



Maximo Guide for FM Service Contractors

Corrective Maintenance – Version 2.0

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Logging in

Browse to http://sydair.unitifm.com

Click on Access systems, than Maximo 7.6 Login



Enter your username and password and click Sign In

Welcome t Pre	Welcome to Sydney Airport FM Production Maximo 7.6							
	User Name: Password: Sign In							
	Mobile Login Forgot Password? New User? Register Now							





When you first log into Maximo you will see the Start Centre. The Start Centre provides a breakdown of the Workorders and their current status / next actions required.

♠	to Sydney Airport FM PROD, FMC GMNT										naccaunt et la L 🕒 🗇 🖽
Find Navigation Term 0,	FM Contractor PM Work Orders										
Go To Applications											
Analytics I	Favorite Applications	📢 Bulletin Board	Fine P.G. 2								
Paning i	Work Order Tracking					There are cur	rently no bulletin board messages to	view.			
Preventive Maintenance	Juli Plans										
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							No Data Found.				
	FM Work Orders Awaiting Approval / On Hold (WAPPR, HOLD) 🗼 🔤 🔍 🦼 🕫										
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							No Data Found.				
		All Closed Work Or	rders from Last 30 Days	mark 2 10							
							No Data Found.				

You can always return to the Start Centre from anywhere in the system by *clicking* the **Home** lcon on the top left of the Maximo screen.







FM Work Orders Awaiting Scheduling

New work orders that have been approved will appear in this section. Work orders in this section will need to be acknowledged. This can be done by:

- 1. Open the work order by clicking on it
- 2. Click the Change Status button located on the bar at the top of the page



3. *Select* the **Waiting to be Scheduled** status from the dropdown

Change Status	
Work Order: 2294340	T1 - Arrivals - Concourse - damage to tiles caused by grindin 📑
Status: APPR	Approved
* New Status: Waiting to be Sched * Status Date: 1/12/2016 10:47 AM	
Memo: Print or Email Work Or	der Report when change status in background selected?
Change work order sta	itus in back ground?
Notification E-mail for V	Vork Order Change Status:
Rani.Andraos@syd.co	om.au
	OK Cancel

4. Update the Status Date & Time if required

NOTE: The date and time entered will be used to calculate SLA compliance. Please ensure that the date and time entered is representative of the actual acknowledgement time.

5. Click **OK**

When you navigate back to the Start Centre you will see this work order in the following section.

FM Work Orders Awaiting Commencement

Work orders in this section are waiting the actual work to begin. When a resource attends the job the status of the work order needs to be updated.

- 1. Open the work order by clicking on it
- 2. Click the Change Status button located on the bar at the top of the page
- 3. Select the In Progress status from the dropdown
- 4. Update the Status Date & Time if required NOTE: The date and time entered will be used to calculate SLA compliance. Please ensure that the date and time entered is representative of the actual attendance time.
- 5. Click OK



FM Work Orders Awaiting Completion

Work orders in this section are in progress and will need to me marked as complete. In this context complete refers to the work having been completed on site / at the job.

- 1. Open the work order by clicking on it
- 2. Click the Change Status button located on the bar at the top of the page
- 3. Select the Completed status from the dropdown
- 4. Update the Status Date & Time if required NOTE: The date and time entered will be used to calculate SLA compliance. Please ensure that the date and time entered is representative of the actual completion time.
- 5. Click OK

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CM Work Orders Awaiting Data Completion

Work orders in this section have had the work component of the work order completed. They are now awaiting administrative completion of the work order for final submission and processing. There are a few steps that need to be completed in order to consider a work order *Date Complete*.

- 1. Open the work order by clicking on it
- 2. *Check* that the **location** and **asset** are recorded on the work order are correct. If not, attempt to find the correct location and asset.
- 3. Enter the Actuals for the work order
 - a. Click the Actuals tab at the top of the screen

List View	Work Order	Plans	Actuals	Failure Reporting	As	signments	Related Records	Safety Plan	Specifications
Work Order:						Site:	Status:		
2294340	T1 - Arrivals	- Concour	rse - damage t	o tiles caused by grindin	din 📃	SKSA	APPR		
Parent WO:	»								

