

Today's Training Agenda

MMS website: <http://www.indiana.edu/~mmswebpg/>

FMAX website: <https://test.mms.indiana.edu/fmax-stg>

Navigation

- Users Log in

 - Network ID not case sensitive

 - No FMAX password

- The look and drill down

- The work desk

 - Filters and Report listing

- The buttons

 - FMAX Icons

Searching

- Searching improvement

- Create your own report (mention)

User Filters

- Creating User Filters or Queries

- Create your own report (mention)

- How it looks on the work desk

Updating Work Orders

- Edit icon

- Status

- Phase drill down

Printing

- Steps of Printing a work order

Questions

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Pager: 812-337-4710

FMAX Icons






Scroll Buttons

First	
Previous	
Go	
Next	
Last	






Desktop

Up	
Down	
Right	
Left	
Zoom In	
Zoom Out	
Zoom Reset	



Browse Page Buttons

First Browse	
Previous Browse	
Go Browse	
Next Browse	
Last Browse	





























Detail Buttons

Add Detail	
Delete Detail	
Add Note	
Filter Detail	
Clear Filter Detail	

Dialog Buttons

Yes	
No	




Toolbar Buttons

Execute Search	
Reset	
Add Query	
Delete Query	
Back to Browse	
Search	
Refresh	
Quick Filter	
New	
Edit	
Delete	
Save	
Cancel	
Done	
Zoom Next	
Error Log	
Clear	
Show All	
CAD Viewer	
Approve	
Reject	
Generate	
Save Query	
Copy	
New Detail	
Load Timecard	
Print	
Print Dialog	
CSV	



Launch Buttons

Zoom	
Zoom	
Calendar	

Miscellaneous Buttons

Attach	
Login	
Snapshot	

Profile Picture Component Buttons

Delete Profile	
Add Profile Picture	

Tips and Tricks

When you are using FMAX, you must turn off your Pop up blocker or some windows will not show up. If you need assistance with this please call your MMS Contact Person.

When you edit any kind of record, you must click on edit on the main page before you drill down into the detail.

Examples: Click edit on Work order before you click on phase.

Click edit on purchase order before you click on the line item to make changes.

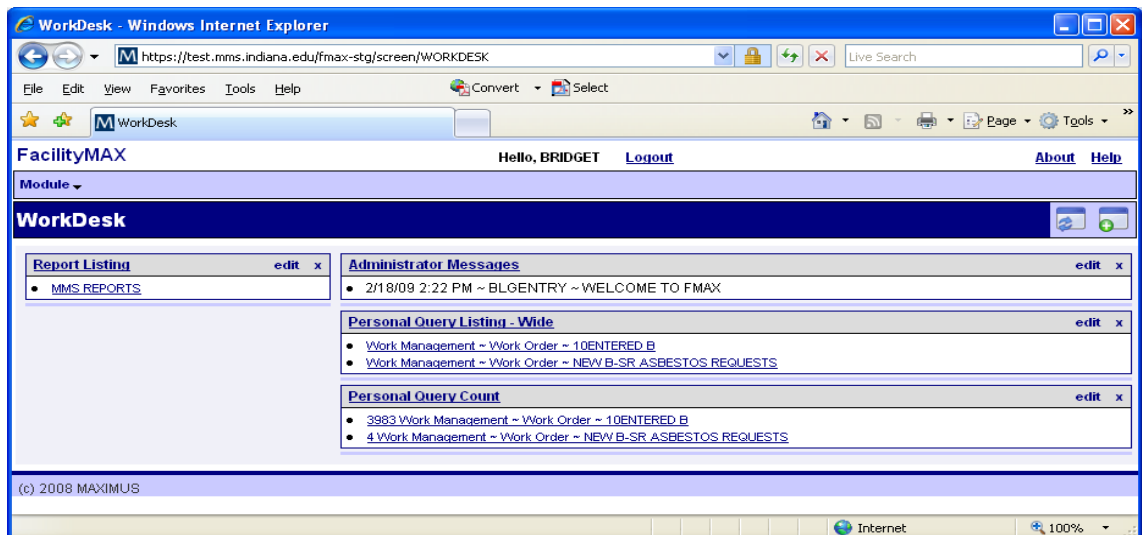
MORE TO COME.....

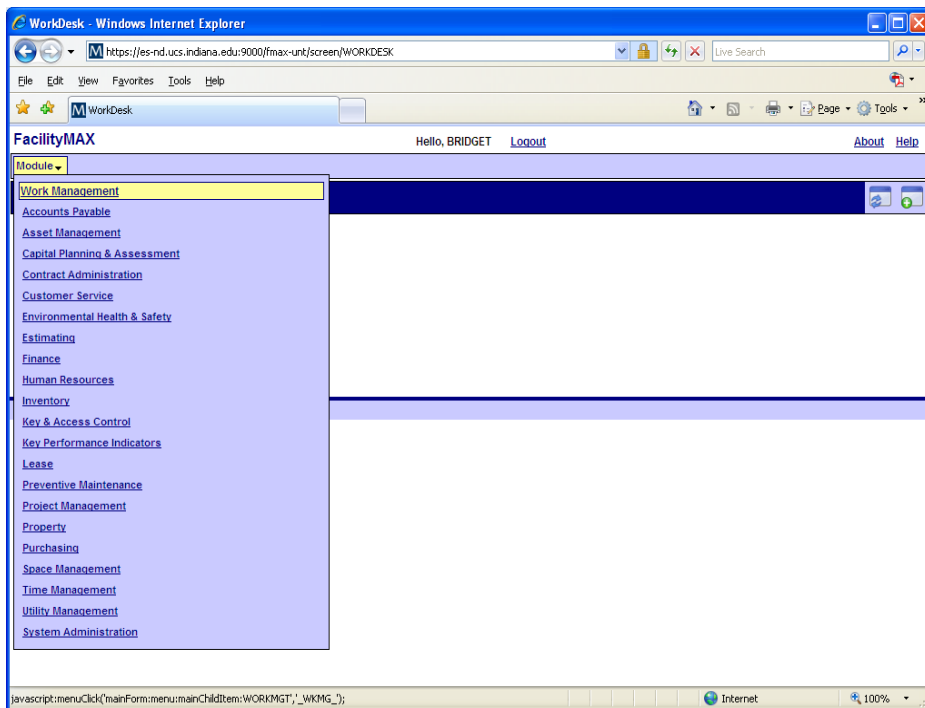
Navigation

Below you will see the FMAX log in screen. You will use your network id and password. You will not have a separate log in for MMS.



