



Los Angeles Unified School District
Maximo 7.5 / Operations
Custodial Schedule Attachment Guide



DEFINITION

The **Custodial Schedule Attachment Guide** details step by step instructions on how to attach custodial schedules in Maximo.

LOGIN

The Area Operations Supervisor or Designee performs this function.

To login to Maximo 7.5, please go to <http://awms.lausd.net/maximo>.

Enter your **Single sign-on** username and password and click on the **Sign In** button.

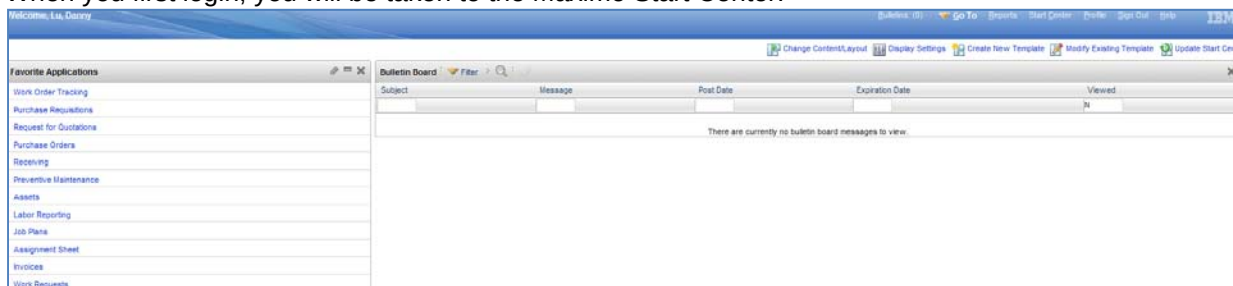


The login screen features the Tivoli software logo and the IBM logo. It says "Welcome to Maximo" and displays a large 3D nut icon. The login fields are labeled "User Name:" and "Password:". The username field contains "danny.lu" and the password field contains eight dots. A "Sign In" button is located below the password field. Below the button are links for "Forgot Password?" and "New User? Register Now". At the bottom, it says "© Copyright IBM Corp. 2007-2012. All rights reserved. See product license for details."

LOCATION APPLICATION

START CENTER

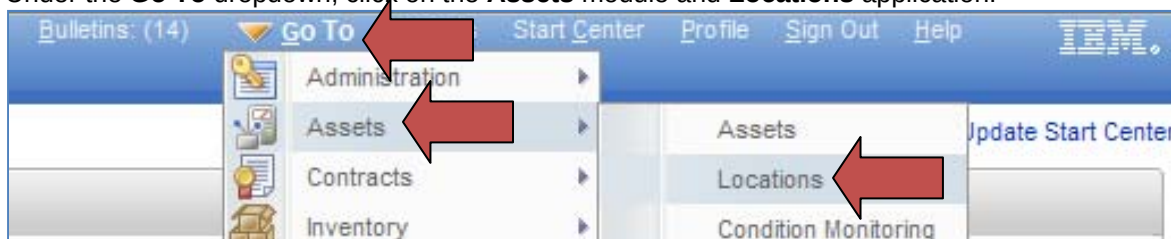
When you first login, you will be taken to the Maximo Start Center.



The Start Center interface shows a "Welcome, Liu, Danny" message at the top. Below this is a "Favorite Applications" list on the left, including "Work Order Tracking", "Purchase Requisitions", "Request for Quotations", "Purchase Orders", "Receiving", "Preventive Maintenance", "Assets", "Labor Reporting", "Job Plans", "Assignment Sheet", "Invoices", and "Work Requests". On the right, there is a "Bulletin Board" section with a table that has columns for "Subject", "Message", "Post Date", "Expiration Date", and "Viewed". The table is currently empty, and a message at the bottom states "There are currently no bulletin board messages to view."

