



Training Syllabus

Maximo 7.1 Basics (Self-Paced Online Learning)

This course will provide the student with basic instruction for working within the Maximo v. 7.1 application which includes: logging into Maximo, changing password and default user information, navigating within Maximo user applications, reporting features, setting up Start Center portals and accessing Help from within Maximo.

This course or equivalent experience is a recommended prerequisite for most other Maximo v. 7.1 courses.

Duration: Approximately 2-4 hours

A. Self Registration and Managing Your User Profile Information

- 1) **Initial User Login, Registration and Password and Default User Information**
 - a) Self Registration
 - b) User Profiles
 - i) Default Information
 - ii) Personal Information
 - iii) Password Information
 - c) User Security Settings

- 2) **User Interface and Navigation**
 - a) Browser Topics
 - b) Navigating Maximo Applications
 - i) Between Applications
 - ii) Within Applications
 - iii) Using the Navigation Bar
 - iv) Using the Tool Bar
 - v) Application Tabs and Subtabs
 - vi) Table Windows
 - vii) Field Assistants

- 3) **Select Values**
 - a) Long Descriptions
 - b) Select Date
 - c) Detail Menus



- 4) **Maximo Help**
 - a) Maximo Help menu
 - b) Application Help
 - c) The ? button
 - d) Field Help (Alt + F1)

B. Setting Up Start Center Portals and Working with Maximo Reports

- 1) **Start Center**
 - a) Bulletin Board
 - b) My Workflow Inbox
 - c) Favorite Applications
 - d) Quick Insert
 - e) Customizing the Start Center
- 2) **Accessing KPIs and Reports**
 - a) Viewing KPIs from applications and KPI Manager
 - b) Accessing Reports
 - i) From applications
 - ii) From Reporting Module
 - c) Running a Report
 - d) Downloading report data
 - e) Searching Reports
 - f) Reporting of data sub-sets

C. Navigating Maximo Hierarchies and Searching for Data

1. **Navigating Hierarchies**
 - a) Locations
 - b) Assets
 - c) Failure Codes
2. **Querying and Searching Data**
 - a) Database Basics
 - i) Characteristics of Relational Data
 - ii) Search Operators and Wild Cards
 - b) Searching for Records
 - i) More Search Fields Dialog Box
 - ii) Filtering Records
 - iii) Working with Results Sets



iv) Sorting by Column

