

Project Theme

Group Number	G1
Facility	KSU
Department	Industrial Eng.
Machine	Computer Lab
Repair/Spare Parts	Change Hardisk
Maintenance Type	Preventive Maintenance
Maintenance Steps	Check and replace
Date	May 30, 2011
Shift	Second
Reports Required	1. Word Order Report 2. Total complete work orders after job is complete

Data inserted:

- | | | |
|-----------------|------|---------------------------|
| 1. Site: | IND | Industrial Engineering |
| 2. Location: | CMPT | Computer Lab |
| 3. PEOPLE: | WHY | Wahyudin |
| 4. CRAFT: | ENGE | Mohandis mechanical |
| 5. LABOR: | TEC | Technician |
| 6. ITEM MASTER: | HARD | HARDISK |
| 7. ASSET: | CMPT | Computer |
| 8. JOB PLAN: | WHY1 | Check and Repair Computer |
| 9. PM: | 1016 | Check and repair |

PROJECT TUTORIAL

SET UP ORGANIZATION AND SITES

1. Go to Administration → organization.

Select EUGLENA ORGANIZATION. This organization is used for all the groups:

The screenshot shows the MAXIMO Organizations screen in a Windows Internet Explorer browser. The URL is <http://ksu.server:7001/maximo/ui/maximo.jsp?event=loadapp&value=multisite>. The page title is "MAXIMO - Organizations". The "Find:" field is empty, and the "Select Action" dropdown is set to "List". The "Organization" tab is selected, showing details for "EUGLENA".

Organization	EUGLENA	EAGLE Inc. North America
Base Currency 1	USD	United States of America Dollar
Base Currency 2	SAR	Saudi Riyal
Item Set	SET1	Item set 1
Company Set	COMPSET1	Company set 1
Clearing Account	6100-300-000	
Active?	<input checked="" type="checkbox"/>	

2. Insert the department as a site of EUGLENA:

The screenshot shows the MAXIMO Sites screen in a Windows Internet Explorer browser. The URL is <http://ksu.server:7001/maximo/ui/maximo.jsp?event=loadapp&value=multisite>. The page title is "MAXIMO - Sites". The "Organization" tab is selected, showing details for "EUGLENA". The "Sites" list shows 2 of 17 sites. The "IND" site is selected, showing details for "Industrial Engineering".

Site	Description	Ship to Address Code	Bill to Address Code
B4	Building no.4	BEDFORDMAIN	BEDFORDMAIN
BEDFORD	Bedford MA Site of EAGLE Inc. North America	BEDFORDMAIN	BEDFORDMAIN
FLEET	Corporate Fleet Management of Eagle, Inc.		
FLIGHT1	arrival- international flight	TEXAS	TEXAS
IND	Industrial Engineering	MCLEAN	LAREDO

Details for the "IND" site:

Site	IND	Industrial Engineering
Ship to Contact	CALDONE	Bob Caldane
Ship to Address Code	MCLEAN	IT only site
Bill to Contact	CALCOTT	Steve Calcott
Bill to Address Code	LAREDO	MEXICO BRANCH OF EAGLENA
Site Contact		
Site Contact Group		
Active?	<input checked="" type="checkbox"/>	

Insert all details and save.

3. Go to security → user

Go to our account and select the account

Set default insert site as the Site that we have just created. It means that we are belong to and working in this default insert site.

Users

Find: [] Select Action []

List **User** Groups Security Profile

User **G1** Status **ACTIVE**

Login Information

User Name * **g1**

Personal

Person * **G1** Display Name []
Status **ACTIVE** Primary Phone []
First Name [] Primary E-mail []
Last Name [] Workflow Delegate []
Supervisor [] Memo []

User Settings

Default Insert Site **IND** Industrial Engineering []
Storeroom Site **BEDFORD** Bedford MA Site of EAGLE Inc. North America []
Default Storeroom **CENTRAL** Central Storeroom []
Language []
Locale []
Time Zone []

Purchasing Filter > [] 0 - 0 of 0

Organization

...No rows to

B. SET LOCATIONS

Location is where we put our assets or equipments.

