Steps to Complete Work

1. Find your Work Order by Work Order Number or Asset #.
2. Make sure your work order is in either of the following statuses:
   1. WASSGN
   2. ASSIGNED
   3. WPLN
   4. WSCH
   5. \*\*\*NEW – if in this status, have a lead or senior assign work order to you
   6. \*\*\*OFFSITE – this is for vendor calibrations,
3. Click work order number in left column to open the work order.
4. Before changing the status of the work order to INPRG, check to be sure that the Job Plan (Work Order tab) and Data Sheet (Data Sheet tab) have been entered and are correct.
   1. If not, add the lead to the work order and place the work order in **WPLN** status. This will allow you to enter both.
   2. If you are not qualified to perform the work, be sure to have a qualified person with you to oversee your calibration. Their name should be in the Lead block.
   3. If you are qualified, add your name to the Lead Block and change the status.
5. Once all information is correct, click save , then click the change status symbol  at the top and change the status to **INPRG**.
6. You can take this time to input your standards. To do this, select the Actuals tab, then the Tools tab. Click New Row. In the Rotating Asset block, enter the asset number of the standards that you will use. The rest of the information will be prefilled unless this is a **Special Assets** (see Special Assets section below).
   1. Repeat this step for all standards that you’ll be using/
7. Next, go to your Data Sheet tab and enter your temperature and humidity on the top right. The format of this will be -> **23 | CEL | 41 | RH** for example.
8. Once you have completed your calibration:
   1. If all data points are in tolerance and not above or below 50%, click the checkbox that says **No Adj Made?** (mid-screen).
      1. Maximo will tell you that the As Found values will be loaded into the As Left side. You can just press OK.
   2. If you had to make an adjustment, As Left data will be entered. Be sure that you don’t check the above box.
   3. Click the save icon. You should see PASS/PASS or FAIL/PASS for the As Found Status and As Left Status (one word each).
9. Next, return to the actuals tab and select the **Labor** tab. Click **New Row**.
10. Under Labor, enter your Maximo Username. Press Tab key. Enter your time in 12:00 format. Press Tab again. Repeat this step for each person who calibrated the item with you.
11. Next, under **Task Complete**, click for the drop-down menu and select **Yes.** Your task note should read either of the following:
    1. SOP – As Found and As Left in tolerance. OR
    2. SOP – Found OOT. Adjusted unit, As Left in tolerance. OR
    3. SOP – As Found and As Left in tolerance. Adjusted unit for accuracy.
12. Click Save, then Change Status to **WORKCOMP**

**Special Assets:**

Some assets require additional information to be entered into the Tools section of your work order. These include, but are not limited to:

* Conductivity Solutions
* PH Solutions
* CO2 Bottles

Here’s how to add those:

1. Enter the asset number of the standard into the Rotating Asset Block.
2. The **Details** section for the standard will auto-populate. Under the Details section should be the Calibration Details section. This is where you will enter other information.
3. Complete the following blocks:
   1. Solution Type
   2. Manufacturer
   3. Manufacturer Lot
   4. Technician
   5. Date Used
   6. Expiry Date
4. You can now add the next standard.