Managing Spare Parts
In Maximo

Contents

Overview

The purpose of this document is to describe and lay out the specific steps for creating an Asset Template with a spare parts list, applying the template to specific Assets, and displaying or printing the spare parts list.

It is expected that users will generally not make changes in the Assets (Nuc) application spares parts tab but will instead make the changes in the template and then reapply the template back to the original Assets.
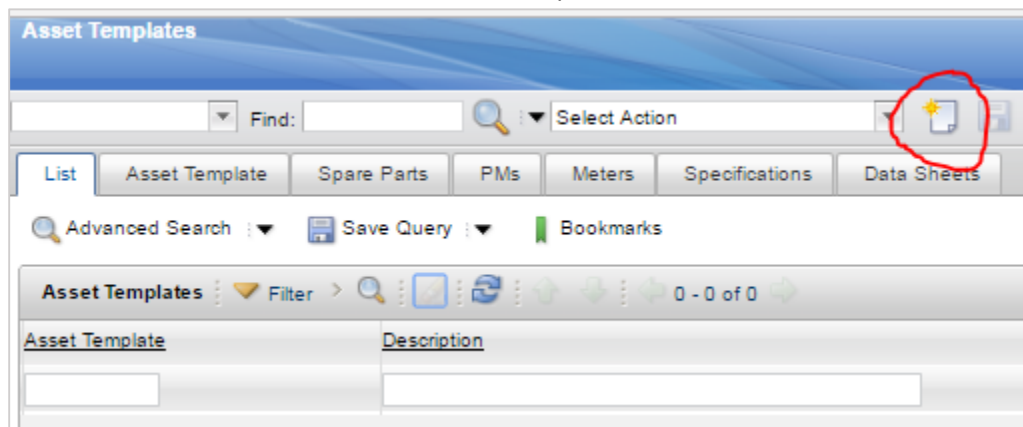
Note: Due to IBM design, when you apply the template to existing assets the specified spare parts are added to any existing spare parts for the Assets. Existing spare part records are not deleted even if you have deleted the spare part from the template. Any spare part on the template that is a duplicate of one that is already on the Asset is ignored. The original spare part record is not changed. This is to preserve changes which may have been made specifically to individual Asset records which is possible using the New Row button or perhaps you have edited remarks.