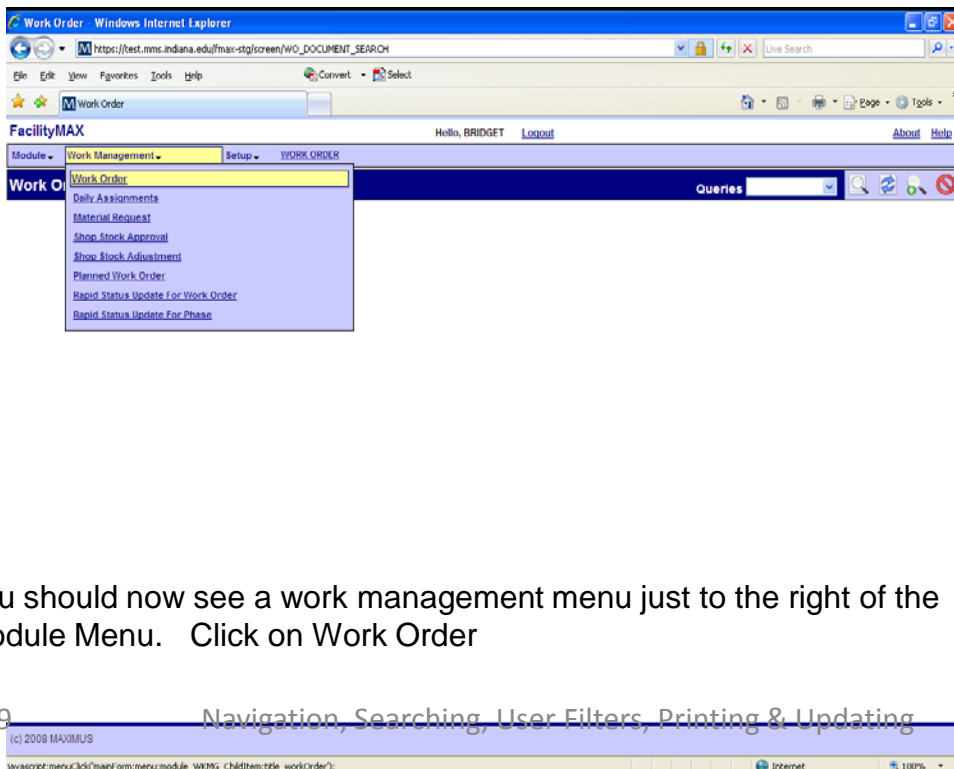
After you log into MMS you will see what we call a WORK DESK. Your work desk is a page that can sum up the activity in MMS that relates to you. If you have reports that you run regularly, you can access them from here. If you have user filters on your searches, they can show up on this page. If there is a message that we as administrators need to get out to all users, you will see it at the top under Administrator Messages.





The picture above shows the Module menu. You will only see modules that you have access to. As you can see, I have full access so the full list shows up.

In Facility Focus you had a menu that you clicked on the left side and then on the right side. This is similar. You have the module menu and once you click on it, you have a screen menu on the right of it. Click on Work Management. Now you will have a Work Management menu just to the right of the module menu.



You should now see a work management menu just to the right of the Module Menu. Click on Work Order

This is what the new work order page looks like. Over in the upper right corner you will notice 2 icons.



The magnifying glass is your search icon



The sheet of paper is your insert or new icon.

Lets start out by doing a search in the work order screen. You will need to click on the magnifying glass in the upper right corner.

Searching

Work Order - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/WO_DOCUMENT_SEARCH

File Edit View Favorites Tools Help

Convert Select

Work Order

FacilityMAX Hello, BRIDGET Logout About Help

Module Work Management Setup WORK ORDER

Work Order Queries

Work Order

Work Order

Description

Status

Region

Facility

Property

Project

Problem Code

Type

Category

Institution

Department

Organization

Requestor

Contact

Contact Phone

Contact Email

Budget

Request Date

Desired Date

Customer Request

Reference

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Done Internet 100%

You should now see the search screen. Searching in FMAX is much more user friendly than it was in facility focus. If you notice in the upper right corner you will see 4 icons.



The magnifying glass is the execute search icon.

The two blue arrows is the reset icon.

The magnifying glass with the green plus sign is the add query icon

The red circle with the line through it is the cancel icon.

You will also notice just to the left of your icons a drop down box that is labeled Queries. Once you have created some of your own searching filters (or queries) they will be listed in this box.

You will notice on this page that I have trimmed the images so that I could show you a bigger view of your searching options.

This will make searching for work orders much easier. If you know that you had a work order that had the words “too cold” in the description, you can choose **Contains** from the drop down menu and type **too cold** inside the description box. I’ve done this below. You can now click the magnifying glass to execute the search.

Work Order - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/WO_DOCUMENT_SEARCH

File Edit View Favorites Tools Help

Convert Select

Work Order

FacilityMAX Hello, BRIDGET Logout About Help

Module Work Management Setup WORK ORDER

Work Order Queries

Work Order

Work Order in 11,936205,318595

Description =

Status =

Region =

Facility =

Property =

Project =

Problem Code =

Type =

Category =

Institution =

Department =

Organization =

Requestor =

Contact =

Contact Phone =

Contact Email =

Budget =

Request Date =

Desired Date =

Customer Request =

If you are looking for more than one work order at once, you will need to choose **in** from the drop down menu. Then you can put the first number in the work order blank, use a comma and put the next work order. Do not use a space between the work order and the comma. I have done this above. Once you have the work order numbers all in the box you can click on the magnifying glass (execute search) icon.

****As a side note, please notice that several of the fields above have a zoom icon beside them. A small magnifying glass beside them in a grey circle. You can look up the available options for that blank by clicking on the zoom icon. The dates also have a small calendar to the side of them. You can click on the calendar then click on a date and it will fill in the blank for you.****

Work Order - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/WO_BROWSE?proposal.operator=IN&proposal=936211%2C936205%2C318595

File Edit View Favorites Tools Help

Convert Select

Work Order

FacilityMAX Hello, BRIDGET Logout About Help

Module Work Management Setup WORK ORDER WO 2220003 REPORT

Work Order

Work Order	Description	Status	Type	Category	Region	Facility	Property	Requestor	Date Created
936211	AC UNIT BLOWING HOT IN MARTIN 108	30-COMP	B	B-SR	BL	MARTIN HALL	BL456	B-FOSTER QUAD RESIDENCE	Aug 08, 2007
936205	CHECK CHILLER ITS OFF AND IN ALARM.	30-COMP	B	B-SR	BL	SMITH RESEARCH	BL573	B-573	Aug 08, 2007
318595	CHILLER OFF AND IN ALARM	30-COMP	B	B-SR	BL	OPTOMETRY SCHOO	BL065	B-065	Jul 28, 2002

Page 1 of 1

Records Found = 3

Internet 100%

Here are the results from the search of multiple work orders. Once you click on the execute search, the results will come back in a list as they did in facility focus. You can click on the work order number on the left to bring up that particular request.

