

Los Angeles Unified School District

**Maximo 7.5 / Asset**

**Drinking Water Quality Tracking Guide**

How to update barcode, attributes or decommission existing basin or outlet records in Maximo



## DEFINITION

The **Drinking Water Quality Tracking Guide – How to update barcode, attributes or decommission existing Basin and Outlet records** provides step-by-step instructions on how to update existing Drinking Water Basin and Outlet records in Maximo.

## PREREQUISITE

- Complete the Drinking Water Fixture Survey Form (if updating barcode/attributes).

## 1. UPDATING BASIN/OUTLET BARCODE/ATTRIBUTES

### LOGIN

*The requestor 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 a blue header with 'Tivoli software' and 'IBM.' logos. Below the header, it says 'Welcome to Maximo' next to a large hexagonal graphic. To the right of the graphic are two input fields: 'User Name:' with the text 'danny.lu' and 'Password:' with masked characters. A 'Sign In' button is located at the bottom right of the form area.

### START CENTER

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

The Start Center dashboard has a blue header with navigation links like 'Home', 'Go To', 'Reports', 'Start Center', 'Profile', 'Sign Out', and 'Help'. Below the header, there are several tabs: 'Change Content/Layout', 'Display Settings', 'Create New Template', 'Modify Existing Template', and 'Update Start Center'. The main content area is divided into two sections. On the left, 'Favorite Applications' lists various functions like '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, the 'Bulletin Board' shows a table with columns for 'Subject', 'Message', 'Post Date', 'Expiration Date', and 'Viewed'. The table is currently empty, with a message stating 'There are currently no bulletin board messages to view.'

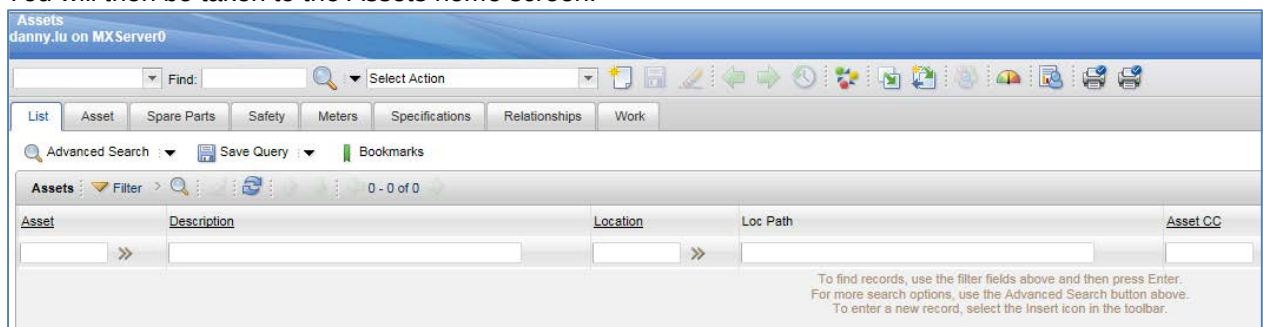


Under the Favorite Applications section, click on the **Assets** application.



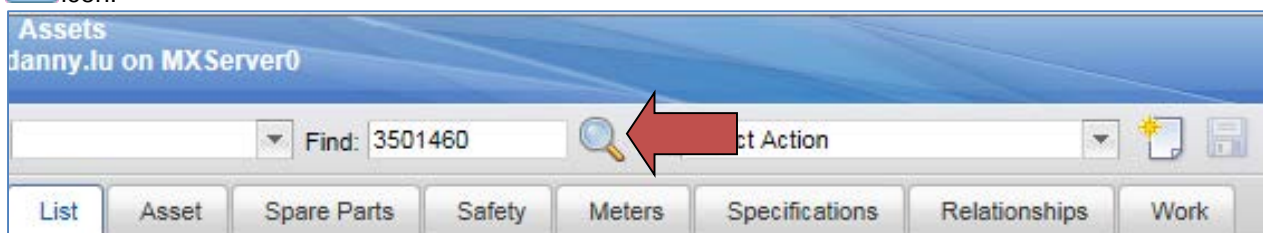
## ASSETS HOME

You will then be taken to the Assets home screen.