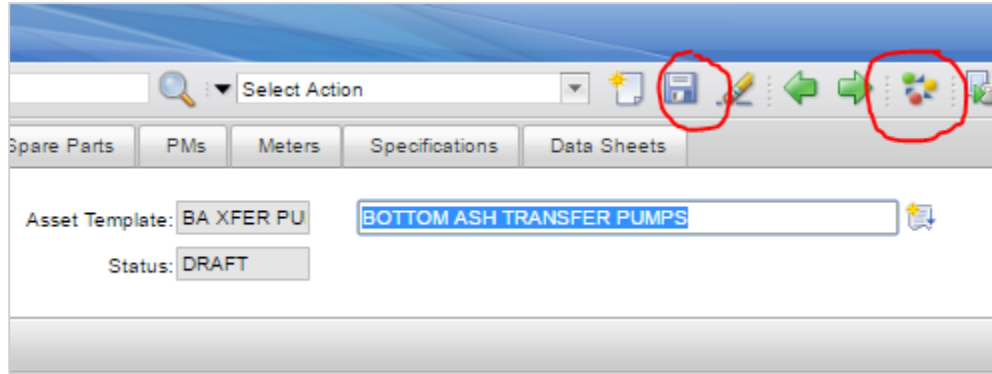# Managing Asset Templates

Creating an Asset Template

Create an Asset Template that represents an existing collection of identical assets which will all have the same spare parts, e.g. Bottom Ash Transfer Pump.
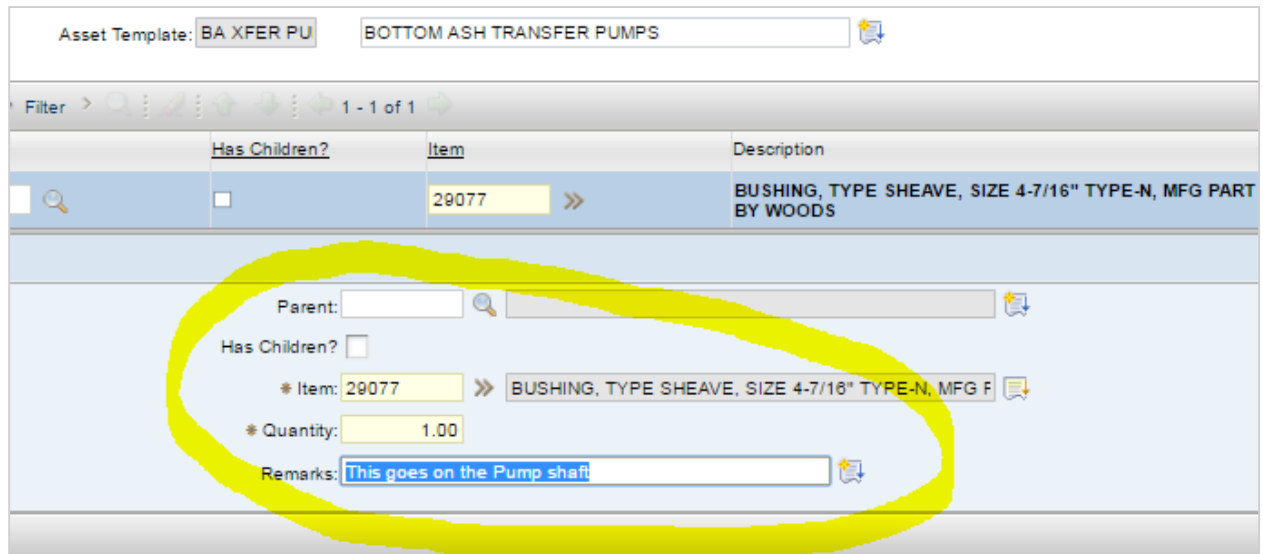
1. In Maximo choose Go To > Assets > Asset Templates. Click on the "New" icon.

2. Enter up to a 12-character Asset Template ID and description -- it is recommended to start each template with the system code. Then click Save and then click the Change Status icon and change the status of the template to Active.
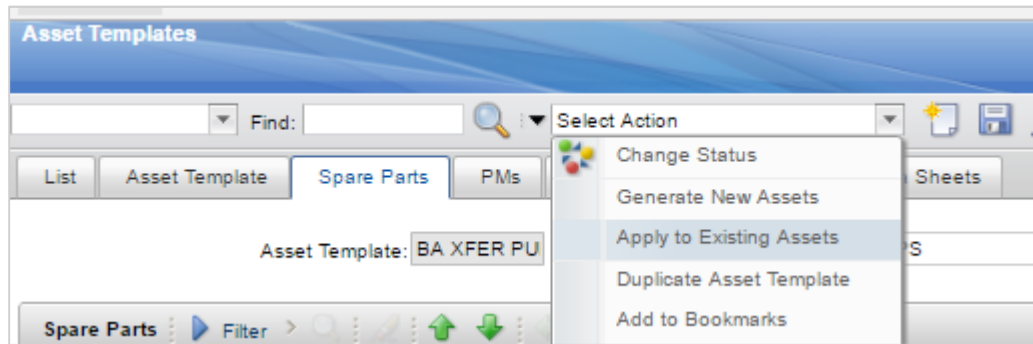
3. Click on the Spare Parts tab and then click on New Row to add a spare part that will be applied to the associated Assets. Enter the following as applicable:
   a. Item number which can be either rotating or non-rotating
   b. Quantity used on the Asset
   c. Remarks
   d. Extended Remarks by clicking the small icon next to Remarks
   e. If this spare part is a Parent to other spare parts in this same list set the "Has Children" box to checked.
   f. If this Item has a Parent item in this same list enter that Parent item in the box provided.

4. Repeat step 3 as needed to fill the spare parts list.

Applying an Asset Template to Assets

1. This steps assumes the Asset to be applied to already exist in Maximo which process is covered in a separate training document.

2. Click on Select Action > Apply to Existing Assets to begin the process. Enter the "Site" when requested which is "IGS" and click Ok.

3. Click the "Select Asset" button at the bottom of the dialog box which appears following step 2 above which displays the Select Assets dialog box. Use the Filter option to narrow down all the Assets so you can easily select them. See example below. Click the small checkbox next to the Assets you wish to apply the template to and click Ok and then click Ok once more. This will apply the spare parts list to the listed Assets.

