T10: UTILIZE MY SCHEDULE VIEW - TRADESPERSON (EZMaxMobile)

PURPOSE:

Commonly used by a tradesperson to view a calendar of work on the day in which the work is scheduled to be completed.

STEPS NEEDED:

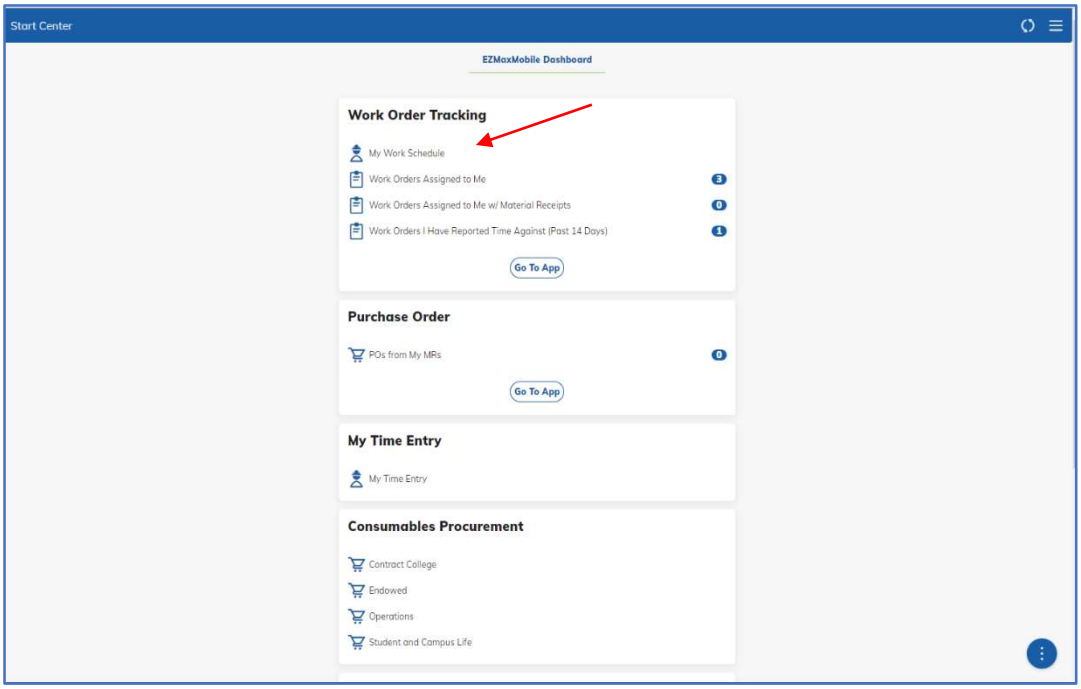
1. Log into EZMaxMobile

***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. Open the calendar view of scheduled work orders assigned to you

a. Tap "My Work Schedule" on the *Start Center*



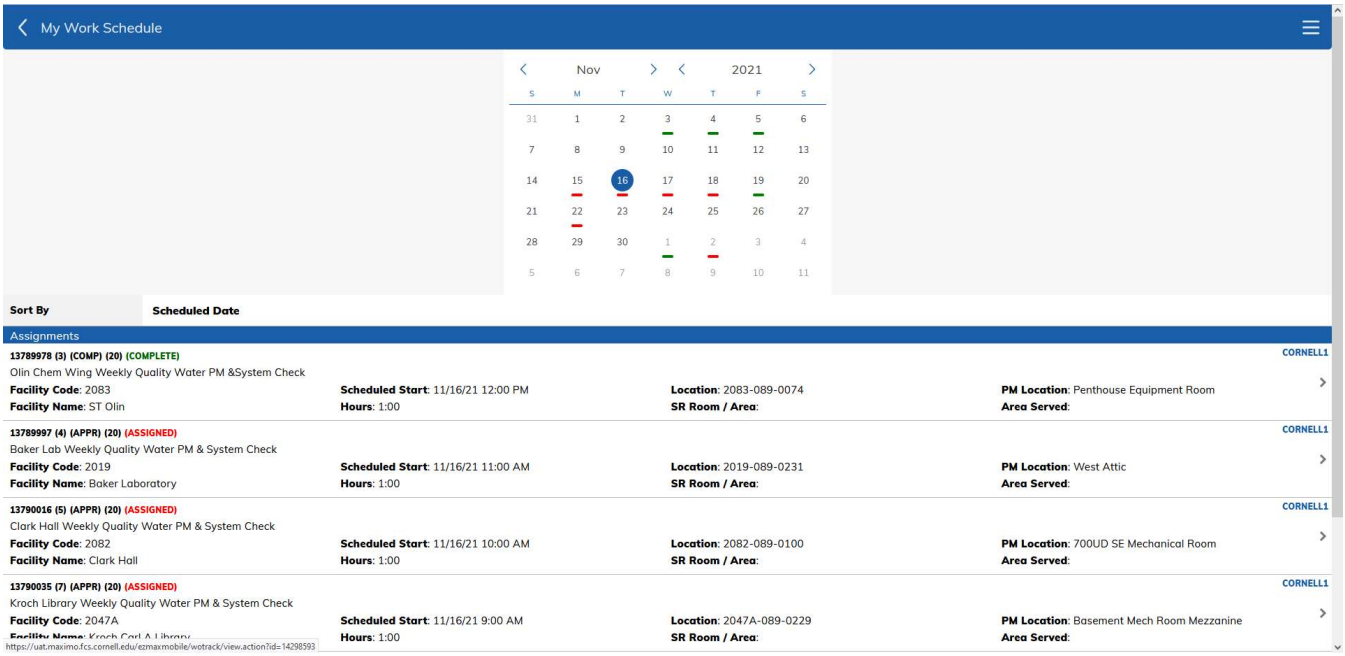
3. Select a day to see work scheduled

a. Tap the day (number to see associated work orders schedule for you to perform)

4. View work order details for work scheduled

a. Below the calendar you will see that day's list of work with associated details

i. Some of the work order details shown will mirror what you see in your *Work Orders Assigned to Me* screen



i. Other details shown are schedule specific such as **Scheduled Start**, which shows the day and time work is to take place, and **Hours**, which is the estimated duration the work should take to complete

5. Entering time & labor to work orders

a. Tap the arrow on the right side of a work order row to access *Work Order Tracking* screen

i. In this screen, you will be able to enter your labor (hours) and work logs (referenced in SOP T4)

ii. You will also use this screen to complete your work order assignment for that day (referenced in SOP T4). You will see multiple assignments for a work order when you are scheduled to work on it more than one time. *Note*: ONLY COMPLETE YOUR ASSIGNMENT FOR THE CURRENT DAY

iii. To return to the *My Work Schedule* screen, tap "<" in the upper left-hand corner of the screen

b. Repeat Task 5 for each work order schedule for that day

i. In the calendar, once a work assignment is completed for that day, the color dashes representing each assignment completed will change to **dark green**

ii. Incomplete assignment dash will remain **red**

RESULT:

Easily view your work scheduled for each day which will provide clarity of work to be performed and aid with efficiency of work order labor/log entry.