


Quick Step Guide for Maintenance Work Order Requesters

- Click on the *icon* on your desktop that looks like a pick axe and has enter a maintenance work order. Enter your email and click **Submit**. If prompted to enter your first and last name, do so.



The screenshot shows a desktop environment. On the left, there is a login form with the text "If you are a new user, welcome! You can begin by indicating your email address by" and a text input field labeled "Email Address" with a "Submit" button below it. On the right, a context menu is open, showing options like "Save Background As...", "Set as Background", "Copy Background", "Set as Desktop Item...", "Select All", "Paste", "Create Shortcut", and "Add to Favorites...". To the right of the context menu is a desktop icon labeled "Welcome to MySchoolBuil..." with a pickaxe icon.

1. The Maintenance Request form will appear.

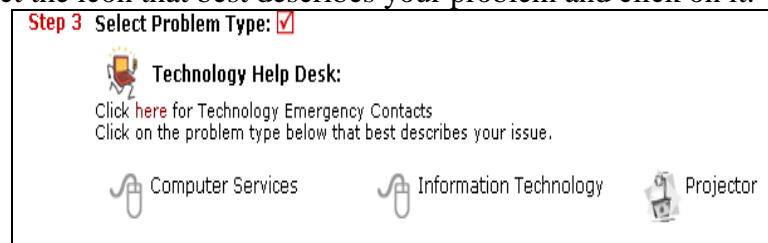
Step 1 : This will be filled in with your information from the email address you entered at the sign in screen.

Step 2: Click on the drop down arrow and highlight a **Location** that you want the work to be done at and click the mouse. Follow the same steps for **Building** and **Area** if selections are available. Also be sure to **type** in your Area description or Room #.



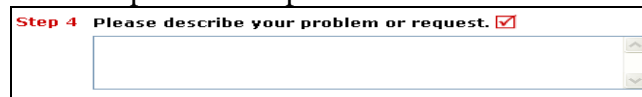
The screenshot shows the Maintenance Request form. At the top, there is a red checkmark icon and the text "Indicates required information." Below this, "Step 1 Please be yourself, click here if you are not Jill Briley" is displayed. The form has three columns: "First Name" (Jill), "Last Name" (Briley), and "Email" (brileyj@laketravis.txed.net). Below these are "Phone" (533-6060), "Pager", and "Cellular Phone" fields. "Step 2 Location" is indicated with a red checkmark. It features three dropdown menus: "Location" (set to "-- Select Location --"), "Building" (set to "-- Select Building --"), and "Area" (set to "Classroom"). To the right, "Area/Room Number" is set to "302".

Step 3: Select the icon that best describes your problem and click on it.



The screenshot shows the Maintenance Request form at Step 3. It is titled "Step 3 Select Problem Type:" with a red checkmark icon. Below the title is a "Technology Help Desk:" icon and text. The text says "Click here for Technology Emergency Contacts" and "Click on the problem type below that best describes your issue." There are three icons with labels: "Computer Services" (a mouse icon), "Information Technology" (a computer monitor icon), and "Projector" (a projector icon).

Step 4: Type in your description of the problem



The screenshot shows the Maintenance Request form at Step 4. It is titled "Step 4 Please describe your problem or request." with a red checkmark icon. Below the title is a large text input field for describing the problem.

Step 8: Type in the submittal password of: **password**

Step 9: Click submit

After you click submit, the screen will refresh and go to the **My Request** Tab.

Work Request | Schedule Request | **My Requests** | My Settings | Help

My Work Requests | My Schedule Requests |

My Work Requests

Request Totals
14 Complete

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "

Search this results for: GO Show All

1 - 10 of total 71 listed

Previous 10 Next 10

Status	Location	Action Taken	Complete Date
Complete	Maintenance Facility	No Action Note 11/18/2004	11/19/2004
General Maintenance	3171 Please move box and roll of blueprints to war room. Get key from Frank or Jill. It may take 2 people to carry these.		

On this screen you will see up to date information on your request including the status, work order number and action taken notes. You can click on the number next to the status description to see all request marked with that status. You can search for any work order request by typing in a key word in the **Search** box and clicking on **GO**. This will pull up any of your requests with that word in it. (ex: keys would pull up any request dealing with keys).

Click on the **Work Request** Tab to input a new request.

Please only one item/problem per request. Teacher and staff please fill out your own request – DO NOT put this on your school secretary, athletic director or custodian. This way YOU will know what is going on with YOUR request.

Should you have further questions or problems, please do not hesitate to give me a call.

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