## SEARCH FOR BASIN/OUTLET ASSET RECORD

Type in the asset record number (Basin or Outlet) in the **Find** field and click on the magnifying glass





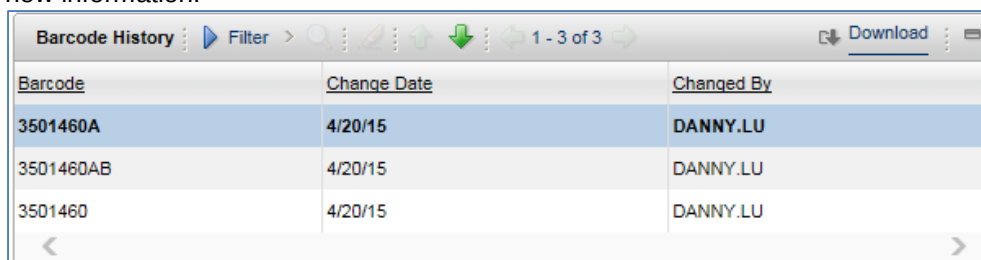
The basin/outlet asset record will appear.

## BARCODE UPDATE

To update the Barcode number, simply overwrite the barcode number in the barcode field.

Click on the floppy disk  icon to save the record.

When saved, the **Barcode History** (located on the bottom of the Asset tab) will be updated with the new information.



| Barcode   | Change Date | Changed By |
|-----------|-------------|------------|
| 3501460A  | 4/20/15     | DANNY.LU   |
| 3501460AB | 4/20/15     | DANNY.LU   |
| 3501460   | 4/20/15     | DANNY.LU   |

## ATTRIBUTE UPDATE

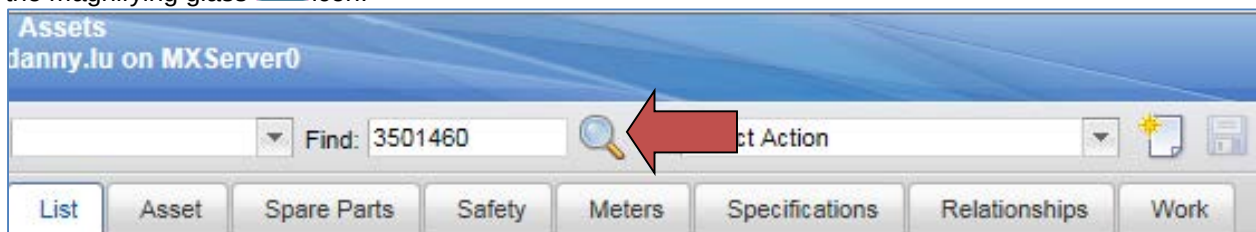
To update any other attribute information, locate and update the field directly with the new value and click on the floppy disk  icon to save the record.

## 2. DECOMMISSION BASIN/OUTLET

If a basin and/or outlet has been replaced or removed, the original basin/outlet asset record needs to be decommissioned.

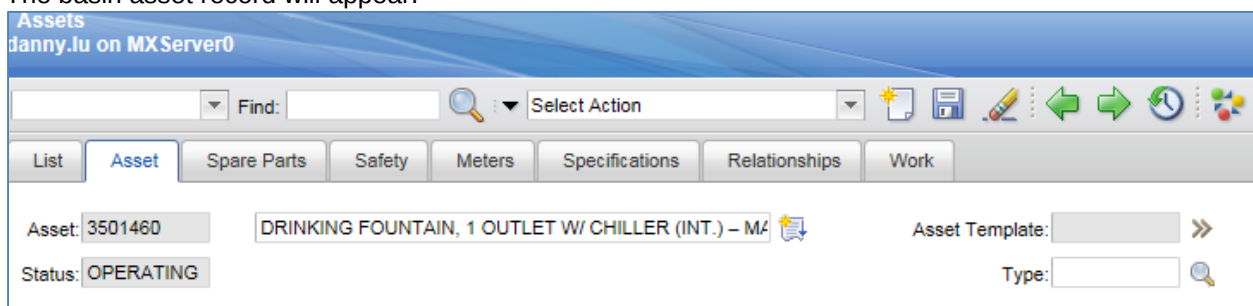


Go to the Basin/Outlet Asset record by typing in the asset record number in the **Find** field and click on the magnifying glass  icon.



