

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

**SJ Ball**



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## **Table of Contents Maximo Implementation Guide**

1. Understanding the eBook Maximo Implementation Guide
  - The Rise of Digital Reading Maximo Implementation Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Maximo Implementation Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Maximo Implementation Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Maximo Implementation Guide
  - Personalized Recommendations
  - Maximo Implementation Guide User Reviews and Ratings
  - Maximo Implementation Guide and Bestseller Lists
5. Accessing Maximo Implementation Guide Free and Paid eBooks
  - Maximo Implementation Guide Public Domain eBooks
  - Maximo Implementation Guide eBook Subscription Services
  - Maximo Implementation Guide Budget-Friendly Options
6. Navigating Maximo Implementation Guide eBook Formats

- ePub, PDF, MOBI, and More
- Maximo Implementation Guide Compatibility with Devices
- Maximo Implementation Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Maximo Implementation Guide
  - Highlighting and Note-Taking Maximo Implementation Guide
  - Interactive Elements Maximo Implementation Guide
- 8. Staying Engaged with Maximo Implementation Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Maximo Implementation Guide
- 9. Balancing eBooks and Physical Books Maximo Implementation Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Maximo Implementation Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Maximo Implementation Guide
  - Setting Reading Goals Maximo Implementation Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Maximo Implementation Guide
  - Fact-Checking eBook Content of Maximo Implementation Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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