\_. See Master Data Records and Related Records.”
8. Under Master Data Records, create a new row.
9. Perform the following steps:
   1. Enter the asset number of the item and press Tab. The Location and Description blocks should auto-populate.
   2. Under PM, enter the PM number.
   3. Also enter Job Plan and Data Sheet if required.
   4. Under Target Description, write “Deactivate Asset and PM”. Leave out PM if not required (FRO).
   5. **Repeat this step for each asset number that you’re deactivating.**
10. Check to make sure you have entered the correct number of assets and that there are no duplicates.
11. Scroll back up to the top, click the save icon.
12. Click the Change Status icon and select Submit.
13. Return to the work orders for each asset and go to the Related Records Tab.
14. Under Related Work Request, add a New Row.
15. Under Related Record Key, type the AR number and press Tab. Everything else auto-populates. And That’s IT!