



Los Angeles Unified School District
Maximo 7.6 / General
Modifying Mailer List Guide



DEFINITION

The **Modifying Mailer List Guide** details the step-by-step process on how to edit your emergency and urgent mailer lists in the Person Groups application in Maximo.

Mailers for **Emergency** Work Orders have predefined addresses in which RFDs, AFSDs, CPMs, and Principal Clerks are automatically configured to receive them. If someone is added to the *-CLER person group and flagged to receive the emergency mailers, they will receive all emergency mailers, in every person group, for the respective Area.

Mailers for **Urgent** Work Orders are purely based on what is configured in the Person Groups application in Maximo but may include Seniors and Supervisors of each respective craft.

Please see the steps below to add anyone to urgent or emergency mailer lists.

MAXIMO LOGIN

To login to Maximo 7.6, please go to

<https://awms.lausd.net/maximo/webclient/login/login.jsp?appservauth=true>.

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

The login screen for Maximo 7.6 MaxApp00. It features the Tivoli software and IBM logos at the top. On the left is the Los Angeles Unified School District logo. The main area contains a 'User Name:' field with 'jennifer.leff' entered, a 'Password:' field with masked characters, and a 'Sign In' button. At the bottom, it says '© Copyright IBM Corp. 2007-2020. All rights reserved. See product license for details.'

START CENTER

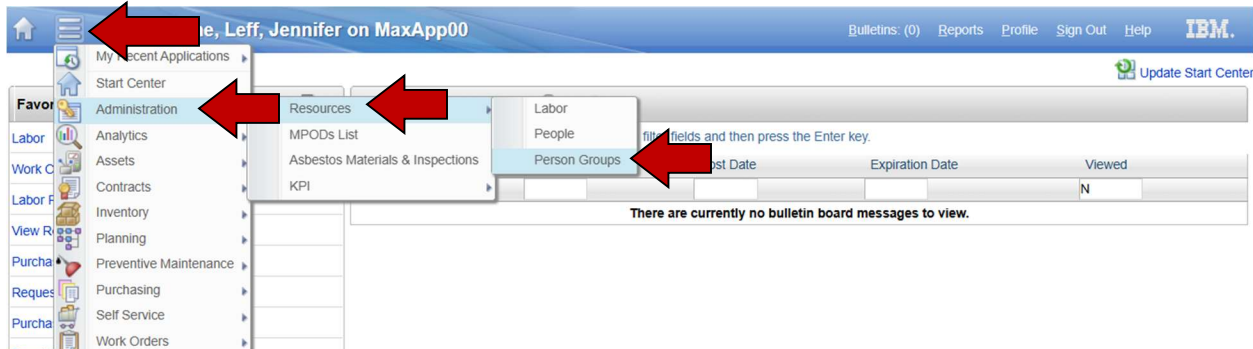
When you first login, you will be taken to the Maximo Start Center.

The Maximo Start Center dashboard. The top bar shows 'Welcome, Leff, Jennifer on MaxApp00' and navigation links for Bulletins, Reports, Profile, Sign Out, and Help. The left sidebar lists 'Favorite Applications' including Labor, Work Order Tracking, Labor Reporting, View Requisition, Purchase Requisitions, Request for Quotations, Purchase Orders, Receiving, Preventive Maintenance, and Assets. The main area features a 'Bulletin Board' with a filter icon and a table with columns: 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.'

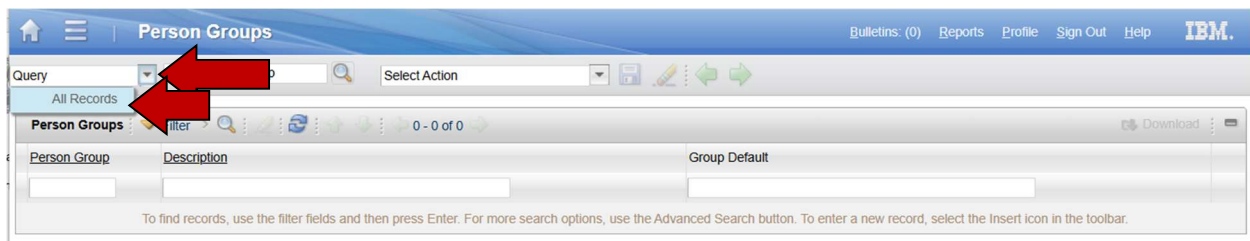


ENTERING THE PERSON GROUPS APPLICATION

To go to **Person Groups** in Maximo, select the hamburger menu , **Administration**, **Resources**, and then click on **Person Groups**.



