Purpose:	**To search for work orders in EZMaxMobile**
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. 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: • Tap the "Advanced" button • Fill in or select information to populate various fields (for example, crew, facility code, asset, priority) • Tap "Search" c. Note: the "Quick Search" field will only search work order numbers
3. Search work orders that are NOT assigned to you but assigned to someone in your zone	a. Tap Go To - Work Order Tracking b. Tap "All Saved Queries" c. Tap your zone's "WO's Assigned" query (for example, "Contract College Non-PM WO's Assigned") d. To further narrow your search: • Tap the "Advanced" button • Fill in or select information to populate various fields (for example, crew, facility code, asset, priority) • Tap "Search" e. Note: the "Quick Search" field will only search work order numbers