IBM Sustainability Software

Maximo Mobile Lab Guide

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This guide is intended for an instructor-led classroom setting, where the instructor will guide the candidates through each step and explain every step, in details.

1. Login to MAS Manage

- Use the login credentials to login to Maximo Application Suite, and then launch Manage. Verify that you've got access to all functional modules in Maximo.

2. Create a labor record with your user ID

- Navigate to the Labor application and create a new labor record using your own user ID.
- Add a craft to your labor record. For example – ELEC (Electrician – 1st class)
- Select Calendar as DAY, and shift as DAY -> Save the record.

3. Create a Work Order

- Create a workorder from the WO Tracking application.
- Select an asset, Work type and Failure Class for the WO.

- Use a job plan to create tasks inside the WO and set the WO Priority.
- Associate an Inspection Form to the WO.

- Add planned labor of the same craft selected for your labor record.

Tasks for Work Order 1201   (1 - 6 of 8)   ⊕ ⧩ ▽ ⬇ ⬈

	Sequence	Task	Summary		Estimated
⌄		10	Check pump operation.	▤	0:2
⌄		20	Check pump float switch.	▤	0:3
⌄		30	Check housing for leaks.	▤	0:1
⌄		40	Replace mechanical seal.	▤	1:0
⌄		50	Replace contactor & clean contactor cor	▤	1:0
⌄		60	Inspect inpeller for wear	▤	0:1

1 - 6 of 8   ◁ ▶

Labor	Materials	Services	Tools	⌄

Labor   (1 - 2 of 2)   ⊕ ⧩ ▽ ⬇ ⬈   **Actions ⌄**

	Task	Crew Type	Craft	Skill Level	Vendor
⌄	🔍		> ELECT	> FIRSTCLASS	🔍
⌄	🔍		> MECH	> FIRSTCLASS	🔍

1 - 2 of 2   ◁ ▷

- Add planned materials.

Labor	**Materials**	Services	Tools	⌄

Materials   (1 - 5 of 5)   ⊕ ⧩ ▽ ⬇ ⬈   **Actions ⌄**

	Task	Item			Description		Quantity
⌄		🔍	XMP-3000	ⓘ >	Gasket- B330	▤	1.00
⌄		🔍	LF777	ⓘ >	Filter, Oil	▤	1.00
⌄	40	🔍	11453	ⓘ >	Seal, Mechanical, Self Aligning- 1 In ID	▤	1.00
⌄	50	🔍	11241	ⓘ >	Contactor, Renewal Kit	▤	1.00
⌄	60	🔍	XMP-9500	ⓘ >	Gasket- AR46	▤	1.00

1 - 5 of 5   ◁ ▷

- Approve the WO.

4. Create an assignment for your user ID

- Assign the WO to yourself.
- Additionally, also assign one of the tasks from the same WO to yourself.

