

Indian Affairs, Division of Facilities
Management and Construction

Indian Affairs-Facility Management System (IA-FMS) Training

**DM Work Order Approval (Gatekeeper)
Process**

The DM Work Order Approval Process

- The Deferred Maintenance (DM) Work Order Approval Process allows Indian Affairs (IA) to evaluate and verify the accuracy of Deferred Maintenance work orders created in Maximo.
- The primary objective of the approval process is to ensure the accuracy of Deferred Maintenance work orders and their cost estimates before being included in critical calculations of IA-FMS, including a location's DM, Facility Condition Index (FCI), or Ranking.
- In order for a DM work order to be considered in a location's DM cost or FCI, it must reach COAPPR (Central Office Approved) status. DM work orders must reach COAPPR status before they can be eligible to be funded using BPERM.

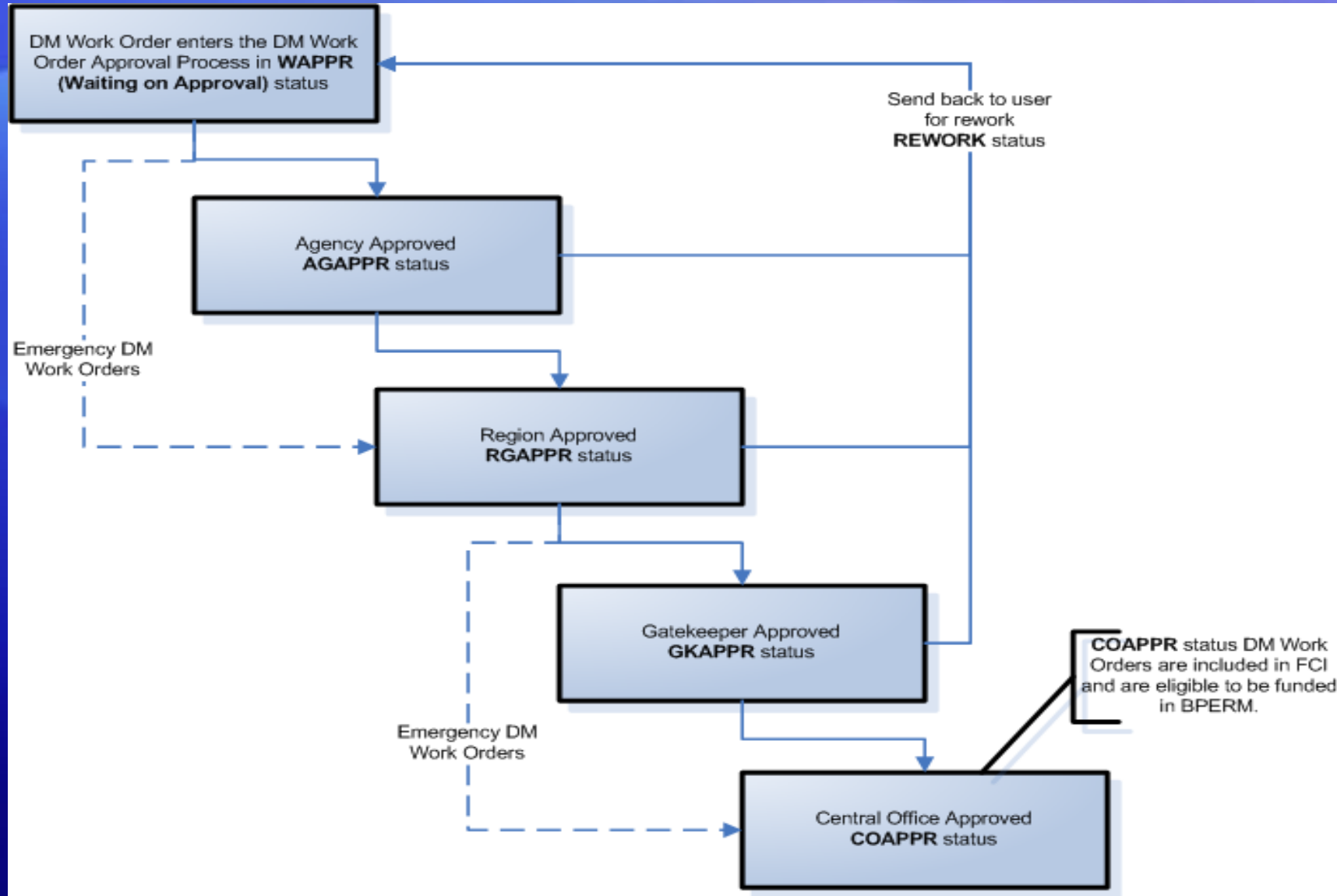
DM Work Order Approval Process

- Most work orders must go through Agency, Regional, Gatekeeper, and Central Office approval.
- Emergency work orders go through Regional and Central Office approval.
- Certain work orders generated from S&CAP enter the process in the Central Office queue and only require one level of approval before they are in COAPPR status.

The DM Work Order Approval Process Statuses

| Work Order Status | Description |
|---|--|
| WAPPR (Waiting on Approval) | A newly created work order. |
| AGAPPR (Agency Approved) | A DM work order approved at the Agency level. |
| RGAPPR (Region Approved) | A DM work order approved at the Region level. |
| GKAPPR (Gatekeeper Approved) | A DM work order approved at the Gatekeeper level. |
| COAPPR (Central Office Approved) | A DM work order approved at the Central Office level. |
| REWORK (Rejected for Rework) | A DM work order rejected at some point in the DM Work Order Approval (Gatekeeper) Process that has been sent back to the creator of the work order (or to the Site level) to be updated and re-submitted for approval. |


The DM Work Order Approval Process Flow



IA-FMS - DM WO Approval
(Gatekeeper) Process

Click Route Workflow

IA Deferred Maintenance Tracking Bulletins: (3) Go To Report

Find: Select Action 

List Work Order Plans Related Records Actuals Safety Plan Log Failure Reporting Specifications FBMS Data

Work Order: AB403292 Site: IA004
Parent WO: >>

Children of Work Order AB403292 Filter > 0 - 0 of 0

Tasks for Work Order AB403292 Filter > 0 - 0 of 0

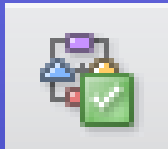
| Sequence | Task | Summary | Estimated Duration | Status | Owner |
|-------------------------------|------|---------|--------------------|--------|-------|
| There are no rows to display. | | | | | |

