



Los Angeles Unified School District
Maximo 7.5 / General
Query Management Guide



DEFINITION

The **Query Management Guide** is designed for anyone who wishes to generate their own queries in Maximo. Queries are stored questions about data. By using queries, you can retrieve just the data you want, how you want, and whenever you want. The guide details step by step instructions on how to create, save, modify and delete a query in the **Work Order Tracking** application, however the practice can be performed in all Maximo applications.

WHAT IS A QUERY AND WHEN SHOULD YOU USE ONE

A query is a stored question about the data stored in a database's tables. You use a simple query to define the tables and fields whose data you want to view and also to specify the criteria that limits the data the query's output displays. A query just displays data; it does not modify data in any way.

1. HOW TO CREATE/SAVE A QUERY

The first step to creating a query is first log into Maximo.

LOGIN

The Service Call Requestor will perform 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.



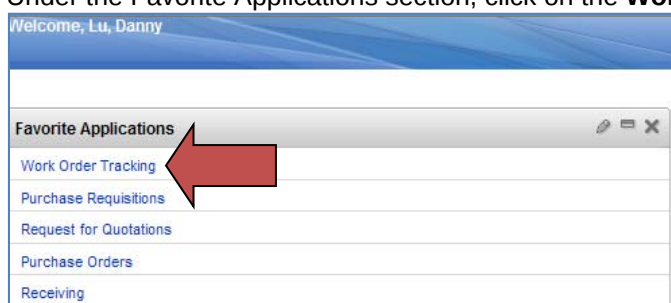
START CENTER

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



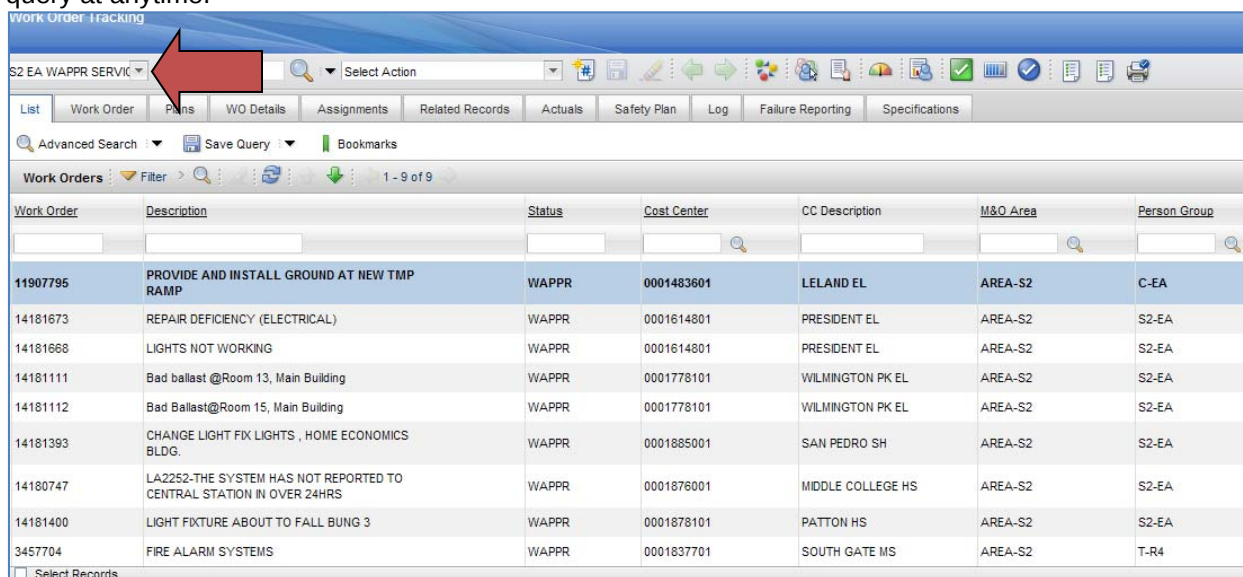
WORK ORDER TRACKING

Under the Favorite Applications section, click on the **Work Order Tracking** application.



