T4a: ENTER CONDITION MONITORING READINGS ON A WORK ORDER - TRADESPERSON (EZMaxMobile)

PURPOSE:

Commonly used by a tradesperson to record readings directly against a work order and stored in history for trending purposes.

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. Go to the work order you will put readings on

a. Tap on the appropriate selection under *Work Order Tracking* to open the work order you would like to work with

Start Center			0 ≡
	EZMaxMobile Dashboard		
v	Vork Order Tracking		
2	My Work Schedule		
Ē	Work Orders Assigned to Me	4	
Ē	Work Orders Assigned to Me w/ Material Receipts	0	
Ē	Work Orders I Have Reported Time Against (Past 14 Days)	0	
	бо То Арр		

3. Open the Task Readings screen

- a. On the work order, tap the "Enter Task Readings" button
- b. All of the tasks will be displayed in order

K Work Order Trac	cking		
Actions	~	Details	
E Start Workflow		Work Order	13536169
		Description	
Plans	^	Fan Coil Unit, Heating / Cooling, FCU-1-9 PM 180D	
2 Planned Labor	0	Details	
Planned Materials	0		
Planned Services	0		
© Discout Table			
Planned Tools	Status	COMP	
			7/8/21 2:03 PM
		Warranty Expiration Date	8/1/20
Labor	0	Parent W0	
Naterials	als 🕘	Facility Code	2017
Work Log	0		Rand Hall
Tools			2017-098-0075
	0	Locator	Air System Supply
More Actions		Crew	месн
Accimente		SR Room/ Area	
Assignments		Service	
E Tasks	16	Priority	30
🕥 Enter Task Readings		123257	
C Multiple Assets, Locations 🗿		Asset	Fan Coil Unit, Heating / Cooling, FCU-1-9
Attochments	0	PM Location	121 CNC Lob

4. Enter your readings

- a. Scroll to the task you would like to enter your readings on
 - i. Enter the measurement value
 - ii. The **Measurement Date** will automatically enter when you save your readings. If you need a different date entered for this reading, use the calendar to the right of measurement date to choose the date before tapping "Save"

Measurement Value	
Measurement Date	
Lower Warning Limit	0.000
Upper Warning Limit	1.001
Work Log	
	A
Log Type	Client Note - to provide information pertaining to the work or work order that will be relayed to both the zones and customé

- iii. If necessary, type a work log in the **Work Log** field
- b. Repeat step a. above for each additional reading you need to take
- c. Then, scroll to the top and tap the "Save" button
- d. If you need to do anything else with this Work Order, click the "Back" < icon at the top left of the screen

RESULT:

Condition monitoring readings will have been entered on a Work Order in EZMaxMobile.