

Los Angeles Unified School District

**AWMS Maintenance and Operations  
Bookmarking Guide**

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# LAUSD AWMS Maintenance and Operations Bookmarking Guide

The primary purpose of the Bookmarking Guide is to inform the AWMS user to what is available in Maximo.  
This does not mean that the knowledge described should always be applied uniformly on all projects.

**Bookmarks introduced:** Maximo provides a bookmarking feature that allows you to save a record so that you can easily retrieve/access that record at a later time. The bookmarked records are 'owned' by the user and are unique for each application. If you log in under a different name, you will see a different bookmarks list.

## When should you use this feature?

This feature is available for all applications in the Maximo program. You should use this feature on records you frequent the most so that you can easily re-visit/access that record at a later time. For example, you may want to bookmark all Overhead work orders in the Work Order Tracking application. Or you may want to bookmark all of your Vendors in the Companies application, and so on.

## Getting started

AWMS Login: Login to AWMS using your user name and password.

To request a user name and password, go to <http://mo.laschools.org/fis/existing-facilities/m-and-o/fis-awm>. Under the heading FIS-AWM Application, click on the  icon.

For instructional purposes, the following example will be created in the Work Order Tracking application; however the instructions can be applied uniformly to **ALL** AWMS applications.


1. In the Start Center, click on the Work Orders module and select **Work Order Tracking** from the drop-down menu:

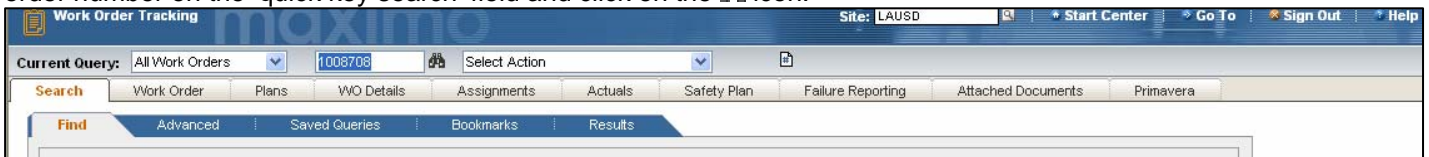


2. There are two ways to add a record to your list of bookmarks (screen shots are provided for both scenarios):

- a. From a current record.
- b. From a results set.

## From a current record:

In the Work Order Tracking application, if you know the work order that you wish to bookmark, simply enter that work order number on the 'quick key search' field and click on the  icon.




Verify that this is the record you wish to bookmark. To continue, click on the **Select Action** drop down menu and select **Add to Bookmark**.

The screenshot shows the 'Work Order Tracking' application interface. The 'Select Action' dropdown menu is open, listing various actions such as 'Change Status', 'Route Work Order', 'Stop Workflow', etc. The 'Add to Bookmarks' option is highlighted at the bottom of the menu. The background shows a detailed form for a work order with fields for 'Work Order', 'Location', 'Equipment', 'School Name', 'Status', 'Scheduling Information', and 'Responsibility'.

Once you clicked Add to Bookmarks, top of the work order will state, 'Record has been bookmarked.'

The screenshot shows the same application interface as before, but now a message 'Record has been bookmarked.' is displayed at the top of the page. The 'Select Action' dropdown menu is still open, and the 'Add to Bookmarks' option remains highlighted.

**From a result set:**

In the Work Order application, if you wish to bookmark records from a results set, you may do so by clicking on the  icon, located on the far right of the work order.



The screenshot shows the 'Results' view of the 'Work Order Tracking' application. A table displays a list of work orders. Each row in the table includes columns for 'Work Order', 'Job No.', 'District', 'Location', 'Location Name', 'Description', 'Status', 'Craft Code', 'Reported Date', 'Priority', and 'Planning Priority'. A small bookmark icon is visible on the far right of each row.

Work Order	Job No.	District	Location	Location Name	Description	Status	Craft Code	Reported Date	Priority	Planning Priority
3100281	25101421	AREA-4	1421	M&O AREA-19	PEG - MAINTENANCE - MATERIAL RET TO AREA	INPRG	MAX	8/7/07 8:51 AM	1	
3108407	25121421	AREA-4	1421		PEG - MAINTENANCE - REPLACE MAINTENANCE EQUIPMENT & VEHICLES	INPRG	MAX	8/8/07 10:12 AM	1	
3108414	25141421	AREA-4	1421		PEG - MAINTENANCE - CALLED MEETING	INPRG	MAX	8/8/07 10:13 AM	1	
3108416	25151421	AREA-4	1421		PEG - MAINTENANCE - LABOR RELATIONS	INPRG	MAX	8/8/07 10:14 AM	1	
3108418	25161421	AREA-4	1421		PEG - MAINTENANCE - DEVELOP MAINTENANCE BACKLOG	INPRG	MAX	8/8/07 10:15 AM	1	
3108424	25231421	AREA-4	1421		PEG - MAINTENANCE - TRANSPORT EMPLOYEE	INPRG	MAX	8/8/07 10:16 AM	1	

### 3. Accessing your bookmarked records.

To access the records that you have bookmarked, click on the Search tab and then the Bookmarks sub tab.

Work Order	Workorder Description	Location	Location Description	Org Code	Date Bookmarked
1008708	FIS- Admin Support	22230	BEAUDRY, BEAUDRY BLDG, 19TH FLOOR, 333 S BEAUDRY AVE LOS ANGELES	0656	10/9/07 10:26 AM
2234207	PEG - MAINTENANCE - CRAFT SUPERVISOR	1421	M&O AREA 19	1421	10/9/07 10:39 AM
2234220	PEG - MAINTENANCE - ADMIN SUPPORT	1421	M&O AREA 19	1421	10/9/07 10:39 AM

To select a record from your list of bookmarks, click on the  icon of the record. This will take you to that record in the application. To remove a bookmark from the Bookmarks sub tab, click the  icon for the record. The bookmark will be deleted immediately.