Work Order - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/WO_VIEW?proposal=936211

File Edit View Favorites Tools Help

Convert Select

Work Order

FacilityMAX Hello, BRIDGET Logout About Help

Module Work Management Setup WORK ORDER

Work Order View: Select

Work Order	936211	Created By	CJBRUCE	Status	30-COMP
Description	AC UNIT BLOWING HOT IN MARTIN 108	Date Created	Aug 08, 2007 08:23 AM	Project	
				Desired Date	Aug 09, 2007
				Budget	\$0.00

Organization	Property	Classification
Organization	Region	Problem Code
Requestor	BLOOMINGTON	Type
Contact	MARTIN HALL	BLOOMINGTON PHYSICAL PLANT TYPE
Contact Phone	1000 N FEE LN	Category
Contact Email	BL456	BPP SERVICE REQUEST
	MARTIN HALL	

Phase

Phase	Description	Location	Shop	Work Code	Priority	Status
001	AC UNIT BLOWING HOT IN MARTIN 108		B-ZONE 5	B-HEAT-COOL	B-01-1 DAY	60-CLOSED

Record 1 of 3

Internet 100%

In this case I chose the first work order listed. 936211.

User filters or Queries

Now that you know how to search, I want to show you how to create filters. Many of you have filters set up in facility focus. When you click on search it will show you a box with search options. Filters are a little bit different now so let's walk through making one. Start out by going to the Work order screen and clicking on the search icon (the magnifying glass) in the upper right corner.

As a reminder, to get to the work order screen, go to: <https://test.mms.indiana.edu/fmax-stg> , log in with your network id/password, choose work management from the Module menu, and choose work order from the work management menu.

Work Order - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/WO_DOCUMENT_SEARCH