1. Go to Assets → Location
2. Click new icon to create/insert our location (where we put our machine).

Ex: in this tutorial, our machine is Computer, then we will place the computer in the Computer Lab. This is our location.

3. Insert location

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MAXIMO - Locations

Locations

Find: [] Select Action [] Reports

List Location Assets History Safety Meters Specifications

Location * CMPT Computer Lab

Type * OPERATING

Rotating Item []

Meter Group []

Calendar * EVENING

Shift * EVENING

Site IND

Priority []

Failure Class []

GL Account []

Internal Labor Account []

Systems Filter 0 - 0 of 0

System Description

Parent of in the System Filter 0 - 0 of 0

Parent Description

Children of in the System Filter 0 - 0 of 0

Location Description

According to determined Shift

Should be the same with our site (if our site do not show, just relogin to refresh the system)

Insert other detail , like safety and history base on your assumption. The more details, the better the mark.

Ex: safety

List Location Assets History Safety Meters Specifications

Location CMPT Computer Lab Site IND

Hazards and Precautions Hazardous Materials Lock Out/Tag Out Safety-Related Assets

Hazards Filter 1 - 1 of 1

Hazard Description

HIVOLT High Voltage

Hazard * HIVOLT High Voltage

Can Have Hazardous Materials? []

Type []

Precautions for Filter 0 - 0 of 0

Precaution Description

...No rows to display...

4. Save the inserted data.

SET UP PERSON, CRAFT, and LABOR

Note: each groups have to make at least 2 PEOPLE and LABOR.

Illustration of People, Craft, and Labor: Ahmad is a supervisor of electrical. His skill level is medium.

Then, Ahmad is the PEOPLE. Supervisor is the LABOR. Skill medium is the CRAFT.

1. Go to Resources → people

The screenshot shows a web-based form for managing a person's profile. The interface includes a top navigation bar with a 'Find' search field and a 'Select Action' dropdown. Below this, the 'Person' tab is active, displaying a form with the following sections:

- Personal Information:** Fields for First Name (Wahyudin), Last Name (Syam), Display Name (Wahyudin Syam), Primary Phone, and Primary E-mail.
- Address:** Fields for Address (Riyadh), City (Riyadh), State/Province (Riyadh), ZIP/Postal Code, and Country (Saudi Arabia).
- Attachments:** Fields for Status (ACTIVE), VIP, Calendar Organization, Primary Calendar, and Primary Shift.
- Employee Information:** Fields for Title (Engineer), Job Code (1), Department, Employee Type, Supervisor, Person's Site, and Person's Location.
- Workplace Information:** Fields for Ship to Address, Drop Point, Bill to Address, Language, Locale, and Time Zone.
- Workflow and Work Order:** Fields for Default Location to Service Request? (checked), Default WO Priority, Notice of E-commerce Exceptions (NEVER), Workflow E-mail Notification (PROCESS), Workflow Delegate, Delegate From, and Delegate To.
- Dates:** Fields for Date of Birth, Hire Date, Termination Date, Next Evaluation, and Last Evaluation.
- Procurement Card:** Fields for Card #, Card Type, Verification Value, and Expiration Date.

And save the data.

2. Go to Resources → craft

For this we can use available skill. But, if the group enter their own craft, there will be an additional mark.

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Find: [] Select Action [] Reports

List Craft Associated Labor

Craft ENGE Mohandis Mechanical Organization EAGLENA Standard Rate 10.00 Attachments []

Skill Levels Filter [] 1 - 1 of 1 [] Download []

A lower numeric value for Rank indicates a higher Skill Level.