- b. Enter the **Labor** component of the work by *clicking* on the **Labor** tab towards the bottom of the screen.
- c. Click New Row



d. Select the Labor by clicking the chevrons and clicking Select Value

Labor	Filter	·		- 1 - 1 of 1			
	Task	Labor		Name	Approved?	Start Date	
<		FMC-GMNT	>>	FMC GMNT	ţ,		1/12/16
Labor				Select Value			
				Select By Labor			

- e. Enter the Regular Hours
- f. The line cost will update to reflect the values you have selected





- 4. Enter the Materials or Services for the work order
 - a. Enter the **Materials** component of the work by *clicking* on the **Materials/Services** tab towards the bottom of the screen.
 - b. Click New Row
 - c. On the Item line enter a description of the materials used
 - d. Update the Quantity and Unit Cost

Labor Materials/Services	Tools
Materials/Services	> 0, 🥖 🛉 🐥 🔶 1 - 1 of 1 🔶
Task <u>Item</u>	Description
✓ Q	>> Washer Set
Details	
Task: Item: * Line Type:	
Material/Service Storeroom	
>>	
* Site: SKSA Quantity: 1.00	
* Unit Cost: 20.00	
Line Cost:	
20.00	

- e. You can add multiple rows if required
- 5. Click the save button on the work order to ensure that your changes are saved

Select Action		•	1	2 🔶 🔿	😵 🥝) 🗵 🚭		Ę	5
List View	Work Order	Plans	Actuals	Failure R	leporting	Assignmer	nts	Rela	ted I

- 6. From the Work Order tab at the top of the screen *click* on the Work Log tab
 - a. Click New Row

Wo	rk Log	Communic	ation Log						
Work	CLogs	Filter	. 2 1	+ + +1	- 1 0	of 1 🔿			
	Record		Class	Created By	Date	t ÷	Туре	5	Summary
\checkmark	2230726	>>	WORKORDE	KCABRAL	16/1	1/16 10:24 A	CLIENTNOTE	۹ و	completed
Detai	ls								
Rec 223	ord: 0726	*	Summary: completed	I.			ļ		
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b. Click the save button on the work order to ensure that your changes are saved





7. From the **Failure Reporting Tab** at the top of the screen *click* **Select Failure Codes** from the

bottom right corner

Select Action		- 1	9 🖬 🏑	- 🔶 😵	X X	8	₿₿		
List View W	ork Order	Plans	Actuals	Failure Reportin	g As	signments	Related R	ecords	Safety Pla
Work Order: 2294340	T1 - Arrivals -	Concours	e - damage to	o tiles caused by grin	din 📑	Site: SKSA	State	us: PR	
Failure Class:	S SACL FM Fa	ilure Hiera	rchy		1	Remarks:			
Failed Date:	1					Remark Date	:	8	
Failure Codes	S 🗼 Filter 🕻	> 🔍 💡		🕨 🤙 0 - 0 o	F 0 🔿	Gł. 🗖			
Туре	Failure Code			Description					
		There are	e no rows to d	isplay.					
				1	Select Fail	ure Codes			

- a. Select the appropriate Problem Code
- b. *Select* the appropriate **Cause Code**
- c. Select the appropriate Remedy Code
- d. Once you have selected the appropriate codes they will show in the failure codes section
- e. Click the save button on the work order to ensure that your changes are saved
- 8. At this stage you should have entered in all of the required data for the work order. The work order can now be marked as **Data Complete**
 - a. *Click* the **Change Status** button located on the bar at the top of the page
 - b. Select the Completed status from the dropdown
 - c. Update the Status Date & Time if required NOTE: The date and time entered will be used to calculate SLA compliance. Please ensure that the date and time entered is representative of the actual completion time.
 - d. Click OK
- 9. The work order has been routed to a works manager for review and processing

FM Work Orders – Data Complete

Work orders in this section have had their status changed to Data Complete but still require further information to be completed.

- 1. Complete the missing information.
- 2. The system will automatically route the Work Order to a works manager for review and processing

FM Quotation Work Orders

Work Orders in this section are work orders that only require quotation and no further action beyond supplying a quote.





Creating a Quotation (Follow-on Work Order)

To Create a Quotation (Follow-On Work Order)

- 1. Open the originating Work Order (CM, PM, CW or Quotation Request)
- 2. Create Follow-On Work Order



The final step is to (save then) route the work order for processing
 a. *Click* the **Route Workflow** button from the top of the page