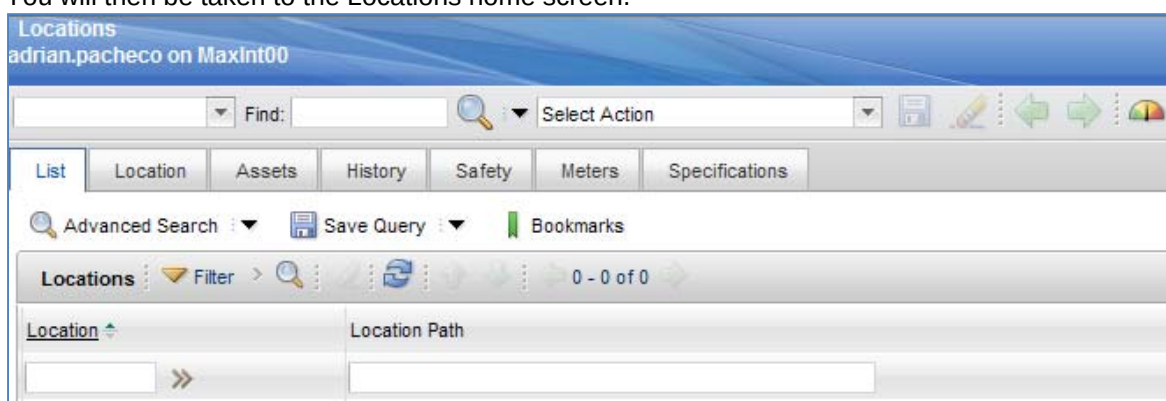


Under the **Go To** dropdown, click on the **Assets** module and **Locations** application.



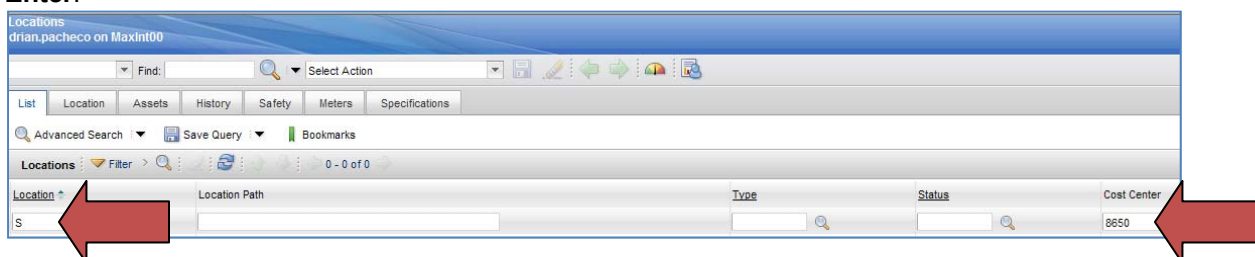
LOCATIONS HOME

You will then be taken to the Locations home screen.

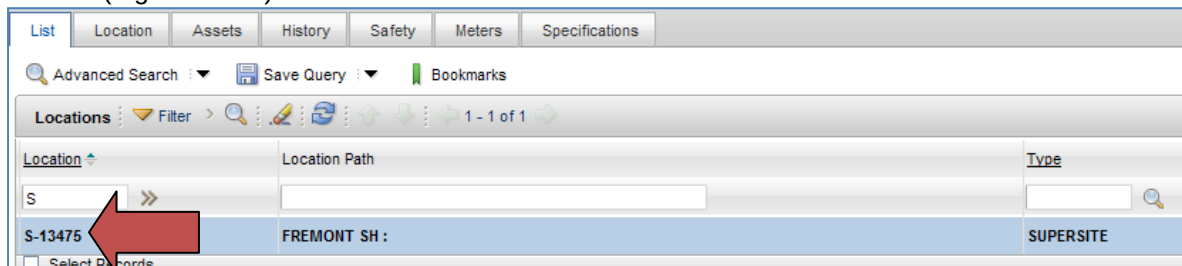


SEARCH FOR SUPERSITE LOCATION

Type in the letter 'S' under the **Locations** field and the 4 digit org code under **Cost Center** field and hit **Enter**.



The supersite location record for your school will appear on the result set. Click on the location number (e.g. **S-13475**)





You will be taken to the Location record.