WORK ORDER TRACKING HOME

You will then be taken to the Work Order Tracking home screen. You will notice that a result set will automatically appear. Out of the box, your profile will have a **Default Query** assigned. Initially, your default query will search for all open service calls for your particular Person Group. You may change your default query at anytime.





To create a new query, click on the **Advanced Search** button

Work Order Tracking

S2 EA WAPPR SERVICE Find: Select Action

List Work Order Plans WO Details Assignments Related Records Actuals Safety Plan Log Failure Reporting Specifications

Advanced Search Query Bookmarks

Work Orders 1 - 9 of 9

Work Order	Description	Status	Cost Center	CC Description	M&O Area	Pers
11907795	PROVIDE AND INSTALL GROUND AT NEW TMP RAMP	WAPPR	0001483601	LELAND EL	AREA-S2	C-EA
14181673	REPAIR DEFICIENCY (ELECTRICAL)	WAPPR	0001614801	PRESIDENT EL	AREA-S2	S2-E

The **More Search Fields | Current Query: XXXXXXXX** window will appear.

More Search Fields | Current Query: S2 EA WAPPR SERVICE CALLS

WONUM:

WO Description:

Parent WO: >>

Location: >>

Location Description:

Search Location Hierarchy: >>

Asset: >>

Asset Description:

Cost Center:

CC Description:

Person Group:

Section:

Complex Name:

Warranty Exp Date:

Failure Class: >>

Problem Code:

Originating Record: >>

Category Code:

Routing Code:

Job Type:

Lead Craft:

PM: >>

S.2. org:

Source ID:

Requestor:

Service Contract: >>

Req. Title:

Job Number:

M&O Area:

Work Type:

Status:

Status Date:

Agency:

Agency ID:

Priority:

Planning Priority:

History?

Is Task?

Service Call?

Tracking Code:

Site Based (Y/N):

Buyer Prog:

Plan Details

Job Plan: >> Plan Craft: >>

Safety Plan: >> Plan Materials: >>

Supervisor: >> Plan Services: >>

Assigned Labor: >> Plan Tools: >>

User Information

Reported By: >> Lead: >>

On Behalf Of: >> Owner: >>

Buyer Line: Owner Group: >>

Seller Line: Fund Type:

Dates

From To

Reported Date

Target Start

Target Finish

From To

Scheduled Start

Scheduled Finish

Find Restore Application Defaults Revise Cancel



Before you can start enter values in the search fields, you will need to clear the Current Query. Click on the **Revise** button on the bottom right hand corner, and select **Clear Query and Fields**.

Scheduled Start

Scheduled Finish

Find **Restore Application Defaults** **Revise**

- Clear Query and Fields
- Clear All Fields
- Change Query
- Restore Default Query

"Revise" Options / Definitions	
Option	Description
Clear Query and Fields	This option removes the current query and clears all the fields.
Clear All Fields	This option retains the current query but clears all fields. Clear All Fields has the same effect as the Restore Application Defaults button if there is no default query specified for the application.
Change Query	This option opens a new dialog box which has the same contents as the View/Manage Queries window in that application. You can select a query against which the More Search Fields parameters are applied.
Restore Default Query	This option restores your personal default query, but does not affect any fields.

When you click on the **Clear Query and Fields** value, the description of the window will change to **More Search Fields | Current Query: All Records**

More Search Fields | Current Query: All Records

You now can start to enter search values in the blank fields. For example, all Approved Service Calls in the S2-EA Person Group. Click on the **Find** button when ready.

