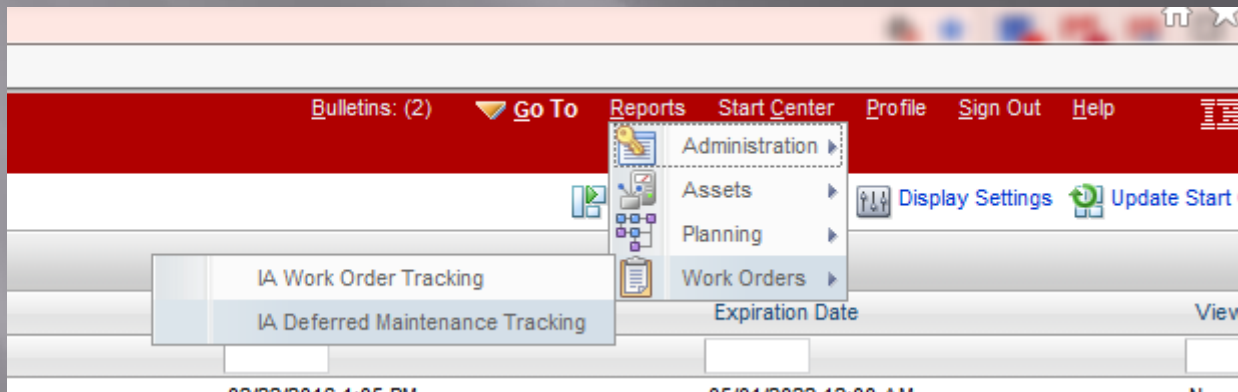


**PROCESS TO DOWNLOAD
SAFETY AND HEALTH
ABATEMENT STATUS
REPORT**

On your start Center in Maximo, along the top in the **RED** line, go to Reports, Work Orders, and then IA Deferred Maintenance Tracking.



Once you do that, this page will show up. Page down using the **Green** Arrow next to the 1 - 5 of 27 until you find the report labeled: S&CAP Abatement Plan Template

Owner Description Last Memo

Reports

Select a report from the list, or click Create Report to create an ad hoc report.

On Demand Reports | Scheduling Status

Reports to Run Filter > Search > Refresh > Green Arrow > 1 - 5 of 27 > Download

Description

CAP - Historical Backlog Report		
CAP - Inventory and Backlog Report		
Deferred Maintenance Report		
DM Work Orders Audit Report		
IA Priority Funds Workbook		

Cancel

Once you find this report on page 16 – 20 of 27, click on the report.

The screenshot shows a software interface with a window titled "Reports". At the top, there are two tabs: "Owner Description" and "Last Memo". Below the tabs, there is a search bar and a "Filter" dropdown menu. The "Reports to Run" section shows a list of reports. The "S&CAP Abatement Plan Template" report is highlighted in blue, and a red arrow points to it. The other reports in the list are "S&CAP Exception Report", "S&CAP Health and Safety Inspections Chart Report", "S&CAP Inspection Abatement Correction Plan Report", and "S&CAP Inspector Safety And Health Inspection Report". A "Cancel" button is located at the bottom right of the window.

Description			
S&CAP Abatement Plan Template			
S&CAP Exception Report			
S&CAP Health and Safety Inspections Chart Report			
S&CAP Inspection Abatement Correction Plan Report			
S&CAP Inspector Safety And Health Inspection Report			

Once you click on that report, this block will appear. The only block you need to fill out is colored yellow and has an asterisk by it.

The screenshot shows a web application window titled "Request Page" with a background of a blurred office interface. The form is divided into several sections:

- Help Text:** A grey header bar with a small square icon on the right.
- Parameters:** A grey header bar with a small square icon on the right. Below it is a text input field labeled "* Inspection Number:" which is highlighted in yellow. A red arrow points to the right side of this field.
- Schedule:** A grey header bar with a small square icon on the right. It contains three radio button options: "Immediate" (selected), "At this Time" (with a calendar icon), and "Recurring" (with a magnifying glass icon).
- Email:** A grey header bar with a small square icon on the right. It contains three input fields: "To:" (with a magnifying glass icon), "Subject:", and "Comments:" (a larger text area).
- File Type:** Two radio button options: "PDF" (selected) and "XLS".
- Report Delivery Format:** Two radio button options: "Email with a file attachment" (selected) and "Email with a file URL".

At the bottom of the form are two buttons: "Submit" and "Cancel".

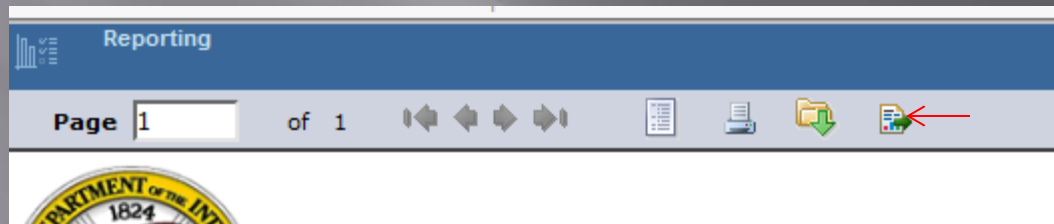
In that block you will type in your inspection number. All inspection numbers start with either a S-2017- for schools and Agency's or a J-2017- for Detention Facilities. Once you put that in click on the Submit button.

The screenshot shows a web-based form titled "Request Page" with the following sections:

- Help Text:** A section with a small square icon on the right.
- Parameters:** A section containing a text input field with the value "S-2017-1202" and a label "* Inspection Number:".
- Schedule:** A section with three radio button options: "Immediate" (selected), "At this Time" (with a calendar icon), and "Recurring" (with a magnifying glass icon).
- Email:** A section with three input fields: "To:" (with a magnifying glass icon), "Subject:", and "Comments:" (a larger text area).
- File Type:** A section with two radio button options: "PDF" (selected) and "XLS".
- Report Delivery Format:** A section with two radio button options: "Email with a file attachment" (selected) and "Email with a file URL".

At the bottom right of the form, there are two buttons: "Submit" and "Cancel". A red arrow points to the "Submit" button.

On the top of this report click on this button.
This will allow you to download this report.



Once you are on this page, click on the **arrow down button** and select Excel from the list. Once this has happened click the **OK** button.

The image shows a screenshot of a software interface with an 'Export Report' dialog box open. The dialog box has a title bar with 'Export Report' and a close button. It contains the following elements:

- Export Format:** A dropdown menu currently showing 'Excel'. A red arrow points to the downward-pointing arrow on the right side of the dropdown.
- Page Selection:** Three radio buttons: 'All pages' (which is selected), 'Current page', and 'Pages:'. The 'Pages:' option is followed by an empty text input field.
- Page Range:** A text input field with the placeholder text '(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6)'.
- Page Scaling:** Three radio buttons: 'Auto' (which is selected), 'Actual size', and 'Fit to whole page'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right. A blue arrow points to the 'OK' button.

The background of the application window is partially visible, showing a table with columns like 'Work Type', 'UK', 'Abatement Fields: Required for all', and 'Interim Measure'.

After you click on the OK button from the previous slide the report will transfer to Microsoft Excel.

Please answer the questions that pop up on your screen and the report will open in Excel. This will allow you to fill in the blanks with your information.

Once you have the information saved, please forward this back to me so I can upload your data in S&CAP for you.

If you have any question or need assistance, please let me know.

Hopefully this helps!!

These are the buttons that will show up that need to be answered. Click the save button, the open button, and the Yes button.