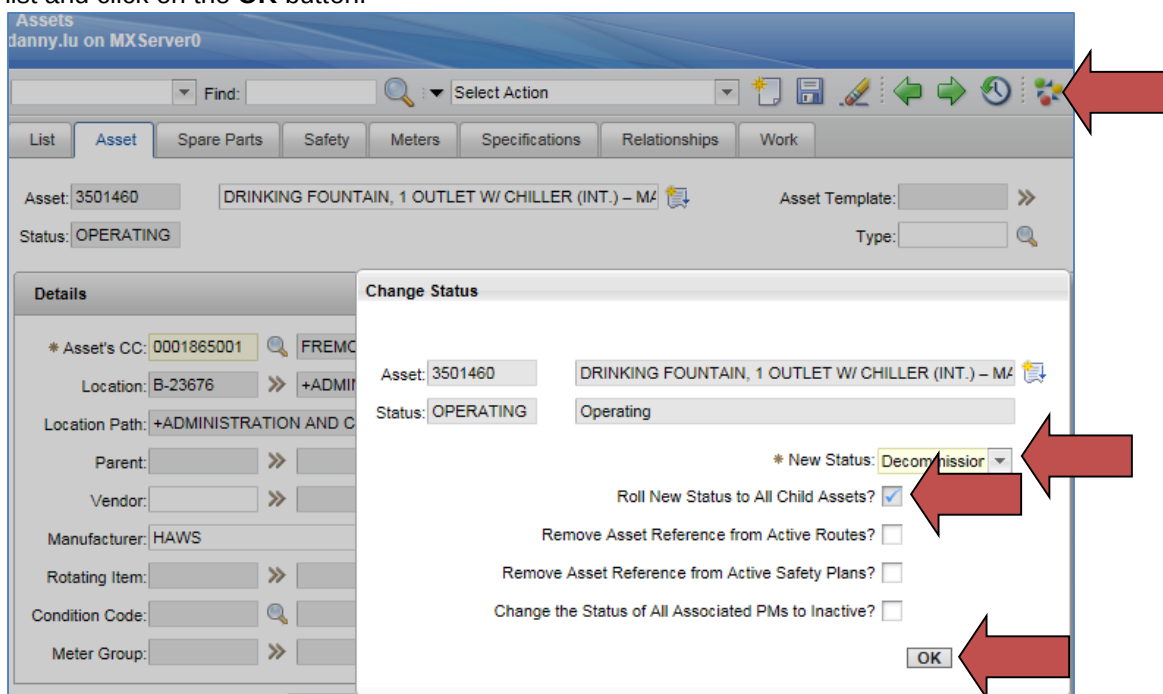
The screenshot shows the Maximo Assets search interface. The title bar reads "Assets danny.lu on MXServer0". Below the title bar is a search bar with a dropdown arrow, the text "Find: 3501460", and a magnifying glass icon. To the right of the search bar is a "Select Action" dropdown. Below the search bar is a row of tabs: "List", "Asset", "Spare Parts", "Safety", "Meters", "Specifications", "Relationships", and "Work". A red arrow points to the magnifying glass icon in the search bar.

The basin asset record will appear.



The screenshot shows the Maximo Asset record screen for asset 3501460. The title bar reads "Assets danny.lu on MXServer0". Below the title bar is a search bar with a dropdown arrow, the text "Find:", and a magnifying glass icon. To the right of the search bar is a "Select Action" dropdown. Below the search bar is a row of tabs: "List", "Asset", "Spare Parts", "Safety", "Meters", "Specifications", "Relationships", and "Work". The "Asset" tab is selected. The asset details are displayed: "Asset: 3501460", "DRINKING FOUNTAIN, 1 OUTLET W/ CHILLER (INT.) – M2", "Asset Template:", "Status: OPERATING", and "Type:". A red arrow points to the magnifying glass icon in the search bar.

Click on the change status  icon, select **Decommissioned** from the New Status drop down value list and click on the **OK** button.



The screenshot shows the Maximo Change Status dialog box. The title bar reads "Change Status". The dialog box contains the following fields: "Asset: 3501460", "DRINKING FOUNTAIN, 1 OUTLET W/ CHILLER (INT.) – M2", "Status: OPERATING", and "Operating". Below these fields is a "New Status" dropdown menu with "Decommissioned" selected. To the right of the "New Status" dropdown is a "Roll New Status to All Child Assets?" checkbox, which is checked. Below this checkbox are two more checkboxes: "Remove Asset Reference from Active Routes?" and "Remove Asset Reference from Active Safety Plans?", both of which are unchecked. At the bottom right of the dialog box is an "OK" button. A red arrow points to the "Change Status" icon in the top right corner of the Maximo interface. Another red arrow points to the "New Status" dropdown menu. A third red arrow points to the "OK" button.

**Note:** If you decommissioned the basin (Parent) asset record, all outlets associated with the basin will also be statused to decommissioned.

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