Note: If you were reapplying the template to Assets again a quick way to select the affected Assets is to enter into the filter in the far right column the Asset Template name.
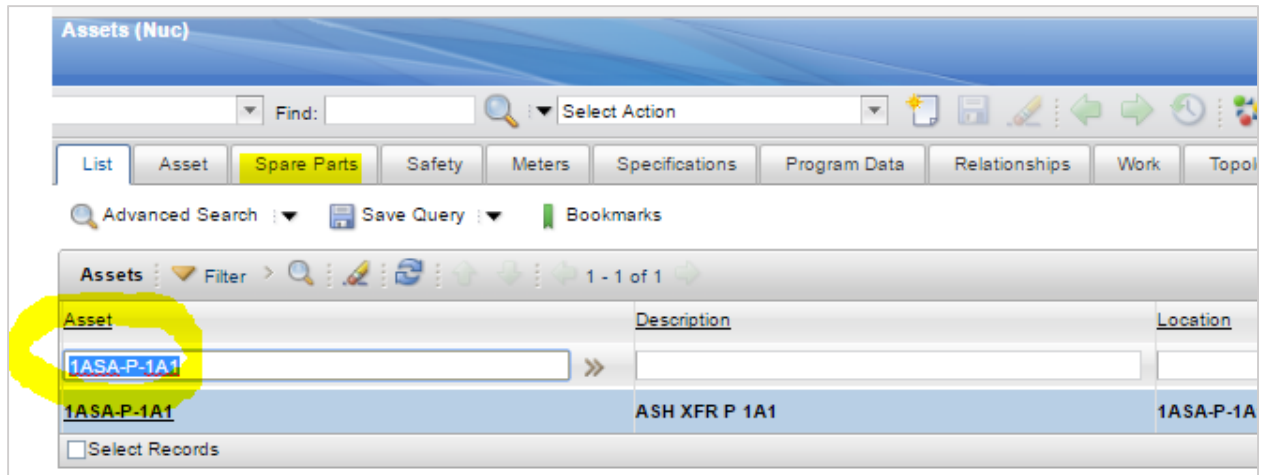

Spare Parts in Assets (Nuc)
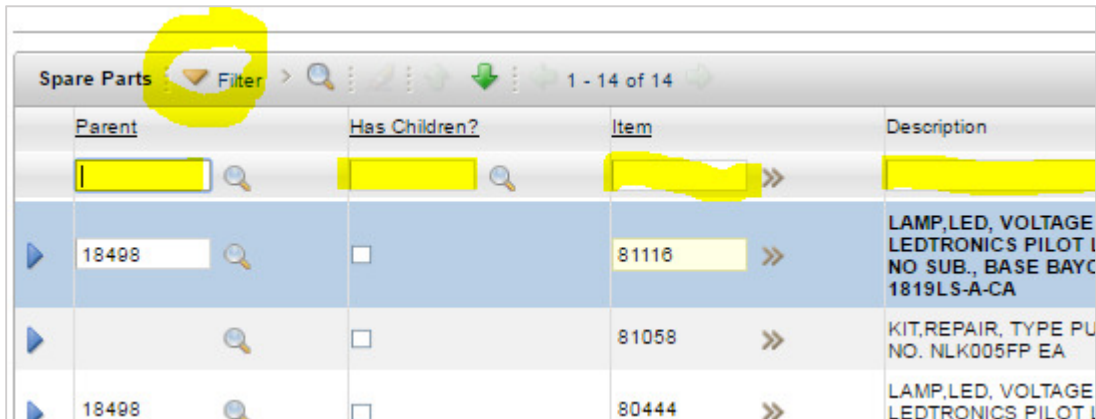
Viewing the Spare Parts List for an Asset

1. In Maximo choose Go To > Assets > Assets (Nuc).

2. Enter an Asset in the List tab and press Enter to search for the Asset. Once it is displayed select it and then click on the Spare Parts tab to display the spare parts in the lower window.

Filtering the Spare Parts List for an Asset

1. Click the blue triangle next to the Filter in the Spare Parts section of the screen. Within that filter row that is provided you can filter down the total spare parts to a more manageable size as follows:
    a. Filter for a keyword in the Description like "Motor"
    b. Filter for a BOM Category code from Item Master
    c. Filter to show only those Items which have children Items
    d. Filter a Parent Item to display only the children Items of the subassembly.
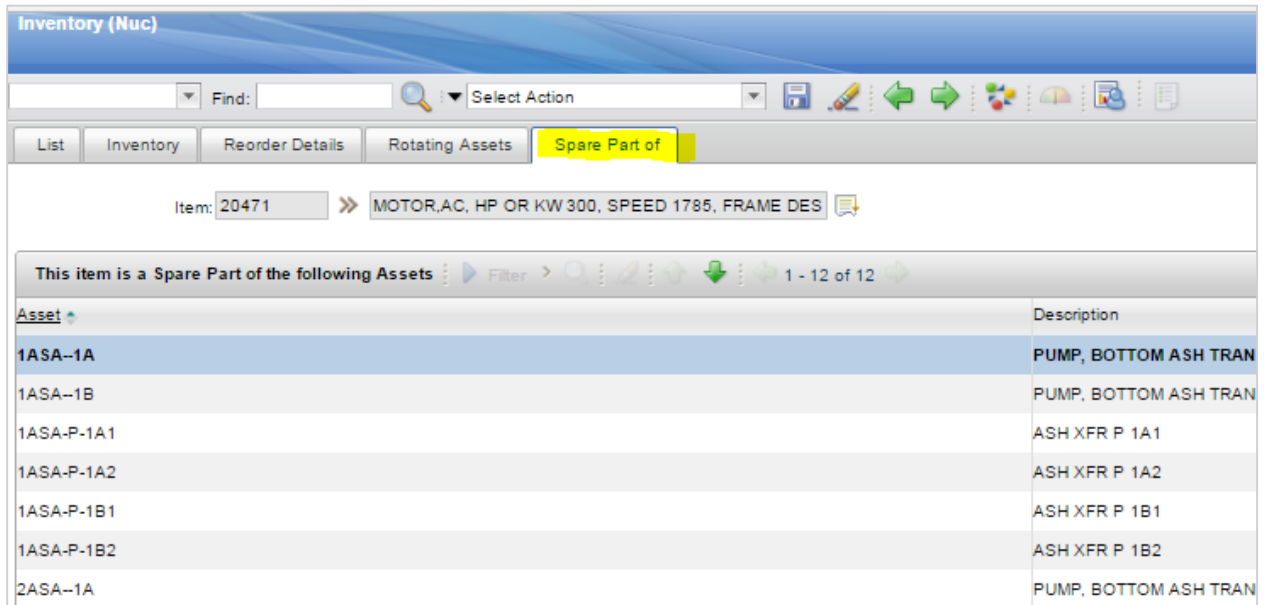