Labor Materials Tools

Materials Filter > 1 - 1 of 1

| Task | Item | Description | Quantity | Unit Cost | Line |
|----------------------|----------------------|------------------------------------|----------|-----------|------|
| <input type="text"/> | <input type="text"/> | 36 x 50 Solid Core Fiberglass Door | 4.00 | 750.00 | 3,0 |

Details



IA-FMS - DM WO Approval
(Gatekeeper) Process

My DM Work Orders in Approval Process

Change Content/Layout Display Settings Update Start Center

Favorite Applications

- IA Locations
- IA Assets
- IA Work Order Tracking
- IA Deferred Maintenance Tracking
- IA Job Plans
- IA Preventive Maintenance

Quick Insert

- New O&M Work Order (IA)
- New O&M Work Order (IA)

Bulletin Board

Filter

| Subject | Message | Post Date | Expiration Date | Viewed |
|---------------------------------------|--|--------------------|---------------------|--------|
| >> ATTENTION OFMC USERS - PLEASE READ | Judy Jones has requested that all OFMC ... | 05/02/2016 5:46 AM | 12/31/2016 7:46 AM | N |
| >> Actual Utility Costs Worksheets | Facilities personnel, Please follow the... | 02/22/2016 1:05 PM | 12/31/2016 3:05 PM | N |
| >> IA-FMS Help Desk Contact Info | Welcome to IA-FMS (Maximo 7.5)... | 08/17/2015 9:49 PM | 05/17/2017 11:47 PM | N |

Inbox / Assignments

Refresh

| Description | Owner Description | Last Memo | Start Date | Time Limit | Due Date | Route |
|---|-------------------|-----------|------------|------------|----------|-------|
| No Assignments found for Test Field User pass testfield | | | | | | |

Result Set

Filter

| Work Order | Description | Category | Location | Site | Status | Status Date |
|------------|---|----------|----------|-------|--------|---------------------|
| AB402328 | Ana Testing Rework #2 sending to field user | U | AB104252 | IA004 | RGAPPR | 08/26/2016 9:29 AM |
| AB402336 | testing bad reassign | U | AB104250 | IA004 | RGAPPR | 08/26/2016 9:43 AM |
| AB402338 | Ana Testing 8.26. 10:30AM Test U | U | AB104253 | IA004 | RGAPPR | 08/26/2016 10:38 AM |
| AB402359 | rework GK | M | AB104260 | IA004 | RGAPPR | 08/30/2016 10:52 AM |
| AB402360 | test result set 2 | X | AB104259 | IA004 | WAPPR | 08/26/2016 4:40 PM |
| AB402374 | Ana testing 8.30 | C | AB104250 | IA004 | COAPPR | 08/30/2016 9:30 AM |
| AB402524 | Ana test u 8.390 | U | AB104250 | IA004 | COAPPR | 08/30/2016 9:59 AM |
| AB402764 | Test Rework Non-U 9/13 #2 | C | AB104319 | IA004 | REWORK | 09/13/2016 4:59 PM |
| AB402774 | Test Rework U WO 9/14 | U | AB104255 | IA004 | RGAPPR | 09/14/2016 10:56 AM |
| AB403292 | Replace Entry Doors | M | AB104266 | IA004 | WAPPR | 09/30/2016 1:59 PM |

Set Chart Options

<< Previous Page | 21 - 30 of 30

KPI Graph

IA-FMS - DM WO Approval
(Gatekeeper) Process

Agency Review

Welcome, Bulletins: (3) [Go To](#) [Reports](#) [Start Center](#) [Profile](#) [Sign Out](#) [Help](#) IBM

[BIA User Template](#) [IA Training](#) [Change Content/Layout](#) [Display Settings](#) [Update Start Center](#)

Favorite Applications

- IA Locations
- IA Assets
- IA Work Order Tracking
- IA Deferred Maintenance Tracking
- IA Job Plans
- IA Preventive Maintenance

Bulletin Board

| Subject | Message | Post Date | Expiration Date | Viewed |
|---------------------------------------|--|--------------------|---------------------|--------|
| >> ATTENTION OFMC USERS - PLEASE READ | Judy Jones has requested that all OFMC ... | 05/02/2016 5:46 AM | 12/31/2016 7:46 AM | N |
| >> Actual Utility Costs Worksheets | Facilities personnel, Please follow the... | 02/22/2016 1:05 PM | 12/31/2016 3:05 PM | N |
| >> IA-FMS Help Desk Contact Info | Welcome to IA-FMS (Maximo 7.5)... | 08/17/2015 9:49 PM | 05/17/2017 11:47 PM | N |

Quick Insert

[New O&M Work Order \(IA\)](#) [New O&M Work Order \(IA\)](#)

Inbox / Assignments

Next Assignment Due: 10/10/2016 2:34 PM [Refresh](#)

| Description | Owner Description | Last Memo | Start Date | Time Limit | Due Date | Route |
|---------------------------|---------------------------------|-----------|---------------------|------------|---------------------|-------|
| Agency - Approval Request | Site IA001, Work Order AB130444 | | 09/12/2016 5:56 PM | 240:00 | 09/22/2016 5:56 PM | |
| Agency - Approval Request | Site IA023, Work Order AB402703 | | 09/12/2016 5:59 PM | 240:00 | 09/22/2016 5:59 PM | |
| Agency - Approval Request | Site IA023, Work Order AB402688 | | 09/12/2016 6:01 PM | 240:00 | 09/22/2016 6:01 PM | |
| Agency - Approval Request | Site IA037, Work Order AB165920 | | 09/13/2016 11:41 AM | 240:00 | 09/23/2016 11:41 AM | |
| Agency - Approval Request | Site IE127, Work Order AB402687 | | 09/13/2016 2:43 PM | 240:00 | 09/23/2016 2:43 PM | |
| Agency - Approval Request | Site IA004, Work Order AB403292 | | 09/30/2016 2:34 PM | 240:00 | 10/10/2016 2:34 PM | |

1 - 6 of 6

Result Set

| Work Order | Description | Category | Location | Site | Status | Status Date |
|------------|---------------------|----------|----------|-------|--------|--------------------|
| AB402095 | AAA Test GK Locking | C | AB104250 | IA004 | GKAPPR | 08/10/2016 1:46 PM |
| AB402750 | UA-001 test 9/13 | X | AB104263 | IA004 | RGAPPR | 09/15/2016 1:26 PM |

[Set Chart Options](#) 1 - 2 of 2

IA-FMS - DM WO Approval
(Gatekeeper) Process

Agency Review

The screenshot displays a software interface for reviewing agency costs. A 'View Costs' window is open, showing two tables: 'Work Order Totals' and 'Work Package Totals'. The 'View' menu item in the top-left navigation pane is highlighted. The 'Work Order Totals' table is highlighted with a red box.