Skill Level	Description	Skill Level Rank	Standard Rate
JUNIOR	Mohandis Mechanical	1	0.00

Details

Skill Level JUNIOR Mohandis Mechanical

Skill Level Rank * []

Standard Rate 0.00

New Row

Outside Rates Filter [] 0 - 0 of 0 [] Download []

Skill Level	Vendor	Description	Contract	Revision	Status	Start Date	End Date	Standard Rate
...No rows to display...								

New Row

Premium Pay Filter [] 1 - 4 of 4 [] Download []

Premium Pay Code	Description	Rate	Rate Type	Inherit?
OT1	Greater than 8 hours per shift	1.50	MULTIPLIER	<input checked="" type="checkbox"/>
OT2	Greater than 40 hours per week	1.50	MULTIPLIER	<input checked="" type="checkbox"/>
OT3	Sunday hours	2.00	MULTIPLIER	<input checked="" type="checkbox"/>
OT4	Holiday Hours	3.00	MULTIPLIER	<input checked="" type="checkbox"/>

New Row

3. Go to Resources → LABOR

Here, we assigned a position to the people that we have just inserted. In this case, we will assign wahyudin as a technician.

List Labor Crafts Qualifications

Labor * TEC Organization EAGLENA Attachments []

Person * WHY Status ACTIVE

Work Site [] Work Type []

Work Location [] Crew []

Labor Inventory Site [] Supervisor ADAMS

Labor Inventory Location []

Personal

First Name Wahyudin Workflow E-mail Notification PROCESS

Last Name Syam Notice of E-commerce Exceptions * NEVER

Display Name Wahyudin Syam Workflow Delegate []

Address Riyadh Default Location to Service Request? ☒

City Riyadh Calendar []

State/Province Riyadh Shift []

ZIP/Postal Code [] Language []

Primary Phone [] Locale []

Primary E-mail [] Time Zone []

Default YTD Hours Procurement Card

Craft [] Regular Hours 0:00 Card # []

Skill Level [] Premium Hours 0:00 Card Type []

Vendor [] Overtime Refused * 0:00 Verification Value []

Expiration Date []

Save.

SET UP INVENTORY/SPARE PARTS

1. Go to Inventory → Item master

In this example: hardisk is the spare part that has to be changed. Then, we insert the item master hardisk.

2. Klik new record icon to insert new data (record)

The screenshot shows the Maximo Item Master form. The 'Item' tab is selected. The 'Item' field is set to 'HARD' and the 'Description' is 'Computer Hardisk'. The 'Item Set' is 'SET1'. There are checkboxes for 'Capitalized?' and 'Kit?'. On the right, there are checkboxes for 'Attachments', 'Condition Enabled?', 'Rotating?', 'Outside?', 'Inspect on Receipt?', 'Add as Spare Part?', and 'Attach to Parent Asset on Issue?'. Below the main form, there are sections for 'Alternate Items' and 'Condition Codes', both showing 'No rows to display...'.

Insert more detail base on your assumption.

3. Insert vendor data

The screenshot shows the Maximo Item Master form with the 'Vendors' tab selected. The 'Item' field is 'HARD' and the 'Description' is 'Computer Hardisk'. The 'Item Set' is 'SET1'. The 'Vendors' section shows a table with one row: Vendor (COMPDEP), Manufacturer (DELL), Model (2A), Catalog # (1), Last Price (100), Last Order Date, Order Unit, Organization (EAGLENA), and Site. Below this is the 'Details' section with fields for Vendor (COMPDEP), Manufacturer (DELL), Model (2A), Catalog # (1), Promised Lead Time (Days) (0), Tax Code, Currency (USD), Default Vendor?, Disqualified Vendor?, Last Price (100), Last Order Date, Order Unit, Catalog Web Page, Organization (EAGLENA), and Site (Organization EAGLENA).