ATTACHMENT

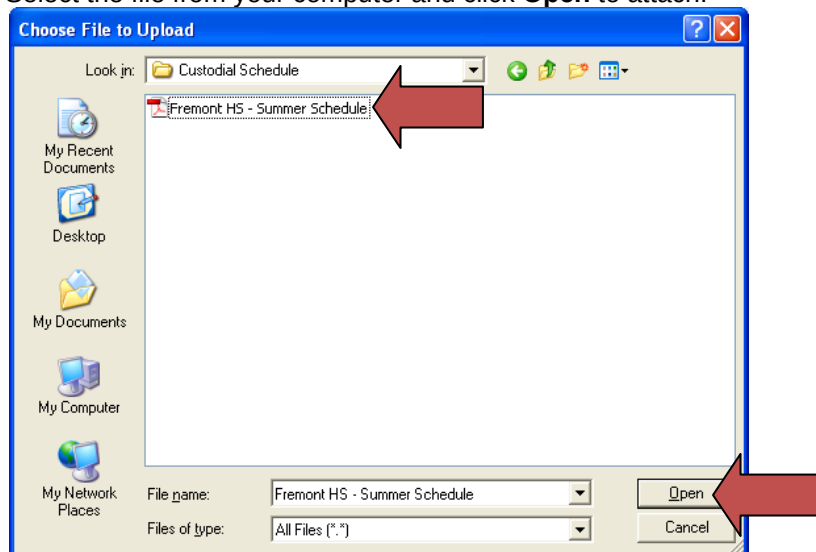
To attach a Custodial Schedule, click on the Attachments  icon and select **Add New Attachments** and **Add New File**.

A **Create a File Attachment** window will appear.

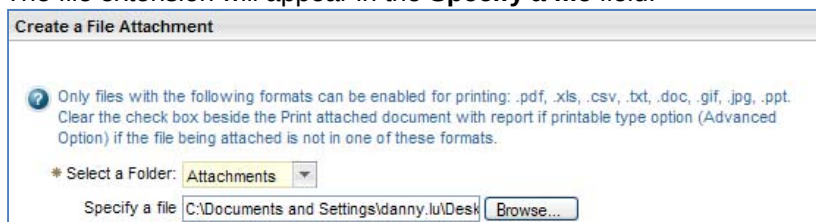
Click on the **Browse** button to select the file you wish to attach.



Select the file from your computer and click **Open** to attach.



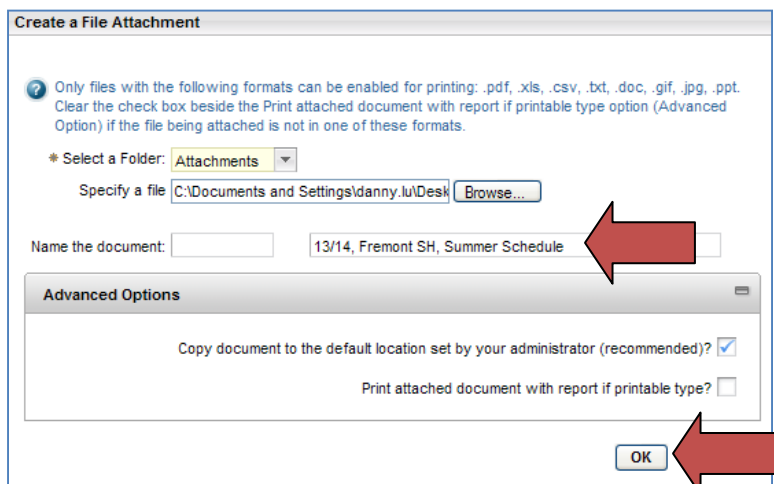
The file extension will appear in the **Specify a file** field.



Leave the **Name the document** field **blank**. In field to the right, type in the description with the following naming convention:

Summer Schedule: Fiscal Year, School Name, Summer Schedule (e.g. **13/14, Fremont SH, Summer Schedule**) and click **OK**.

