

# IBM Maximo Asset Management version 7.5

## Reporting labor usage in different time zones

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In this module for Maximo® Asset Management 7.5, you learn how to report labor usage in the work order tracking application when servers and client machines are in different time zones.

## Objectives

After you complete this training module, you can perform these tasks:

- Set database options to take user client machine time zone difference into consideration
- Set labor options to prevent users from entering future time
- Report the actual number of labor hours

This training module teaches you how to set database and Organizational options to take a user's local time zone into consideration. In addition, you learn how to set labor reporting tolerance in such a way that it prevents users from entering future times. It also teaches you how to report the actual labor hours.

## Login to Maximo

- Perform these actions:
- Open the portal to the Maximo user interface
- Log in to Maximo and enter user name and password
  - For example, wilson / wilson
- Click Sign In



Tivoli software IBM

Welcome to Maximo

User Name:  
wilson

Password:  
\*\*\*\*\*

Sign In

Forgot Password?  
New User? Register Now

This demonstration is using MAXDEMO data for sample data. Enter your login information into the **user name** and **password** fields. Click **Sign In**.

## Opening the default information application

- Click Profile -> Default Information



Click **Profile** at the top of the screen menu bar. Next, click **Default Information** to open the Default Information screen.

## Enter or confirm a correct user client machine location time zone

- Mike Wilson enters US/Eastern in the Time Zone field. US/Eastern is the time zone for the BEDFORD Default Insert Site.

The screenshot shows the 'Default Information' dialog box for user Mike Wilson. The 'Default Insert Site' is set to 'BEDFORD' and the 'Time Zone' is set to 'US/Eastern'. Both fields are circled in red. The dialog box also includes fields for 'Language', 'Locale', 'Calendar Type', 'Default Repair Facility', and 'Repair Facility Site'. The 'OK' and 'Cancel' buttons are visible at the bottom right.

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Reporting labor usage in different time zones

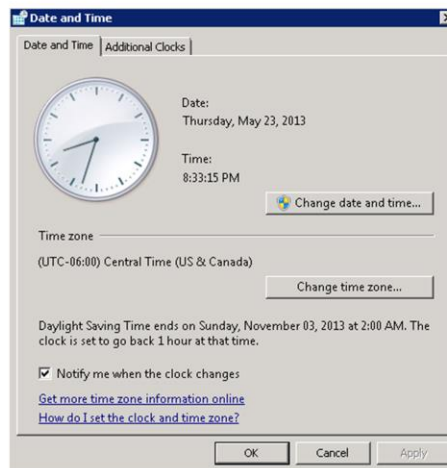
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On this slide, you either enter or confirm on the Default Information screen that user Mike Wilson has a time zone setting of US/Eastern and Eastern Standard Time. The site that is named BEDFORD is in Bedford, Massachusetts, United States, North America. Since you observe that the Default Insert Site and the time zone for that location are correct, you click **OK**.

## Enter or confirm a correct database server time zone

This information pertains to the database server:

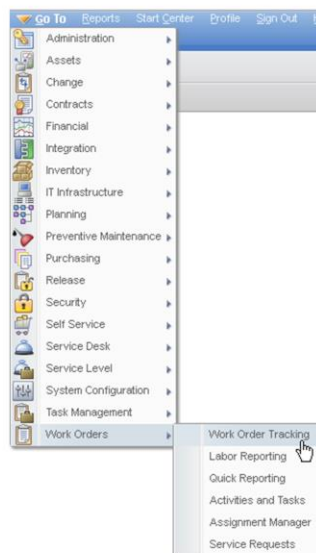
- Database Server machine is in Houston, Texas
- Central Standard Time Zone
- Current time on the server is 7:33:15 PM CST (because client is one hour ahead)



The database server is in Houston, Texas, United States, which places the physical location of the database server in the Central Standard Time Zone for this example.

## Report actual labor usage (1 of 8)

- Click **Go To > Work Orders > Work Order Tracking**



Click go to, then work orders, then work order tracking.

## Report actual labor usage (2 of 8)

Select an approved work order to enter time against it:

- Click the **List** tab
- Enter **=APPR** in the **Status** field to view a listing of all approved work orders
- Press **Enter**

The screenshot shows the 'Work Order Tracking' application interface. The 'List' tab is selected. The 'Status' field in the 'Work Orders' table is highlighted with a red circle and contains the text '=APPR'. The interface includes a search bar, a 'Select Action' dropdown, and a 'Work Orders' table with columns for Work Order, Description, Location, Asset, and Status.