View Costs

The Work Order Totals table shows the labor and cost information for the current work order and related tasks. The Work Package Totals table shows the labor and cost information for the entire work order hierarchy, starting from the current work order.

| Resource | Current Estimate | Approved Estimate | Actual | Exceeds Estimate by |
|----------------------|------------------|-------------------|--------|---------------------|
| Internal Labor Hours | 5.00 | 0.00 | 0.00 | 0.00 |
| External Labor Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Labor Hours | 5.00 | 0.00 | 0.00 | 0.00 |
| Internal Labor Cost | 86.63 | 0.00 | 0.00 | 0.00 |
| External Labor Cost | 0.00 | 0.00 | 0.00 | 0.00 |
| Labor Costs | 86.63 | 0.00 | 0.00 | 0.00 |
| Material Cost | 3,000.00 | 0.00 | 0.00 | 0.00 |
| Tool Costs | 0.00 | 0.00 | 0.00 | 0.00 |
| Service Cost | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Cost | 3,086.63 | 0.00 | 0.00 | 0.00 |

| Resource | Current Estimate | Approved Estimate | Actual | Exceeds Estimate by |
|----------------------|------------------|-------------------|--------|---------------------|
| Internal Labor Hours | 5.00 | 0.00 | 0.00 | 0.00 |
| External Labor Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Labor Hours | 5.00 | 0.00 | 0.00 | 0.00 |
| Internal Labor Cost | 86.63 | 0.00 | 0.00 | 0.00 |
| External Labor Cost | 0.00 | 0.00 | 0.00 | 0.00 |
| Labor Costs | 86.63 | 0.00 | 0.00 | 0.00 |
| Material Costs | 3,000.00 | 0.00 | 0.00 | 0.00 |
| Tool Costs | 0.00 | 0.00 | 0.00 | 0.00 |
| Service Costs | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Costs | 3,086.63 | 0.00 | 0.00 | 0.00 |

IA-FMS - DM WO Approval
(Gatekeeper) Process

Agency Review

Find: Select Action

List Work Order Plans Related Records Actuals Safety Plan Log Failure Reporting Specifications

Work Order: AB437768 * Replace Entry Doors Class: WORKORDEF
Site: IA004 CHINLE AGENCY Work Type: DM
Location #: N35-01 Work Subtype:
Location Type: 1100 * Category: M
* Maximo ID: AB104266 >> Office * Rank: 1
Use: BUILDING \ OFFICE Health Life Safety?
Structure #: 22 Severity:
Asset: >> Probability:
Configuration Item: >> RAC: 4
Launch Entry Name: >> Fund:
Parent WO: >> Functional Area:
FMIS Deficiency ID: Funds/Cost Center:
Project Number: FBMS WBS:
POR Number: BPERM WBS:
Deficiency Class: Funded By:
Reason for Deficiency: UD Undetermined Funded Date:
Attachments
Status: WAPPR
Status Date: 01/23/2017 1:33 PM
Inherit Status Changes?
Is Task?
FBMS Relevant?
FMIS Backlog Number:

Manual Input

Approve at the Agency level. Send to user for rework. Cancel this work order.

Memo:

IA-FMS - DM WO Approval (Gatekeeper) Process

Agency Review

IA Deferred Maintenance Tracking

Bulletins: (3) Go To Reports Start Center Profile Sign Out Help

BMXAA4413I - Process IA_GATE35 created assignments.

Find: [] Select Action []

List Work Order Plans Related Records Actuals Safety Plan Log Failure Reporting Specifications FBMS Data

Work Order: AB403292 Replace Entry Doors Class: WORKORDEF

Site: IA004 CHINLE AGENCY Work Type: DM

Location #: N35-01 Work Subtype: []

Location Type: 1100 Category: M

Maximo ID: AB104266 Office Rank: 1

Use: BUILDING \ OFFICE Health Life Safety? []

Structure #: 22 Severity: []

Asset: [] Probability: []

Configuration Item: [] RAC: 4

Launch Entry Name: [] Fund: []

Parent WO: [] Functional Area: []

FMIS Deficiency ID: [] Funds/Cost Center: []

Project Number: [] FBMS WBS: []

POR Number: [] BPERM WBS: []

Deficiency Class: [] Funded By: []

Reason for Deficiency: UD Undetermined Funded Date: []

Attachments []

Status: AGAPPR

Status Date: 09/30/2016 2:57 PM

Inherit Status Changes?

Is Task?

FBMS Relevant?

FMIS Backlog Number: []

IA-FMS - DM WO Approval
(Gatekeeper) Process

Automatic Escalation

Change Content/Layout Display Settings Update Start Center

Bulletin Board Filter

| Subject | Message | Post Date | Expiration Date | Viewed |
|---------------------------------------|--|--------------------|---------------------|--------|
| >> ATTENTION OFMC USERS - PLEASE READ | Judy Jones has requested that all OFMC ... | 05/02/2016 5:46 AM | 12/31/2016 7:46 AM | N |
| >> Actual Utility Costs Worksheets | Facilities personnel, Please follow the... | 02/22/2016 1:05 PM | 12/31/2016 3:05 PM | N |
| >> IA-FMS Help Desk Contact Info | Welcome to IA-FMS (Maximo 7.5)... | 08/17/2015 9:49 PM | 05/17/2017 11:47 PM | N |

Inbox / Assignments

Next Assignment Due: 10/03/2016 1:05 PM [Refresh](#)

| Description | Owner Description | Last Memo | Start Date | Time Limit | Due Date | Route |
|---------------------------|---------------------------------|-----------|--------------------|------------|--------------------|-------|
| Agency - Approval Request | Site IA004, Work Order AB403299 | | 10/03/2016 1:00 PM | 240:00 | 10/13/2016 1:00 PM | |

1 - 1 of 1

Result Set Filter

| Work Order | Description | Category | Location | Site | Status | Status Date |
|------------|---------------------|----------|----------|-------|--------|--------------------|
| AB402095 | AAA Test GK Locking | C | AB104250 | IA004 | GKAPPR | 08/10/2016 1:46 PM |
| AB402750 | UA-001 test 9/13 | X | AB104263 | IA004 | RGAPPR | 09/15/2016 1:26 PM |