File Edit View Favorites Tools Help

Convert Select

Work Order

FacilityMAX Hello, BRIDGET Logout About Help

Module Work Management Setup WORK ORDER

Work Order Queries

Work Order

Work Order =

Description =

Status =

Region =

Facility =

Property =

Project =

Problem Code =

Type =

Category =

Institution =

Department =

Organization =

Requestor =

Contact =

Contact Phone =

Contact Email =

Budget =

Request Date =

Desired Date =

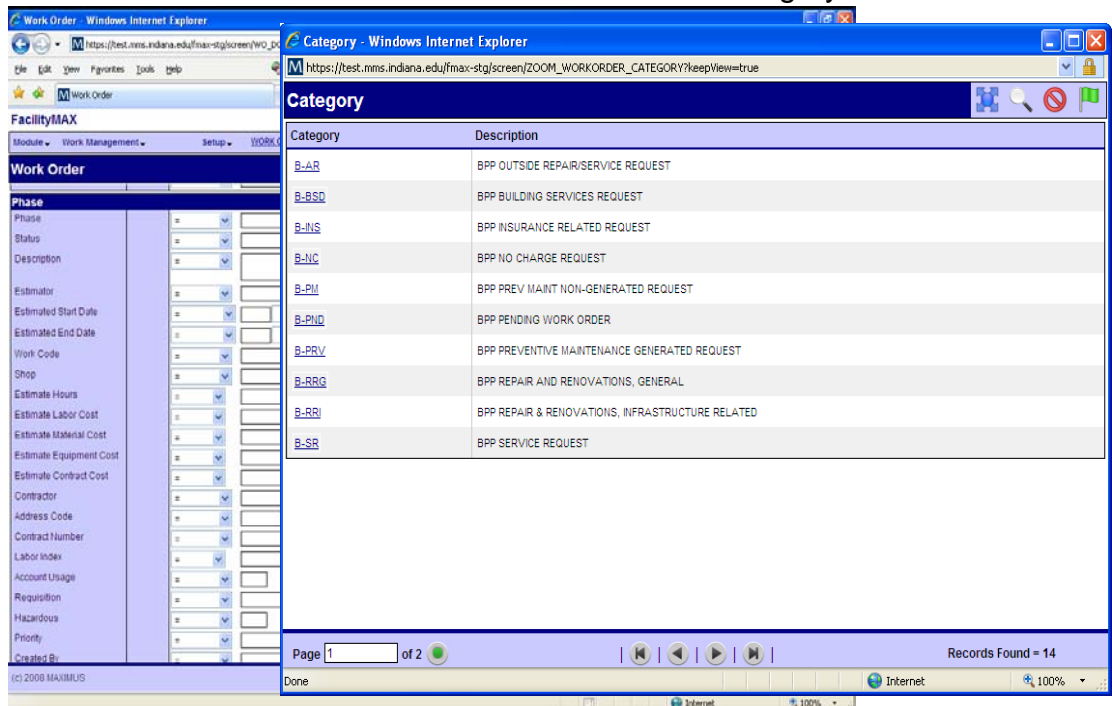
Customer Request =

Reference =

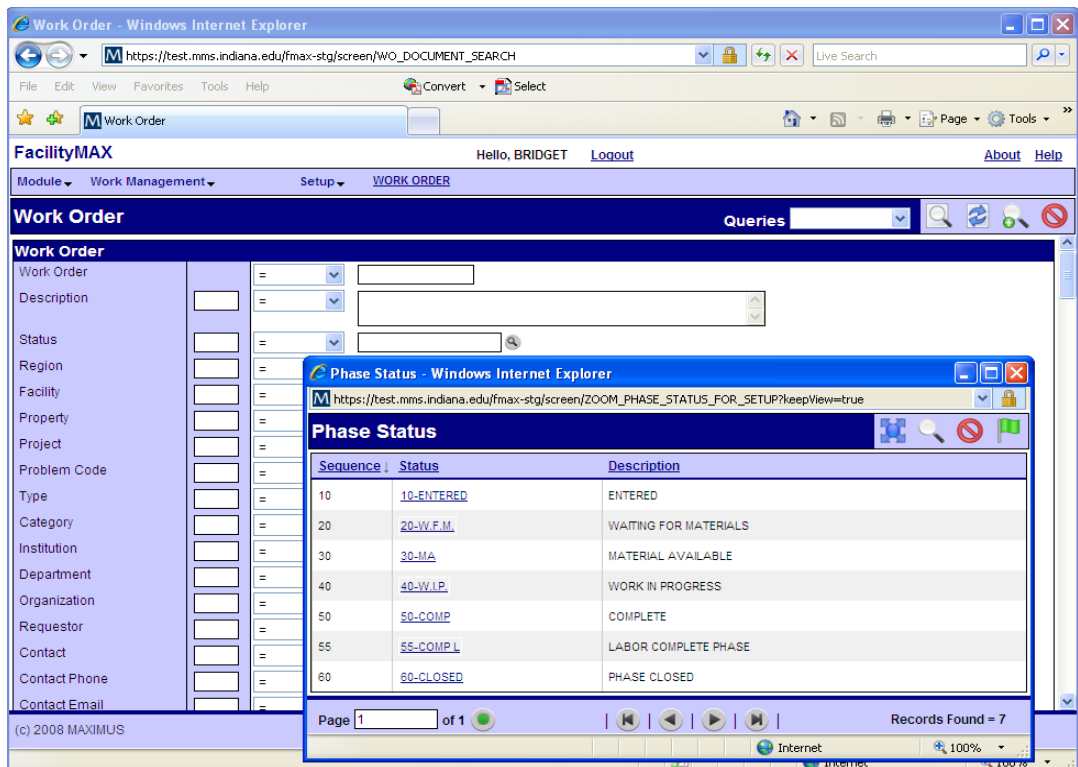
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For our first filter we will be searching for a new work order in a particular shop. Once I am on the search screen, I will fill in the category first by clicking on the zoom icon (the small magnifying glass) I have highlighted category above. Then I will scroll down to the phase section of the search. We will then fill in the shop and status.

Start with the category since it is first on the search list. Find the category field and click on the zoom icon. This will bring a pop up box. Choose the category that you plan to search for. In this case I will search for the B-SR category.



After you have chosen the category, scroll down to the phase status and click on the zoom icon (the small magnifying glass) You will see a window pop up with status choices. In this case we will choose 10-ENTERED.



Now that you have the phase status, lets choose the correct shop. In this case I will choose the asbestos shop.

The screenshot shows the FacilityMAX Work Order system in a Windows Internet Explorer browser. The main window displays the 'Work Order' page with a sidebar on the left containing a list of fields: Phase, Status, Description, Estimator, Estimated Start Date, Estimated End Date, Work Code, Shop, Estimate Hours, Estimate Labor Cost, Estimate Material Cost, Estimate Equipment Cost, Estimate Contract Cost, Contractor, Address Code, Contract Number, and Labor Index. The 'Shop' field is selected, and a pop-up window titled 'Shop' is displayed. This window shows a table of shops with columns 'Shop' and 'Description'. The table lists various shops, including B-ADMIN SHOP, B-ASBESTOS, B-BLDG SERVICES, B-BS SPEC EVENT, B-CAMPUS, B-CARPENTER, B-COORDINATORS, B-ELECTRIC SHOP, B-ELECTRONICS, and B-ELEV/FIRE. The 'B-ASBESTOS' shop is highlighted. At the bottom of the pop-up, it indicates 'Page 1 of 3' and 'Records Found = 26'.

Shop	Description
B-ADMIN SHOP	BPP ADMINISTRATIONS SHOP
B-ASBESTOS	BPP ASBESTOS ABATEMENT SHOP
B-BLDG SERVICES	BPP BUILDING SERVICES
B-BS SPEC EVENT	BPP ATHLETICS SPECIAL EVENTS
B-CAMPUS	BPP CAMPUS GROUNDS MAINT. SHOP
B-CARPENTER	BPP PLANT CARPENTERS SHOP
B-COORDINATORS	BPP COORDINATORS SHOP FOR WO
B-ELECTRIC SHOP	BPP ELECTRIC SHOP
B-ELECTRONICS	BPP ELECTRONICS SHOP
B-ELEV/FIRE	BPP ELEVATOR/FIRE ALARM SHOP

Once you have filled in the fields you want to include on the search, you can now add your query. Click on the magnifying glass with the green plus sign.

The screenshot shows the FacilityMAX Work Order system in a Windows Internet Explorer browser. The main window displays the 'Work Order' page with a sidebar on the left containing a list of fields: Phase, Status, Description, Estimator, Estimated Start Date, Estimated End Date, Work Code, Shop, Estimate Hours, Estimate Labor Cost, Estimate Material Cost, Estimate Equipment Cost, Estimate Contract Cost, Contractor, Address Code, Contract Number, and Labor Index. The 'Status' field is selected, and a search query builder is displayed. The query builder shows a list of fields with dropdown menus for operators and text boxes for values. The 'Status' field is set to '10-ENTERED'. The 'Shop' field is set to 'B-ASBESTOS'. At the bottom of the query builder, it indicates 'Page 1 of 3' and 'Records Found = 26'.

Field	Operator	Value
Phase	=	
Status	=	10-ENTERED
Description	=	
Estimator	=	
Estimated Start Date	=	
Estimated End Date	=	
Work Code	=	
Shop	=	B-ASBESTOS
Estimate Hours	=	
Estimate Labor Cost	=	
Estimate Material Cost	=	
Estimate Equipment Cost	=	
Estimate Contract Cost	=	
Contractor	=	
Address Code	=	
Contract Number	=	
Labor Index	=	

On this screen you will need to name your filter. We will call this New B-SR Asbestos requests. Below the name you can choose yes or no for this report to show up on your work desk. You can also choose yes or no for it to be on the work desk with a count. The difference between those is, just showing a link on your work desk or showing a link that tells you how many new requests there are before you click the link. **For this example I am choosing yes for both so that I can show you how they appear. You will not need yes on both of these.** Then you will need to put in a description of this filter. I just described the filter in more detail. When you are finished, click on the green flag in the right upper corner of your page.

Personal Query - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/ADD_FILTER

File Edit View Favorites Tools Help

Convert Select

Personal Query

FacilityMAX Hello, BRIDGET Logout About Help

Module

Personal Query

Name:

Work Desk: Yes

Work Desk Count: Yes

Description:

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Internet 100%

Clicking the green flag will bring you back to the search screen. Notice that your new filter (or query) is listed in the Queries box at the top of your screen. **YOU MUST click on the SAVE icon for this query to save.**

Once you have clicked on the save icon, you can test your query by clicking on the execute search icon. The plain magnifying glass.

