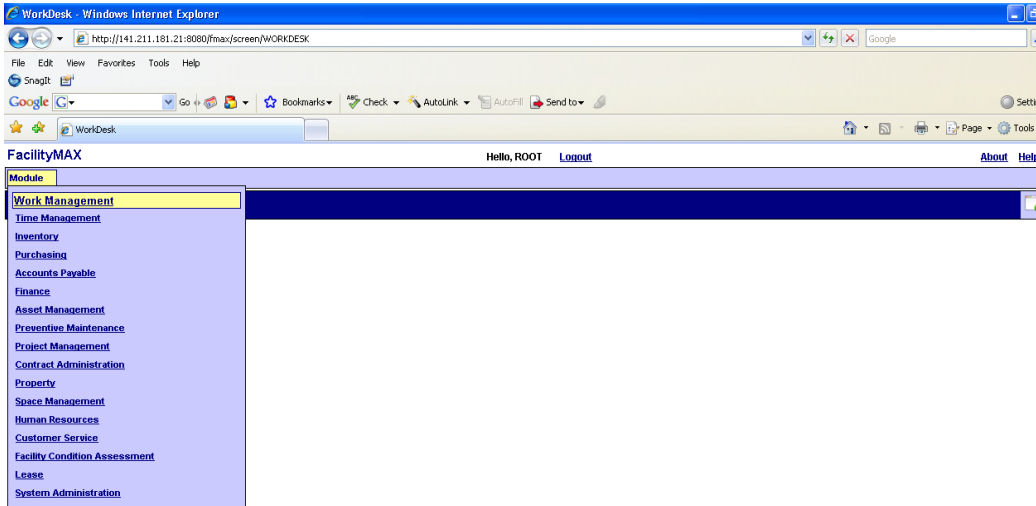


# Creating Your Own Custom Search or Query

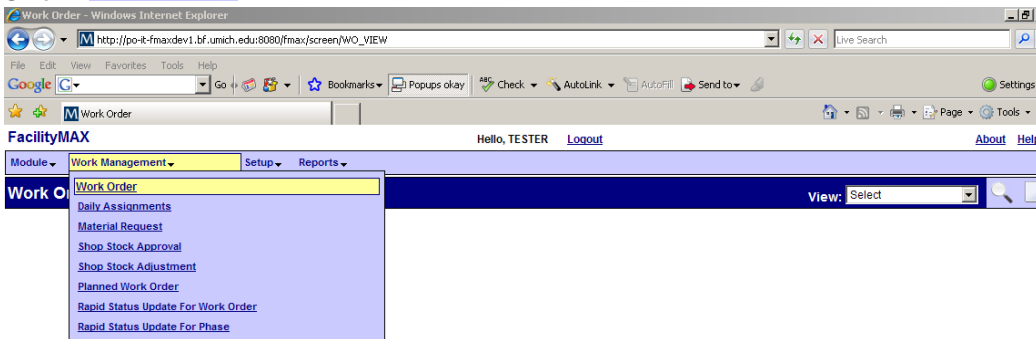
To Create your own Custom Search or Query (aka Filter):




From the Workdesk Screen:

1. Move the mouse cursor over **Module**
2. Click **Work Management**



3. Move the mouse cursor over **Work Management**
4. Click **Work Order**



5. Click the  (note if there is any data on the form, click  to reset the form)
6. In the work order search screen click  to add a custom query.

# Creating Your Own Custom Search or Query

7. Type a name for the query (required) and a description (optional).

Personal Query - Windows Internet Explorer  
https://fms.bf.umich.edu/fmax/screen/ADD\_FILTER

FacilityMAX Hello, JESICIA Logout About Help

Module

Personal Query

Name: Web Customer Test

Work Desk: No


Work Desk Count: No

Description: Customer query

**\*\*Note\*\***

If you would like your custom query to appear on your work desk screen (the first screen after you login) select Yes  .

Set   if you want FMAX to track the count of work orders in your custom query.

8. Click  to finish

**\*\*Note\*\***

**Do NOT click the browser back button. This will cause the lost of the data entered.**

9. Enter specific select criteria in the applicable fields.

FacilityMAX Hello, JESICIA Logout About Help

Module Work Management

Work Order Queries WEB CUSTOMER TEST

MSYS Budget1 Total =

MSYS Budget1 Hours =

MSYS Budget1 Labor =

MSYS Budget1 Matl =

Phase

Phase =

Status = NEWWORK

Description =

Estimator =

Estimated Start Date =

Estimated End Date =

Work Code =

Shop = M2500

Estimate Hours =

Estimate Labor Cost =

# Creating Your Own Custom Search or Query

## Custom Search or Query: (Continued)


### \*\*Note\*\*

If there are multiple fields being used in the query (from the WO Header), each field may be assigned a sequence number, which can be entered in the blank white box  next the select criteria pull down menu bar.  =

Field	Sequence	Operator	Value
Work Order		=	<input type="text"/>
Description	2	contains	TEST
Status	1	=	ASSIGNED
Region		=	<input type="text"/>
Facility		=	<input type="text"/>
Property		=	<input type="text"/>
Project		=	<input type="text"/>
Do Not Use		=	<input type="text"/>
Type		=	<input type="text"/>
Category		=	<input type="text"/>
Institution		=	<input type="text"/>
Department	3	=	600100


The results will be ordered in sequence by the numbers assigned (and only this data will be present on the browse screen). i.e. 1 being the first, 2 second, 3 third, etc.


