Here is where you start - the Home Page. Click the “Work Order Request Entry” button, taking you to the Work Order Request Entry Page.

NOTE: Sometimes, a double click is needed to take you to the next page.
You are now on the Work Order Request Entry page, where you need to fill out the work order request details.

**NOTE:** The required fields with an asterisk must be completed.
1. Write in Submitted By (your name).
2. Write in your Phone No.
3. Write in your email address.
   **NOTE:** The date fills in automatically.
4. Click the Building drop down arrow.
After the “Building” field loads, click and highlight the Building Number where the work being requested will be done.
With the Building now selected, a room number needs to be identified. Click the Room drop down arrow.
After the Room field loads, click the Room Number where the work will be done. If it is not known, click N/A at the top.
If you want an alternate contact identified, fill in the Alt Contact field. If there are materials that need to be ordered to complete this work order request, write in the budget number you want facilities to use.
With the required Submitted By, Phone No., E-Mail, Date, Building, and Room fields now entered, type in a short description of the work order request in the “Description” box. Include all key details.
If you don’t need to upload a document with this work order, you are ready to complete your work order request. Click Save to complete the work order request.
-- Your work order request can now be printed by clicking Print.
-- You can email it to someone else by clicking Email.
-- You can save it as a PDF file by clicking Download PDF.

NOTE: It is recommend to save the Work Order Number in some way for future reference.

-- Click Close to complete the work order process.
If a Document File, Drawing, or other added information needs to be part of the work order request, it can be uploaded. Click the Upload Files Box and then click Save.
Click the Browse button, which allows you to find the file on your desktop you want to upload. Click the file name so it shows in the FileName 1 field. Create a title name and enter it in the Title field. Repeat if more than one file will be uploaded for this work order.
When all FileNames and Titles have been entered, click Upload. This completes the work order request process.
The Work Order Request is now complete. The assigned Work Order number will show.

Work Request Entry - Confirmation

Work Order 100404 has been successfully created and submitted. If you wish to make modifications to the request, please contact facility maintenance and refer to work order 100404.

- Work Order: 100404
- Submitted Date: 02-18-2015
- Time: 05:33 AM
- Type: REP ( )
- Status: I (Initiated)
- Priority: ()
- Issue to: Jane Doe
- Submitted By: Jane Doe
- Contact Name: Jane Doe
- Contact Phone: 800-999-1000
- Date Due:
- Budget:
- Equipment: 1000-1009 - PIO Office
- Building: 1000 - Administration
- Room: 1009 -
-- Your work order request can now be printed by clicking Print.
-- You can email it to someone else by clicking Email.
-- You can save it as a PDF file by clicking Download PDF.

NOTE: It is recommend to save the Work Order Number in some way for future reference.

-- Click Close to complete the work order process.
End of the Work Order Request System Training. Questions?

Thank you for your time with this!