
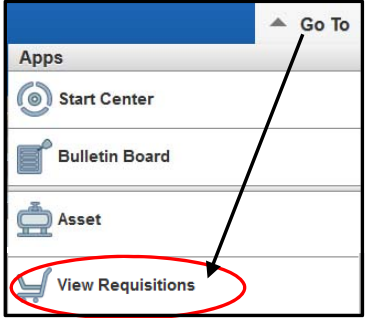



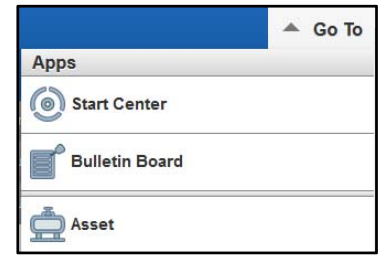


Purpose:	How to look-up information on material orders	
When:	You have submitted material requisitions for work orders	
Who:	Tradesperson	
Resources to Complete Tasks		
A mobile device with the EzMaxMobile app installed (SOP E3)	A Maximo account	
	An EZMaxMobile license	
Perform This Task:	Do These Steps:	
<p>1. Log into EZMaxMobile</p> 	<p>a. Tap the EZMaxMobile app on your mobile device to open it</p> <p>b. Log into EZMaxMobile</p> <ul style="list-style-type: none"> • Username: Your NetID • Password: Your Cornell (Kronos) password • Tip: Turn on the switch next to “Remember Me?” so that you don’t have to type in your username & password every time <p>c. The first screen displayed is your <u>Start Center</u></p> <p>d. Choose a section below, based on what you are looking for</p>	
A) How to view your Saved Requisitions		
<p>If you tapped the “Saved For Later” button on the material requisition screen, the requisition was <i>not</i> been submitted to FM Procurement.</p>	<p>a. Click “Go To”, then “View Requisitions”</p>  <p>b. Then, tap “View Saved Requisitions”</p> <p>c. A list of your saved requisitions will be displayed. Tap on the requisition that you would like to review or edit</p> <p>d. To edit or submit the requisition, tap “Edit Requisition”</p>  <ul style="list-style-type: none"> • If/when you are ready to send it to FM Procurement, tap the “Submit” button. If not, tap “Save For Later”  <ul style="list-style-type: none"> • To go back to the “View Requisitions” screen, tap the “Back” button, then tap  to return to your Start Center 	

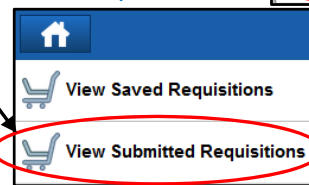
B) How to view your Submitted Requisitions

If you tapped the "Submit" button on the material requisition screen, it has been submitted to FM Procurement. It will remain in this list until FM Procurement submits (approves) the order.

a. Click "Go To", then "View Requisitions"



b. Then, tap "View Submitted Requisitions"



- Requisitions will show here in DRAFT status. As soon as the FM Procurement Group submits (approves) a requisition and begins the ordering process, it will disappear from this list. When the order is placed, a Maximo PO will be created. See Tasks E and F to view Maximo POs.

C) How to view Receipt Status on your list of assigned work orders

When the FM Procurement Group places your order, a Maximo PO is created, and the receipt status will show on your work order list

7884099 (INPRG)
2614 Tennis: Install water meter Attn Steve Hubbell
 Facility Code: 5395
 Facility Name: Energy Management System
 Room/ Area: outside
 Service: METER
 Priority: 30
 Target Start: 3/4/15 8:48 AM
 Location: U3806-3341
 PM Location:
 Area Served:

Receipts: NONE

Means the order has been placed, but no materials have been received yet.

8003100 (APPR)
The quick connect on the outlet ball valve VI540 is leaking ammonia on skid
 Facility Code: 5510B
 Facility Name: Central Heating Plant
 Room/ Area:
 Service:
 Priority: 30
 Target Start:
 Location: U5510B-02261
 PM Location:
 Area Served:

Receipts: PARTIAL

Means some of the items have been received. See Task D. for how to view the particular materials that have been received.