More Search Fields | Current Query: All Records

WONUM:

WO Description:

Parent WO: >>

Location: >>

Location Description:

Search Location Hierarchy: >>

Asset: >>

Asset Description:

Cost Center:

CC Description:

Person Group: =S2-EA

Section:

Complex Name:

Warranty Exp Date:

Failure Class: >>

Problem Code:

Originating Record: >>

Category Code:

Routing Code:

Job Type:

Lead Craft:

PM: >>

S.2. org:

Source ID:

Requestor:

Service Contract: >>

Req. Title:

Job Number:

M&O Area:

Work Type:

Status: =APPR

Status Date:

Agency:

Agency ID:

Priority:

Planning Priority:

History? =N

Is Task? =N

Service Call? =Y

Tracking Code:

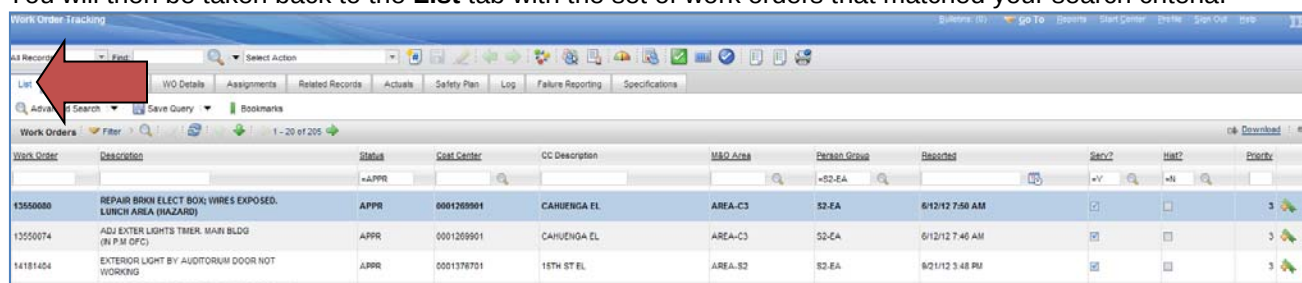
Site Based (Y/N):

Buyer Prog:

Find **Application Defaults** **Revise** **Cancel**



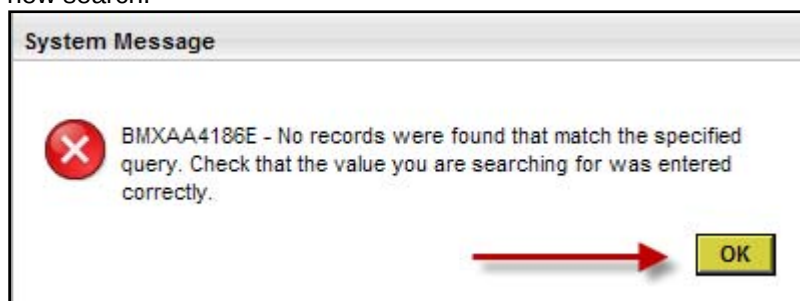
You will then be taken back to the **List** tab with the set of work orders that matched your search criteria.



