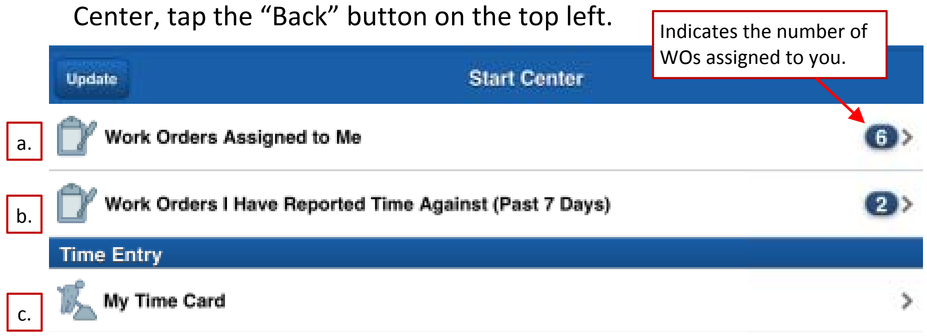
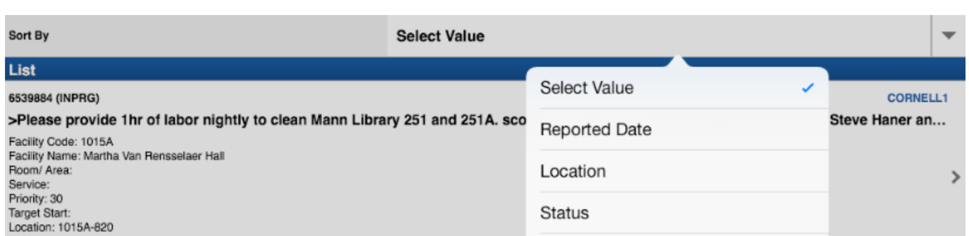
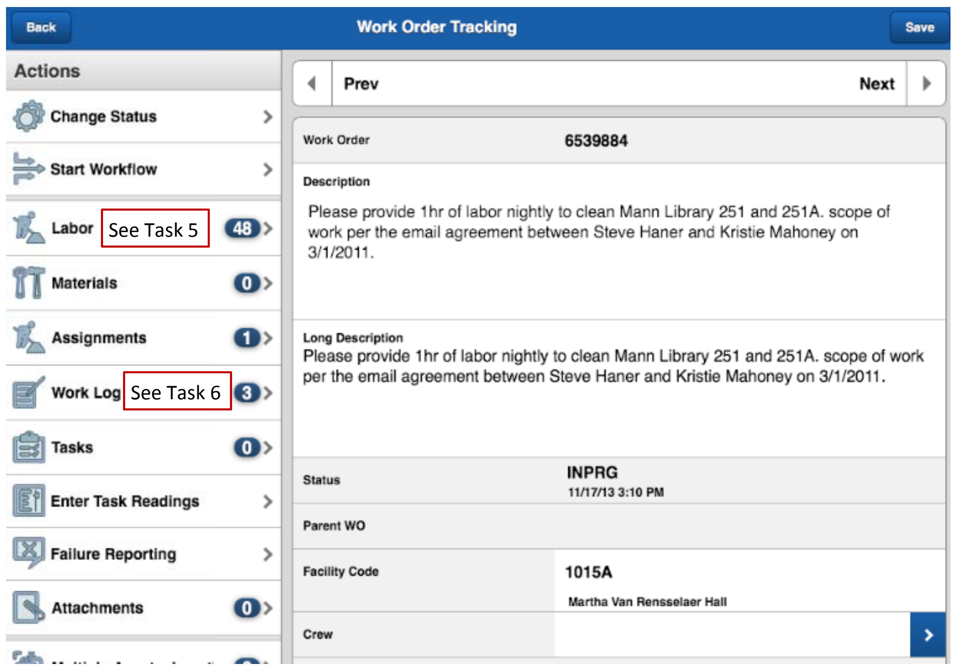
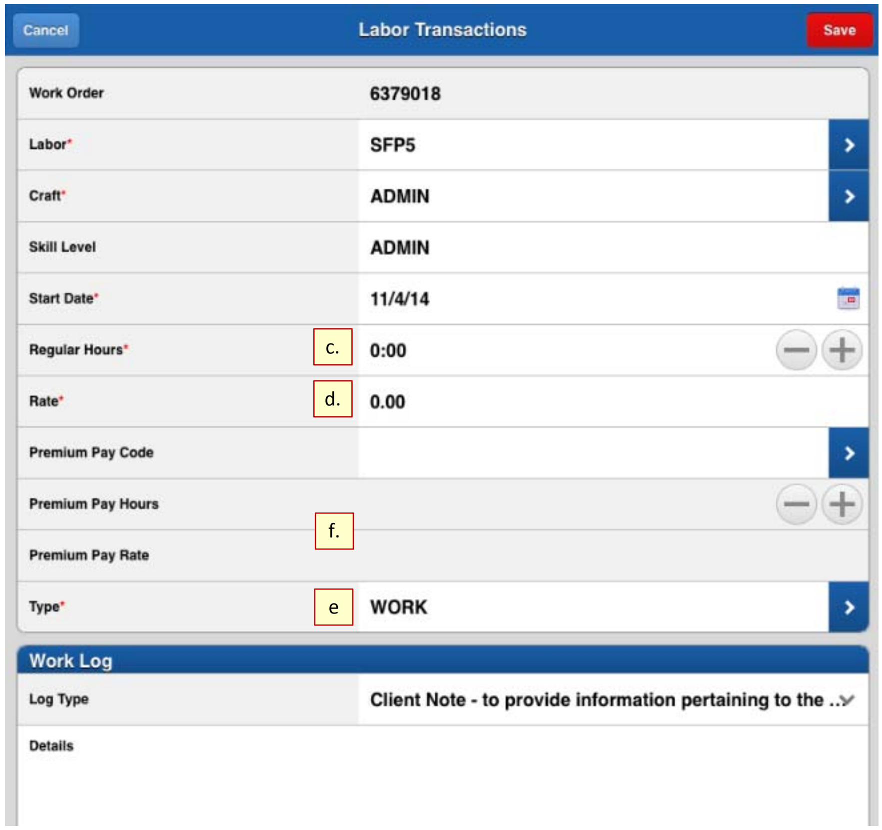
Purpose:	**View work orders, record labor (time) & work logs, compete assignment**
When:	
Who:	**Tradesperson**