6565730 (COMP2)
Chilled water system plant three make up pump making noises need to be
 Facility Code: 5111
 Facility Name: Chill Water Plant 3
 Room/ Area:
 Service:
 Priority: 30
 Target Start:
 Location: U5111-611
 PM Location:
 Area Served:

Receipts: COMPLETE

Means all of the items on have been received.

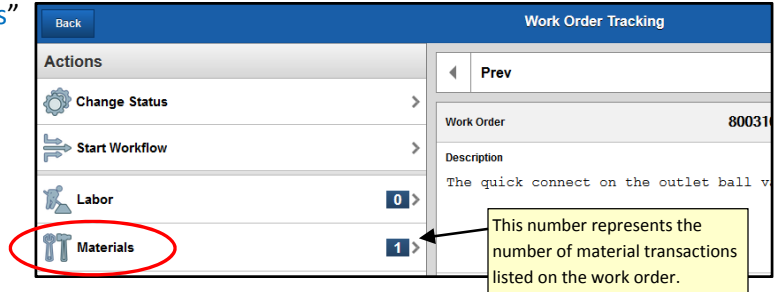
D) How to view specific Materials Received on the work order “materials” tab

You can see what specific materials have been received on the Work Order’s Materials Tab.

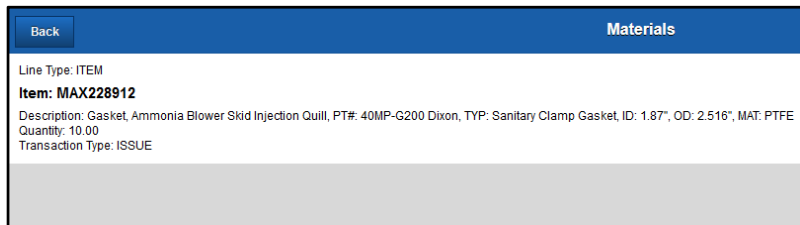
As the materials are received, they are entered as a material transaction on the work order.

a. From your work order list, tap on the work order to open it in the Work Order Tracking application

b. Tap “Materials”



c. Items that have been received will show in a list



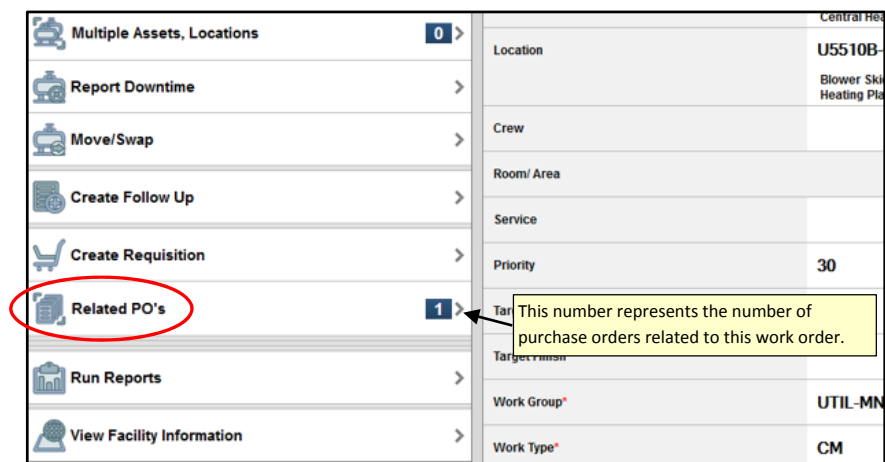
d. Tap the “Back” button to return to the main work order screen

E) How to view specific Materials Received OR Not Received on the PO (from the work order)