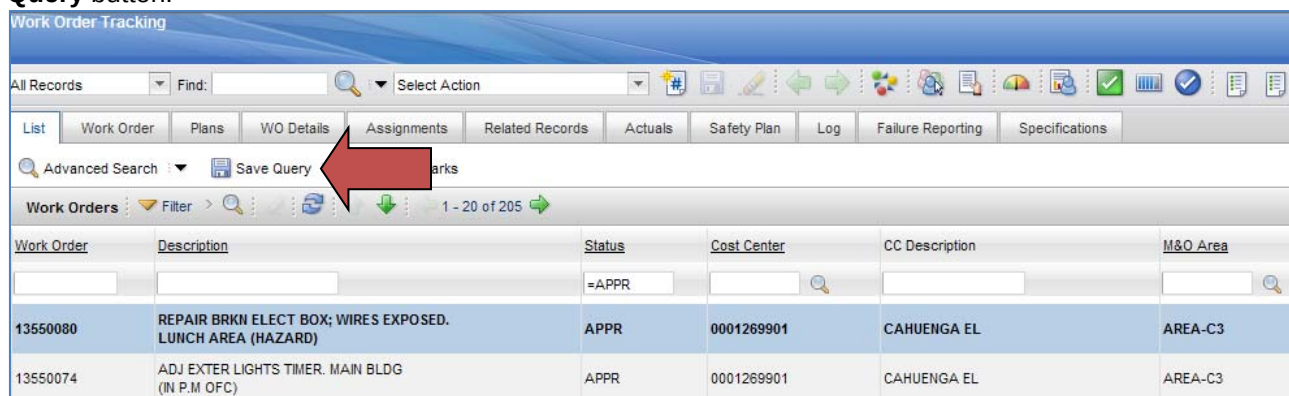
Work Order	Description	Status	Cost Center	CC Description	M&O Area	Person Group	Requested	Serv?	Time?	Priority
13550080	REPAIR BRKN ELECT BOX; WIRES EXPOSED. LUNCH AREA (HAZARD)	APPR	0001269901	CAHUENGA EL	AREA-C3	S2-EA	6/12/12 7:58 AM	☐	☐	3
13550074	ADJ EXTER LIGHTS TIMER. MAIN BLDG (IN P.M OFC)	APPR	0001269901	CAHUENGA EL	AREA-C3	S2-EA	6/12/12 7:46 AM	☐	☐	3
14181404	EXTERIOR LIGHT BY AUDITORIUM DOOR NOT WORKING	APPR	0001378701	15TH ST EL	AREA-S2	S2-EA	8/21/12 3:48 PM	☐	☐	3

Rule of thumb: If the result set takes longer than **30** seconds to load, more likely than not, the query was written inefficiently and requires modification (ex. unnecessary wildcards). It is recommended that you contact the Maximo Team for assistance.

If no records matched your search criteria, you will get the following pop up message. Click **OK** and run a new search.



If the result set satisfy your needs and you would like to save the query for future use, click on the **Saved Query** button.



Work Order	Description	Status	Cost Center	CC Description	M&O Area
13550080	REPAIR BRKN ELECT BOX; WIRES EXPOSED. LUNCH AREA (HAZARD)	APPR	0001269901	CAHUENGA EL	AREA-C3
13550074	ADJ EXTER LIGHTS TIMER. MAIN BLDG (IN P.M OFC)	APPR	0001269901	CAHUENGA EL	AREA-C3

Save Current Query

* Query Name:

Public? ☐

Default? ☐

*

OK

Work Order Tracking

All Records [dropdown] [search icon] Select Action [dropdown] [add icon] [edit icon] [delete icon] [refresh icon] [print icon] [help icon] [login icon] [logout icon] [refresh icon] [print icon] [help icon] [login icon] [logout icon]

Documents | Related Records | Actuals | Safety Plan | Log | Failure Reporting | Specifications

Bookmarks

APPROVED S2-GA S/C [dropdown] [search icon] 205 [refresh icon]

S2 NA OPEN SC

OPEN SC

FIND ALL WAPPR EA SERVICE CALLS

Open PM's for current user's Labor Group (All open)

Open PM's for current user's LG due current month

Open Priority 4-5 Service Calls for current user

Open Service Calls for Current User

Status	Cost Center	CC Description	M&O Area	P
=APPR	[input field]	[input field]	[input field]	=
APPR	0001269901	CAHUENGA EL	AREA-C3	S
APPR	0001269901	CAHUENGA EL	AREA-C3	S

2. EXACT MATCH VERSUS WILDCARDS

Placement	Finds	Example
=XXX	All instances where X falls anywhere within the string of characters	=XYZ would return all instances where the word is XYZ

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Wildcards: In events that you do not know the exact value for one of the fields you want to use in a query, for example, you only remember part of a work order number, but not the exact number; you can substitute a wildcard for the value you do not know. A **wildcard** is a special symbol that stands for one or more characters. A character is a letter or number.