From the List Tab, enter **=APPR** in the Status field of the Work Order Tracking application. Next, press the **Enter** key on your keyboard.



## Report actual labor usage (3 of 8)

- Select approved work order 1002.

The screenshot shows the 'Work Order Tracking' application interface. At the top, there is a search bar with 'Bedford Work Orders' and a 'Find' button. Below the search bar are several tabs: 'List', 'Work Order', 'Plans', 'Assignments', 'Related Records', 'Actuals', 'Safety Plan', 'Log', 'Failure Reporting', and 'Specifications'. The 'List' tab is active, displaying a table of work orders. The table has columns for 'Work Order', 'Description', 'Location', 'Asset', and 'Status'. The work order '1002' is highlighted in blue, and its status is 'APPR'. A mouse cursor is pointing at the '1002' work order ID.

| Work Order | Description                                    | Location | Asset  | Status |
|------------|--|----------|--------|--------|
| 1002       | Rebuild Feedwater Pump                         | BR450    | 11450  | APPR   |
| 1002       | Feedwater Pump Service                         | BR450    | 11450  | APPR   |
| 1007       | Packaging Mach. Elevator & Drainpan Inspection | BPM3100  | 13141  | APPR   |
| 101101     |  |          |        | APPR   |
| 1013       | Inspect and Repair Pump as Required            | REPAIR   | 11470  | APPR   |
| 1158       | Calibration 101                                |          | CAL101 | APPR   |
| 1159       | Calibration Loop 1                             | LOOP1    |        | APPR   |

For this example, select approved work order 1002 to report time against it.

## Report actual labor usage (4 of 8)

- Click the Actuals tab

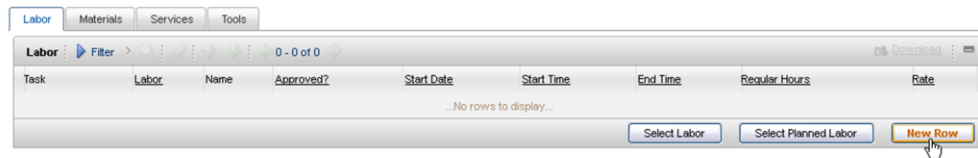
The screenshot displays the 'Work Order Tracking' application interface. At the top, there is a search bar with 'Bedford Work Orders' selected and a 'Find:' field. Below the search bar is a navigation menu with tabs: 'List', 'Work Order', 'Plans', 'Assignments', 'Related Records', 'Actuals', and 'Safety Plan'. The 'Actuals' tab is highlighted with a mouse cursor. Below the navigation menu, there are several input fields and corresponding labels: 'Work Order: 1002', 'Location: BR450', 'Asset: 11450', and 'Configuration Item:'. To the right of these fields, there are three rows of related records, each with a double arrow icon and a document icon. The first row is 'Rebuild Feedwater Pump', the second is 'Feed Water Pump- Centrifugal/100GPM/60FTHD', and the third is 'Centrifugal Pump 100GPM/60FTHD'.

Click the **Actuals** tab to enter actual labor usage for this work order.

## Report actual labor usage (5 of 8)

Perform these actions to open a new row under Labor:

- Click the Labor tab
- Click New Row



Click the **Labor** tab. Next, click **New Row**.

## Report actual labor usage (6 of 8)

- Create labor entry start and end times for Roland Smith:
  - Enter SMITH in the labor field
  - Enter 8:32 PM for the start time and 8:35 PM for the End Time
  - The rest of the information is auto-populated by the system
  - Save the record

The screenshot displays the IBM labor entry interface. At the top, there is a table with columns: Task, Labor, Name, Approved?, Start Date, Start Time, End Time, Regular Hours, and Rate. A single row is visible with the following data: Task: Labor, Labor: SMITH, Name: Roland Smith, Approved?: (checkbox), Start Date: 5/23/13, Start Time: 8:32 PM, End Time: 8:35 PM, Regular Hours: 0.03, Rate: 19.00. Below the table, there is a form for editing the labor entry. The form includes fields for Craft (ELECT), Skill Level (SECONDCLAS), Start Date (5/23/13), Start Time (8:32 PM), End Date (5/23/13), End Time (8:35 PM), Regular Hours (0.03), Rate (19.00), Type (WORK), and Timer Status. The Start Time and End Time fields are circled in red in the original image.

