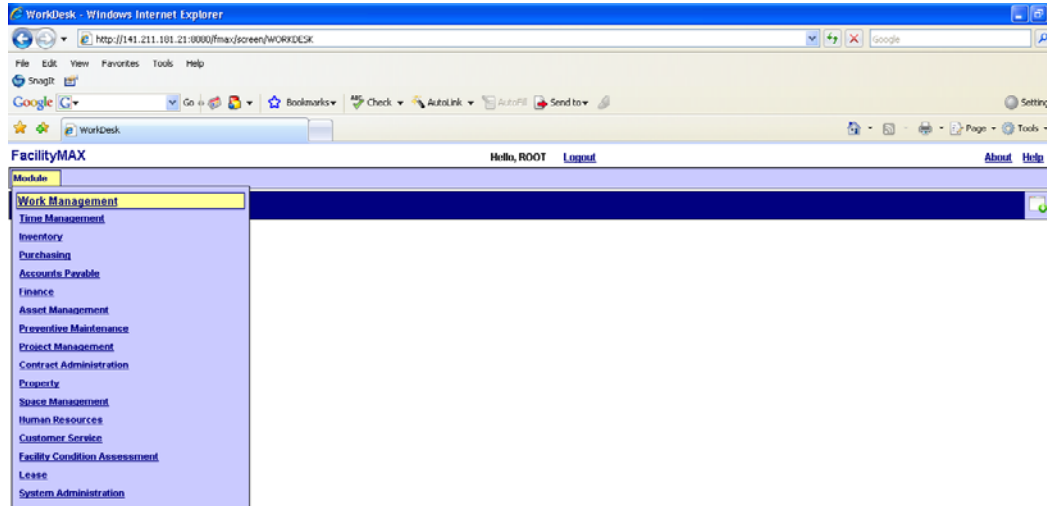


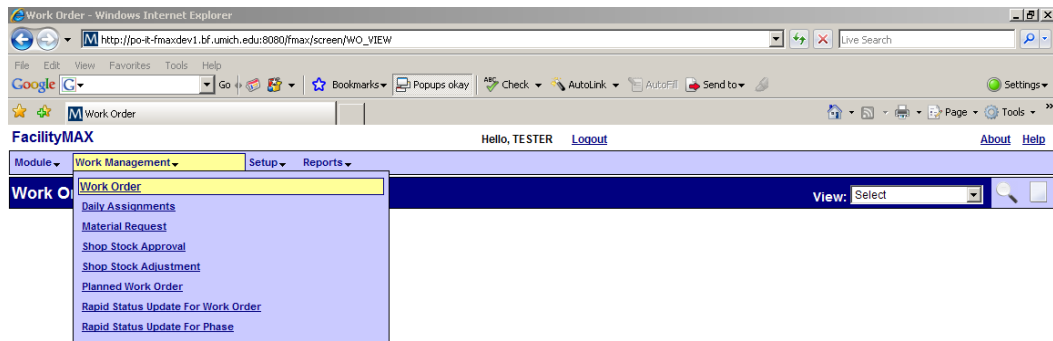
Viewing Work Orders in FMAX

From the Workdesk Screen:

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





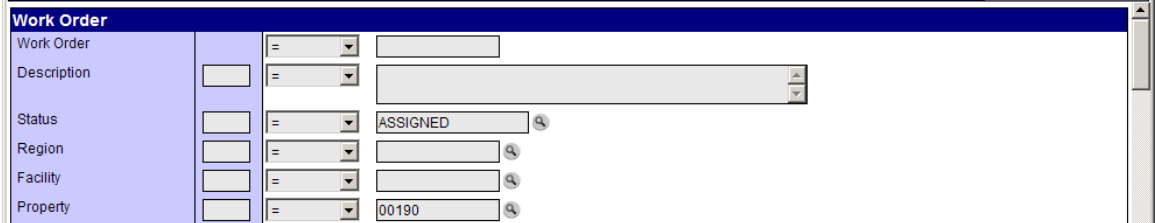
3. Move the mouse cursor over **Work Management**
4. Click **Work Order**