And save the new record

SET UP ASSET

1. Go to Asset → Asset
2. Create/insert new data by clicking the new icon.

The screenshot shows the MAXIMO Assets form in a web browser. The browser address bar shows the URL: <http://ksu.server:7001/maximo/ui/maximo.jsp?event=loadapp&tvalue=asset>. The form has a navigation bar with tabs: List, Asset, Spare Parts, Safety, Meters, Specifications. The 'Asset' tab is selected. The form fields are organized into sections: Details, Purchase Information, and Downtime. The 'Site' field is highlighted with a red circle and contains the value 'IND'. An orange box with an arrow pointing to the 'Site' field contains the text 'make sure that the site is the same with our site'. The 'Purchase Information' section includes fields for Vendor, Manufacturer, Installation Date, Purchase Price, and Replacement Cost. The 'Downtime' section includes fields for Asset Up?, Last Changed Date, Total Downtime, Changed By, and Changed Date.

Field	Value
Asset	
Status	NOT READY
Site	IND
Type	
Parent	
Maintain Hierarchy?	<input type="checkbox"/>
Location	
Bin	
Rotating Item	
Condition Code	
Meter Group	
Usage	
Calendar	
Shift	
Priority	
Serial #	
Failure Class	
Item Type	
Tool Rate	
Vendor	
Manufacturer	
Installation Date	
Purchase Price	0.00
Replacement Cost	0.00
Total Cost	0.00
YTD Cost	0.00
Budgeted	0.00
Inventory	0.00
Asset Up?	<input checked="" type="checkbox"/>
Last Changed Date	5/16/11 5:02 PM
Total Downtime	0:00
Changed By	G1
Changed Date	5/16/11 5:02 PM

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Assets

Record has been saved.

Find: Select Action

Asset: CMPT Computer Site: IND Status: NOT READY

Details

Parent: Maintain Hierarchy? Location: Bin: Rotating Item: Condition Code: Meter Group: Usage: Calendar: Shift: Priority: Serial #: Failure Class: Item Type: Tool Rate:

Purchase Information: Vendor: Manufacturer: Installation Date: Purchase Price: 0.00 Replacement Cost: 0.00

Costs: Total Cost: 0.00 YTD Cost: 0.00 Budgeted: 0.00 Inventory: 0.00

Downtime: Asset Up? [checked] Last Changed Date: 5/16/11 5:02 PM Total Downtime: 0:00

Modified: Changed By: G1 Changed Date: 5/16/11 5:02 PM

3. Insert the spare parts

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MAXIMO - Assets - Windows Internet Explorer

http://ksu.server:7001/maximo/ui/maximo.jsp?event=loadapp&value=asset

MAXIMO - Assets

Assets

Go To Reports Start Center Profile Sign Out Help

Find: Select Action

List Asset Spare Parts Safety Meters Specifications

Asset CMPT Computer Site IND

Parent

Subassemblies Filter 1 - 1 of 1

Asset	Description	Location	Description

Details

Asset* Location

New Row

Spare Parts Filter 1 - 1 of 1

Item	Description	Quantity	Remarks
HARD	Computer Hardisk	1.00	

Details

Item* Quantity* Remarks

Select Spare Parts New Row

4. Save the data

ENTER JOP PLAN

We enter job plan base on the maintenance step in the project. In this case, the maintenance step is check and repair, then the job plan is the steps to check and repair the hardisk. The steps are based on our own assumption.

1. Go to Planning → Job Plan
2. Click new insert data icon to insert new Job Plan.
3. Fill up the job sequence data (base on our assumption).

