

Getting Started

- The URL is: <https://maximofgprod.eu.ibm.com/maximo/public/login.jsp>
- Recommended browsers are:
- Microsoft Internet Explorer 8.0 or higher.
- Display resolution minimum: 1024 X 768 (pixels per inch)

Maximo Tips

- A field marked with a red asterisk is required.
- Use the Maximo Toolbar buttons (such as Previous Record, Next Record, First Record, Last Record) instead of the browser's Forward and Back buttons.
- Maximo timeout is set to 90 minutes. This will log off a user if who has not accessed the database for 90 minutes. (Any timeout periods shorter than this are network related).
- Change Records are identified with the prefix CH.
- To display the description of a field, place the cursor on a field, press ALT-F1.
- Multiple searching uses ',' with no spaces e.g.: CH01015,CH01017
- Attachments are maximum 10 MB.
- If your system freezes, press F5 to refresh.
- Select Value button
- Details Menu button

Logging On

On the Maximo Log On screen:

- Type your Internet User ID and Password.
 - Press the mouse for entries in the state in which they were created.
 - When the User Name and password fields are completed, click the Sign In button.
- Note:** If your account is locked, or you are unable to login successfully, refer to the [What to Do if Your Account is Locked](#) section.

Logging Off

- Click the Sign Out button on the toolbar frame.
- Wait until you are returned to the Maximo Log On window.
- Close the Web browser.

Changing (Resetting) Your Password / Unlocking your ID

Customer: If you need to change or reset your password, or unlock your ID, contact your Active Directory Administrator.

IBM: If you need to change or reset your password, or unlock your ID, follow the IBM procedures for resetting or unlocking your Internet Users.

Creating a Change Record

- Access the Change module either by:
 - Selecting the icon from the Quick Insert window on the [Start Center](#) or clicking on the **Create** icon located on the tool bar within the Change Application.



- Enter the Change Group using the Select Value icon .
- If known, enter the Assigned To individual, otherwise leave blank.

User Information Section

- Enter the Reported By (Change Requestor) individual using the Select Value icon . Search for the person using the filter fields on the popup window.
- Enter the On Behalf Of (Person who does not have tool access) individual using the Select Value icon .

Note: Enter details as per Reported By where this is not valid.

Change Details Section

Change Details Fields	Description / Action
Summary	Add a short text summary of the Change. Character limit of 100. Add further detail using the Long Description icon .
Parent	Where this change is a child record, using the Detail Menu icon search for and select the parent Change record.
Asset	Add the defined asset (Device) which this change is for.
Service Continuity Plan	This check box is checked upon selection of the Asset and is read only.
Location	This field pre-populates once the Asset information is added above, this will define the asset location. If this is incorrect return to Asset and select the correct Asset.
Customer	Using the Detail Menu icon select: Corporate, Enterprise, SMP or IBM.
Asset/Location Priority	Field not currently being used.
Category	This is the categorization of the change. Critical, Major, Medium Minor or Standard. Exact Category field is corresponding used here. Refer to Change Policy documentation for Category details.
Impact	Select the Business impact of the change: High, Medium or Low. Refer to Change Policy documentation for impact details.
Urgency	Select the Urgency of the change: High, Medium or Low. Refer to Change Policy documentation for urgency details.

Reason for Change	Add a summary reason in the short description field (Refer Text is acceptable) and document the full business justification or reasons for the change using the icon.
Verification	Add a summary verification detail in the short description field (Refer Text is acceptable) and document the full verification details using the icon.
Backout Duration	Document backout duration in minutes. Note: backout duration must be included in the overall change duration.
Backout Plan	Add a summary backout plan details in the short description field (Refer Text is acceptable) and document the full backout details using the icon.
Pretest Details	Add a summary Pretest details in the short description field (Refer Text is acceptable) and document the full pre implementation testing detail using the icon.
Risk Analysis	Complete a Risk Analysis using the icon from the tool bar. A risk assessment is a mandatory requirement for every change.

Change Details Fields	Description / Action
Conversation	Select the relevant Enterprise conversation. Note: IBMAC Changes are only reserved to EUS MAC (Initial Move And Change) requests.
Priority	Select the relevant Priority. Emerging, Urgent/Must Go, Negotiable, Can be Rescheduled. Note: Change priority is used to define the order and effort when handling changes and is primarily used to avoid those scheduling changes in resolving scheduling conflicts.
Priority Justification	Record a brief description of the reasons for the Priority recorded above.
Service Group	Field not currently being used.
Service	Field not currently being used.
Order	Field not currently being used.
Site	Defaults to SMP and is non-editable.
SLA Applied	N/A
Exception Reason	Where a change is correctly categorized, but does not meet its defined minimum lead-time because it is considered urgent, a request can be made for lead-time-exception. Record details of the reasons for Exception to deadline. Note: This field is only required where lead time is not met.

Implementation Result	Problem, Scheduled, Auto: This field is only required where lead time is not met. Only completed on closure of the Change record. See section (Finalizing a Change).
Business Impact	Where there is impact to the business, ensure this box is ticked prior to approval.
Response Plan	Field not currently being used.

Date Section

Date Fields	Description / Action
Target Start	N/A
Target Finish	N/A
Estimated Duration	Enter the full duration of the change including backout time.
Scheduled Start	Enter the Planned date time that change implementation will begin.
Scheduled Finish	Enter the Planned date time that change implementation will finish.
Time Remaining	N/A
Actual Start	Only completed on closure of the Change record. See section (Finalizing a Change).
Actual Finish	Only completed on closure of the Change record. See section (Finalizing a Change).

Areas Affected for Change Section

Change Details Fields	Description / Action
Asset	Add a short text summary of the Change. Character limit of 100. Add further detail using the Long Description icon .
Location	Where this change is a child record, using the Detail Menu icon search for and select the parent Change record.
Site	Add the defined asset (Device) which this change is for.
Service	This check box is checked upon selection of the Asset and is read only.
Description	Add a detailed description of the Area's Affected.
Contact	Using the Details Menu icon add the Area Affected contact person.
Contact Group	Using the Details Menu icon add the Area Affected contact Group.
Planned Outage Start	This date and time the outage is scheduled to start for the Affected Area.

Dummies Guide To Maximo

Richard Bailey



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