IBM Maximo Asset Management V7.1

Using admin mode

This is a training module for Maximo® Asset Management V7.1. In this module, you learn to use the admin mode of Maximo.

When you complete this unit, you can perform these tasks:

- Describe when admin mode is used
- Turn admin mode on
- Turn Admin mode off
- Set security to grant administrative user privileges and access
- Alter the message shown to users

This module covers these topics:

- Describing when admin mode is used in a Maximo environment

- Turning on admin mode

- Turning off admin mode

- Setting security to allow administrative users access to the maximo system while it is in admin mode

- Changing the text of the message sent to all users before admin mode takes effect

Admin mode

- Admin mode is used to allow database configuration without shutting down Maximo.
- Admin mode performs the following within Maximo:
    - Blocks normal users
    - Suspends CRON tasks
    - Does not allow remote connectivity
    - Disables event listeners
    - Requires the user to have Admin login security
- A message is sent to all users before admin mode takes effect.

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Admin mode is used to allow Maximo database configuration to be performed without the need to stop the Maximo server.

When the Maximo system is placed into admin mode the following restrictions are applied to the system.

Normal users are blocked from using the maximo applications.

Crontasks are prevented from running.

Remote connectivity to the Maximo system is disabled.

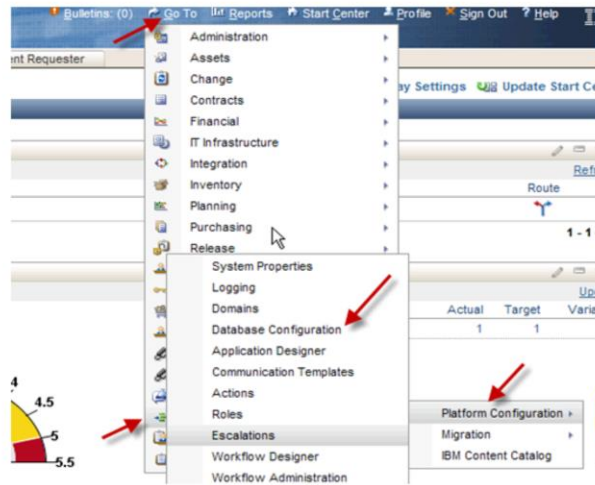Event listeners used by integration are disabled.

Only users who have admin login security set are able to access Maximo.

Before admin mode takes effect a warning message is sent to all users informing them of the planned mode change.

Turn admin mode on (1 of 4)

To turn admin mode on

Go To > **Database Configuration** > **System Configuration** > **Platform Configuration**

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To turn admin mode on click **Go To**.
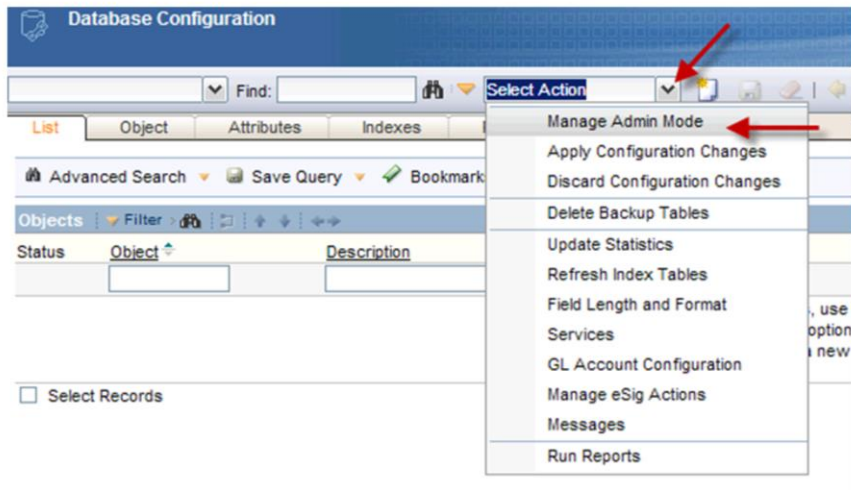
From the presented menu select **system configuration**.

From the next menu select **Platform configuration**.

Finally, from the next menu select **Database Configuration**.

Turn admin mode on (2 of 4)

Click **Select Action**

Click **Manage Admin Mode**

In the database configuration application, click the **Select Action** menu and select **Manage Admin Mode**.