[Set Chart Options](#)

1 - 2 of 2

IA-FMS - DM WO Approval
(Gatekeeper) Process

Automatic Escalation – Time Limits

Non-Emergency DM Work Orders

| Approval Level | Time Limit |
|----------------|------------|
| Agency | 10 days |
| Region | 10 days |
| Gatekeeper | 10 days |
| Central Office | 10 days |

Emergency DM Work Orders

| Approval Level | Time Limit |
|----------------|------------|
| Region | 2 days |
| Central Office | 2 days |

Region Review

Change Content/Layout Display Settings Update Start Center

Favorite Applications

- [IA Locations](#)
- [IA Assets](#)
- [IA Work Order Tracking](#)
- [IA Deferred Maintenance Tracking](#)
- [IA Job Plans](#)
- [IA Preventive Maintenance](#)

Quick Insert

[New O&M Work Order \(IA\)](#) [New O&M Work Order \(IA\)](#)

Bulletin Board Filter

| Subject | Message | Post Date | Expiration Date | Viewed |
|--------------------------------------|--|--------------------|---------------------|--------|
| >>ATTENTION OFMC USERS - PLEASE READ | Judy Jones has requested that all OFMC ... | 05/02/2016 5:46 AM | 12/31/2016 7:46 AM | N |
| >>Actual Utility Costs Worksheets | Facilities personnel, Please follow the... | 02/22/2016 1:05 PM | 12/31/2016 3:05 PM | N |
| >> IA-FMS Help Desk Contact Info | Welcome to IA-FMS (Maximo 7.5)... | 08/17/2015 9:49 PM | 05/17/2017 11:47 PM | N |

Inbox / Assignments

Next Assignment Due: 10/13/2016 2:14 PM [Refresh](#)

| Description | Owner Description | Last Memo | Start Date | Time Limit | Due Date | Route |
|-----------------------------|---------------------------------|-----------|--------------------|------------|--------------------|-------|
| Regional - Approval Request | Site IA004, Work Order AB403312 | | 10/03/2016 2:14 PM | 240:00 | 10/13/2016 2:14 PM | |

1 - 1 of 1

Result Set Filter

| Work Order | Description | Category | Location | Site | Status | Status Date |
|------------|---------------------|----------|----------|-------|--------|--------------------|
| AB402753 | UA-001 test 9/13 #2 | U | AB104250 | IA004 | COAPPR | 09/13/2016 2:43 PM |

[Set Chart Options](#) 1 - 1 of 1

IA-FMS - DM WO Approval
(Gatekeeper) Process

Region Review

IA Deferred Maintenance Tracking

Bulletins: (3) Go To Reports Start Center Profile Sign Out Help

Find: [] Select Action []

List Work Order Plans Related Records Actuals Safety Plan Log Failure Reporting Specifications FBMS Data

Work Order: AB403299 Replace Entry Door
Site: IA004 CHINLE AGENCY
Location #: N35-01
Location Type: 1100
Maximo ID: AB104252 Office
Use: BUILDING \ OFFICE
Structure #: 8
Asset: []
Configuration Item: [] []
Launch Entry Name: [] []
Parent WO: [] []
FMIS Deficiency ID: []
Project Number: []

Class: WORKORDEF
Work Type: DM
Work Subtype: []
Category: M
Rank: 1
Health Life Safety? []
Severity: []
Probability: []
RAC: []
Fund: []
Functional Area: []
Funds/Cost Center: []
FBMS WBS: []

Attachments []
Status: AGAPPR
Status Date: 10/03/2016 1:05 PM
Inherit Status Changes? [x]
Is Task? []
FBMS Relevant? []
FMIS Backlog Number: []

Manual Input

Approve at Regional level.
 Send to user for rework.
 Cancel this work order.

Memo: Approve at Region

OK Cancel

IA-FMS - DM WO Approval (Gatekeeper) Process

Region Review

IA Deferred Maintenance Tracking

Bulletins: (3) [Go To](#) [Reports](#) [Start Center](#) [Profile](#) [Sign Out](#) [Help](#)

Find: Select Action

List | **Work Order** | Plans | Related Records | Actuals | Safety Plan | Log | Failure Reporting | Specifications | FBMS Data

| | | | |
|------------------------|--------------------|--|---|
| Work Order: AB403299 | Replace Entry Door | Class: WORKORDEF | Attachments |
| Site: IA004 | CHINLE AGENCY | Work Type: DM | Status: RGAPPR |
| Location #: N35-01 | | Work Subtype: | Status Date: 10/03/2016 1:08 PM |
| Location Type: 1100 | | Category: M | Inherit Status Changes? <input checked="" type="checkbox"/> |
| Maximo ID: AB104252 | Office | Rank: 1 | Is Task? <input type="checkbox"/> |
| Use: BUILDING \ OFFICE | | Health Life Safety? <input type="checkbox"/> | FBMS Relevant? <input type="checkbox"/> |
| Structure #: 8 | | Severity: | FMIS Backlog Number: |
| Asset: | | Probability: | |
| Configuration Item: | | RAC: 4 | |
| Launch Entry Name: | | Fund: | |
| Parent WO: | | Functional Area: | |
| FMIS Deficiency ID: | | Funds/Cost Center: | |
| Project Number: | | FBMS WBS: | |
| POR Number: | | BPERM WBS: | |

IA-FMS - DM WO Approval
(Gatekeeper) Process

Gatekeeper Review

Change Content/Layout Display Settings Update Start Center

Favorite Applications

- IA Locations
- IA Assets
- IA Work Order Tracking
- IA Deferred Maintenance Tracking
- IA Job Plans
- IA Preventive Maintenance

Quick Insert

New O&M Work Order (IA) New O&M Work Order (IA)

Bulletin Board Filter

| Subject | Message | Post Date | Expiration Date | Viewed |
|--------------------------------------|--|--------------------|---------------------|--------|
| >>ATTENTION OFMC USERS - PLEASE READ | Judy Jones has requested that all OFMC ... | 05/02/2016 5:46 AM | 12/31/2016 7:46 AM | N |
| >>Actual Utility Costs Worksheets | Facilities personnel, Please follow the... | 02/22/2016 1:05 PM | 12/31/2016 3:05 PM | N |
| >> IA-FMS Help Desk Contact Info | Welcome to IA-FMS (Maximo 7.5)... | 08/17/2015 9:49 PM | 05/17/2017 11:47 PM | N |

