# **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.