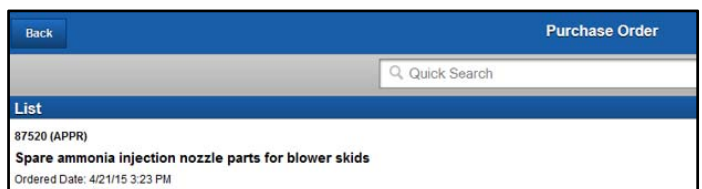
If any POs have been created for a work order, there will be a link to those related POs right on the work order.

a. From your work order list, tap on the work order to open it in the “Work Order Tracking” application

b. Tap “Related PO’s”

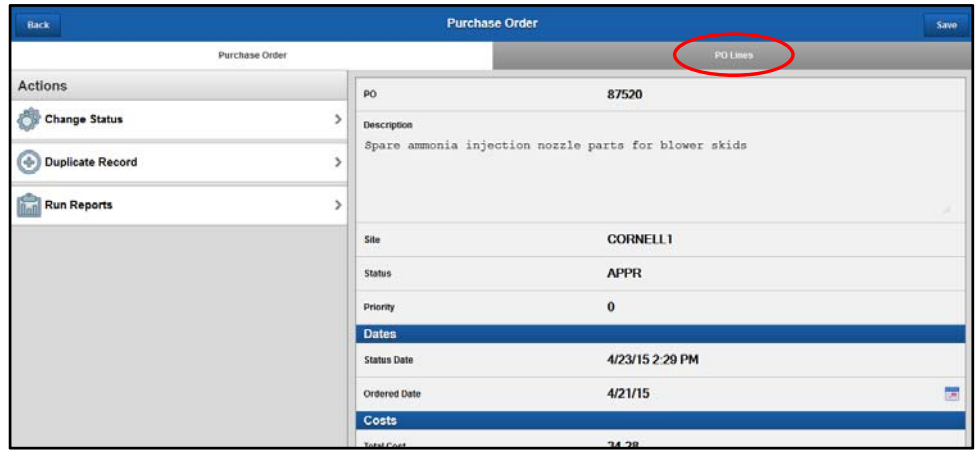


c. A list of purchase orders will be displayed. Tap on the purchase order you would like to view.