Viewing Work Orders in FMAX

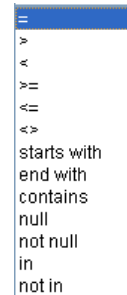
To perform a Work Order Search:

1. Click the 
2. Choose the selection criteria you are looking for and in the right most blank field you can either type the criteria or click the  to pick the item from a list. *Note: there are several selection criteria options. On the right side of the screen is a scroll bar, advancing downward will offer more options for searching, including shop number and account (if searching for work charged to a specific chartcom).*




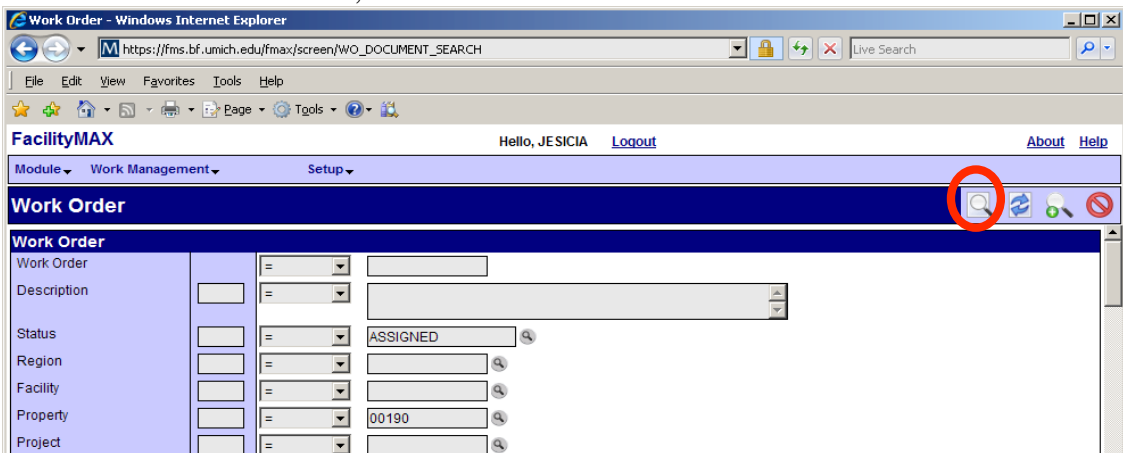
- The middle field is the “operator”, it defaults to “equal to”  but can be changed by selecting from the pull down menu:

Note: < > is the “not” operator, meaning the search results will not include this criteria. (i.e. search for all orders that are < > closed will return all “open” work orders).

- 
- =
 - < >
 - <
 - >
 - starts with
 - end with
 - contains
 - null
 - not null
 - in
 - not in

- The left most blank field is for sequencing the orders returned by your search.

3. Once all criteria are entered, click  to execute the search



Viewing Work Orders in FMAX

To Perform a Work Order Search: (Continued)

4. Select the work order you want to view by clicking the work order number.

The screenshot shows a web browser window displaying the FacilityMAX Work Order search results. The page title is "Work Order - Windows Internet Explorer". The URL is "https://fms.bf.umich.edu/fmax/screen/WO_BROWSE?statusCode=ASSIGNED&category=Y&proposal.operator". The page shows a list of work orders with columns for Work Order, Description, Status, Type, Category, Region, Facility, Property, Requestor, and Date Created. The work order numbers in the first column are circled in red.