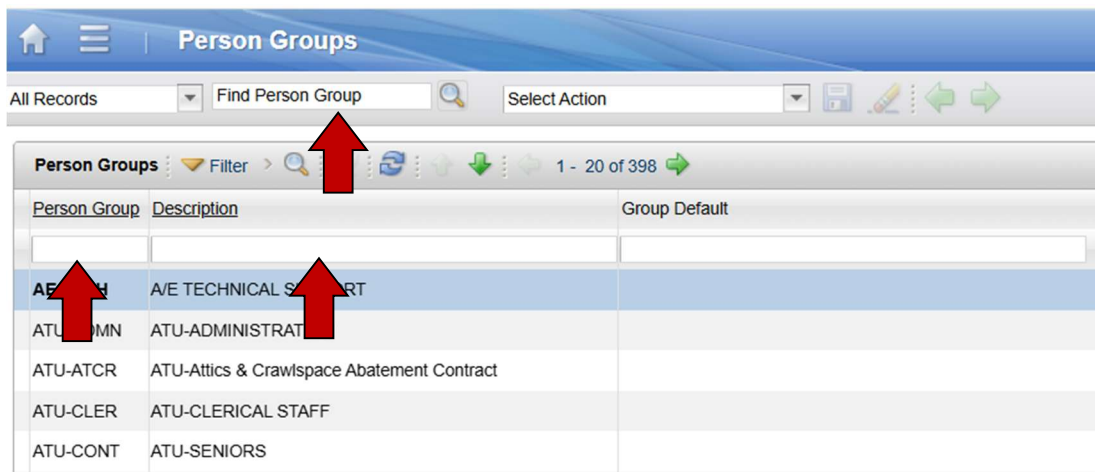
Now that you are in the **Person Groups** application, click on the arrow in the box labeled **Query** and select **All Records**. All the Person Groups in Maximo will now be displayed.



Once you are on this page, you can search for the person group of the employees you wish to add or remove from receiving the mailer. You can do so by one of three ways:

1. Type the person group in the **Find Person Group** box with the magnifying glass.
2. Type the person group in the **Person Group** column search box, or
3. Type a craft/department in the **Description** column search box.

Once you have typed in your search term (i.e. C1-AA), click on the Enter key on your keyboard.





If you are searching in the **Person Group** or **Description** column, you must select the row containing the person group of your choosing.

Person Groups Filter 1 - 1 of 1

Person Group	Description
C1-AA	
C1-AA	AREA-C1 CARPENTRY GROUP

☐ Select Records

You will now be able to see the list of people in the selected Person Group.

Person Groups

Query Find Person Group Select Action

List View Person Group

Person Group: C1-AA AREA-C1 CARPENTRY GROUP Crew Work Group?

People Filter 1 - 6 of 6

Person	Name	Use for Organization	Use for Site	Group Default?	Site Default?	Notify emergency calls?	Notify Urgent Calls?
1055504	Salazar, Orlando	☐	☐	☐	☐	☐	☐
1115158	Ochoa, Ernesto	☐	☐	☐	☐	☒	☒
952817	Gusman, Laurence	☐	☐	☐	☐	☒	☐
1185547	Murillo, Armando	☐	☐	☐	☐	☐	☐
1188708	Turcios Garcia, Carlos	☐	☐	☐	☐	☐	☐
1127467	De Santiago, Eduardo	☐	☐	☐	☐	☒	☐

Alternates For Filter 0 - 0 of 0

Person	Name	Calendar	Shift
There are no rows to display.			

The only thing left to do is to find the employee(s) whose mailer status you wish to alter and either check or uncheck the boxes in the appropriate columns.

Remember to save your work by clicking on the  icon.

Should you have any questions on this guide, please contact the Maximo Team at MaximoTeam@laschools.org.