Work Order	Description	Status	Type	Category	Region	Facility	Property	Requestor	Date Created
612082	INSPECT/REPAIR ASBESTOS IN MACHINE RM	10-ENTERED	B	B-SR	BL	CYCLOTRON	BL608	B-608	Jan 19, 2005
1122709	REPLACE COIL IN AC #4	10-ENTERED	B	B-SR	BL	MUSIC ADDITION	BL148	B-148	Nov 14, 2008
1112804	CLEAN ALL MACHINE ROOMS PER JOHN	10-ENTERED	B	B-SR	BL	JORDAN HALL	BL107	B-107	Oct 21, 2008
1086354	UPPER MACH. RM 5TH FL - HUMIDIFIER #1 TH	10-ENTERED	B	B-SR	BL	GEOLOGICAL SURV	BL418	B-418	Aug 18, 2008

You can go back to the work desk to see your query listing by clicking on the blue Facility MAX words in the upper left corner of the page. You can see below that I have put a box around the query that we added to the work desk. Notice that the query is listed in the personal query listing and the personal query count. The personal query count has the number of new B-SR Asbestos requests right on the link. There are 4 new requests. The other listing doesn't provide that count.

WorkDesk - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/WORKDESK

File Edit View Favorites Tools Help

Convert Select

WorkDesk

Page Tools

FacilityMAX Hello, BRIDGET Logout About Help

Module

WorkDesk

Quick Links edit x

Report Listing edit x

Administrator Messages edit x

Personal Query Listing - Wide edit x

- Work Management ~ Work Order ~ 10 ENTERED B
- Work Management ~ Work Order ~ NEW B-SR ASBESTOS REQUESTS

Personal Query Count edit x

- 3083 Work Management ~ Work Order ~ 10 ENTERED B
- 4 Work Management ~ Work Order ~ NEW B-SR ASBESTOS REQUESTS

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Updating Work Orders

When you need to update a work order (the status for example) you will need to start by doing a search for the work order number. For this example I will use the asbestos order 612082. There are 3 ways we can look for this request. We can run the filter we set up to find it among other new work orders for asbestos. We can click on the magnifying glass and go to the search screen OR since we know the exact number, we can put it into the box at the bottom right corner of the page. Since you have already seen the filter and the search page, I will find this one by using the white box at the bottom right of the page. Start by going to the Work order screen.

Work Order - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/WORKDESK

File Edit View Favorites Tools Help

Convert Select

Work Order

FacilityMAX Hello, BRIDGET Logout About Help

Module Work Management Setup

Work Order View: Select

Work Order		Created By		Status	
Description		Date Created		Project	
				Desired Date	
				Budget	

Organization	Property	Classification
Organization	Region	Problem Code
Requestor	Facility	Type
Contact	Property	Category
Contact Phone		
Contact Email		

Phase						
Phase	Description	Location	Shop	Work Code	Priority	Status

612082

You will notice on this screen that I have entered 612082 into the box on the bottom right hand of the screen above. There is a magnifying glass next to that, click on it and it will find the work request for you.

So now we have the work order that we need click on the edit icon. Please note that if you are editing the phase only, you still have to click the edit icon before you click on the phase. The edit icon is the sheet of paper with a pencil laying on it.

Work Order - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/WO_VIEW

File Edit View Favorites Tools Help

Convert Select

Work Order

FacilityMAX Hello, BRIDGET Logout About Help

Module Work Management Setup

Work Order View: Select

Work Order	612082	Created By	MHUFF	Status	10-ENTERED
Description	INSPECT/REPAIR ASBESTOS IN MACHINE RM	Date Created	Jan 19, 2005 12:56 PM	Project	
				Desired Date	Jan 24, 2005
				Budget	\$0.00

Organization	Property	Classification
Organization	Region	Problem Code
BL-JUCF BLOOMINGTON-IU CYCLOTRON FACILITY	BL BLOOMINGTON	
Requestor	Facility	Type
B-608 KYLE BLACKWELL	CYCLOTRON 2401/2425(MPRI) N MILO SA	B BLOOMINGTON PHYSICAL
Contact	Property	Category
BRETT	BL608 CYCLOTRON	B-SR BPP SERVICE REQUEST
Contact Phone		
5-6784		
Contact Email		

Phase						
Phase	Description	Location	Shop	Work Code	Priority	Status
001	INSPECT/REPAIR ASBESTOS IN MACHINE		B-ASBESTOS	B-ASBESTOS	B-03-ROUTE	10-ENTERED

Done

Internet 100%

Notice that once you have clicked on the edit icon, some fields have red boxes around them. Lets click on the phase so that we can update the phase status.

Work Order - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/WO_EDIT?proposal=612082

File Edit View Favorites Tools Help

Work Order

FacilityMAX Hello, BRIDGET Logout About Help

Module Work Management Setup

Work Order View: Select

Work Order: **612082** Created By: MHUFF Date Created: Jan 19, 2005 12:56 PM Status: **10-ENTERED**

Description: INSPECT/REPAIR ASBESTOS IN MACHINE RM

Project: [] Desired Date: 24 Jan 2005 Budget: \$0.00

Organization Organization: BL-IUCF BLOOMINGTON-HU CYCLOTRON FACILITY Requestor: B-608 KYLE BLACKWELL Contact: BRETT Contact Phone: 5-6784 Contact Email: []

Property Region: BL BLOOMINGTON Facility: CYCLOTRON 2401/2425(MPR) N MILO SA Property: BL608 CYCLOTRON

Classification Problem Code: [] Type: B BLOOMINGTON PHYSICAL Category: B-SR BPP SERVICE REQUEST

Phase

Phase	Description	Location	Shop	Work Code	Priority	Status
001	INSPECT/REPAIR ASBESTOS IN MACHINE RM					

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Done Internet 100%

Here is the phase screen in edit mode

Phase - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/PHASE_EDIT

File Edit View Favorites Tools Help

Phase

FacilityMAX Hello, BRIDGET Logout About Help

Module Work Management Setup

Phase View: Select

Phase: **001** Created By: MHUFF Date Created: Jan 19, 2005 12:56 PM Status: **10-ENTERED**

Description: INSPECT/REPAIR ASBESTOS IN MACHINE RM

Work Order: 612082 Budget: [] Location: []

