Using Maximo’s Advanced Searching & Saved Queries

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Agenda

• Searching for Records: Queries
• Why use Saved Queries
• Wildcards & Quick Tips
• Commonly Used Saved Queries
• Live Demonstration

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Searching for Records: Queries

• **Query** – Allows users to send a request to Maximo, to only show records that meet requested criteria.

• **Default Query** – Maximo runs the query every time the application is opened, and may be used when a user requests the same data set every time.

• **Saved Query** – A re-useable query to the Maximo Database
  *A Saved Query is required to have a Result Set on a Maximo Dashboard*
Searching for Records: Methods

- The List Tab is used in most applications to build the query, this can be done with the following methods:
  - **List Filter** to search field values on the List Screen
  - Search using the **More Search Fields** dialog box
  - Search using a previously **Saved Query**
  - Search using a **SQL Where** clause written on the fly
Wildcards

<table>
<thead>
<tr>
<th>Wildcard</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Or %</td>
<td>To stand for any number of characters in the specified position</td>
</tr>
<tr>
<td>_ Or ?</td>
<td>To stand for a single character in the specified position</td>
</tr>
</tbody>
</table>

Examples:
- “V%” is a search for a record whose data starts with a V
- “%V” is a search for a record who ends with a V
- “%V%” is a search for a record with a V in the middle
- “V00_” is a search for a record that is four characters long and starts with ‘V00’
Equal Sign, Null Values & Search Between

<table>
<thead>
<tr>
<th>Operators</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>=</td>
<td>Means match exactly</td>
</tr>
<tr>
<td><del>null</del></td>
<td>Searching for null values</td>
</tr>
<tr>
<td>!=<del>null</del></td>
<td>Searching for not-null values</td>
</tr>
<tr>
<td>Between _____ and _____</td>
<td>Searching between to values</td>
</tr>
</tbody>
</table>

Examples:
- “=2102BEV” to find records with exactly 2102BEV in the field
- “reportdate between ‘10-10-2009’ and ‘10-12-2009’” find records between a date range
Common Saved Queries

- Work Orders;
  - Assigned Work Orders
  - Past Due Work Orders
  - Status Work Orders – for example; Waiting for Approval, Complete
- Specific Asset Failure Events
- PMs;
  - PMs due in the next 30 Days
- POs;
  - Waiting for Approval
  - Received but not yet invoiced
Tips

• Unique Query Names: Maximo requires each query name to be unique, if multiple users require the same or similar query try adding the users initials to the end of the query name.

• Field Names: Use ALT+F1 to determine the column name of fields to add to the Query SQL Where Clause.
Demonstration

1. Each of the Maximo Search Methods
2. Using Wildcards & Operators