Resources to Complete Tasks	
A mobile device with the EzMaxMobile app installed (SOP E3)	A Maximo account
	An EzMaxMobile license

Perform These Tasks:	**Do These Steps / Notes:**
1. Log into EzMaxMobile	a. Tap the EzMaxMobile app on your mobile device to open it. b. Log into EzMaxMobile • 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 c. The first screen displayed is the “Start Center”
2. Start Center Overview	a. Tapping on the 1st line will bring you to the list of work orders that are assigned to you. b. Tapping on the 2nd line will show you all work orders you have reported time against in the past 7 days. c. Tapping on the 3rd line will show you the hours you have reported based on a specific date. • If you tap on any of those lines and you want to return to your Start Center, tap the “Back” button on the top left. 
3. Review the list of work orders that are assigned to you, and select a work order	a. On your Start Center, tap “Work Orders Assigned To Me” b. To sort your list: • Use the “Select Value” drop down to sort by a particular field • Use the arrow on the right to sort the list ascending or descending 

	c. To narrow down your list: • Tap the "**Advanced**" button to the right of Quick Search • Fill in or select information to populate various fields (for example, crew, facility code, asset, priority) • Tap the Search button at the lower right of the screen d. Identify the work order in the list that you would like to view • To search for a particular work order #, use the Quick Search field (Quick Search *only* searches work order #s) • To find a work order that you are not assigned to, see SOP T6. e. Tap on a work order to open it in Work Order Tracking
4. View a Work Order in Work Order Tracking	a. Details about the work order will be displayed 
5. Create a Labor Entry with a Work Log (to create only a Work Log without a labor entry, go to Task 6.)	a. Tap the "**Labor**" button on the Work Order Tracking screen • The Labor Transactions screen will be displayed, which shows a list of labor transactions already entered on that work order, if any • If you want to view details about an existing labor entry, tap on that particular labor transaction • Tap the "Back" button to return to the previous screen b. Tap the + button on the top right of the Labor Transactions screen • The following fields will automatically display: work order, your NetID, your default craft and skill, and the start date (today's date). c. If you are entering labor for a day that is NOT today, make sure you change the **Start Date** (tap the Calendar icon to the right of the field)