Shop Shop: B-ASBESTOS BPP ASBESTOS ABATEMENT SHOP Primary Person: BCHITWOO BRETT CHITWOOD Priority: B-03-ROUTE

Estimated Dates Start: 19 Jan 2005 End: 24 Jan 2005

Classification Funding Source: Custom Work Code Group: [] Work Code: B-ASBESTOS Request Method: []

Equipment Equipment: [] Equipment Group: [] Template: []

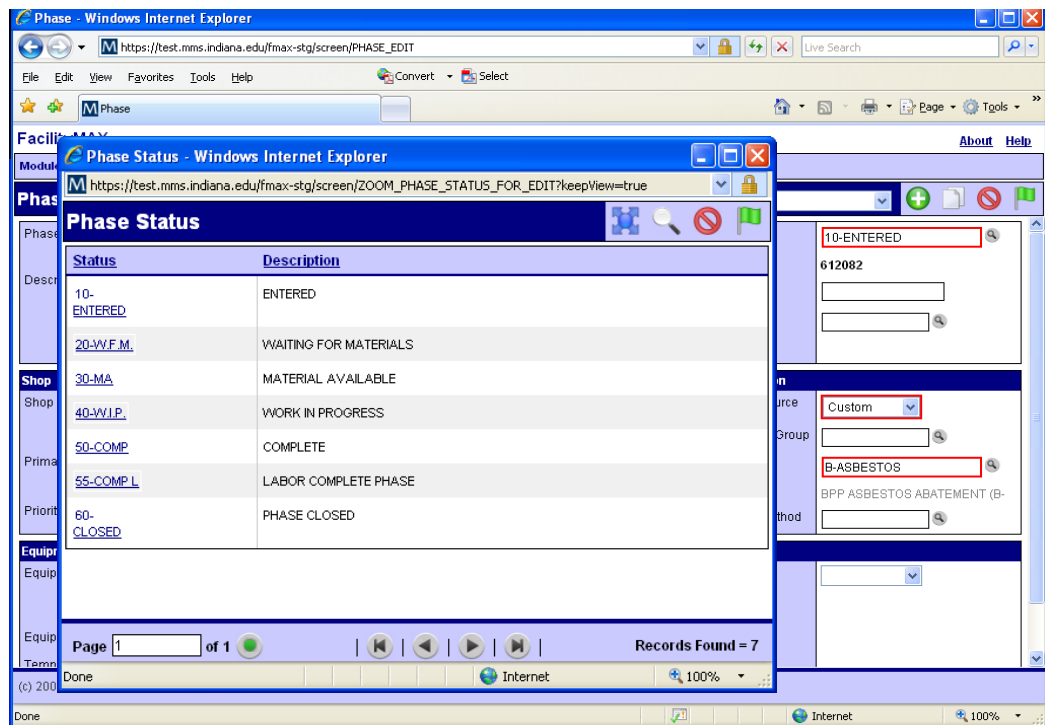
Asset Asset: [] Asset Type: []

Contractor Type: []

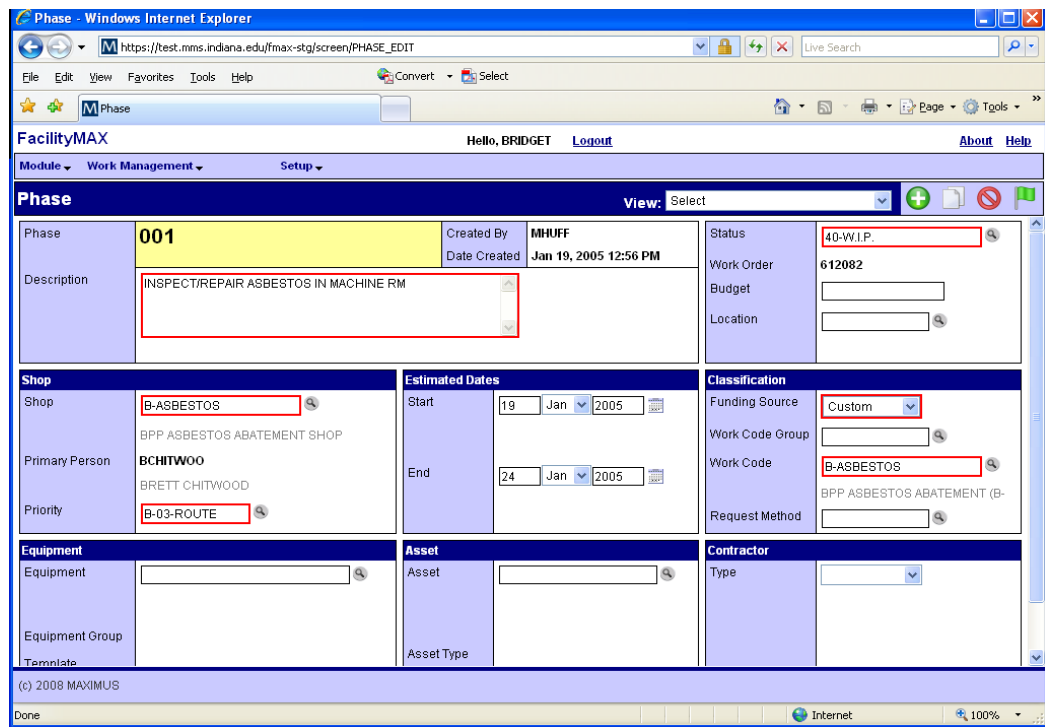
(C) 2008 MAXIMUS

Done Internet 100%

Click on the magnifying glass next to status. This will bring up the choices of phase statuses to pick from. Lets put this work order in WIP Work in progress.



By clicking the 40-W.I.P. the status will change in the red box. When you are finished updating, click on the green done flag icon.



By clicking on the green done flag you are now back to the main work order page. You MUST click on the save icon to save the changes you have made.

Work Order - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/WO_EDIT?proposal=612082

File Edit View Favorites Tools Help

Work Order

FacilityMAX Hello, BRIDGET Logout About Help

Module Work Management Setup

Work Order View: Select

Work Order: **612082** Created By: **MHUFF** Date Created: **Jan 19, 2005 12:56 PM** Status: **10-ENTERED**

Description: **INSPECT/REPAIR ASBESTOS IN MACHINE RM** Project: [] Desired Date: **24 Jan 2005** Budget: **\$0.00**

Organization Organization: **BL-IUCF** BLOOMINGTON-IU CYCLOTRON FACILITY Requestor: **B-608** KYLE BLACKWELL Contact: **BRETT** Contact Phone: **5-6784** Contact Email: []

Property Region: **BL** BLOOMINGTON Facility: **CYCLOTRON** 2401/2425(MPR) N MILO SA Property: **BL608** CYCLOTRON

Classification Problem Code: [] Type: **B** BLOOMINGTON PHYSICAL Category: **B-SR** BPP SERVICE REQUEST

Phase

Phase	Description	Location	Shop	Work Code	Priority	Status
001	INSPECT/REPAIR ASBESTOS IN MACHINE RM		B-ASBESTOS	B-ASBESTOS	B-03-ROUTE	40-W/I.P.