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Reporting labor usage in different time zones

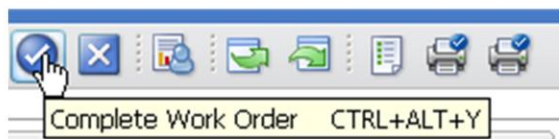
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On the Labor row, enter a new labor entry for this work order. For this example, SMITH is entered in the labor field. Start time value is entered as 8:32 PM. End time value is entered as 8:35 PM.

Current time on the user's machine is 8:35PM EST. The rest of the SMITH's information is auto-populated by the system. Save the record.

## Report actual labor usage (7 of 8)

- Click the Complete Work Order icon on the toolbar.



Click the **Complete Work Order** icon on the toolbar.

## Report actual labor usage (8 of 8)

- In the Change Status dialog, click OK.

**Change Status**

Work Order: 1000      Relocate Guard Rails Around Compressor

Status: APPR      Approved

Memo:

• New Status: Completed ▾

• Status Date: 5/23/13 8:37 PM 🕒

Print Work Order(s)?

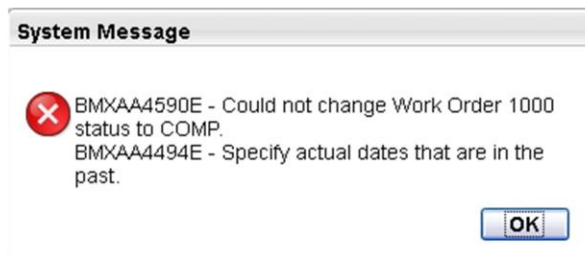
Change work order status in back ground?

Notification E-mail for Work Order Change Status: m.wilson@helwig.com

The Change Status dialog comes up; click **OK**.

## Unable to complete work order

- An error message is received:



When you try to change a work order status to COMP, errors occur: "BMXAA4590E - Could not change Work Order 1000 status to COMP. BMXAA4494E - Specify actual dates that are in the past."

These errors occur when you save the record. The times are not being converted from Eastern time zone to Central time zone. The End time is saved in the database as 8:35 PM. This value is greater than the server time, which is 7:33:15 PM CST.

## Solution: report actual labor usage configuration settings

To record the correct time zone on the database, these three configuration settings must be in place:

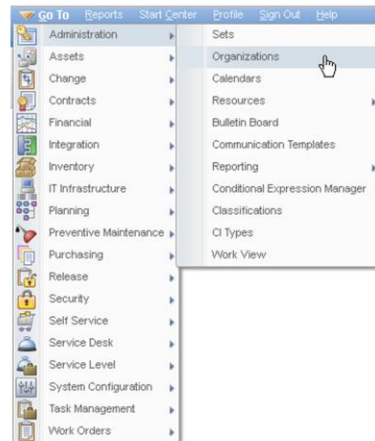
- Setup organization Future Labor Transaction Tolerance in the Organizations application
- Set labor reporting tolerance to prevent users from entering future time
- Report the actual labor hours and not future labor hours

Three configuration settings must be in place for Maximo to record the correct time zone on the database. The first is setting up the Future Labor Transaction Tolerance in the Organizations application. The second is setting labor reporting tolerance to prevent users from entering future time. The third configuration setting is reporting the actual labor hours and not future labor hours.



## Future labor transaction tolerance (1 of 4)

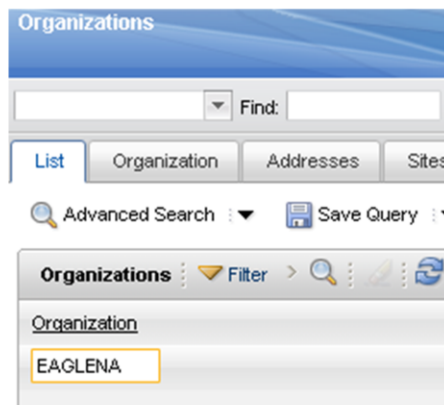
- Click **Go To > Administration > Organizations**



Click **GO To > Administration > Organizations**. Records exist for your existing organizations.