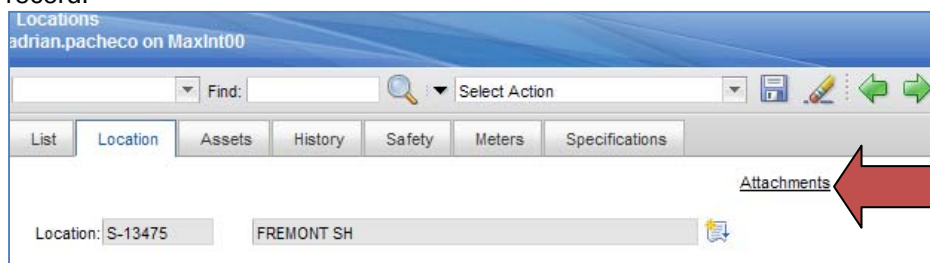
Daily Schedule: Fiscal Year, School Name, Daily Schedule (e.g. **13/14, Fremont SH, Daily Schedule**) and click **OK**.



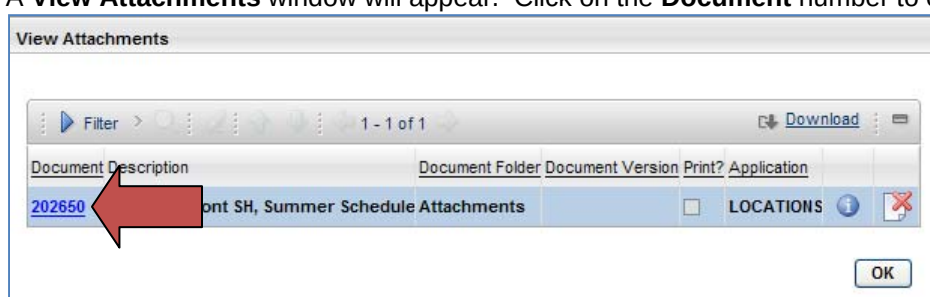


VIEW ATTACHMENT

If you would like to view the file you have attached, click on the **Attachment** text in the Locations record.

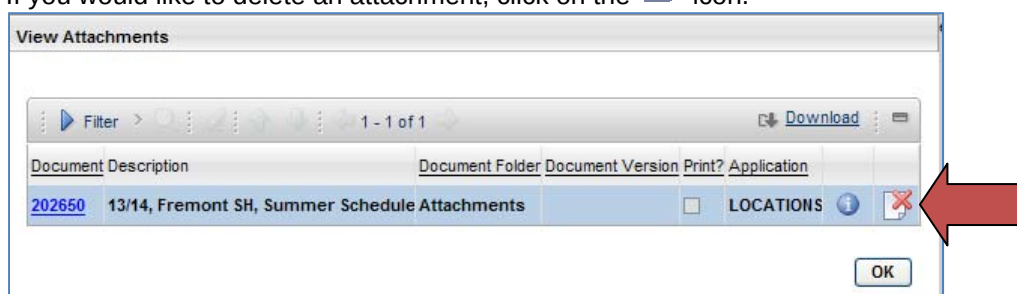


A **View Attachments** window will appear. Click on the **Document** number to open the attachment.

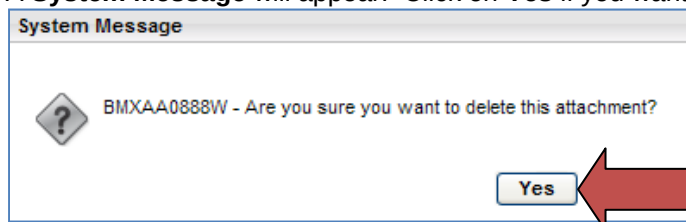


DELETE ATTACHMENT

If you would like to delete an attachment, click on the  icon.



A **System Message** will appear. Click on **Yes** if you want to delete the attachment.



Should you have any questions on this guide, please contact Danny Lu (danny.lu@lausd.net / 213-241-7007), Mark Merrick (mark.merrick@lausd.net / 213-241-7013), or John Herweg (john.herweg@lausd.net / 213-241-7016).