Cost Estimating Deficiencies in Maximo from a Safety Inspection Number in IA-FMS (Maximo)

1. Login to Maximo. [https://maximo.bia.gov/maximo](https://maximo.bia.gov/maximo)

2. Go to **IA Work Order Tracking**.
3. The IA Work Order Tracking Application will be displayed. Click on Advanced Search.

4. The More Search Fields|Current Query box will pop up.
5. To see all work orders that need to be costed:
   5a. In the **Inspection Number** field put in the Inspection Number. For example, S-2018-1704.

   5b. In the **Work Type** field put =UK. This will search for all Unknown/Uncosted work orders from the inspection. These are work orders that need to be costed.

   5c. Click on the **Find** button.

   **Note:** Please complete your abatement plans before costing any work orders.

6. The list of results from the query in step 5 will appear. Notice that only work orders with a work type of UK show up in the list.
7. To see all work orders from a Safety Inspection:

7a. In the **Inspection Number** field put in the Inspection Number. For example, S-2018-1704. Leave the **Work Type** field blank.

7b. Click on the **Find** button.

8. A list of work orders will be displayed based on the query from step 7. Notice that the list of results shows multiple work types.

9. Click on the work order number to be costed.
10. The Work Order detail page will be displayed. Click on the Select Value icon next to the Work Type field.

11. The Work Type pop up will be displayed. Click on the work order type that applies to the work order being costed.

**Note:** If the work order is chosen as DM (Deferred Maintenance), the work order must be costed in the IA Deferred Maintenance Tracking Application.

12. Add estimated costs to the Plans tab.