Inbox / Assignments

Next Assignment Due: 10/13/2016 2:20 PM [Refresh](#)

| Description | Owner Description | Last Memo | Start Date | Time Limit | Due Date | Route |
|-------------------------------|---------------------------------|-----------|--------------------|------------|--------------------|-------|
| Gatekeeper - Approval Request | Site IA004, Work Order AB403312 | | 10/03/2016 2:20 PM | 240:00 | 10/13/2016 2:20 PM | |

1 - 1 of 1

Result Set Filter

| Work Order | Description | Category | Location | Site | Status | Status Date |
|----------------|-------------|----------|----------|------|--------|-------------|
| No Data Found. | | | | | | |

IA-FMS - DM WO Approval
(Gatekeeper) Process

Gatekeeper Review

IA Deferred Maintenance Tracking

Bulletins: (3) Go To Reports Start Center Profile Sign Out Help

Find: Select Action

List Work Order Plans Related Records Actuals Safety Plan Log Failure Reporting Specifications FBMS Data

Work Order: AB403312 Replace Entry Door Class: WORKORDEF Attachments
Site: IA004 CHINLE AGENCY Work Type: DM Status: RGAPPR
Location #: N35-01 Work Subtype: Category: M Status Date: 10/03/2016 2:20 PM
Location Type: 1100 Inherit Status Changes?
Maximo ID: AB104252 Office Rank: 1 Is Task?
Use: BUILDING \ OFFICE Health Life Safety? FBMS Relevant?
Structure #: 8 Severity: Probability: FMS Backlog Number:
Asset: RAC: 4 Fund:
Configuration Item: Launch Entry Name: Functional Area:
Parent WO: Funds/Cost Center:
FMIS Deficiency ID:

Manual Input


Approve at Gatekeeper level.
 Send to user for rework.

Memo: Gatekeeper Approve


OK Cancel

IA-FMS - DM WO Approval
(Gatekeeper) Process

















Gatekeeper Review

IA Deferred Maintenance Tracking Bulletins: (3) [Go To](#) [Reports](#) [Start Center](#) [Profile](#) [Sign Out](#) [Help](#) 

BMXAA44131 - Process IA_GATE35 created assignments.

Find: Select Action 

List **Work Order** Plans Related Records Actuals Safety Plan Log Failure Reporting Specifications FBMS Data

| | | | |
|---|---|---|--|
| Work Order: AB403312 | Replace Entry Door  | Class: WORKORDEF | <u>Attachments</u>  |
| Site: IA004 | CHINLE AGENCY  | Work Type: DM  | Status: GKAPPR |
| Location #: N35-01 | | Work Subtype:  | Status Date: 10/03/2016 2:27 PM |
| Location Type: 1100  | | Category: M  | Inherit Status Changes? <input checked="" type="checkbox"/> |
| Maximo ID: AB104252 | Office  | Rank: 1  | Is Task? <input type="checkbox"/> |
| Use: BUILDING \ OFFICE | | Health Life Safety? <input type="checkbox"/> | FBMS Relevant? <input type="checkbox"/> |
| Structure #: 8 | | Severity:  | FMIS Backlog Number: <input type="text"/> |
| Asset:  | | Probability:  | |
| Configuration Item:  | | RAC: 4  | |
| Launch Entry Name:  | | Fund: <input type="text"/> | |
| Parent WO:  | | Functional Area: <input type="text"/> | |
| FMIS Deficiency ID: <input type="text"/> | | Funds/Cost Center: <input type="text"/> | |
| Project Number: <input type="text"/> | | FBMS WBS: <input type="text"/> | |

IA-FMS - DM WO Approval
(Gatekeeper) Process

Central Office Review

Change Content/Layout Display Settings Update Start Center

Favorite Applications

- IA Locations
- IA Assets
- IA Work Order Tracking
- IA Deferred Maintenance Tracking
- IA Preventive Maintenance

Quick Insert

New O&M Work Order New O&M Work Order

Bulletin Board Filter

| Subject | Message | Post Date | Expiration Date | Viewed |
|---------------------------------------|--|--------------------|---------------------|--------|
| >> ATTENTION OFMC USERS - PLEASE READ | Judy Jones has requested that all OFMC ... | 05/02/2016 5:46 AM | 12/31/2016 7:46 AM | N |
| >> Actual Utility Costs Worksheets | Facilities personnel, Please follow the... | 02/22/2016 1:05 PM | 12/31/2016 3:05 PM | N |
| >> IA-FMS Help Desk Contact Info | Welcome to IA-FMS (Maximo 7.5)... | 08/17/2015 9:49 PM | 05/17/2017 11:47 PM | N |

All Available Assignments Refresh

Next Assignment Due: 10/22/2016 1:54 PM

| Description | Owner Description | Last Memo | Start Date | Time Limit | Due Date | Route |
|---------------------------------|---------------------------------|-----------|---------------------|------------|---------------------|-------|
| O&M Request at Regional Level | Site IA004, Work Order AB403444 | test | 10/07/2016 3:44 PM | 0:00 | 10/07/2016 3:44 PM | |
| O&M Request at Gatekeeper Level | Site IA002, Work Order AB403319 | | 10/12/2016 10:53 AM | 0:00 | 10/12/2016 10:53 AM | |
| Central Office O&M Approval | Site IA002, Work Order AB403603 | | 10/12/2016 1:54 PM | 240:00 | 10/22/2016 1:54 PM | |

1 - 3 of 3

Emergency DM Work Orders in Approval Process Filter

| Work Order | Description | Location | Site | Status | Status Date | Reported By |
|----------------|-------------|----------|------|--------|-------------|-------------|
| No Data Found. | | | | | | |

Escalated DM Work Orders in Approval Process Filter

| Work Order | Description | Category | Location | Site | Status | Status Date | Reported By | Reported Date |
|----------------|-------------|----------|----------|------|--------|-------------|-------------|---------------|
| No Data Found. | | | | | | | | |

IA-FMS - DM WO Approval
(Gatekeeper) Process

Central Office Branches

| Central Office Branch | Responsibility |
|-----------------------|---|
| Safety Branch | <ul style="list-style-type: none">• Category S (Safety/Health) Deferred Maintenance work orders• Category H (Handicap) Deferred Maintenance work orders |
| Quarters Branch | <ul style="list-style-type: none">• Deferred Maintenance work orders tied to a Quarters location that are not Category S (Safety/Health) or Category H (Handicap) |
| Environmental Branch | <ul style="list-style-type: none">• Category X (Environmental) Deferred Maintenance work orders |

