

CREATING A NEW WORK ORDER

Enter a Work Order (Work Orders – Create Work Order)

Work Order Contact: Automatically entered based on your login.

Building: Select the building in which the problem exists. This may be filled in if a user has selected a favorite building.

Floor/Ground: Select the floor or grounds where the problem exists. This may be filled in if a user has selected a favorite floor/ground.

Room: Select the room where the problem exists. This may be filled in if a user has selected a favorite room.

Location: Type the specific location where the problem exists. For example, in the corner of the room, under the sink, etc

Description: Type a detailed description of the problem.

Additional Information: There may be additional information required on the bottom half of the screen. Fill out as appropriate.

Save: Click the Update button to save and submit the work order you have entered.



Create New Work Order

Work Order Contact
Requested By: User, Joe

In case of **EMERGENCY**

Work Order Details | Inventory

Details

Service Area: - Maintenance

Campus: East Campus

Building: Elementary School

Floor: 1st Floor

Room: Auditorium

Location:

Description:

Words: 0 Characters: 0

Current Status: New

A horizontal navigation bar with four buttons: 'Update' (with a green checkmark icon), 'Update And Print' (with a printer icon), 'Print' (with a printer icon), and 'Return To List' (with a red X icon).