

T9: ORDER CONSUMABLE ITEMS - TRADESPERSON (EZMaxMobile)

PURPOSE:

Commonly used by a tradesperson to submit an order for consumable items.

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. On your *Start Center*, tap the button for your particular zone/group in the “Consumables Procurement” section

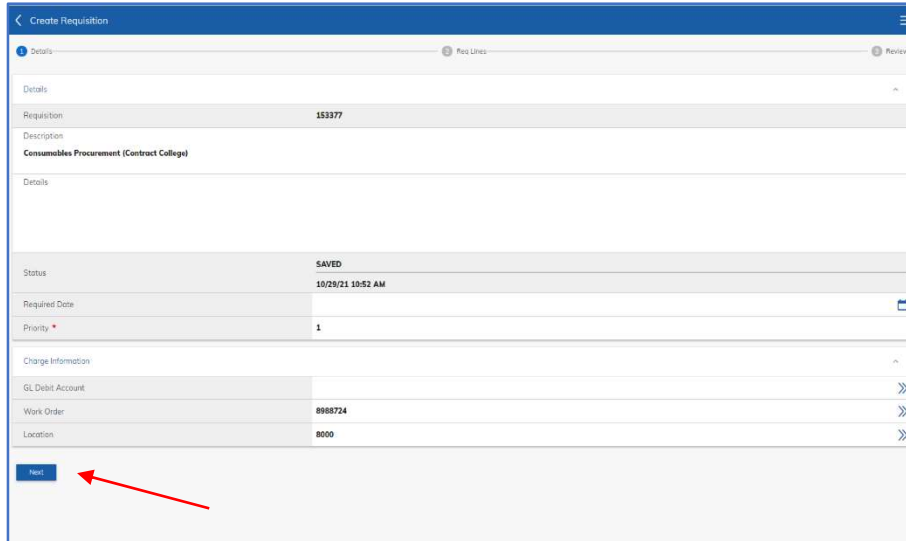
The screenshot displays the EZMaxMobile Start Center dashboard. The top navigation bar is blue with the text "Start Center" on the left and a refresh icon and menu icon on the right. Below the navigation bar is the "EZMaxMobile Dashboard" header. The dashboard is divided into several sections:

- Work Order Tracking:** Contains four items: "My Work Schedule", "Work Orders Assigned to Me" (with a blue circle containing the number 3), "Work Orders Assigned to Me w/ Material Receipts" (with a blue circle containing the number 0), and "Work Orders I Have Reported Time Against (Past 14 Days)" (with a blue circle containing the number 1). A "Go To App" button is located at the bottom of this section.
- Purchase Order:** Contains one item: "POs from My MRs" (with a blue circle containing the number 0). A "Go To App" button is located at the bottom of this section.
- My Time Entry:** Contains one item: "My Time Entry".
- Consumables Procurement:** Contains four items: "Contract College", "Endowed", "Operations", and "Student and Campus Life". A red arrow points to this section.

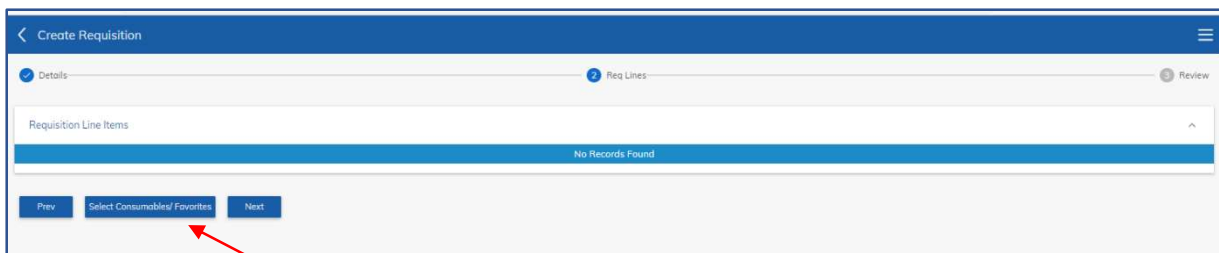
A blue circular menu icon is located in the bottom right corner of the dashboard.

3. The *Create Requisition* screen will open, defaulting to the work order applicable to your zone/group

- a. Tap the "Next" button to advance to the next screen



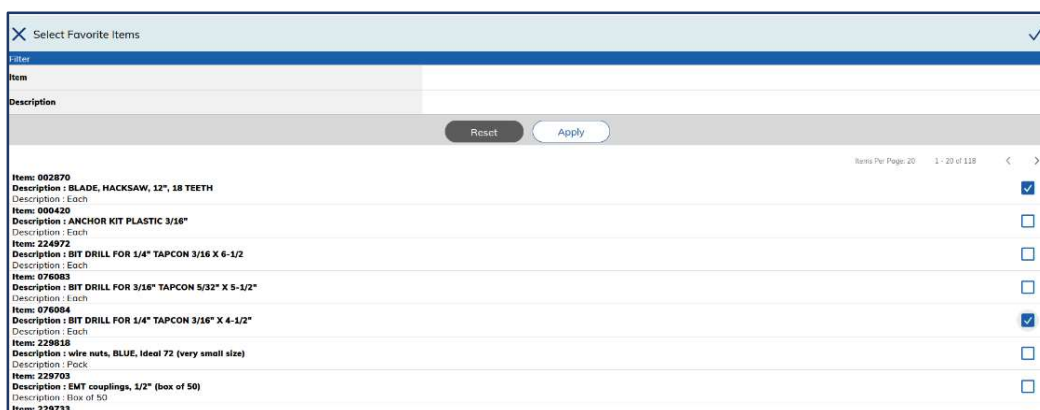
4. Tap the "Select Consumables/Favorites" button



