



Los Angeles Unified School District

Maximo 7.5 / Person Group

Emergency Service Call Email Notification Guide



DEFINITION

The **Emergency Service Call Email Notification Guide** details step by step instructions on how to add/remove users from receiving emergency service call email notifications.

LOGIN

The Administrator/Supervisor/Manager 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.

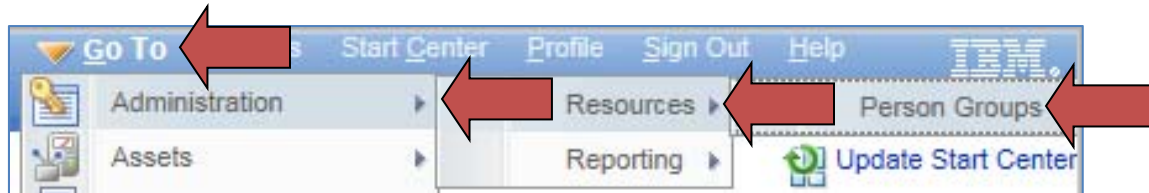
START CENTER

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



PERSON GROUP APPLICATION

Click on the Go To dropdown → Administration → Resources → Person Groups.

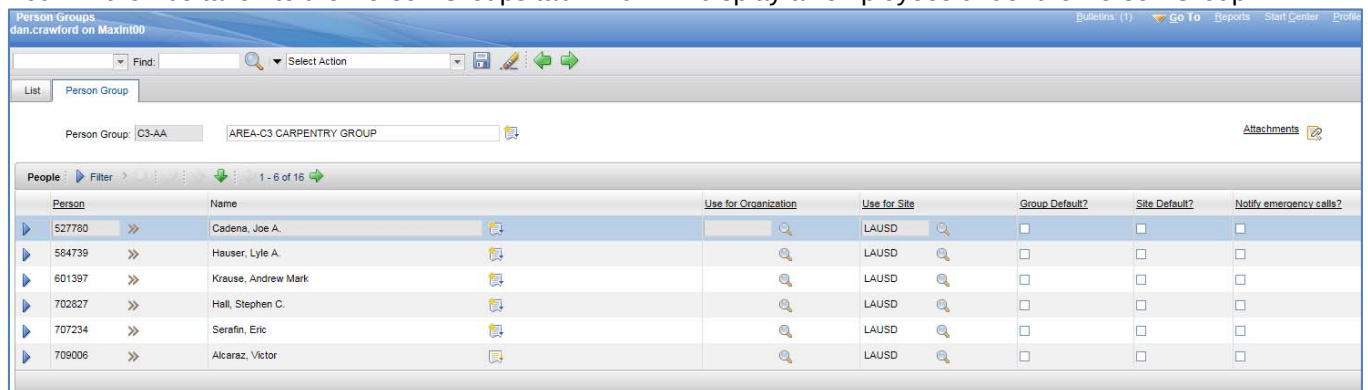


PERSON GROUPS HOME

In the Person Groups home, type in the **Person Group** (e.g. C3-AA) in the **Find** field and hit enter or click on the magnifying glass icon.



You will then be taken to the Person Groups tab which will display all employees under the Person Group.



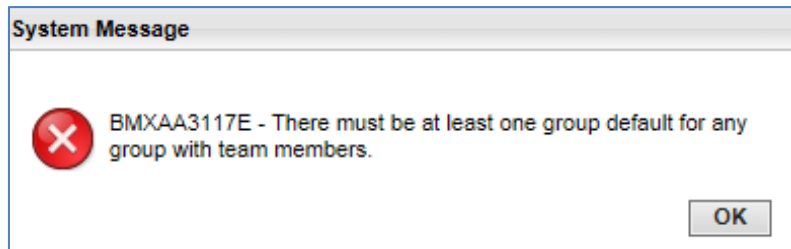
If you want an individual on the list to receive an email when an emergency service call is generated for that person group, check on the **Notify emergency calls** checkbox on the employee's row and click on the floppy disk icon to save.

	Group Default?	Site Default?	Notify emergency calls?
	☐	☐	☒
	☐	☐	☐
	☐	☐	☐

In return, if you do not want an individual on the list to receive emergency service call emails, unchecked the check box for that employee.



Note: If you receive a **System Message** indicating that “There must be at least one group default for any group with team members.”

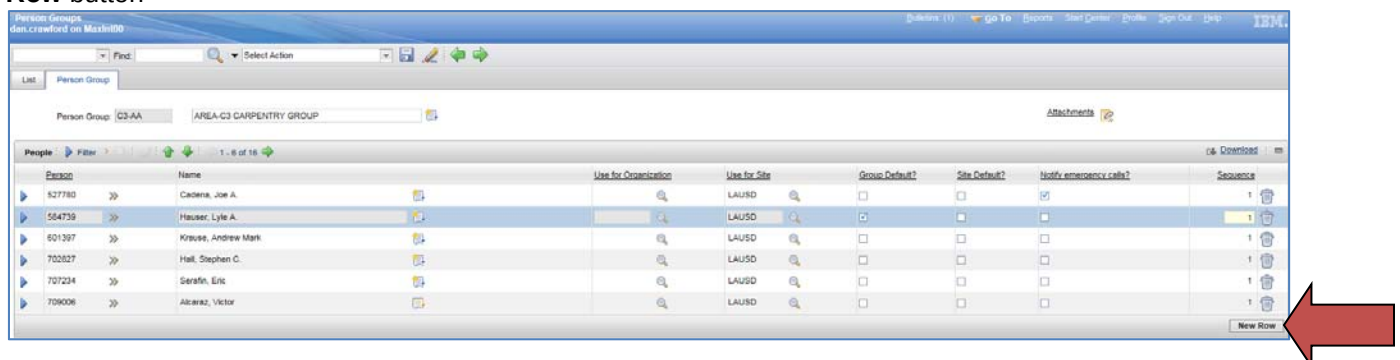


Locate the supervisor's record on the list and check the **Group Default** checkbox for his/her record and save.

Group Default?	Site Default?	Notify emergency calls?
☐	☐	☒
☒	☐	☐
☐	☐	☐
☐	☐	☐

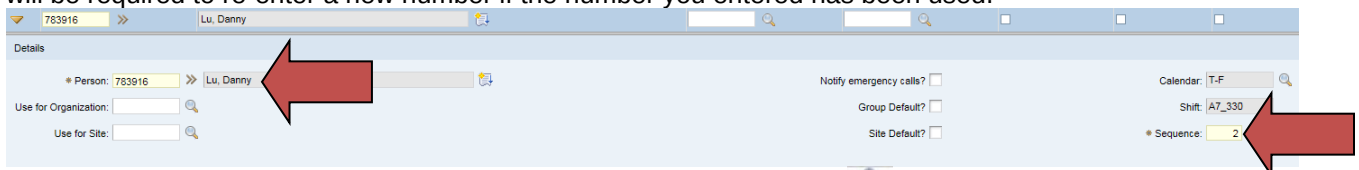
ADD/REMOVE EMPLOYEE TO PERSON GROUP

If you are unable to locate an individual on the Person Group list, you may add him/her by clicking on the **New Row** button



Type in the employee number in the **Person** field and a number (e.g. 2) in the **Sequence** field and save.

Note: the number in the Sequence field needs to be unique from the ones that are already on the list. You will be required to re-enter a new number if the number you entered has been used.



To remove an individual from your Person Group, click on the trash bin icon and save.

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), John Herweg (john.herweg@lausd.net / 213-241-7016), or Richard Peterson (richard.peterson@lausd.net / 213-241-7012).