Turn admin mode on (3 of 4)

Update properties for admin users and user logout minutes if required

Turn Admin Mode ON

Enter Password and reason for change and click **OK**

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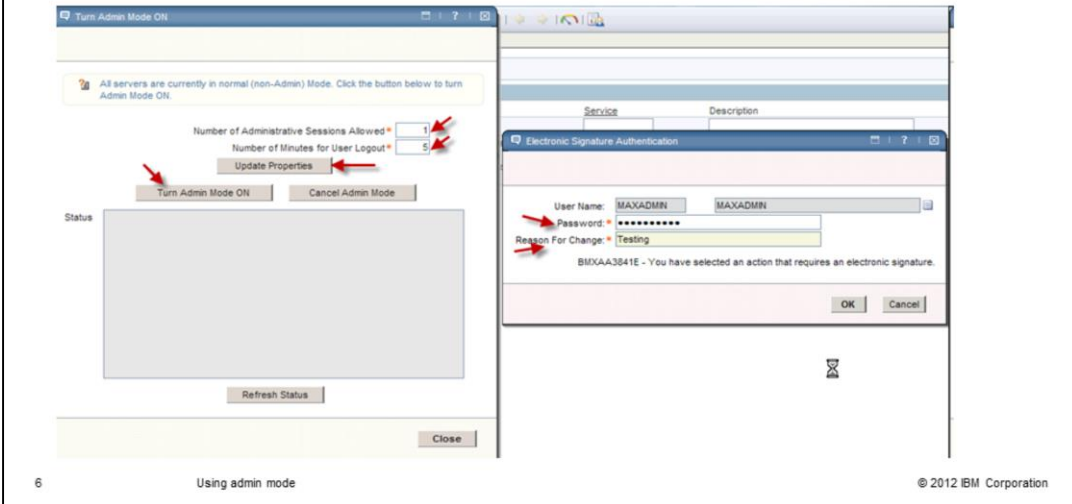
On the turn admin mode on screen you can optionally adjust the number of administrative users who access the system.

During admin mode you can control the number of minutes that normal users will have before access to the system is interrupted.

If the properties are altered, press the **update Properties** button.

Click **turn admin mode on**.

On the electronic signature administration screen, enter the administrators password and reason for the change and click **OK**.

A pop up box will show a starting to set admin mode on message.
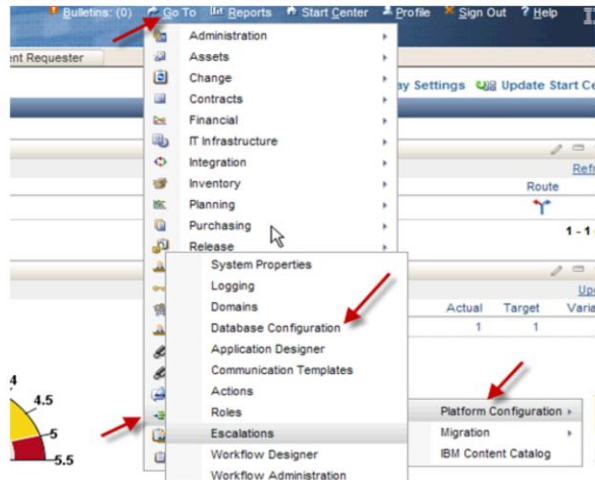
Click **OK** to close the message.

Messages showing the progress of the admin mode request will now be updated into the status field.

Users of the Maximo system are sent a message informing them to save their work and sign off from the system.

Turn admin mode off (1 of 3)

To set admin mode off

Click **Go to** > **Database Configuration** > **System Configuration** > **Platform Configuration**