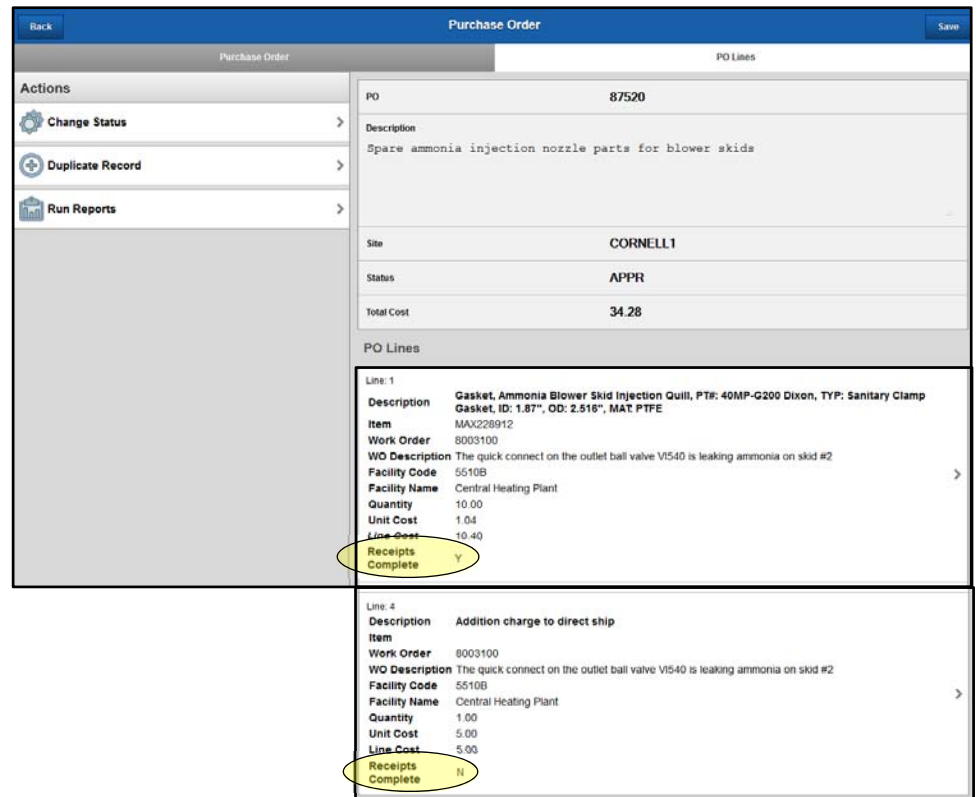


How to view specific materials received or not received on the PO (from the WO)...continued

d. The Purchase Order screen will be displayed. Tap "PO Lines"



e. Individual line items will appear, indicating whether they have been received or not.

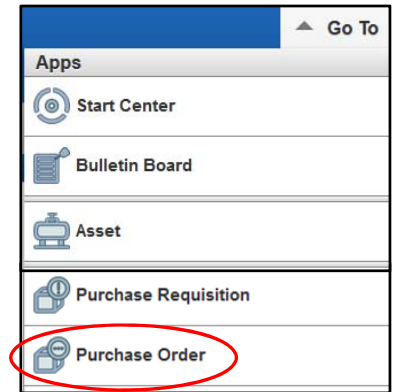
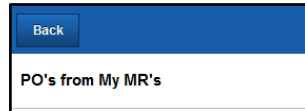


f. Tap the "Back" button until you return to the main work order screen

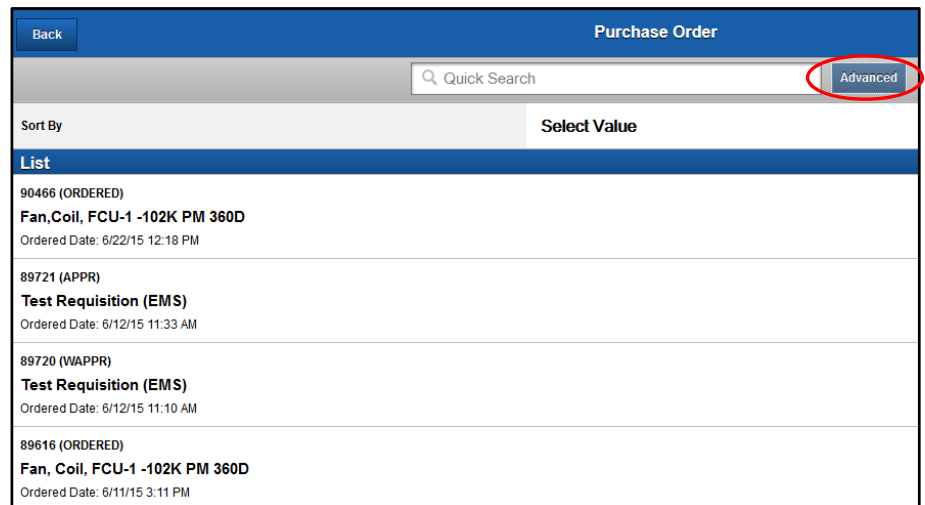
**F) How to View Specific Materials Received or Not Received on the PO
(from the Purchase Order application)**

You can also look up Maximo POs in the Purchase Order application

- a. From your Start Center, tap Go To – Purchase Order
- b. Tap “All Saved Queries”, then tap “POs from My MR’s”



- c. A list of Purchase Orders created from Material Requisitions that you submitted will be displayed
- d. Tap on a purchase order to open it
 - You can also use the “Advanced” button to narrow down your search by information such as Facility Code, Vendor, Status, etc.
 - The “Quick Search” can only be used to look up a specific PO #
- e. See Section E, steps d. and e (page 4) for viewing material receipt status for the individual items on that PO.



Reference Information:
SOP E1