Instructions for Obtaining the Listing of Work Scheduled for a Building:

1. Go to the following URL address
   https://fms bf.umich.edu/fmax/login

2. Enter your uniqname and Kerberos password and click the Login button

3. Click on “Work Management” in the “Module” drop down menu

4. Click on “Building Work Schedule” in the “Reports” drop down menu
5. Enter a start date and end date for your query (in this case, the start date 08/04/2010 and end date of 08/04/2010 has been entered).

6. Select the appropriate zone from the “Zone” drop down menu (in this case, NOR meaning North Campus Region has been selected).

7. Select the appropriate property from the “Property” drop down menu (in this case, building 00414 has been selected).

8. Click OK to view the resulting report.
Basic Work Order Work Order Status Definitions:

- **MASTERSCHED** - Work Orders on a Maintenance Mechanic / Trade’s daily schedule to be completed during the current or following week.

- **DISPLACED** - Scheduled work not completed on the day scheduled but will be completed the next day.

- **RESCHEDULE** - Scheduled work not completed on the day scheduled and will need to be rescheduled for a future week.

- **FOLLOWUPREQ** - Scheduled work that requires additional follow up in order to complete.
  * This status is a flag to indicate the job is not complete and other resources may be needed.
  * Follow-up may be to bring in additional trades from the shop to follow-up and finish a job.

- **COMPLETE** - This phase of the work order has been completed.