Central Office Branches (continued)

| Central Office Branch | Responsibility |
|---|--|
| Operations and Maintenance (O&M) Branch | <ul style="list-style-type: none">• Category U (Emergency) Deferred Maintenance work orders• Category E (Energy) Deferred Maintenance work orders• Category M (Physical Plant) Deferred Maintenance work orders• Category F (Fire) Deferred Maintenance work orders• Category C (New Construction) Deferred Maintenance work orders• Category P (Programmatic) Deferred Maintenance work orders• Category R (Outyear Renewal) Deferred Maintenance work orders |
| Central Office Super Group | <ul style="list-style-type: none">• The Central Office Super Group will see all DM work orders in their queue. They are not responsible for approving any particular work orders, but have the ability to Central Office Approve any work order. |

Central Office Review

IA Deferred Maintenance Tracking

Bulletins: (3) Go To Reports Start Center Profile Sign Out Help IBM

Find: Select Action

List Work Order Plans Related Records Actuals Safety Plan Log Failure Reporting Specifications FBMS Data

Work Order: AB403312 * Replace Entry Door

Site: IA004 CHINLE AGENCY

Location #: N35-01

Location Type: 1100

* Maximo ID: AB104252 >> Office

Use: BUILDING \ OFFICE

Structure #: 8

Asset: >>

Configuration Item: >>

Launch Entry Name: >>

Parent WO: >>

FMIS Deficiency ID:

Class: WORKORDEF

Work Type: DM

Work Subtype:

* Category: M

* Rank: 1

Health Life Safety?

Severity:

Probability:

RAC: 4

Fund:

Functional Area:

Funds/Cost Center:

Attachments

Status: GKAPPR

Status Date: 10/03/2016 2:27 PM

Inherit Status Changes?

Is Task?

FBMS Relevant?

FMIS Backlog Number:

Manual Input


- Approve at Central Office level. Ready for funding in BPERM.
- Send to user for rework.
- Cancel this work order.









Memo: Central Office Approve

OK Cancel


IA-FMS - DM WO Approval
(Gatekeeper) Process

Central Office Review

IA Deferred Maintenance Tracking Bulletins: (3) [Go To](#) [Reports](#) [Start Center](#) [Profile](#) [Sign Out](#) [Help](#) 

Find: Select Action        

[List](#) [Work Order](#) [Plans](#) [Related Records](#) [Actuals](#) [Safety Plan](#) [Log](#) [Failure Reporting](#) [Specifications](#) [FBMS Data](#)

| | | | |
|------------------------|--------------------|--|---|
| Work Order: AB403312 | Replace Entry Door | Class: WORKORDEF | Attachments  |
| Site: IA004 | CHINLE AGENCY | Work Type: DM | Status: COAPPR |
| Location #: N35-01 | | Work Subtype: | Status Date: 10/05/2016 4:31 PM |
| Location Type: 1100 | | Category: M | Inherit Status Changes? <input checked="" type="checkbox"/> |
| Maximo ID: AB104252 | Office | Rank: 1 | Is Task? <input type="checkbox"/> |
| Use: BUILDING \ OFFICE | | Health Life Safety? <input type="checkbox"/> | FBMS Relevant? <input type="checkbox"/> |
| Structure #: 8 | | Severity: | FMIS Backlog Number: |
| Asset: | | Probability: | |
| Configuration Item: | | RAC: 4 | |
| Launch Entry Name: | | Fund: | |
| Parent WO: | | Functional Area: | |
| FMIS Deficiency ID: | | Funds/Cost Center: | |
| Project Number: | | FBMS WBS: | |

IA-FMS - DM WO Approval
(Gatekeeper) Process

Rejecting for Rework

The screenshot displays the 'IA Deferred Maintenance Tracking' application interface. At the top, there is a navigation bar with 'Bulletins: (3)', 'Go To', 'Reports', 'Start Center', 'Profile', 'Sign Out', and 'Help'. Below this is a toolbar containing various icons, including a red arrow pointing to a specific icon representing a reject or rework action. The main content area is divided into several sections:

- Work Order Details:**
 - Work Order: AB403312 * Replace Entry Door
 - Site: IA004 CHINLE AGENCY
 - Location #: N35-01
 - Location Type: 1100
 - * Maximo ID: AB104252 >> Office
 - Use: BUILDING \ OFFICE
 - Structure #: 8
 - Asset: >>
 - Configuration Item: >>
 - Launch Entry Name: >>
 - Parent WO: >>
 - FMIS Deficiency ID: >>
- Class and Work Type:**
 - Class: WORKORDEF
 - Work Type: DM
 - Work Subtype: >>
 - * Category: M
 - * Rank: 1
- Health and Safety:**
 - Health Life Safety?
 - Severity: >>
 - Probability: >>
 - RAC: 4
 - Fund: >>
 - Functional Area: >>
 - Funds/Cost Center: >>
- Status and Attachments:**
 - Attachments
 - Status: GKAPPR
 - Status Date: 10/03/2016 2:27 PM
 - Inherit Status Changes?
 - Is Task?
 - FBMS Relevant?
 - FMIS Backlog Number: >>

IA-FMS - DM WO Approval
(Gatekeeper) Process

Rejecting for Rework

Agency

Manual Input

Approve at the Agency level.

Send to user for rework.

Cancel this work order.

* Memo: Redo cost estimates

OK Cancel

Region

Manual Input

Approve at Regional level.

Send to user for rework.

Cancel this work order.

* Memo: Redo cost estimates

OK Cancel

Gatekeeper

Manual Input

Approve at Gatekeeper level.

Send to user for rework.

* Memo: Redo cost estimate

OK Cancel

Central Office

Manual Input

Approve at Central Office level. Ready for funding in BPERM.

Send to user for rework.


Cancel this work order.

* Memo: Redo cost estimate

OK Cancel

Updating Reported By field

System accounts are not a valid "Reported By" Entry.

 Enter the name of the user to whom this Deferred Maintenance record should belong in the 'Reported By' field.