## Future labor transaction tolerance (2 of 4)

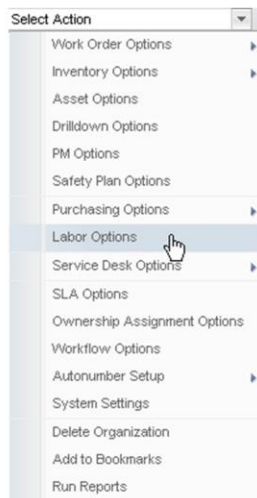
- Enter an existing organization name in the Organization field (for this example, EAGLENA)
- Click the search icon
- The record link for the chosen organization is displayed
- Click the record link for that organization to open it



Enter one of your existing organization names in the Organization field. In this example, **EAGLENA** is entered in the Organization field. A link to the entered record shows as a search result. Next, click the record to open it.

## Future labor transaction tolerance (3 of 4)

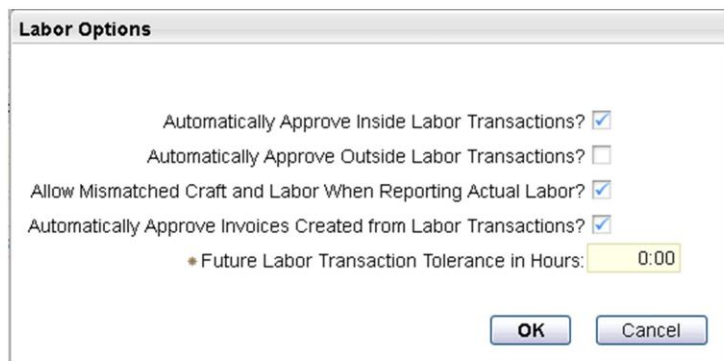
- Click Select Action
- Click Labor Options



Click **Select Action** and then click **Labor Options**.

## Future labor transaction tolerance (4 of 4)

- Set the Future Labor Transaction Tolerance in Organizations application to 0:00



**Labor Options**

Automatically Approve Inside Labor Transactions?

Automatically Approve Outside Labor Transactions?

Allow Mismatched Craft and Labor When Reporting Actual Labor?

Automatically Approve Invoices Created from Labor Transactions?

• Future Labor Transaction Tolerance in Hours: 0:00

OK Cancel

Set the Future Labor Transaction Tolerance in Organizations application to 0:00 to disallow advanced time entry beyond the server date.

## Reporting labor usage in different time zones

- The next two configuration steps require you to connect to the Maximo database with an SQL editor and run these update statements to set the varvalues:
  2. Set the varvalue for the use client time zone option so that the user's time zone on the client machine is taken into account:

```
update maxvars set varvalue =1 where varname ='USECLIENTTIMEZONE'
```
  3. Set the varvalue for the Suppress Actual Check option so that you do not suppress actual check. This will prevent users from entering a future date and time:

```
update maxvars set varvalue where varname ='SUPPRESSACTCHECK'
```

The next two configuration steps require you to connect to the Maximo database with a SQL editor and run the update statements as shown.

Set the value for the "use client time zone" option so that the user's time zone on the client machine is taken into account:

Set the value for the "Suppress Actual Check" option to prevent users from entering a future date and time.

## Summary

Now that you have completed this IBM Maximo Asset Management V7.5 training module, you can report actual labor usage by performing these tasks:

1. Set database options to take user time zone into consideration

Note: Update maxvars set varvalue =1 where varname ='USECLIENTTIMEZONE'

2. Set labor reporting tolerance to prevent users from entering future time

Note: Update maxvars set varvalue =0 where varname ='SUPPRESSACTCHECK'

3. Report the actual labor hours and not future labor hours

Note: Set the Future Labor Transaction Tolerance to 0:00 under labor options in Organizations application

Now that you have completed this IBM Maximo Asset Management V7.5 training module, you can report actual labor usage by performing these tasks:

1. Set database options to take user time zone into consideration
2. Set labor reporting tolerance to prevent users from entering future times
3. Report the actual labor hours and not future labor hours

## Useful link

- Maximo Support Resources page: <http://www.ibm.com/support/docview.wss?uid=swg21418666>

Follow this link to the Maximo Support Resources page.

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