5. Open the Technician role-based application

- Click on "Get materials & Tools". Note this only shows up the first time you login.
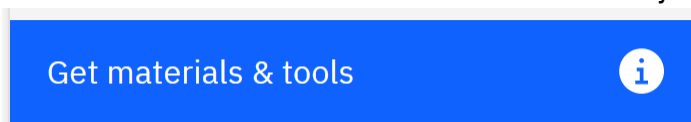
Depending on what materials are required for your assigned work, the materials will show up on the screen. Check the corresponding boxes to indicate that the technician has collected these items from the warehouse before proceeding to the work order location.
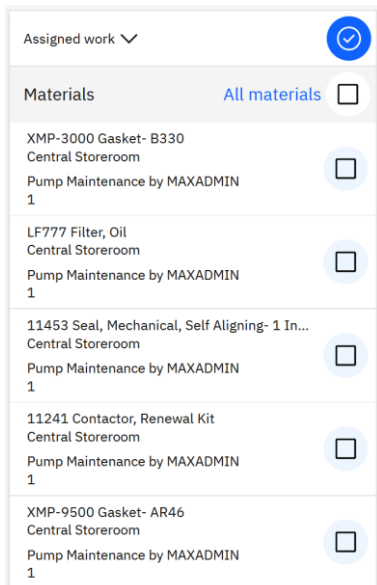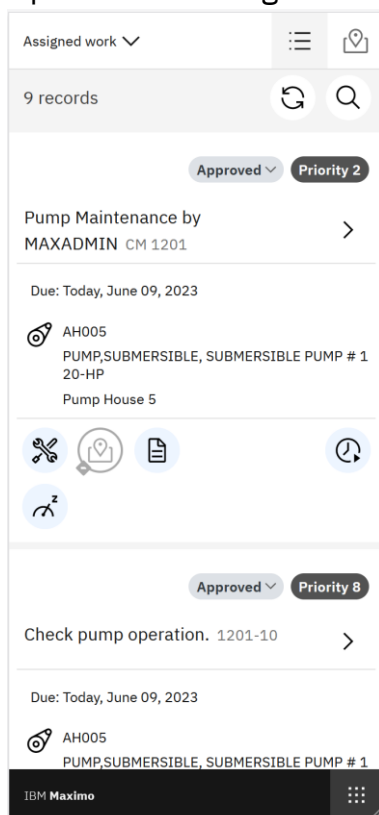

- Open the WO assigned to your ID. Notice the task also shows up as an Assignment.

- Click on "Start Work"

On clicking on the button, the timer will get started.

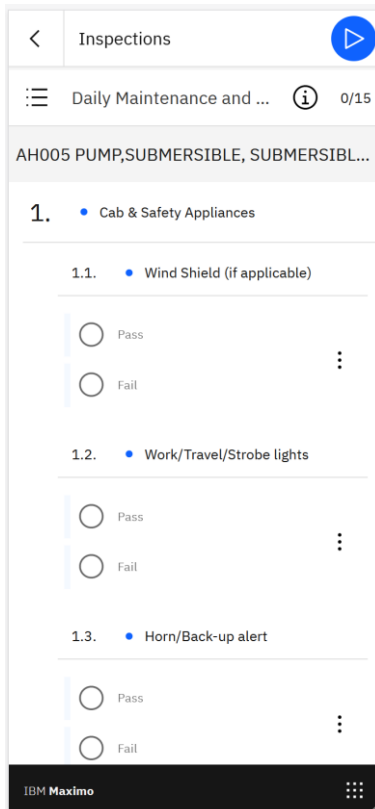- Change the status to IN PROGRESS.

- Click on the TASK icon to open the list of tasks on this WO.