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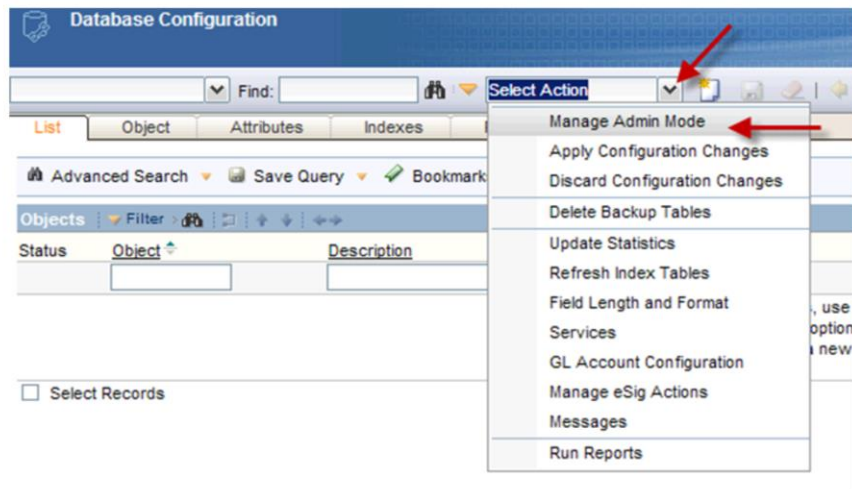To turn admin mode off first click **Go To**.

From the presented menu select **System Configuration**.

From the next menu select **Platform Configuration**.

From the final menu select **Database Configuration**.

Turn admin mode off (2 of 3)
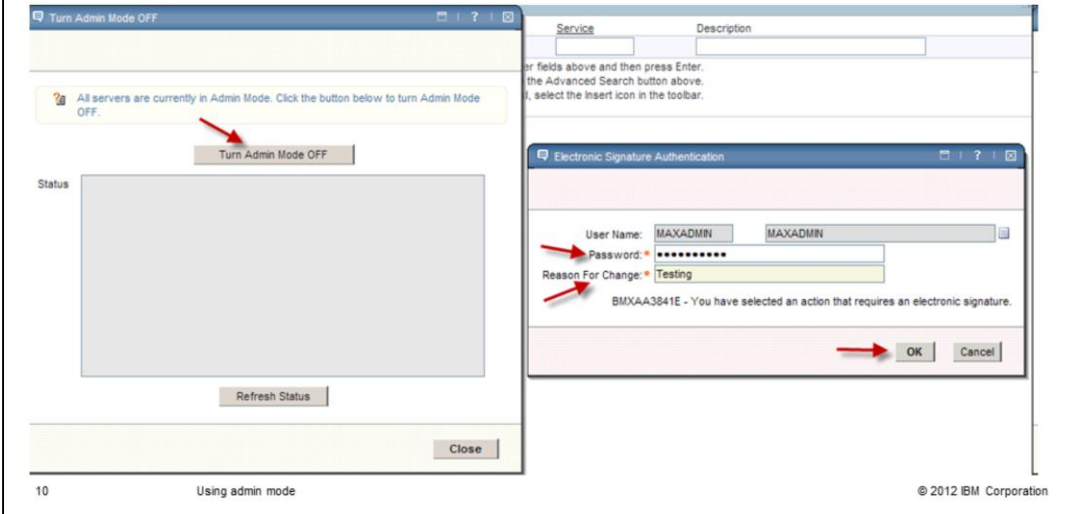
Click **Select Action > Manage Admin Mode**

In the database configuration application, first click the **Select Action** menu and then select **Manage Admin Mode** from that menu.

Turn admin mode off (3 of 3)

Click **Turn Admin Mode OFF**

Enter Password and Reason for Change

Click OK

On the turn admin mode off screen click the **Turn Admin Mode OFF** button.

On the electronic signature authentication screen enter the administrators password and the reason for change.

Next, click **OK**.

A popup message displays stating "Starting to set admin mode off." Click **OK**.

Messages regarding the request to turn off admin mode will display in the status field.

When admin mode is off non-admin users are allowed to sign into the Maximo system.

Admin log security (1 of 2)