Work Order	Description	Status	Type	Category	Region	Facility	Property	Requestor	Date Created
1195894-2009	RMS 2437, 2443, ANML RMS, COCK ROACHES	ASSIGNED	P	B	UM	MAIN	00190	BGF	Feb 10, 2009
1195893-2009	MEDICAL SCIENCE 1 RM 2425, ANML RM, DOOR CLSR NOT LATCHING COMPLETELY	ASSIGNED	P	B	UM	MAIN	00190	MGF	Feb 10, 2009
1195836-2009	#4 ELEVATOR DOORS ARE CLOSING VERY SLOW	ASSIGNED	P	B	UM	MAIN	00190	MGF	Jan 30, 2009
1195825-2009	ELEV #19 NOT OPERATING PROPERLY	ASSIGNED	P	RGP	UM	MAIN	00190	MGF	Jan 30, 2009
1195758-2009	RM 3309M BAD BEARING ON FAN	ASSIGNED	P	RGP	UM	MAIN	00190	MGF	Jan 30, 2009
1195618-2009	RM 6437, DI FAUCET RUNNING CONSTANTLY	ASSIGNED	P	RGP	UM	MAIN	00190	MGF	Jan 29, 2009
1195617-2009	ELEV #1-NOT LEVEL ON 4TH FLOOR	ASSIGNED	P	B	UM	MAIN	00190	MGF	Jan 29, 2009
1195615-2009	RM 2233, LOW WATER PRESSURE	ASSIGNED	P	RGP	UM	MAIN	00190	MGF	Jan 29, 2009
1195601-2009	RM 3216A-CHANGE PRIMARY HTG VALVE	ASSIGNED	P	RGP	UM	MAIN	00190	MGF	Jan 29, 2009
1195596-2009	RMS 2253, 2253A & B, 2251, TOO HOT	ASSIGNED	P	B	UM	MAIN	00190	MGF	Jan 29, 2009
1195511-2009	#4 ELEVATOR, NOT RESPONDING TO CALL	ASSIGNED	P	B	UM	MAIN	00190	MGF	Jan 29, 2009

Page 1 of 8 Records Found = 199



The work order appears presenting only the “header” information at first glance.

The screenshot shows the FacilityMAX Work Order detail page for work order 1195836-2009. The page title is "Work Order - Windows Internet Explorer". The URL is "https://fms.bf.umich.edu/fmax/screen/WO_VIEW?proposal=1195836-2009". The page displays detailed information about the work order, including its description, status, and various organizational and classification details.

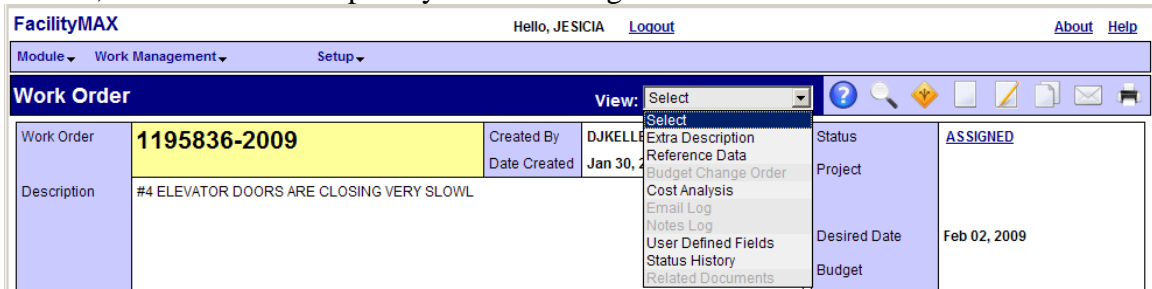
Work Order	1195836-2009	Created By	DJKELLEY	Status	ASSIGNED	
Date Created	Jan 30, 2009 03:01 PM	Project		Desired Date	Feb 02, 2009	
Description	#4 ELEVATOR DOORS ARE CLOSING VERY SLOW					
Organization	MGF	Property	UM	Classification		
Organization	MAINT GENERAL FUND	Region	UNIVERSITY OF MICHIGAN	Problem Code		
Requestor	MGF	Facility	MAIN	Type	P	
Requestor	MAINT GENERAL FUND	Facility	ANN ARBOR CAMPUS	Type	PLANT OPERATIONS	
Contact	ABBIE WILSON	Property	00190	Category	B	
Contact Phone	764-8111	Property	MEDICAL SCIENCE UNIT I	Category	CORRECTIVE REPAIR	
Contact Email						
Phase						
Phase	Description	Location	Shop	Work Code	Priority	Status
001	#4 ELEVATOR DOORS ARE CLOSING VERY SLOW		M6500	XXXX	02	DISPATCHED

