SUBMITTING A WORK REQUEST

(Request Service under Service Requests on Employee Home Page or Request Service button on the Building Operations Console)

1. Click “Same as Requestor.”

   Note 1: If requesting a work order for someone else (you are putting it in for them), select a “Requested For” name from the pick list. Additionally, you must select “Same as Requested For.”

2. Use ellipses buttons to select location of work to be done.

   Note 2: You may have to uncheck this box to change the location.

3. Select “Type of Problem.”

4. Select “Problem Detail.”

5. Enter detailed description of work to be done.

6. Click “Submit.”