Make sure that the organization is EUGLENA and the site is our site

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Job Plan **WHY1** Check and Repair Hardisk Organization **EAGLENA** Site **IND** Attachments

Details

Status **DRAFT** WO Priority **1** Supervisor **ADAMS** Work Group
 Duration **0:00** Interruptible? ☐ Crew Owner
 Lead Owner Group

Job Plan Tasks Filter 1 - 4 of 5

Sequence	Task	Description	Duration	Meter
1	1	Check the system	5:00	
2	2	Open the CPU casing	10:00	
3	3	replace hardisk	10:00	
4	4	close the casing	5:00	

Details

Organization **EAGLENA** Duration **5:00**
 Site **IND** Meter
 Task **1** Check the system
 Sequence **1**

Labor Materials Services Tools

Planned Labor Filter 1 - 3 of 5

Task	Craft	Skill Level	Labor	Quantity	Hours	Rate	Line Cost
1	ELECT	FIRSTCLASS		1	5:00	22.00	110.00
2	ELECT	FIRSTCLASS		1	10:00	22.00	220.00
3	ELECT	FIRSTCLASS		1	10:00	22.00	220.00

Details

Organization **EAGLENA** Labor Quantity **1**
 Site **IND** Craft **ELECT** Hours **5:00**
 Task **1** Skill Level **FIRSTCLASS** Electrician - 1st Class Rate **22.00**
 Vendor Line Cost **110.00**
 Labor Contract

Job Plans Record has been saved. Go To All Reports Start Center Profile Sign Out ? H

Find: Select Action Reports

Job Plan **WHY1** Check and Repair Hardisk Organization **EAGLENA** Site **IND**

Work Assets and Safety Plans Filter 1 - 1 of 1

Location	Asset	Item	Asset/Location/Item Description	Safety Plan	Default Safety Plan?
CMPT			Computer Lab		<input checked="" type="checkbox"/>

Details

Location **CMPT** Organization **EAGLENA**
 Asset Site **IND**
 Item Safety Plan
 Asset/Location/Item Description **Computer Lab** Default Safety Plan? ☒

Purchasing Details

Create WO When Purchasing This Rotating Asset? ☐ Work Type of Created Work Order

4. Save the record.

CREATE PM RECORDS

1. Go to Preventive Maintenance → PM

In this case the work order will be automatically generated via PM application.

2. Insert PM data

Prepared by: Wahyudin P Syam

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The screenshot shows the Maximo Preventive Maintenance (PM) form for PM 1016. The form is titled "Preventive Maintenance" and includes a "Find:" field and a "Select Action" dropdown. The "PM" tab is selected, and the "Frequency" sub-tab is active. The form displays the following information:

- PM 1016**: Check and Repair
- Site**: IND
- Status**: DRAFT
- Master PM**: [Empty]
- Override Updates from Master PM?**: ☐
- Attachments**: [Empty]
- Details**:
 - Location**: [Empty]
 - Asset**: CMPT (Computer)
 - Route**: [Empty]
 - Lead Time (Days)**: 0
 - Lead Time Active?**: ☒
 - Counter**: 0
 - Use Job Plan Sequences?**: ☐
 - Has Children?**: ☐
- Work Order Information**:
 - Job Plan**: [Empty]
 - Work Type**: [Empty]
 - Work Order Status**: WSCH
 - Priority**: [Empty]
 - Interruptible?**: ☐
 - Description**: [Empty]
 - Last Start Date**: [Empty]
 - Last Completion Date**: [Empty]
 - Earliest Next Due Date**: 5/16/11
 - Supervisor**: ADAMS
 - Crew**: [Empty]
 - Lead**: [Empty]
 - Work Group**: [Empty]
 - Owner**: [Empty]
 - Group Owner**: [Empty]
- Resource Information**:
 - GL Account**: [Empty]
 - Storeroom**: [Empty]
 - Storeroom Site**: IND
 - Use this PM to Trigger PM Hierarchy?**: ☒
 - Child Work Orders and Tasks Will Inherit Status Changes?**: ☒

3. Insert Frequency

The screenshot shows the Maximo Preventive Maintenance (PM) form for PM 1016, with the "Frequency" sub-tab selected. The form displays the following information:

- PM 1016**: Frequency
- Site**: IND
- Status**: DRAFT
- Work Order Generation Information**:
 - Use Last WO's Start Information to Calculate Next Due Frequency?**: ☒
 - Generate WO Based on Meter Reading (Do Not Estimate)?**: ☐
 - Generate WO When Meter Frequency is Reached?**: ☐
- Time Based Frequency**:
 - Frequency**: 30
 - Frequency Units**: DAYS
 - Alert Lead (Days)**: 1
 - Estimated Next Due Date**: 5/16/11
 - Extended Date**: [Empty]
 - Adjust Next Due Date?**: ☒

4. Insert Seasonal dates

The screenshot shows the Maximo Preventive Maintenance (PM) form for PM 1016, with the "Seasonal Dates" sub-tab selected. The form displays the following information:

- PM 1016**: Check and Repair
- Site**: IND
- Status**: DRAFT
- Active Days**:
 - Sunday?**: ☒
 - Monday?**: ☒
 - Tuesday?**: ☒
 - Wednesday?**: ☒
 - Thursday?**: ☒
 - Friday?**: ☒
 - Saturday?**: ☒
- Active Dates**:
 - Start Month**: JANUARY
 - Start Day**: 1
 - End Month**: DECEMBER
 - End Day**: 30
- Details**:
 - Start Month**: JANUARY
 - Start Day**: 1
 - End Month**: DECEMBER
 - End Day**: 30

5. Insert any details that you think will become necessary data.

GENERATING REPORT

1. Select report → PM

2. Select open work order and PM

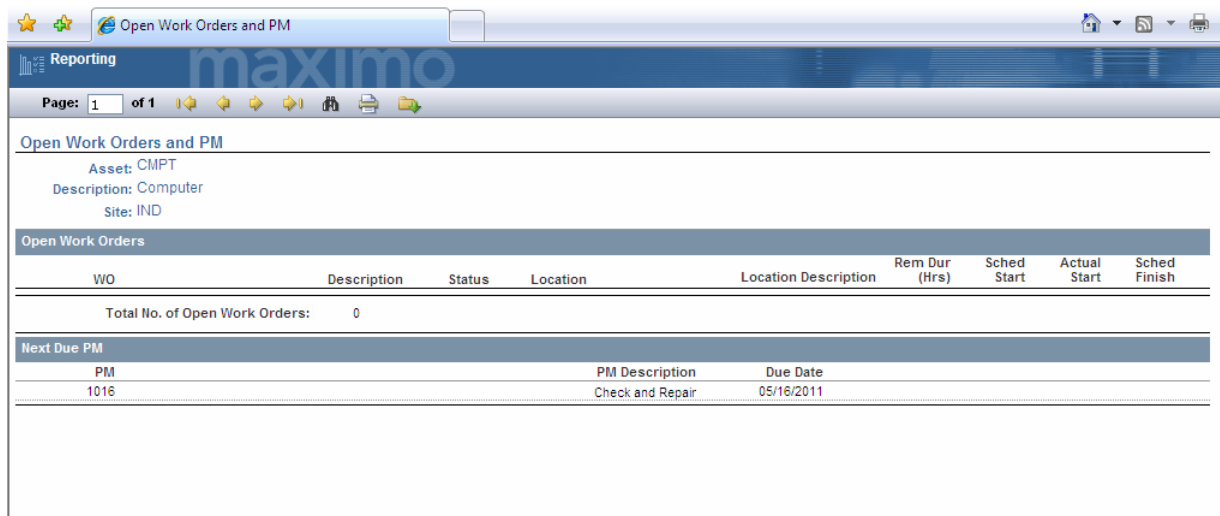
The screenshot shows a web application window titled "Business Analysis and Reporting". It has three tabs: "Reports", "Queries", and "Scheduling Status". The "Reports" tab is active. Below the tabs is a help box that says: "To view an existing report, select a report from the View Reports list. To execute a new report, select a report from the Run Reports list." Below this is another set of tabs: "Run Report" and "View Report". The "Run Report" tab is active. Below it is a toolbar with "Reports to Run", a "Filter" dropdown, icons for refresh, save, and print, a page indicator "1 - 2 of 2", a "Download" button, and help/question mark icons. Below the toolbar is a table with the following content:

