**EZMaxMobile Work Order Searching Tips**

**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

- Tap the EZMaxMobile app on your mobile device to open it.
- 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
- The first screen displayed is the “Start Center”

#### 2. Search work orders that are assigned to you

- Tap the “Work Orders Assigned To Me” line on your Start Center
- 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”
- 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

- Tap Go To - Work Order Tracking
- Tap “All Saved Queries”
- Tap your zone’s “WO’s Assigned” query (for example, “Contract College Non-PM WO’s Assigned”)
- 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”
- Note: the “Quick Search” field will only search work order numbers