Wildcard	Usage	Example / Result
* or %	Substitutes for a string of characters	123* or 123% find records that start with 123, such as 123, 12345, and 123ABC. *123 or %123 find records that end in 123, such as 123, 5123, and PUMP123. *123* or %123% find records that contain 123, such as 123, 1234, PUMP123, or XX12300Valve.
? or (underscore)_	Substitutes for a single character	123? or 123_ find any four-character records that start with 123, such as 1234, 1230, 123g, _18 or ?18 find any three-character records that end with 18, such as 418 or J18.

Placement of wildcards: When you use a wildcard in a search field, you must place the wildcard exactly where the unknown character(s) would occur. You can use more than one wildcard in a single search.

Tip: You can use both wildcards and exact match variables in the same query.

Operators: In addition to Exact Match and Wildcard searches, you can use other operators to be more specific to the result set you are looking for.

Operator	Usage	Example / Result
!=	Find records that are not equal to field value	!=WAPPR find records that are not in WAPPR status
~NULL~	Find records that the field is empty	
, (comma)	Used as an "OR" query	Status = APPR,WAPPR find records where the status is in APPR or WAPPR
\	You can use \ to escape special characters and allow them to be part of a text search	If you are searching for the text "lincoln-sudbury", you should use the search term "Lincoln\Sudbury".

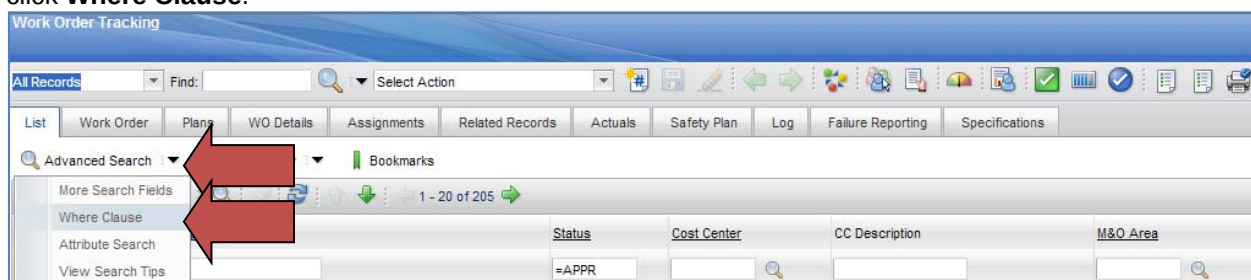
3. QUERYING WITH SQL

You may use the **Where Clause** in the **Advanced Search** tab to conduct advanced queries in Maximo. In order to perform advanced queries, you should be familiar with both SQL and the Maximo database tables. If you are not familiar with SQL and would like to create an advanced query, please generate a Maximo administrative work order for assistance.