Description
Open Work Orders and PM
Projected PM Labor Requirements

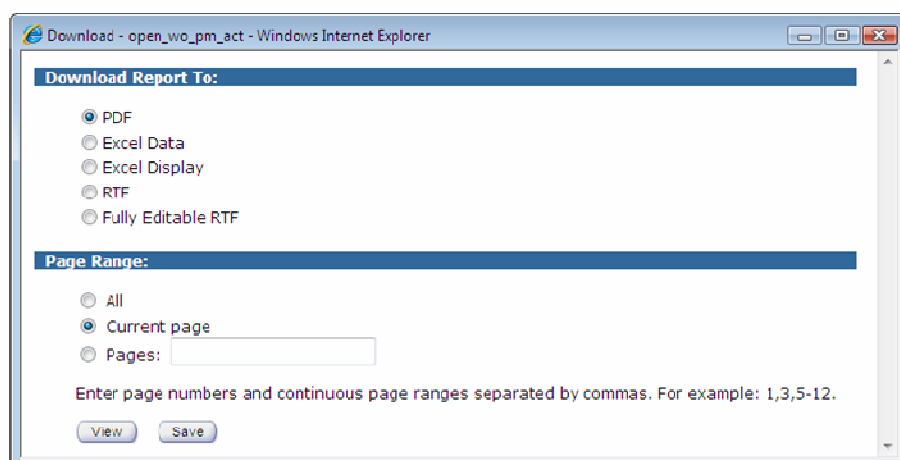
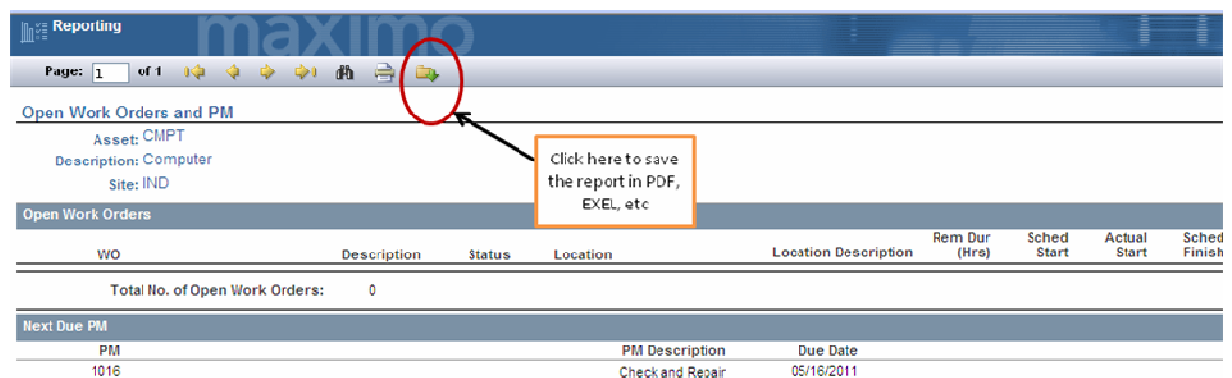
At the bottom right of the window is a "Cancel" button.

3. Select either asset or Location, and then enter the site. Then, submit.

The screenshot shows the same web application window, but now the "Run Report" tab is active. Below the tabs is a help box that says: "Fill in the fields in the Parameters section below and select the Submit button to run the report. If no parameters are displayed, the report will execute against the current/selected/all record set. Optionally, fill out the Email or Schedule Tabs to set e-mail notification preferences and schedule report run times." Below this is a section titled "Open Work Orders and PM". It contains three input fields with labels "Asset", "Location", and "Site *". The "Asset" field contains "=CMPT", the "Location" field contains "=CMPT", and the "Site *" field contains "=IND". Each field has a magnifying glass icon to its right. At the bottom right of the window are "Submit" and "Cancel" buttons.