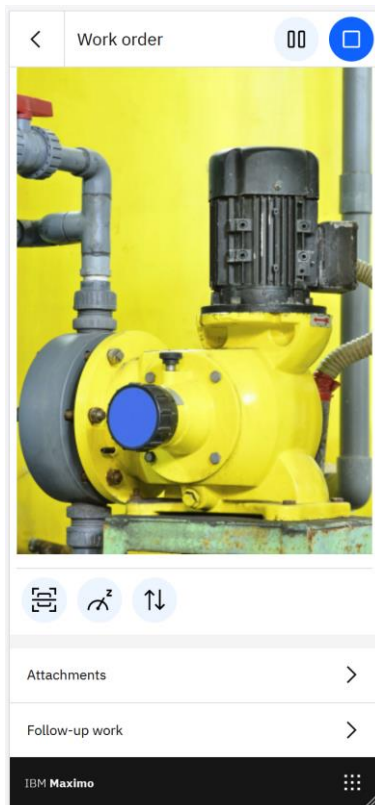

The list of tasks will show up.
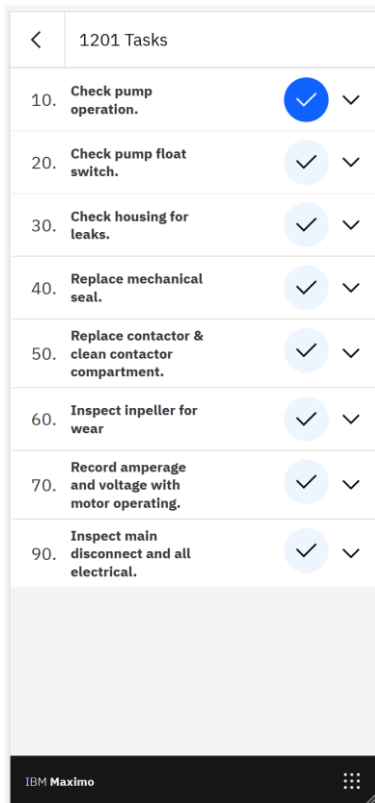
- Click on the INSPECTION icon to launch the inspection created for this WO.

Start the inspection and then complete the inspection questions.

- Mark the asset for downtime.
  Scroll down to the Asset Details section and look for this icon

Click on the icon, to log downtime.

- Add a work log for the work order.
  Click on the work log icon.

This would open the logging screen. Enter your log and post it.

- Collect remaining materials or request for additional material.
  Click on this icon to open the planned materials screen.

  Click on the 3-dots on the top right corner to find the option to request for additional materials.
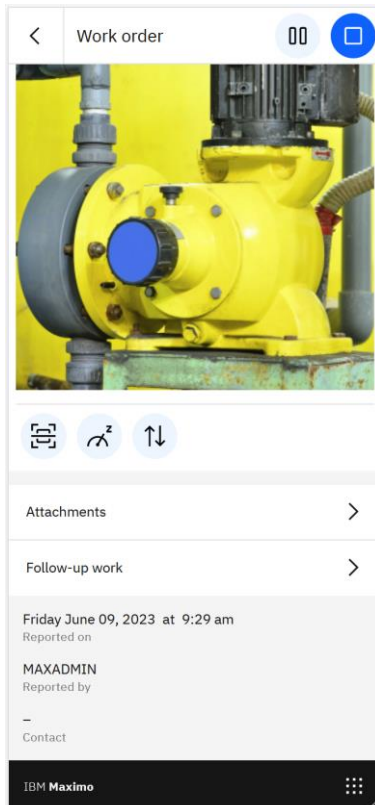

  Use this screen to request for additional materials.

- Attach relevant docs/images for the WO.
  On the main WO details screen, scroll down to find the attachments option.
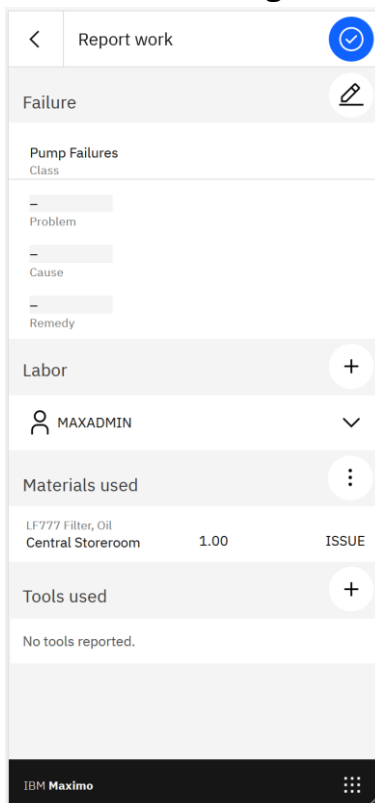

  Open the Attachment section and upload any readable file of your choice.
- Click on the REPORT WORK icon.

  This screen allows a lot of functionality for the technicians, like failure reporting, logging labor hours, adding actual materials used, actual tools used, and complete the WO.

- Proceed to complete the WO.

Click on the COMPLETE WORK icon and confirm your labour hours to complete the WO.

- Validate all changes made in the WO Tracking application.