Record 3 of 199

Viewing Work Orders in FMAX

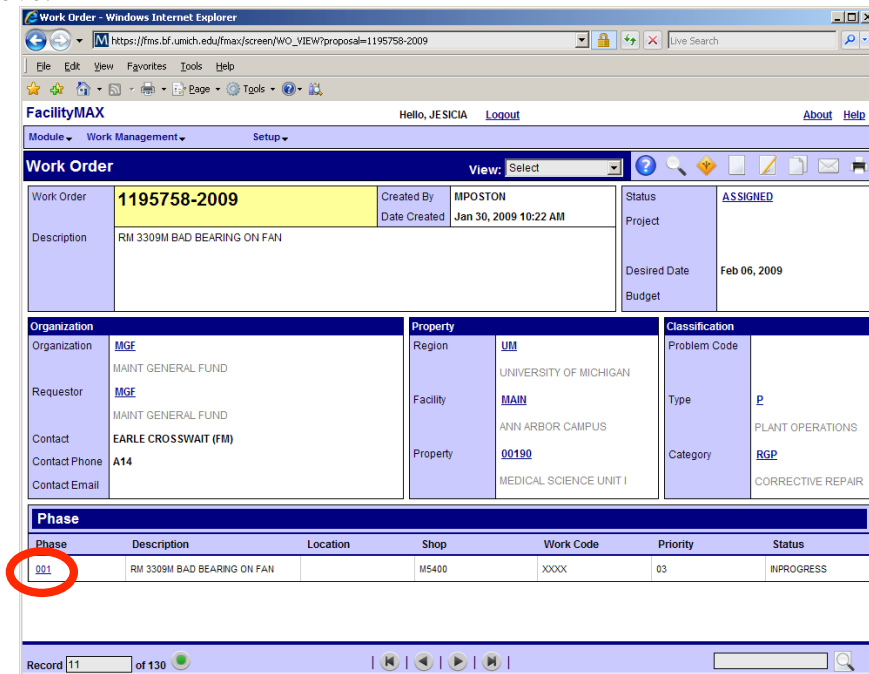
- If you want to refer back to the search results click .
- To perform a new search (change criteria), click .
- **View:** is the equivalent of the “side buttons” in FMS.

To view the extra description, or cost analysis information for the entire Work Order select view, then click on the option you are looking for.



Work Order		View: <input type="text" value="Select"/>		Status	ASIGNED
Work Order	1195836-2009	Created By	DJKELLE	Project	
Description	#4 ELEVATOR DOORS ARE CLOSING VERY SLOWL	Date Created	Jan 30, 2009	Desired Date	Feb 02, 2009


To view a particular phase (including extra description or cost analysis information specific to that phase) you need to first click the phase number as circled in the picture below, the phase information will appear. Then click the view drop down menu as noted above.



Work Order		View: <input type="text" value="Select"/>		Status	ASSIGNED
Work Order	1195758-2009	Created By	MPOSTON	Project	
Description	RM 3309M BAD BEARING ON FAN	Date Created	Jan 30, 2009 10:22 AM	Desired Date	Feb 06, 2009

Organization		Property		Classification	
Organization	MGE	Region	UM	Problem Code	
Requestor	MAINT GENERAL FUND	Facility	UNIVERSITY OF MICHIGAN	Type	P
Contact	MGE	Property	ANN ARBOR CAMPUS	Category	RGP
Contact Phone	EARLE CROSSWAIT (FM)		00190		PLANT OPERATIONS
Contact Email	A14		MEDICAL SCIENCE UNIT I		CORRECTIVE REPAIR

Phase						
Phase	Description	Location	Shop	Work Code	Priority	Status
001	RM 3309M BAD BEARING ON FAN		M5400	XXXX	03	INPROGRESS

To return to the previous screen click the done flag . Clicking the done flag on each screen will return you to the work order header.