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start Inbox - Microsoft Out... Re: - Message (HTML) Internet Explorer Microsoft PowerPoint...

Notice that the red boxes go away once the work order is saved.

Work Order - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/WO_VIEW?proposal=612082

File Edit View Favorites Tools Help

Work Order

FacilityMAX Hello, BRIDGET Logout About Help

Module Work Management Setup

Work Order View: Select

Work Order: **612082** Created By: **MHUFF** Date Created: **Jan 19, 2005 12:56 PM** Status: **10-ENTERED**

Description: **INSPECT/REPAIR ASBESTOS IN MACHINE RM** Project: [] Desired Date: **Jan 24, 2005** Budget: **\$0.00**

Organization Organization: **BL-IUCF** BLOOMINGTON-IU CYCLOTRON FACILITY Requestor: **B-608** KYLE BLACKWELL Contact: **BRETT** Contact Phone: **5-6784** Contact Email: []

Property Region: **BL** BLOOMINGTON Facility: **CYCLOTRON** 2401/2425(MPR) N MILO SA Property: **BL608** CYCLOTRON

Classification Problem Code: [] Type: **B** BLOOMINGTON PHYSICAL Category: **B-SR** BPP SERVICE REQUEST

Phase

Phase	Description	Location	Shop	Work Code	Priority	Status
001	INSPECT/REPAIR ASBESTOS IN MACHINE RM		B-ASBESTOS	B-ASBESTOS	B-03-ROUTE	40-W/I.P.

Internet 100%

Printing

Let's take a look at one of these work orders so that you can see how to print it out. Let's look at 612082. This is one of the New Asbestos orders that we searched for.

The screenshot shows the FacilityMAX Work Order screen in a Windows Internet Explorer browser. The browser address bar shows the URL: https://test.mms.indiana.edu/fmax-stg/screen/WO_VIEW. The page title is "Work Order - Windows Internet Explorer". The browser menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser toolbar includes a search bar, a "Live Search" button, and a "Print" button. The FacilityMAX header shows "Hello, BRIDGET" and a "Logout" link. The "Module" dropdown is set to "Work Management". The "Setup" dropdown is set to "Setup". The "Work Order" section has a "View:" dropdown set to "Select". The work order details are as follows:

Field	Value
Work Order	612082
Created By	MHUFF
Date Created	Jan 19, 2005 12:56 PM
Status	10-ENTERED
Description	INSPECT/REPAIR ASBESTOS IN MACHINE RM
Project	
Desired Date	Jan 24, 2005
Budget	\$0.00

The "Organization" section shows:

Field	Value
Organization	BL-IUCE
Requestor	B-608
Contact	BRETT
Contact Phone	5-6784
Contact Email	

The "Property" section shows:

Field	Value
Region	BL
Facility	CYCLOTRON
Property	BL608

The "Classification" section shows:

Field	Value
Problem Code	
Type	B
Category	B-SR

The "Phase" section shows a table with the following data:

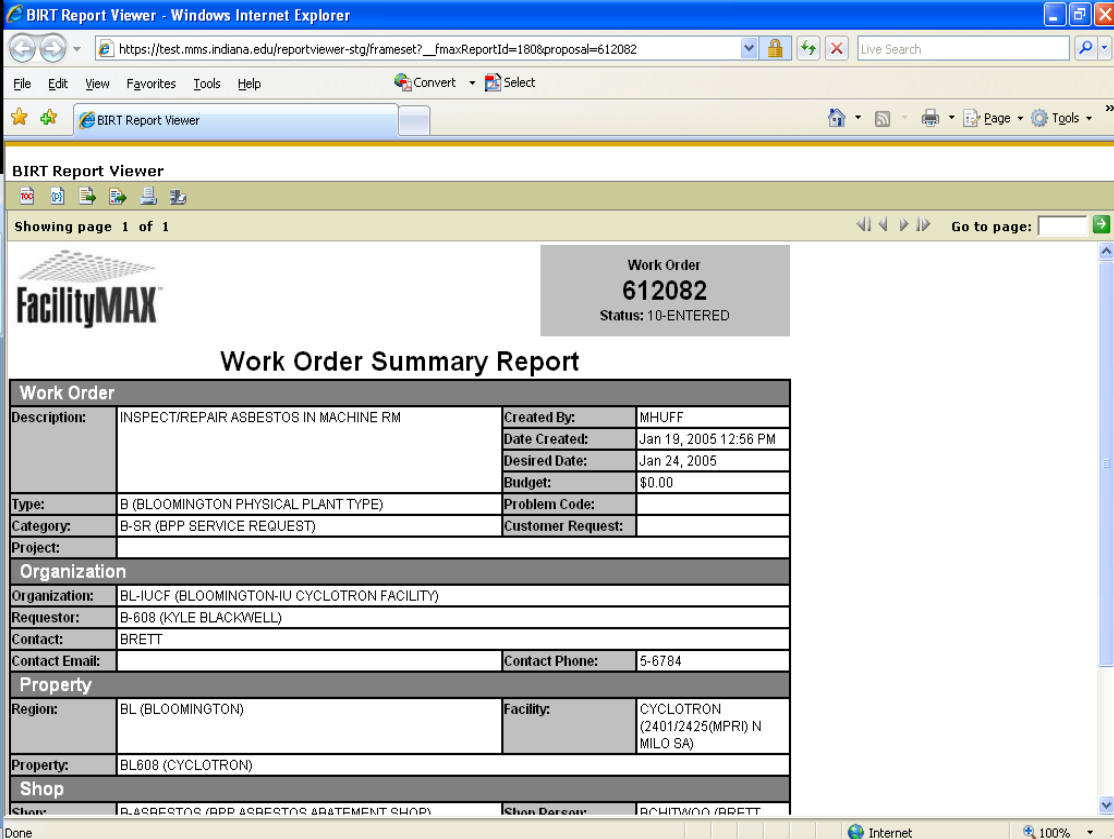
Phase	Description	Location	Shop	Work Code	Priority	Status
001	INSPECT/REPAIR ASBESTOS IN MACHINE RM		B-ASBESTOS	B-ASBESTOS	B-03-ROUTE	10-ENTERED

You will need to click on the black and white printer icon in the upper right corner of the work order screen. You will see a Print menu on your screen. This gives you the option to Print the work order, print the phase, print the work order transaction viewer, a PM or one of the available work order reports. In this case we will click on the 180-work order phase.

