



## Training Syllabus

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### 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



## **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