

For example, if you were creating a communication template to notify the system administrator to create a new user record, your message might be similar to the following message:

**Subject** — New employee

**Message** — :FIRSTNAME :LASTNAME was hired on :HIREDATE. Please create a Maximo user record for this individual and e-mail them their user name and password at :EMAIL:EMAILADDRESS.

When Maximo uses a communication template to generate a notification, it replaces the substitution variables with the corresponding values from the record that is generating the notification. A notification generated from the previous example might resemble the following notification:

**Subject** — New employee

**Message** — Julie Stickler was hired on 6/01/01. Please create a Maximo user record for this individual and e-mail them their user name and password at Julie.Stickler@mno.com.

**TIP** To find out the column name for any Maximo field, place the cursor in the field and press Alt+F1. Maximo displays the table and column name associated with the field.

**CAUTION** If you are including a substitution variable for a non-required field, you should phrase the message so that it still makes sense to the reader if the field is null.

## Inserting Hyperlinks

You can insert a hyperlink to a Maximo record within the body of your communication template message that includes the application name and record ID.

To insert a hyperlink in a Workflow communication template, insert the following link into the body of your message:

`http://:HOSTNAME/maximo/ui/  
maximo.jsp?event=loadapp&value=:APP&uniqueid=:OWNERID`

where HOSTNAME is the name or IP address of the MXServer.

When Maximo generates a notification, the application name and record ID appear in the message as a hyperlink that leads directly to the record.

**NOTE** In order to be able to view the record, the e-mail recipient must be a Maximo user with security permission to the specified application.

## Modifying Communication Templates

You also can use the Communication Templates application to modify communication templates. You can modify a template without inactivating it. However, you cannot modify a communication template if it is in use on an escalation record, or an enabled or active Workflow process. Maximo displays an error message if you cannot modify a communication template.

# Maximo Implementation Guide

**VM Jensen**



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