The screenshot shows the FacilityMAX Print menu. The browser address bar shows the URL: https://test.mms.indiana.edu/fmax-stg/screen/PRINT_DIALOG. The page title is "Work Order - Windows Internet Explorer". The browser menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser toolbar includes a search bar, a "Live Search" button, and a "Print" button. The FacilityMAX header shows "Hello, BRIDGET" and a "Logout" link. The "Module" dropdown is set to "Work Management". The "Work Order" section has a "Print" button. The print menu options are:

- 10-WORK ORDER PRINT
- 180-WORK ORDER PHASE
- 190-WO TRANS VIEWER
- 260-PM PRINT WO
- 370-WO TRANS DETAIL RPT
- 385-WO PHS COST ANALYSIS
- 425-WO EST LEVEL SUMMARY
- 426-WO EST LEVEL DETAIL

You will see a Work Order Summary Report and this is what will print out. Once you see the Work Order Summary Report, click on the small printer icon under the words BIRT Report Viewer.



BIRT Report Viewer - Windows Internet Explorer

https://test.mms.indiana.edu/reportviewer-stg/frameset?_fmaxReportId=1808&proposal=612082

BIRT Report Viewer

Showing page 1 of 1

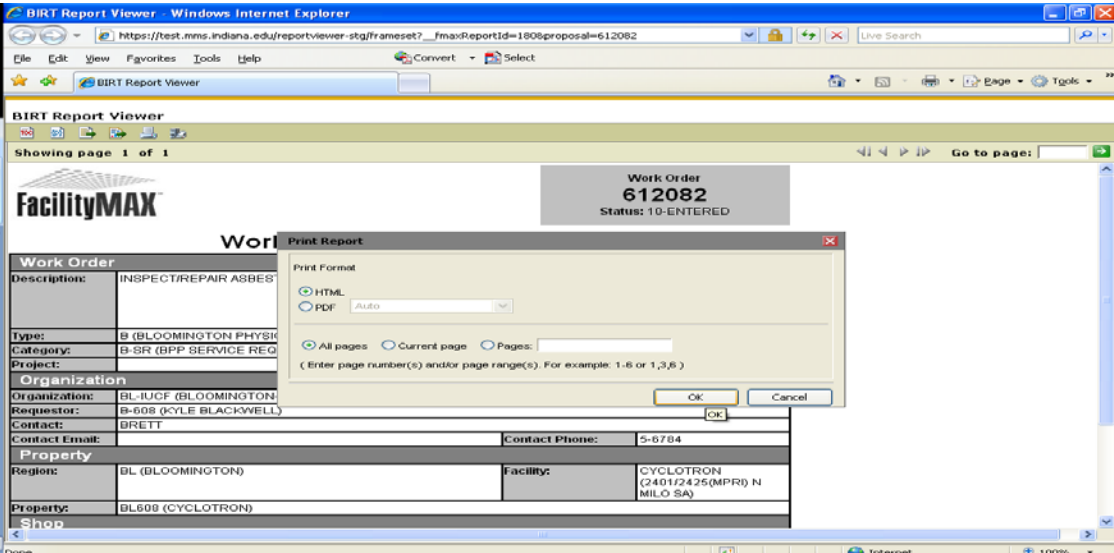
FacilityMAX

Work Order 612082
Status: 10-ENTERED

Work Order Summary Report

Work Order			
Description:	INSPECT/REPAIR ASBESTOS IN MACHINE RM	Created By:	MHUFF
		Date Created:	Jan 19, 2005 12:56 PM
		Desired Date:	Jan 24, 2005
		Budget:	\$0.00
Type:	B (BLOOMINGTON PHYSICAL PLANT TYPE)	Problem Code:	
Category:	B-SR (BPP SERVICE REQUEST)	Customer Request:	
Project:			
Organization			
Organization:	BL-IUCF (BLOOMINGTON-IU CYCLOTRON FACILITY)		
Requestor:	B-608 (KYLE BLACKWELL)		
Contact:	BRETT		
Contact Email:		Contact Phone:	5-6784
Property			
Region:	BL (BLOOMINGTON)	Facility:	CYCLOTRON (2401/2425(MPRI) N MILO SA)
Property:	BL608 (CYCLOTRON)		
Shop			
Shop:	B-ASBESTOS (BPP ASBESTOS ABATEMENT SHOP)		

You will now see the Print Report box. The HTML and All Pages should have a green dot beside them. Click on Ok.



BIRT Report Viewer - Windows Internet Explorer

https://test.mms.indiana.edu/reportviewer-stg/frameset?_fmaxReportId=1808&proposal=612082

BIRT Report Viewer

Showing page 1 of 1

FacilityMAX

Work Order 612082
Status: 10-ENTERED

Work Order Summary Report

Work Order			
Description:	INSPECT/REPAIR ASBESTOS IN MACHINE RM	Created By:	MHUFF
		Date Created:	Jan 19, 2005 12:56 PM
		Desired Date:	Jan 24, 2005
		Budget:	\$0.00
Type:	B (BLOOMINGTON PHYSICAL PLANT TYPE)	Problem Code:	
Category:	B-SR (BPP SERVICE REQUEST)	Customer Request:	
Project:			
Organization			
Organization:	BL-IUCF (BLOOMINGTON-IU CYCLOTRON FACILITY)		
Requestor:	B-608 (KYLE BLACKWELL)		
Contact:	BRETT		
Contact Email:		Contact Phone:	5-6784
Property			
Region:	BL (BLOOMINGTON)	Facility:	CYCLOTRON (2401/2425(MPRI) N MILO SA)
Property:	BL608 (CYCLOTRON)		
Shop			
Shop:	B-ASBESTOS (BPP ASBESTOS ABATEMENT SHOP)		

Print Report

Print Format

☒ HTML ☐ PDF Auto

☒ All pages ☐ Current page ☐ Pages: (Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6.)

OK Cancel

You will see a second print box. This one should have your local printer highlighted. Click on the print button at the bottom of the page.