5. A list of your favorite items will be displayed

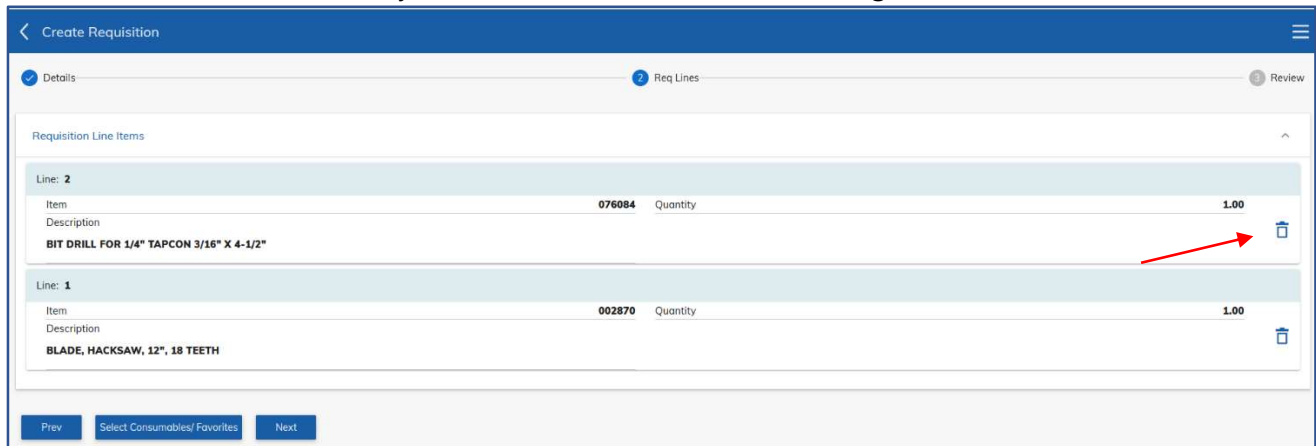
Note: "Favorite Items" is a pre-determined list of consumable materials based on your trade.

- a. Tap the checkbox(es) to the right of the item(s) you need, then tap the checkmark on the top right.
- b. Or, narrow the search for a certain item using the "Item" and/or "Description" fields by typing in descriptive text or key words, then tap the "Apply" button. Then, follow instructions above to select item desired.



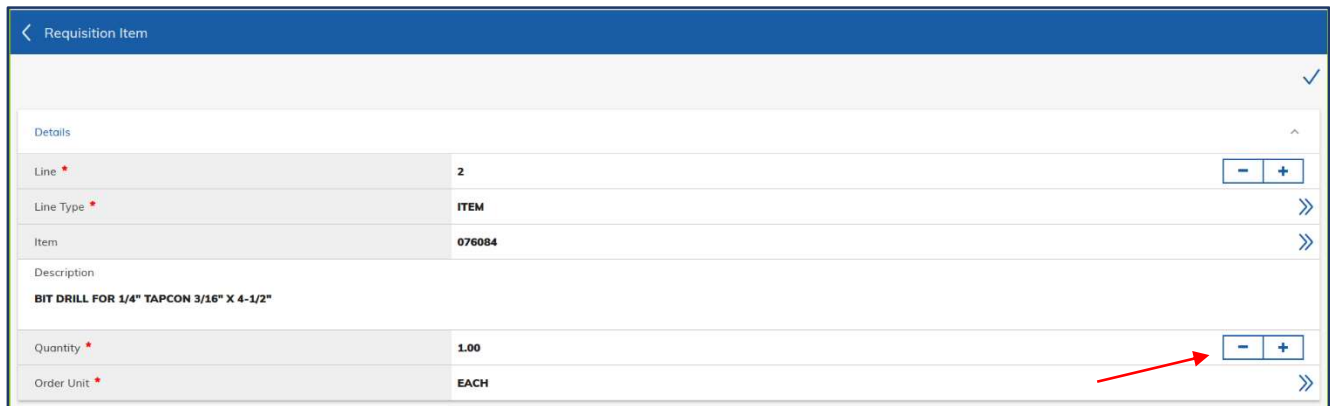
6. The items will then be shown as line items on the *Create Requisition* screen

a. To delete a line entirely, click on the trashcan icon on the right side of the line



b. To edit the quantity of a line item, tap on the specific line

i. On the next screen, edit the quantity using the +/- buttons



ii. Tap the blue checkmark on the top right to save quantity adjustment

iii. When all adjustments have been made for line item, tap the "Next" button

7. Tap "Save for Later" or "Submit" button, as needed, at the bottom of screen

RESULT:

Material requisitions for van stock re-order will be saved for later or sent to the FM Procurement Group.