To convert the report in PDF, EXEL, etc, click the icon below (as shown in the picture). Then, choose the desired file format for the report.



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To view the result, click view.

Computer

D

3. C

Sc
Fi

http://ksu:7001/acweb/servlet/ViewPage/null?closex=false&outputType=ROI&volume=ksu&%5f%5fexecut - Windows Inter...

Open Work Orders and PM

Asset: CMPT
Description: Computer
Site: IND

Open Work Orders

WO	Description	Status	Location	Location Description	Rem Dur (Hrs)	Sched Start	Actual Start	Sched Finish
Total No. of Open Work Orders: 0								

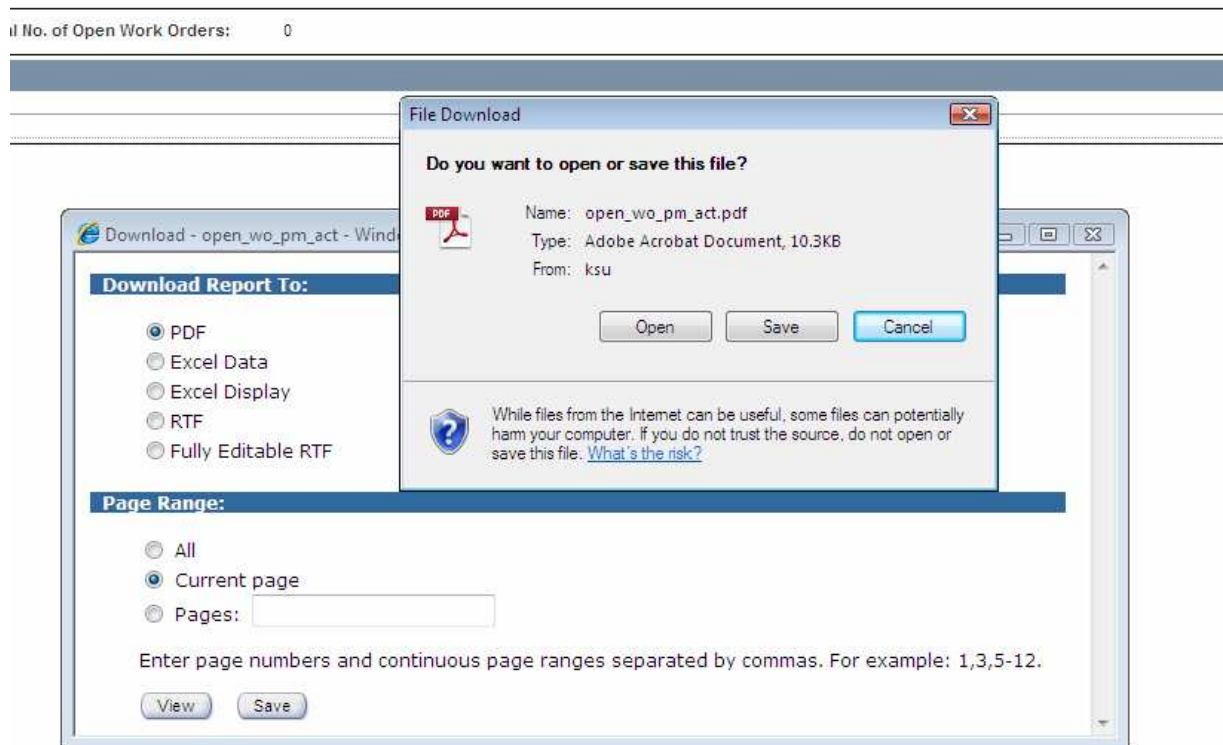
Next Due PM

PM	PM Description	Due Date
1016	Check and Repair	05/16/2011

Page 1 of 1

Sunday, May 22, 2011

Finally, click save.



FINISHED