





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



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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

Wildcard	Use
* Or %	To stand for any number of characters in the specified position
_ Or ?	To stand for a single character in the specified position

Examples:

- "%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

Operators	Use
=	Means match exactly
~null~	Searching for null values
!=~null~	Searching for not-null values
Between and	Searching between to values

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



