

## Maximo Work Flow Explained in 25 Easy Steps.



1. Service Request entered by craft and approved by Front Line Supervisor.
2. The Work Order is electronically work flowed or routed to Planning in WPLAN (Waiting Planning) status.
3. Planning takes place, the Work Order is evaluated for tagging requirements. The Planner can electronically work flow directly to the Front Line Supervisor in a status of APPR (Approved) or electronically work flow the record to Scheduling in a status of WSCH (Waiting to be Scheduled). All tagging requests must work flow through Scheduling a minimum of 24 hours before start date.
4. The Schedulers will distribute all work orders, with attachments, electronically work flowed through Scheduling to the craft supervisors.
5. Maximo evaluates tagging requests or the protection required check box at the instance the record becomes scheduled.
6. If no tags are needed, the Work Order is scheduled and electronically work flowed to Front Line Supervisor in a status of APPR.
7. The Front Line Supervisor assigns the work to the Craftsmen.
8. The Craftsmen executes the work, and enters notes in the log tab of the Work Order.
9. The Front Line Supervisor opens Work Order Tracking (Nuc) in Maximo, and enters the Work Order number.
10. The Front Line Supervisor verifies notes are entered on the log tab, evaluates actual hours and ensures parts have been picked up.
11. If all parameters are meet, the Front Line Supervisor select the Route Work Flow Icon



12. If a clearance is required, the planner selects the Protection Required check box on the main tab of the work order and selects the appropriate box indicating if a "clearance" or "ok to" is required. Special instructions or notes relating to the conditions required or any additional equipment needing to tag out are typed into the Planner Clearance Notes box. These notes are the equivalent to the information entered in a tag request in the TIMS system. (see the box below)

The screenshot displays the Maximo Work Order interface with the following details:

- Work Order:** 1248
- Description:** COUPLING ALIGNMENT
- Location:** THRC-P-1B
- Asset:** THRC-P-1B
- Class:** WORKORDER
- Work Type:** CM (Corrective Maintenance)
- Work Category:** [Blank]
- GL Account:** THRX-401
- Labor Account:** THRX-101
- Status:** WPLAN (Waiting Planning)
- Status Date:** 8/15 8:04 AM
- Shutdown Code:** N (No Shutdown)
- Planner Clearance Notes:** A red box highlights this section, containing checkboxes for:
  - Protection Required?
  - OK to?
  - Clearance?
  - Dispose Test Authorized?
  - Tagged?
  - Released from Clearances?

13. Once the work order is scheduled, Maximo electronically changes the status to WTAGAPPR (Waiting for Tag Approval). This routes the work order to Operations Supervision for tagging approval and will become visible in their Approved Work Orders That Require Protection portlet.
14. The Operations Supervisor selects the work order from the portlet and selects the Work Flow icon.  This approves the tag request.
15. The status of the work order will electronically change to WTAG (Waiting for Tag). This status indicates the equipment is waiting for tag application or requires a work card.
16. The work order will electronically work flow to the Control Operator's Work Orders Waiting for Protection portlet.
17. The Control Operators are continuing to using Eclipse for tagging control. The existing Eclipse process will be followed for hanging the clearance, signing on and signing off.
18. The craft supervisor should refer to the weekly schedule to determine the Scheduled Start Date of Work Orders scheduled with clearance requests. Tagging will be indicated with the text of "YES" in the Tags column of your schedule.
19. Once the clearance is hung and ready to be verified, the Control Operators will electronically work flow the work order to the Front Line Supervisor. The craftsman will go to the control room, get a copy of the tag sheet, verify tagging is appropriate and begin work. The work order status will electronically work flow to a status of RBYOPS (Released by Ops).
20. The Front Line Supervisor assigns the work to the craftsmen.
21. The craftsmen execute the work, and enters notes in the log tab of the work order.
22. The Front Line Supervisor checks notes in on the log tab, evaluates actual hours and ensures all parts have been picked up.
23. If all parameters are meet, the Front Line Supervisor selects the Route Work Flow Icon , and changes the status of the work order to FCOMP (Field Complete). This electronically Work Flows or routes the work order to Planning for auditing and closing.
24. The Planner audits the work order and will electronically work flow it to ACOMP (Audit complete). Maximo will electronically work flow the work order to a status of COMP (Complete).
25. After 90 days, Maximo will electronically work flow the work order to a status of CLOSE (Closed).

Note- We want to use the work flow because there are more options for moving the work order electronically. It can be sent back to the planner for more parts, back to the scheduler to reschedule.