Quantity:

Scheduling Information

Target Start:  Actual Start: 

Target Finish:  Actual Finish: 


Scheduled Start:  * Duration:

Scheduled Finish:  Time Remaining:

Predecessors: >>

Responsibility

Reported By: 

Reported Date: 

On Behalf Of: >>

Phone:

Supervisor: >>

Crew: 

Lead: >>

Work Group: >>

Vendor: >>

Updating Reported By field

Select Value

Filter > 1 - 2 of 2 Download

| Person | Name | Title | Department | Person's Location | Person's Site | Organization |
|-----------|------------------------------------|---------|------------|-------------------|---------------|--------------|
| | <input type="text" value="field"/> | | | | | |
| CFIELD | CLYDE FIELD | LINEMAN | - | - | WP1023 | DWP |
| TESTFIELD | Test Field User pass testfield | | | | | |

Continue Cancel

BMXAA4413I - Process IA_GATE35 created assignments.

Updating a REWORK Work Order

Welcome, Test Field User pass testfield

Bulletins: (3) [Go To](#) [Reports](#) [Start Center](#) [Profile](#) [Sign Out](#) [Help](#)

[Change Content/Layout](#) [Display Settings](#) [Update Start Center](#)

Favorite Applications

- IA Locations
- IA Assets
- IA Work Order Tracking
- IA Deferred Maintenance Tracking
- IA Job Plans
- IA Preventive Maintenance

Bulletin Board

| Subject | Message | Post Date | Expiration Date | Viewed |
|---------------------------------------|--|--------------------|---------------------|--------|
| >> ATTENTION OFMC USERS - PLEASE READ | Judy Jones has requested that all OFMC ... | 05/02/2016 5:46 AM | 12/31/2016 7:46 AM | N |
| >> Actual Utility Costs Worksheets | Facilities personnel, Please follow the... | 02/22/2016 1:05 PM | 12/31/2016 3:05 PM | N |
| >> IA-FMS Help Desk Contact Info | Welcome to IA-FMS (Maximo 7.5)... | 08/17/2015 9:49 PM | 05/17/2017 11:47 PM | N |

Quick Insert

[New O&M Work Order \(IA\)](#)

Inbox / Assignments

Next Assignment Due: 10/11/2016 11:42 AM [Refresh](#)

| Description | Owner Description | Last Memo | Start Date | Time Limit | Due Date | Route |
|------------------|---------------------------------|---------------------------------|---------------------|------------|---------------------|-------|
| Rework or cancel | Site IA004, Work Order AB403539 | Redo material cost for new unit | 10/11/2016 11:42 AM | 0:00 | 10/11/2016 11:42 AM | |


1 - 1 of 1

Result Set

| Work Order | Description | Category | Location | Site | Status | Status Date |
|------------|-------------------------------|----------|----------|---------|--------|--------------------|
| AB401815 | testing gatekeeper 35 package | U | AB260304 | IA TEST | COAPPR | 07/13/2016 1:34 PM |
| AB401817 | testing dm interface INBOUND | M | AB260304 | IA TEST | COAPPR | 07/13/2016 2:19 PM |

IA-FMS - DM WO Approval
(Gatekeeper) Process

Updating a REWORK Work Order


Welcome, Test Field User pass testfield Bulletins: (3) [Go To](#) [Reports](#) [Start Center](#) [Profile](#) [Sign Out](#) [Help](#) 

[Change Content/Layout](#) [Display Settings](#) [Update Start Center](#)


Favorite Applications

- IA Locations
- IA Assets
- IA Work Order Tracking
- IA Deferred Maintenance Tracking
- IA Job Plans
- IA Preventive Maintenance

Quick Insert

 [New O&M Work Order \(IA\)](#) [New O&M Work Order \(IA\)](#)


Bulletin Board

[Filter](#) 

| Subject | Message | Post Date | Expiration Date | Viewed |
|---------------------------------------|--|--------------------|---------------------|--------|
| >> ATTENTION OFMC USERS - PLEASE READ | Judy Jones has requested that all OFMC ... | 05/02/2016 5:46 AM | 12/31/2016 7:46 AM | N |
| >> Actual Utility Costs Worksheets | Facilities personnel, Please follow the... | 02/22/2016 1:05 PM | 12/31/2016 3:05 PM | N |
| >> IA-FMS Help Desk Contact Info | Welcome to IA-FMS (Maximo 7.5)... | 08/17/2015 9:49 PM | 05/17/2017 11:47 PM | N |


Inbox / Assignments

Next Assignment Due: 10/11/2016 11:42 AM [Refresh](#)

| Description | Owner Description | Last Memo | Start Date | Time Limit | Due Date | Route |
|-------------------------|---------------------------------|---------------------------------|---------------------|------------|---------------------|---|
| Rework or cancel | Site IA004, Work Order AB403539 | Redo material cost for new unit | 10/11/2016 11:42 AM | 0:00 | 10/11/2016 11:42 AM |  |

1 - 1 of 1

Result Set

[Filter](#) 

| Work Order | Description | Category | Location | Site | Status | Status Date |
|------------|-------------------------------|----------|----------|---------|--------|--------------------|
| AB401815 | testing gatekeeper 35 package | U | AB260304 | IA TEST | COAPPR | 07/13/2016 1:34 PM |
| AB401817 | testing dm interface INBOUND | M | AB260304 | IA TEST | COAPPR | 07/13/2016 2:19 PM |

IA-FMS - DM WO Approval
(Gatekeeper) Process

Updating a REWORK Work Order

- Edit the work order

Work Order: AB403539 Replace AC Unit Site: IA004 Status: REWORK

Children of Work Order AB403539: 0 - 0 of 0

Tasks for Work Order AB403539: 0 - 0 of 0

| Sequence | Task | Summary | Estimated Duration | Status | Owner | Owner Group |
|-------------------------------|------|---------|--------------------|--------|-------|-------------|
| There are no rows to display. | | | | | | |

Labor Materials Tools

Materials: 1 - 2 of 2

| Task | Item | Description | Quantity | Unit Cost | Line Cost | Storeroom | Direct Issue? |
|------|------|-------------|----------|-----------|-----------|-----------|-------------------------------------|
| | | Parts | 1.00 | 72.00 | 72.00 | | <input checked="" type="checkbox"/> |
| | | New Unit | 1.00 | 2700 | 3,000.00 | | <input checked="" type="checkbox"/> |

Select Materials Search Catalogs Select Asset Spare Parts New Row



Resubmit REWORK work order for Approval

IA Deferred Maintenance Tracking

Bulletins: (3) Go To Reports Start Center Profile Sign Out Help IBM

Find: [] Select Action []

List Work Order Plans Related Records Actuals Safety Plan Log Failure Reporting Specifications FBMS Data

Work Order: AB403539 Replace AC Unit Site: IA004 Status: REWORK

Parent WO: []

Children of Work Order AB403539 Filter [] 0 - 0 of 0 Download []

Tasks for Work Order AB403539 Filter [] 0 - 0 of 0 Download []

| Sequence | Task | Summary | Estimated Duration | Status | Owner | Owner Group |
|-------------------------------|------|---------|--------------------|--------|-------|-------------|
| There are no rows to display. | | | | | | |

New Row

Labor Materials Tools

Materials Filter [] 1 - 2 of 2

| Task | Item | Description | Quantity |
|------|------|-------------|----------|
| [] | [] | Parts | 1.00 |
| [] | [] | New Unit | 1.00 |

Select Materials

Manual Input

All corrections are in place. Resubmit this Work Order for approval.

