



Training Syllabus

Work Order Applications for Maximo 6

This course introduces the student to the Work Order Tracking and Quick Reporting work order applications in Maximo v6. The student will receive instruction on creating work orders using these applications as well as changing work statuses and reporting labor and material usage and completion information. An overview of other work applications will be also be covered.

Prerequisite: Navigation & Query in v6 or v6 Basics SPOL

Course Overview

- Overview of Work Order Statuses
- Change Status of a Work Order
- Work Order Tracking
 - Create a Work Order in WOTRACK
- Quick Reporting
 - Create a Work Order in Quick Reporting

Reporting Time Against a Work Order

- Quick Reporting
 - Locate a Work Order
 - Enter Time Using Start and Finish Time
 - Enter Time Using Straight Hours and Minutes
 - Enter Overtime
- Work Order Tracking
 - Enter Time Using Straight Hours and Minutes
 - Enter Time Using Start and Finish Times
- Labor Reporting
 - Enter Time Using Straight Hours and Minutes

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Reporting Materials

Quick Reporting

- Entering Panned Item
- Entering Planned non-Item
- Entering Unplanned non-Item

Work Order Tracking

- Entering Planned Item

Reporting Services

Work Order Tracking

- Report a Planned Service

Quick Reporting

- Report an Unplanned Service

Reporting Tools Usage

Work Order Tracking

- Report Planned Tools use

Quick Reporting

- Report Unplanned Tools use

Failure Reporting

Work Order Tracking

- Completing the Failure Report

Quick Reporting

- Completing the Failure Report

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