



## Training Syllabus

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### Maximo 7.1 Introduction to Work Order Applications (Self-Paced Online Learning)

*This Self Paced Online Learning course introduces the student to core Maximo v. 7.x Work Order applications. This course is comprised of three primary lessons. (NOTE: Maximo v. 7 Basics or equivalent experience is a recommended Prerequisite to this course).*

#### Lesson 1

- Overview of the core work order applications: Work Order Tracking, Quick Reporting, Labor Reporting, Activities & Tasks, Assignment Manager, and Service Requests.
- Overview of Preventive Maintenance application as it pertains to work order generation.
- Introduction to creating a work order.

#### Lesson 2

- Planning work using the Work Order Tracking application.
- Tasks to be performed
- Labor requirements
- Materials
- Services

#### Lesson 3

- Reporting actual labor or material usage associated with work orders using the Work Order Tracking, Quick Reporting and Labor Reporting applications.

