T6: WORK ORDER SEARCHING TIPS - TRADESPERSON
(EZMaxMobile)

PURPOSE:

Commonly used by a tradesperson to search for work orders in EZMaxMobile.
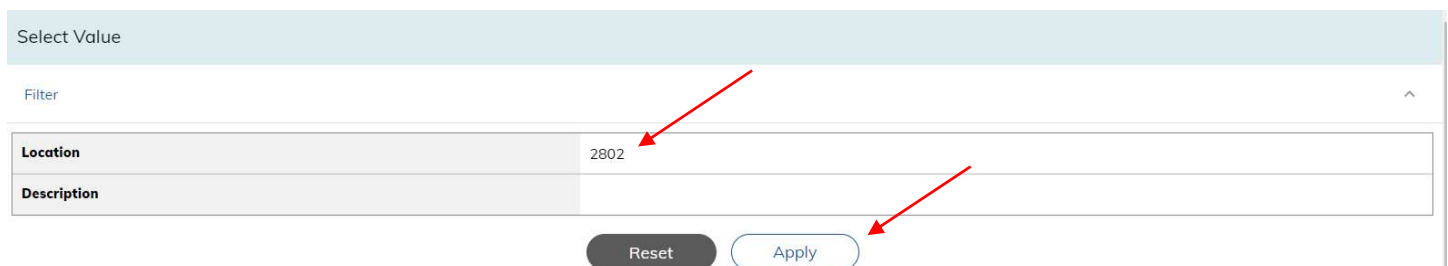
STEPS NEEDED:

1. **Log into EZMaxMobile**

Note: If you are not using the campus internet service (EduRoam), please make sure you are logged into and running the VPN using the CISCO AnyConnect Application. For more information, please review SOP E3: EZMaxMobile Install and Setup on an iOS Device.

   a. Tap the EZMaxMobile app on your mobile device to open it
   b. Log into EZMaxMobile using your NetID and Cornell password
   c. The first screen displayed is your *Start Center*

2. **Search Work Orders That Are Assigned To You**
   a. Tap the "Work Orders Assigned to Me" line on your Start Center
   b. To further narrow your search:
      i. Tap the "Advanced Search" button
      ii. Click the ⟫ icon to the far right (example: on the Facility Code Line)
      iii. Click Filter
      iv. Type search criteria (example: Location 2802)
      v. Click Apply under Filter at the top of the screen

      vi. Once results received, choose boxes for which facility applicable
      vii. Click apply at the bottom of the screen
      viii. Tap "Search"
   c. Note: the "Quick Search" field will *only* search Work Order numbers

RESULT:

Work Orders assigned to you or someone in your zone can be viewed.