Subways Kezava
PickDisplay Walkthrough

1. Login to Kezava – Desktop (preferred) or a mobile device (iPhone 6 or Android Nougat 7.0 and later)

Copy URL in your **Chrome** Browser or scan the **QR** using your phone camera or QR Code reader:

On **MTA WiFi**: https://tinyurl.com/mta2021infra   On **Mobile network**: https://tinyurl.com/2021infra

**Use the QR at left if you are on the MTA's wifi.**

Use this QR if you are not on MTA wifi.

Login for **Infrastructure Hourly:**

- Username: **pick.infra** Password: **infra2021** (case-sensitive)

2. The Pick Display is comprised of 2 sections (access at the top left of the screen) to provide a live view of picked and available jobs:

- Pick Landing Page
    - Next 5 employees waiting to pick and their seniority number
- Picked Jobs
    - Information on Jobs already selected
    - Name and seniority number of the employee who picked the respective job
- Available Jobs
   - Information on Jobs available to pick

Next 5 Employees Waiting to Pick	
SENIORITY / EMPLOYEE NAME	**LTGHPR -**

| **Available Jobs** | Picked Jobs |
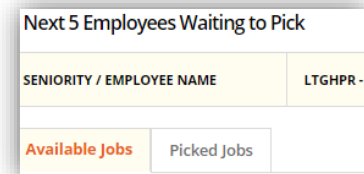
How to filter for a job (desktop)

3. Use the "Type to Search" box or the ⬜ to filter through the list of jobs. If desired, you can filter multiple categories.

Filter the "Title" Column to view information from only one specific title. (e.g. SMA, SMB,…VDMTR)

To "reset" the filtered data, delete the entered value in the type to search box or click on ⬜ then click box for "(Select All)"
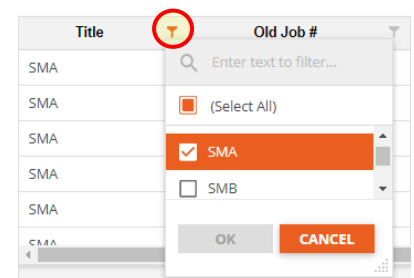
You can also sort a category by clicking on it. An arrow will appear to show a sort is in place.

Title	▼	Old Job #	▼
SMA			
SMA			
SMA			
SMA			
SMA			
SMA			

Enter text to filter...
- ⬛ (Select All)
- ☑ SMA
- ☐ SMB

OK   CANCEL

Available Jobs	Picked Jobs			

Enter text to search...

Title	▼	Old Job #	▼	Job #	▼	RC	▼	Gang	▼
SMA		21A01 MTR		2421-A-001.01		2421		IR2101	
SMA		21A02 MTR		2421-A-001.02		2421		IR2101	
SMA		21A03 MTR		2421-A-001.03		2421		IR2101	
SMA		21A04 MTR		2421-A-001.04		2421		IR2101	
SMA		06A01 MTR		2606-A-001.01		2606		RA0601	
SMA		06A02 MTR		2606-A-001.02		2606		RA0601	

4. Use the "Type to Search" box or the "Filter" button to search through the list. To "reset" the filtered data, click on "Clear All" at the top of the Filters screen.

SENIORITY / EMPLOYEE NAME
LTGHPR - 1 / MATTHEW LOGAN JR.
LTGHPR - 3 / KENRICK MESSER

Available Jobs   Picked Jobs

Enter text to search...

Title:	SMA	Old Job #:	21A01 MTR
Job #:	2421-A-001.01	RC:	2421
Gang:	IR2101	Function:	Not Applicable
Type:	Not Applicable	Location:	130 Livingston Street
RDO:	Sat/Sun	Tour:	AM
Time:	0800 - 1600	Lock In:	No
Pre Pick:	Yes		
Title:	SMA	Old Job #:	21A02 MTR
Job #:	2421-A-001.02	RC:	2421
Gang:	IR2101	Function:	Not Applicable

▼ FILTER

Click on Filter Button to get Filter options

SENIORITY / EMPLOYEE NAME
LTGHPR - 1 / MATTHEW LOGAN JR.
LTGHPR - 3

Availab...

Filter Categories

✕ **FILTERS**   CLEAR ALL

‹   JOB#   LOCATION   RDO   ›

✕ Queens Plaza
✕ 130 Livingston Street   ✕ West 4th St
✕ 2nd Ave   ✕ JFK Depot

Example of Location Filter Values

SENIORITY / EMPLOYEE NAME
LTGHPR - 1 / MATTHEW LOGA
LTGHPR - 3 / KENRICK MESSER

Click to remove all Filter selections

Available Jobs   Picke

✕ **FILTERS**   CLEAR ALL

‹   JOB#   LOCATION   RDO   ›

S/S	S/M	M/T	T/W	W/T	T/F
F/S					

Example of RDO Filter Values:
S/ S, F/S

APPLY

Click Apply button to confirm filter selections

Pick Display Troubleshooting

1. I received an error for "Invalid Username and password."
   - Ensure you are using the provided username and password.
   - Ensure password is typed in lower case.

2. Can I manually refresh the data?
   - Yes, by clicking on the "Reload this page" icon at top of the browser ( ). However, if no one has picked during that time, there may not be any new information to be displayed.

3. The website did not load or does not look like it loaded properly.
   - Ensure you are using Google Chrome, Firefox or Safari instead of Internet Explorer (IE).
   - Ensure you are using the right link. There are separate links if you are using MTA WiFi/network or using your own mobile carrier's network.

4. In some columns, I am unable to see all the details of the job.
   - These displays are better suited if viewed as a full-screen (desktop).

5. I am unable to find a job listed in the work program in the available/picked jobs screen.
   - If searching in the available jobs screen, the job may have already been selected. Try searching in the picked job screen.
   - If searching in the picked jobs screen, the job may still be available. Try searching in the available job screen.

6. I don't see all the job notes associated with the job.
   - Refer to the posted Work Program to see additional details for the job.

7. When I turn my phone sideways to landscape mode, I can't scroll to see the jobs available or picked.
   - Due to the amount of job details, the website if viewed on a mobile device, is best in portrait mode.

8. I entered the username and password but my screen remained on the login screen and is glitching/blinking.
   - You may already have an active session in a different screen. Close the window and any other active sessions and try again.
   - If issue persists, clear your browser history (remove cookies and cache) in your browser's settings, close browser window, and try again.