Only users with admin login security can access Maximo when admin mode is on

Set within the security groups application

Go To > Security > Security Groups

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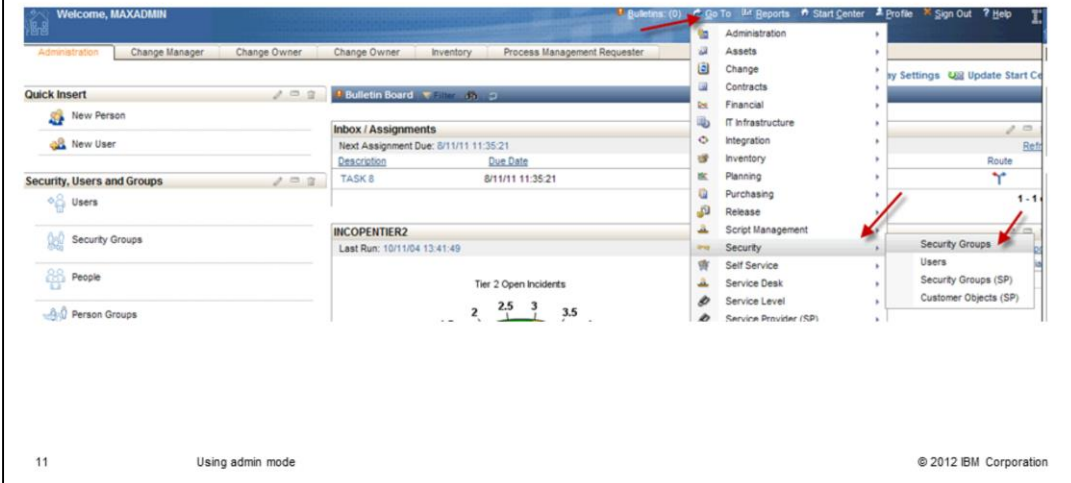
Once admin mode starts, only administrative users with authorization to login during admin mode can access the system.

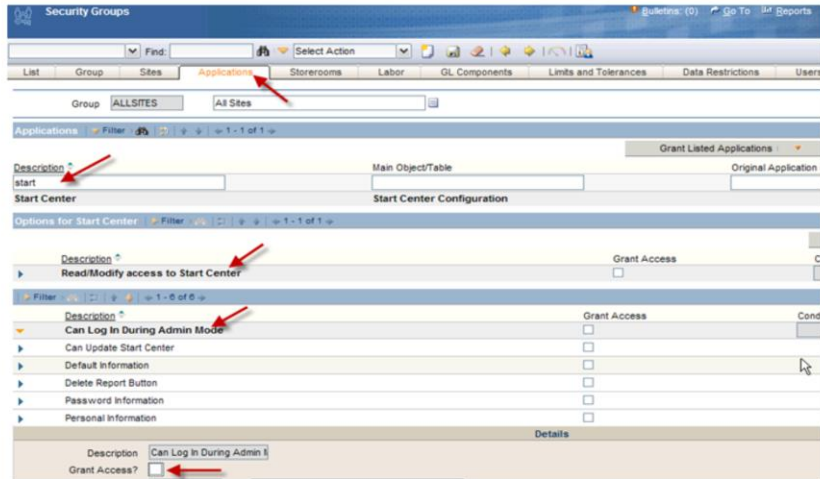Admin mode authorization is set within the security groups application.

From any maximo screen, click **Go To**.

From the menu presented, select **Security**.

From the next menu select **Security Groups**.

Click **Application** tab > Search for **Star'**> **Read/modify access to Start Center**

Expand **Can Log in During Admin Mode** > **Grant Access**

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In the security groups application select the **Applications** tab.

In the applications section search in the filter for start, this step will locate the **Start Center** application.

In the start center section options select **Read modify access to Start Center**.

Expand the **Can log In During Admin Mode** line.

Select **Grant Access** and apply any required conditions.

Customizing message text (1 of 2)

The message sent to users before admin mode starting can optionally be customized.

Go To > System Configuration > Platform Configuration > Database Configuration
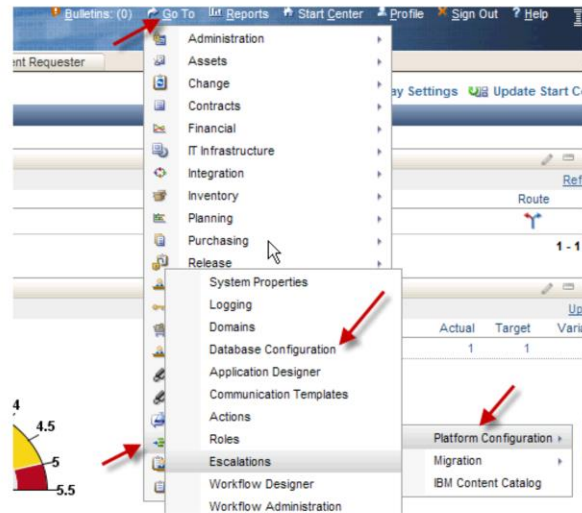
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The standard message sent to warn users that the system will enter admin mode can be customized.

