New Cornell Maximo Help Library

As part of Phase 1 of the Job Cost System Migration Project, a Cornell specific Maximo help system was created and integrated directly into Maximo. From any application in Maximo there is a new link under “Help” called “<application name> Cornell Help”. Clicking this link will launch a webpage which contains Cornell specific standard operating procedures (SOP’s), step-by-steps, and other relevant information for the application you need help with. This help system will also be available directly from the Maximo website without the need to log in to Maximo first. Many of the applications in the new help system are currently blank but there is an initiative underway to populate this information. Test cases from previous projects (such as the Maximo 6 Upgrade, IMS Migration, and Job Cost Phase 1) will be used as the basis for much of the information. Standard operating procedures and other relevant information will be developed by subject matter experts (SME’s) for areas which they represent. John McCarthy from Finance has been appointed the “keeper” of the new help system. Along with Angela Baker and Michael Baker, content has begun being collected/developed for the new help system and this is expected to continue over the coming months. If there is something you think should be included in the help system please send it to jm377@cornell.edu for review and possible inclusion.

Have Ideas for Articles? Questions? Comments?

Please send an e-mail to Angela Baker (amv56@cornell.edu) or Michael Baker (meb84@cornell.edu) we would love to hear from you. We are always looking for the best possible ideas from users to include in these newsletters.
Fall Prevention Equipment in Maximo

The FM Trade Shops are very happy to announce that we will begin using Maximo to inventory and monitor our Fall Prevention (FP) equipment.

About three years ago, the Shops began a new program, in partnership with Tim Ford and EH&S, to periodically inspect and track our FP equipment inventory. This process was initiated to ensure our compliance with OSHA and manufacturer requirements for periodic inspections by a competent individual.

For the past three years we have been using paper copy inventory sheets kept in binders to complete the inspection process. As we have a large inventory of equipment, the current process can take some extra administrative time to fill out the inventory forms. Also, when the time comes to complete the inspection, it can be a challenge to locate the equipment.

A few months ago, I sat down with Angela Baker and Steve Phayre to discuss options for utilizing Maximo as a central database for inventory and monitoring of our FP equipment. We also discussed ways that Maximo could be helpful for the inspection process.

At our initial meeting, we categorized all of the FP equipment, and determined the classification and attributes/characteristics of each category of gear. We also discussed the expectations for utilizing Maximo for the inspection process. The primary objective was to eliminate the paperwork and binders, and be able to electronically complete a form for each piece of equipment when the inspections are due.

After determining what the objectives and criteria were, Steve took the information from the meeting and began building the classifications and attributes in Maximo. It didn’t take long for Steve to build a working model that allows us to categorize and track types of equipment as well as individual items.

Next step was to create “storerooms” so that equipment can be tracked by Shop. This will be very helpful in locating equipment when the inspections are due. We are also exploring the option of using Maximo as a “sign out” tool, so that equipment can be tracked real-time on a daily/weekly basis. The process will allow us to easily move equipment between “storerooms”, as necessary for our operational needs, and still be able to easily locate the equipment.

We currently inspect our equipment every six months. Maximo will generate a work order for each piece of equipment, grouped by Shop (storeroom), that I can electronically access to complete the inspection. Once the equipment has been inspected, I will be able to “complete” the process and close out the work order.

On occasion, equipment is taken out of service. Maximo will allow us to keep permanent records of all inspections, as well as a permanent record of any equipment that is taken out of service, and why it was removed from service. This will be very helpful with our compliance requirements, and justifications for new equipment purchases.

~ Rick Roper

Job Cost System Phase 2

Beginning in October, use cases for Phase 2 of the Job Cost System Migration began to be developed. The basis for determining what use cases needed to be written came from the various user stories which were submitted when the second phase of the project began. Use case leads were selected for each of the use cases and teams were assembled to help each lead generate the necessary information for each use case. Deadlines for use case completion have been set and meetings have been steadily occurring to work on each use case. Those use cases which have been classified as “Must Haves” are scheduled to be completed by 11/9 and those classified as “Should and Could Haves” are scheduled to be completed by 11/22. Information contained in these use cases will be one way which the developers derive the requirements for this phase of the project. Other requirements will come from a mapping exercise of the current JCS, which the developers performed, and also directly from subject matter experts. If you are interested in seeing what information is collected on a use case, a template can be found here.
Did You Know... Labor Reporting

The Labor Reporting module is typically used to enter and approve time. The first time you go into Labor Reporting you will most likely see all labor entries. The common practice is to use the drop-down menu in the upper left hand corner to choose a saved query that pertains to your shop. We’ll talk about these queries first.

Queries, no matter what module you are in, are classified as either public (which everyone can see) or private (which only you can see). Queries marked as private appear at the top of the query list, followed by public queries.

Once you have selected a query and have a list of results in front of you, the next useful thing to do is expand a line that you are looking at. To do this, click the blue arrow to the left of the line you wish to view.

Now, in addition to the main information, you will see a host of other valuable fields. One of particular note is the “Daily Total Hours” field. This field automatically totals the hours for the employee, for the date entered in the “Start Date” field. Another interesting area of the details section is collection of “Approval Information” fields. This area shows who and when each labor entry was entered, who and when each labor entry was approved, and if the labor entry has been processed into the Job Cost System.

Moving on to labor entry, there are a few data entry shortcuts which can save a lot of time. First, if you are entering a data for the same month that we are currently in, you can just enter the day (i.e. 29) and tab to the next field. Maximo will fill in the rest of the date (10/29/10 in this example). If you enter month and day (i.e. 10/29) Maximo will also automatically add the year. Maximo also understand military time when entering data in time fields. For example, if you entered 7 as “start time” and 13 as “finish time”, Maximo would translate these fields into 7am and 1pm respectively.

As a side note, when searching for data in Labor Reporting users can use the same advanced searching capabilities which are available elsewhere in Maximo (see the April 2010 newsletter).

Unique Website Visits per Day (Past 30 Days)

Initiatives

- A new Maximo 7 Upgrade section has been added to the initiatives screen. This section will be updated once more information about the upgrade has been collected.

Maximo Website

- Website statistics have been enabled for the Maximo website. This will allow us to see which pages are the most accessed, and direct our efforts to improving those areas of the website. These statistics will also allow us to determine when the website is most heavily utilized, which can help us avoid outages during peak times.

- A new link on the main menu called “Cornell Maximo Help Library” has been created under the “Maximo Tools” heading. Clicking this link will open a new window which links directly to the help library which is discussed earlier in this month's newsletter.

- A new FAQ section has been added under the “Maximo Tools” heading on the main menu. The content of this page is being developed by the Core Use Group. As the name implies, this page will contain answers to more frequently asked questions about Maximo, but which do not fall into the help library.