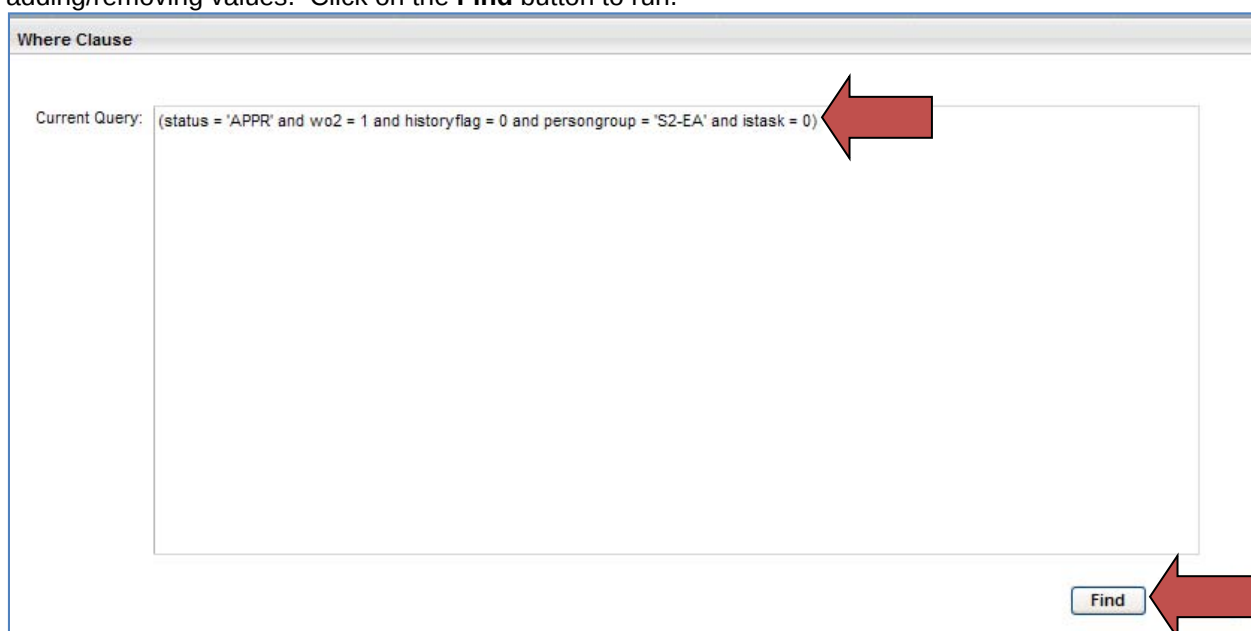
The Advanced sub tab displays the current **SQL WHERE** clause in the **Current Query** field. If you have entered values on the Find sub tab and proceeded to click on the Advanced sub tab, you will see the WHERE clause AWMS created based on your query values. You can modify the WHERE clause to change your search parameters.



To view/modify a search results **SQL Where Clause**, click on the **Advanced Search** dropdown icon and click **Where Clause**.



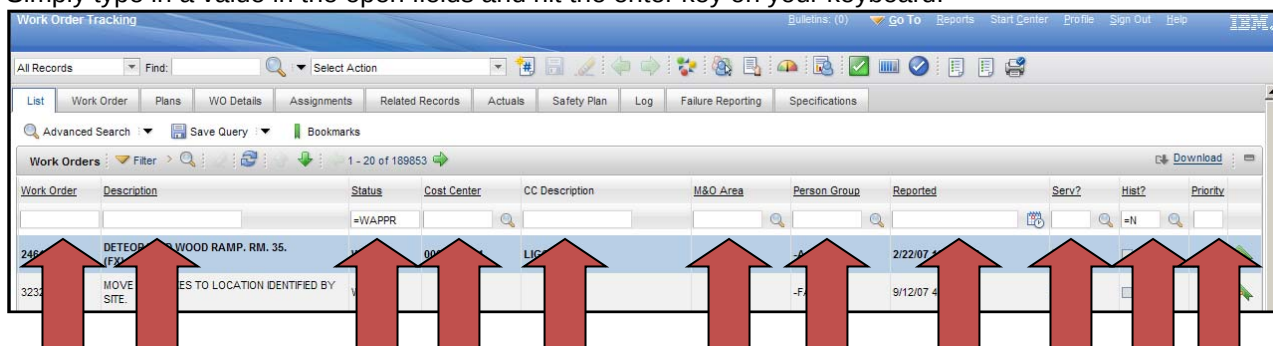
A **Where Clause** window will appear with the **SQL Where Clause** language. You can modify this line by adding/removing values. Click on the **Find** button to run.



4. MODIFYING A SEARCH WITHIN A SEARCH RESULT SET

Sort - Select the header of the column you wish to sort. A directional icon will appear. The icon will allow you to toggle between a descending and ascending order

Filter – The empty columns below the headers will allow you to filter within the result data set. Simply type in a value in the open fields and hit the enter key on your keyboard.





If you have more than 20 work order results, you may click the **right arrow** and **left arrow** buttons to navigate the pages of your result set.