10. Click  to save the query.

11. Click  at the top left corner to go back to the work desk screen.

Field	Sequence	Operator	Value
Work Order		=	<input type="text"/>
Description	2	contains	TEST
Status	1	=	ASSIGNED
Region		=	<input type="text"/>
Facility		=	<input type="text"/>
Property		=	<input type="text"/>
Project		=	<input type="text"/>
Do Not Use		=	<input type="text"/>
Type		=	<input type="text"/>
Category		=	<input type="text"/>
Institution		=	<input type="text"/>
Department	3	=	600100

### \*\*Note\*\*

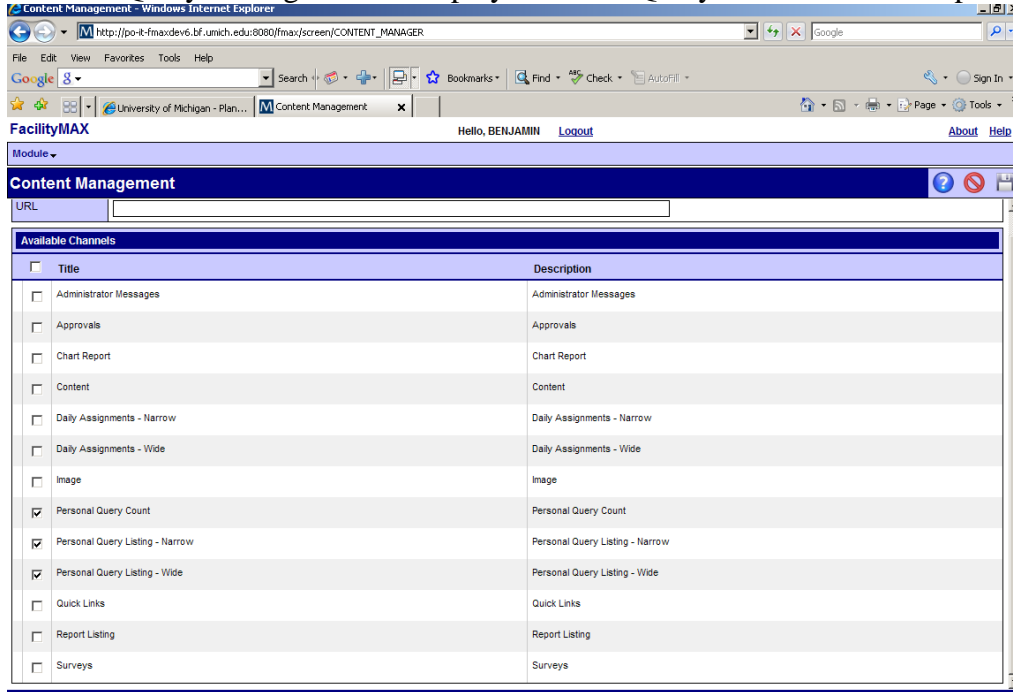
If you don't see your custom query on the workdesk or would like to add more custom queries or links, click the add content icon  at the top right. Then proceed to step #7.


If you want to clear all content on your workdesk click the refresh button 

# Creating Your Own Custom Search or Query

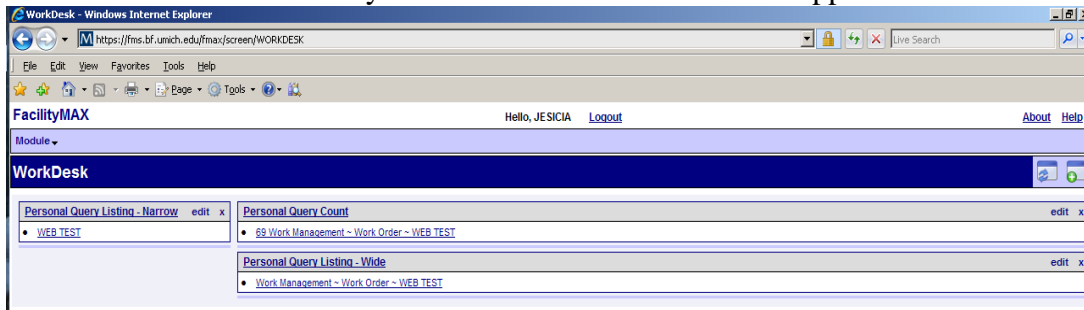
## Custom Search or Query: (Continued)

12. Select the query channels to add on Workdesk by clicking the  next to them:
- Personal Query Count - Displays Work Order count
  - Person Query Listing-Narrow - Displays Custom Query Name
  - Personal Query Listing-Wide - Displays Custom Query Name with Description



13. Then click  to save your changes.

The work desk will now show your query information. By clicking on one of the queries you will execute that search and your work order information will appear.



From the work desk you can set your personal queries to automatically refresh. Click edit next to the query you wish to have refresh. The personal query count channel box appears.

# Creating Your Own Custom Search or Query

## Custom Search or Query: (Continued)

The screenshot shows a web browser window titled "FacilityMAX" with a user greeting "Hello, JESICIA" and a "Logout" link. The page header includes "Module" and "About Help" links. The main content area is titled "Personal Query Count Channel" and contains a configuration form. The form has a left sidebar with labels: "Title", "Description", "New Window", and "Refresh". The "Title" field contains "Personal Query Count". The "Description" field also contains "Personal Query Count". The "New Window" field is a dropdown menu. The "Refresh" field is a dropdown menu with a blue icon.

The queries can be set to refresh at 1 or 5 minute intervals by selecting the interval from the drop down. If no interval is set the query will not reset automatically, but can be manually reset by refreshing the web page.