Create a Labor Entry with a Work Log (continued) **NEW STEP** *as of 2/7/17* *All labor entries against a CM work order requires a work log indicating work performed. Work logs for PM work orders are only required when deviating from the job plan.*	d. To enter the # of **Regular hours** you worked: • In the field next to "Regular Hours", use the + and – buttons to the right of the field until the correct number of hours are showing e. IF actual work has NOT been started, and the labor being entered is for "planning" time (inspect the work location, order materials, etc.), change the "Type" to **PLAN**. This will keep the WO in APPR status and will not trigger the status change to INPRG. f. To enter the # of **Premium hours** you worked: • To the right of the "Premium Pay Code" field, tap the blue arrow and then tap a Premium Pay Code (CBK, DOT, OT, OTSD, SD) • In the field next to "Premium Pay Hours", use the + and – buttons to the right of the field until the correct number of hours are showing *for the hours you actually worked*. • <u>Important</u>: If both regular and premium hours need to be entered, enter them as two separate transactions g. Tap in the **Work Log** "Details" field at the bottom of the screen and type in work performed or any other pertinent information. • *<u>Tip</u>: If you are using an iOS device, another way to enter work log information is to use the microphone. If Siri is turned on[1], tap in the work log field and then tap the microphone symbol, and speak into the iPad. Tap the microphone when you are finished speaking and it will type it for you. (You may need to edit some of the words by using the keyboard.)* **h. <u>Important</u>: Review your entry and verify that it is correct** • ***It is important to verify the entry is correct because once it is saved, it cannot be edited. If it is found to be incorrect after it has been saved, negating and correcting entries must be created.*** i. Tap the "**Save**" button on the top right of the screen j. Tap the "Back" button twice to return to the work order on the Work Order Tracking screen (For steps above, refer to screen shot on next page.)



6. Create a Work Log without a Labor Entry

   Examples are: asset and PM changes, communications to Zone Directors and Managers

a. From the Work Order Tracking screen, tap the "Work Log" button
   - The Work Log screen will be displayed, which shows a list of existing work logs, if any
   - If you want to view details about an existing work log entry, tap on that particular work log
   - Tap the "Back" button to return to the previous screen

b. Tap the + button on the top right of the Work Log screen
   - Your NetID and today's date will automatically display

c. **Important**: If the work log is to provide an update related to asset information (removal of asset, consider PM frequency change, revise information), tap the arrow to the right of "CLIENTNOTE" and then tap "UPDATE". Otherwise, leave as is.

d. Tap in the Details field and use the keyboard to enter a work log
   - If the work log is for a date other than today, type the date first before you type the text
   - *Tip: If you are using an iOS device, another way to enter work log information is to use the microphone. If Siri is turned on[1], tap in the work log field and then tap the microphone symbol, and speak into the iPad. Tap the microphone when you are finished speaking and it will type it for you. (You may need to edit some of the words by using the keyboard.)*

	e. **<u>Important</u>: Review your work log entry and verify that it is correct.** • ***It is important to verify the entry is correct because once it is saved, it cannot be edited. Also, customers see "CLIENTNOTE" work logs on the FS website and on invoices.*** f. Tap the "Save" button on the top right of the screen g. Tap the "Back" button twice to return to the work order on the Work Order Tracking screen
7. If your work is completed for this work order	a. If you determine that your work is complete for this work order, or there are other assignments on the work order: • Complete your assignment by tapping the "Start" button and then the "Finish" button on the Work Order Tracking screen b. If you determine that someone else needs to do work on the work order (that your supervisor isn't aware of already), and you are currently the only assignment on the work order: • Inform your supervisor of the work that needs to be completed by someone else. Your supervisor will need to create another assignment on the work order. • Once the other assignment is created, tap the "Start" button and then the "Finish" button on the Work Order Tracking screen. This will complete your assignment. (OR, ask your supervisor to complete your assignment in Maximo.)
8. If your work is not completed for this work order	a. Tap the "Back" button to go back to the list of work orders and determine your work plan for the remainder of the day

The Result Will Be:
Work orders assigned to you will have been reviewed, labor entries and work logs will have been created, and if work has been complete, assignments on work orders will have been completed.

Reference Information: [1]SOP E1