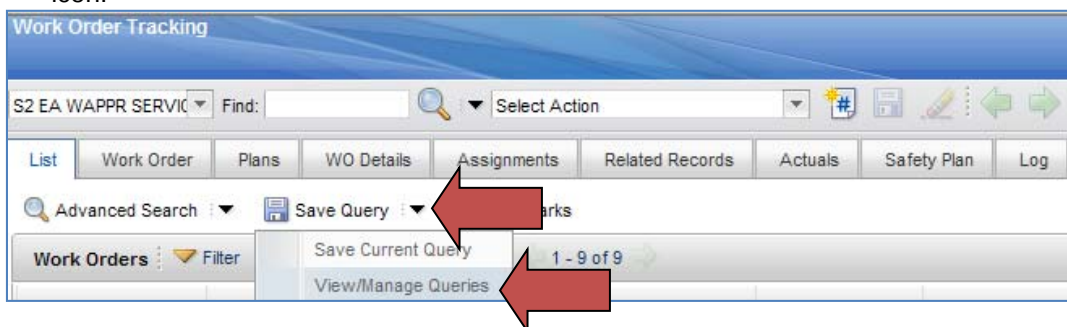
To perform **batch function** on multiple records, check the Select Records box at the bottom left under the result set. Then, Check the boxes within the individual row to select multiple records to perform batch actions from the Action menu (Result set must be less than 200 records).

Click a **Work Order Number** to open a single record.

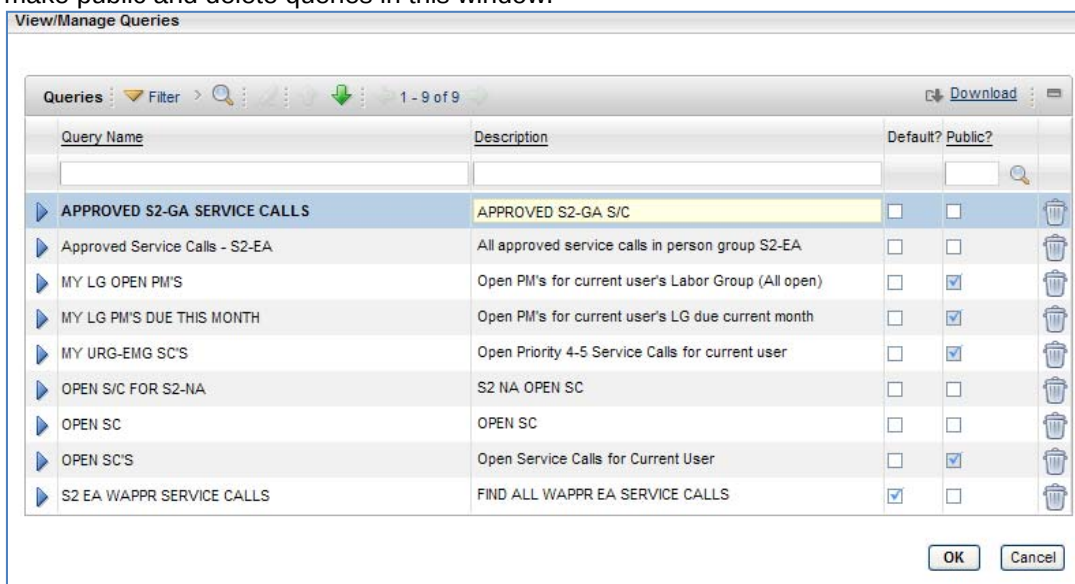
Click the **Add to Bookmarks** icon  to mark the record for inclusion in the list of bookmarked records on the Bookmarks sub tab.

5. VIEW/DELETE QUERIES

If you want to view and/or delete your saved queries, in the List tab, click on the **Saved Query** dropdown icon.



A **View/Manage Queries** table will appear. You can modify descriptions, SQL Language, change default, make public and delete queries in this window.



Should you have any questions on this guide, please contact the 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).