Cancel this work order.

Memo: []

OK Cancel

IA-FMS - DM WO Approval
(Gatekeeper) Process

Cancelling a Work Order

The screenshot displays the IA Deferred Maintenance Tracking application interface. At the top, the title bar reads "IA Deferred Maintenance Tracking" and includes navigation links for "Bulletins: (3)", "Go To", "Reports", "Start Center", "Profile", "Sign Out", and "Help". Below the title bar is a toolbar with a search field labeled "Find:" and a "Select Action" dropdown. A red arrow points to a specific icon in the toolbar, which is a green square with a white 'X' and a document icon, representing the cancel function. Below the toolbar is a tabbed menu with options: "List", "Work Order", "Plans", "Related Records", "Actuals", "Safety Plan", "Log", "Failure Reporting", "Specifications", and "FBMS Data". The main content area is divided into two columns. The left column contains fields for work order details: Work Order: AB403312, Site: IA004, Location #: N35-01, Location Type: 1100, * Maximo ID: AB104252, Use: BUILDING \ OFFICE, Structure #: 8, Asset, Configuration Item, Launch Entry Name, Parent WO, and FMIS Deficiency ID. The right column contains fields for classification and status: Class: WORKORDEF, Work Type: DM, Work Subtype, * Category: M, * Rank: 1, Health Life Safety?, Severity, Probability, RAC: 4, Fund, Functional Area, Funds/Cost Center, Attachments, Status: GKAPPR, Status Date: 10/03/2016 2:27 PM, Inherit Status Changes? (checked), Is Task?, FBMS Relevant?, and FMIS Backlog Number.

IA-FMS - DM WO Approval
(Gatekeeper) Process

Cancelling a Work Order

Agency

Manual Input

- Approve at the Agency level.
- Send to user for rework.
- Cancel this work order.

* Memo: Cancelling, invalid work order

OK Cancel

Region

Manual Input

- Approve at Regional level.
- Send to user for rework.
- Cancel this work order.

* Memo: Cancelling, invalid work order

OK Cancel

Central Office

Manual Input

- Approve at Central Office level. Ready for funding in BPERM.
- Send to user for rework.
- Cancel this work order.

* Memo: Cancelling, invalid work order

OK Cancel

Site Level (from REWORK status)






Manual Input

- All corrections are in place. Resubmit this Work Order for approval.
- Cancel this work order.

* Memo: Cancelling, invalid work order

OK Cancel

Cancelled Work Order

| | | |
|---------------|--|--|
| Class: | WORKORDEF | <u>Attachments</u>  |
| Work Type: | DM  | Status: CAN |
| Work Subtype: |  | Status Date: 09/30/2016 4:08 PM |
| Category: | M  | Inherit Status Changes? <input checked="" type="checkbox"/> |
| |  | |

Reviewing Work Order History


The screenshot shows the 'IA Deferred Maintenance Tracking' application interface. On the left, a form displays work order details for 'AB403312' at site 'IA004'. The 'Select Action' menu is open, with 'View' and 'Work Order History' highlighted. The 'View Work Order History' dialog box is open, showing a table of status history.

| Status | Status Date | Changed By | Memo | GL Account |
|--------|--------------------|------------|------|------------|
| COAPPR | 10/05/2016 4:31 PM | OMCO | | |
| GKAPPR | 10/03/2016 2:27 PM | TESTGATEKE | | |
| RGAPPR | 10/03/2016 2:20 PM | TESTREGION | | |
| AGAPPR | 10/03/2016 2:14 PM | TESTAGENCY | | |
| WAPPR | 10/03/2016 2:11 PM | TESTFIELD | | |



Below the status history table, there is an 'Ownership History' section which is currently empty, displaying 'There are no rows to display.' An 'OK' button is located at the bottom right of the dialog box.

IA-FMS - DM WO Approval
(Gatekeeper) Process


Cancelling a COAPPR status work order


Find: Select Action 

List Work Order Plans Related Records Actuals Safety Plan Log Failure Reporting Specifications


Work Order: AB125353 * REPLACE VINYL TILE Class: WORKORDEF Attachments 
Site: IA003 CHEYENNE RIVER AGENCY Work Type: DM Status: COAPPR 
Location #: A01-01 Work Subtype: Work Subtype: Status Date: 10/20/2016 7:18 PM
Location Type: 1100 * Category: M Inherit Status Changes?
* Maximo ID: AB100003 >> Shop, Maintenance * Rank: 1 Is Task?
Use: BUILDING \ SHOP \ MNTNCE Health Life Safety? Under Flow Control?
Structure #: 2009 Severity: Severity: Suspend Flow Control?

Manual Input



Leave Work Order in COAPPR status
 Reset Work Order to WAPPR status.
 Cancel this Work Order. 

* Memo: This was completed as part of another record 


Sending a COAPPR status work order back to WAPPR


Find: Select Action 

List Work Order Plans Related Records Actuals Safety Plan Log Failure Reporting Specifications

Work Order: AB125353 * REPLACE VINYL TILE Class: WORKORDEF Attachments 
Site: IA003 CHEYENNE RIVER AGENCY Work Type: DM Status: COAPPR 
Location #: A01-01 Work Subtype: Status Date: 10/20/2016 7:18 PM
Location Type: 1100 * Category: M Inherit Status Changes?
* Maximo ID: AB100003 >> Shop, Maintenance * Rank: 1 Is Task?
Use: BUILDING \ SHOP \ MNTNCE Health Life Safety? Under Flow Control?
Structure #: 2009 Severity: Suspend Flow Control?

Manual Input

Leave Work Order in COAPPR status
 Reset Work Order to WAPPR status. 
 Cancel this Work Order.

* Memo: Invalid cost estimate 

OK Cancel

Demonstration

DM WO Approval (Gatekeeper) Process