Printing the Spare Parts List for an Asset

With the Asset Spare Parts on the screen click Select Action > Run Reports > Asset Spare Parts List report. Choose output destination printer as done elsewhere in Maximo.

Finding All the Assets Where a Spare Part is Used

Using the Inventory (Nuc) app

1. In Maximo choose Go To > Inventory > Inventory (Nuc).

2. Enter an Item in the List tab and press Enter to search for the Item. Once it is displayed on the Inventory main tab click on the "Spare Part of" tab to display all of the Assets where this particular Item is used on.

Leveraging the Spare Parts List Elsewhere in Maximo

Utilizing in the Work Order Tracking (Nuc) app

1. Open a Work Order ensuring that the Location and Asset field is filled out.

2. Click on the Plans tab then the Materials sub-tab. Then click on "Select Asset Spare Parts" near the right hand margin near New Row. This will display just the Items in the Asset Spare Parts list for you to pick from.

3. Place a check mark in each box next to the Items you want, edit the quantity desired, and then click Ok. The Items will be automatically added to the Work Order for ordering.

Select Asset Spare Parts

Enter asset to search for spare parts: 1ASA-P-1A1

Items ▽ Filter > 🔍   🔼 🔽   1 - 12 of 14 ➡

Item	Description	Quantity	Rema
☑ 81116	LAMP,LED, VOLTAGE 28 VAC/DC, COLOR AMBER, TYPE FOR REPLACEMENT IN LEDTRONICS PILOT LIGHTS WHEN HIGHER MINIMUM TURN-ON VOLTAGES ARE REQUIRED. NO SUB., BASE BAYONET, MFG BY DATA DISPLAY PRODUCTS EA, MFG PART NO. 1819LS-A-CA	1.00	
☑ 81058	KIT,REPAIR, TYPE PULSAFEEDER NLK005FP KOP, MFG BY PULSAFEEDER, MFG PART NO. NLK005FP EA	1.00	
☐ 80444	LAMP,LED, VOLTAGE 28 VAC/DC, COLOR GREEN, TYPE FOR REPLACEMENT IN LEDTRONICS PILOT LIGHTS WHEN HIGHER MINIMUM TURN-ON VOLTAGES ARE REQUIRED., BASE BAYONET, MFG BY DATA DISPLAY PRODUCTS EA, MFG PART NO. 1819LS-G-CG	1.00	
☑ 80442	LAMP,LED, VOLTAGE 28, COLOR RED, TYPE FOR REPLACEMENT IN LEDTRONICS PILOT LIGHTS WHEN HIGHER MINIMUM TURN-ON VOLTAGES ARE REQUIRED., BASE BAYONET, MFG BY DATA DISPLAY PRODUCTS, MFG PART NO. 1819LS-R-CR, NO SUB	1.00	
☐ 79464	CONTROLLER, TYPE MLC EA, RANGE 4-20 MA EA, MFG PART NO. NLDXXDAUEX-XXXXOR EA, MFG BY PULSAFEEDER	1.00	

Labor	Materials	Services	Tools

Materials ▶ Filter > 🔍   🔽   1 - 4 of 4 ➡

	Task	Line Type	Item		Description
▶	🔍	ITEM	29077	»	BUSHING, TYPE SHEAVE, SI.
▶	🔍	ITEM	80442	»	LAMP,LED, VOLTAGE 28, CO
▶	🔍	ITEM	81058	»	KIT,REPAIR, TYPE PULSAFE
▶	🔍	ITEM	81116	»	LAMP,LED, VOLTAGE 28 VAC

Pending Desktop Reservations ▶ Filter > 🔍   0 - 0 of 0