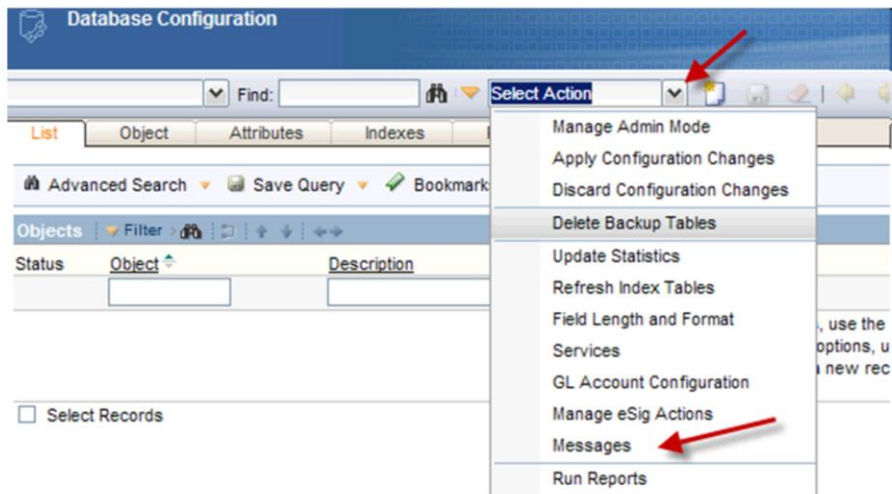To customize the message, click **Go To**.

From the presented menu select **System Configuration**.

From the next menu select **Platform Configuration**.

Finally, from the next menu select **Database Configuration**.

Customizing message text (2 of 2)

Click **Select Action** > **Messages**

In the Database Configuration application, click the **Select Action** menu and select **Messages**.

Customizing message text received by users

Filter on **Message ID BMXAA4037W**

Update the **Value** field to the required text and click **OK**
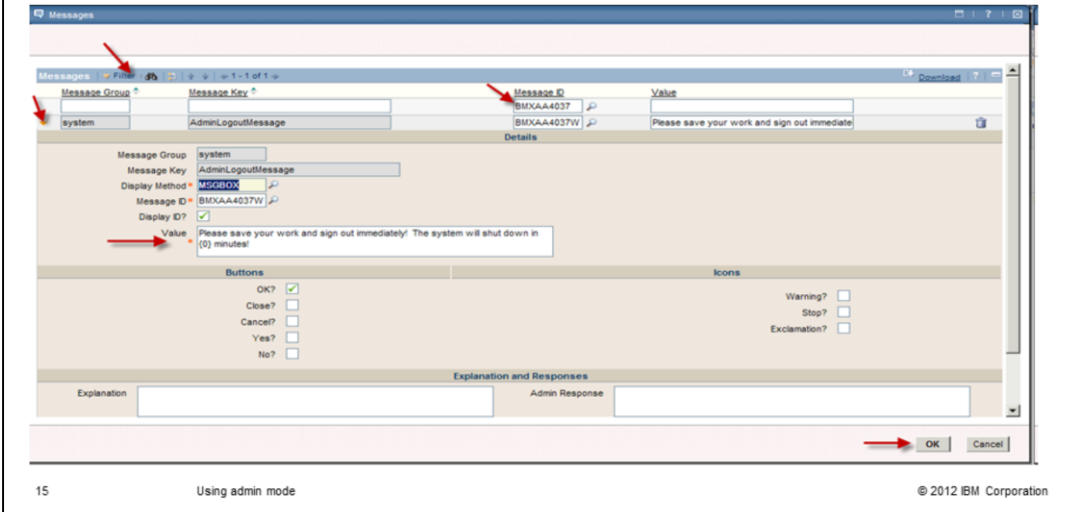
In the Messages screen, click **Filter** if required to open the filter line.

Fill in the **Message ID** field with the appropriate message number to locate it.

Expand the message by clicking the icon next to the message line.

Update the **Value** field with the custom text message, then click **OK**.

Using admin mode

You have completed the training module. You should now be able to perform these tasks:

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- Turning on admin mode

- Turning off admin mode

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- Changing the text of the message sent to all users before admin mode takes effect

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