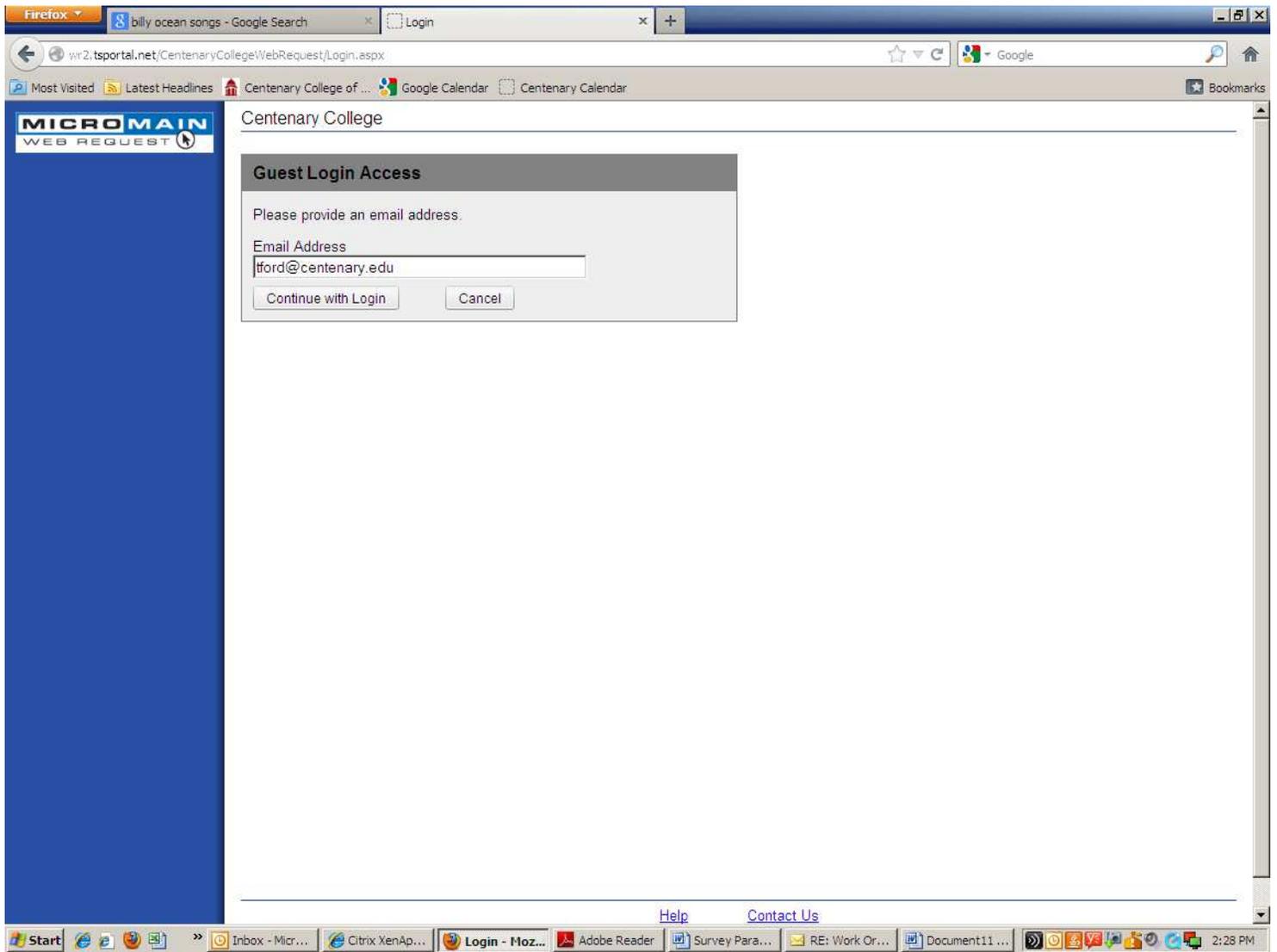


Work Order Request Entry Form

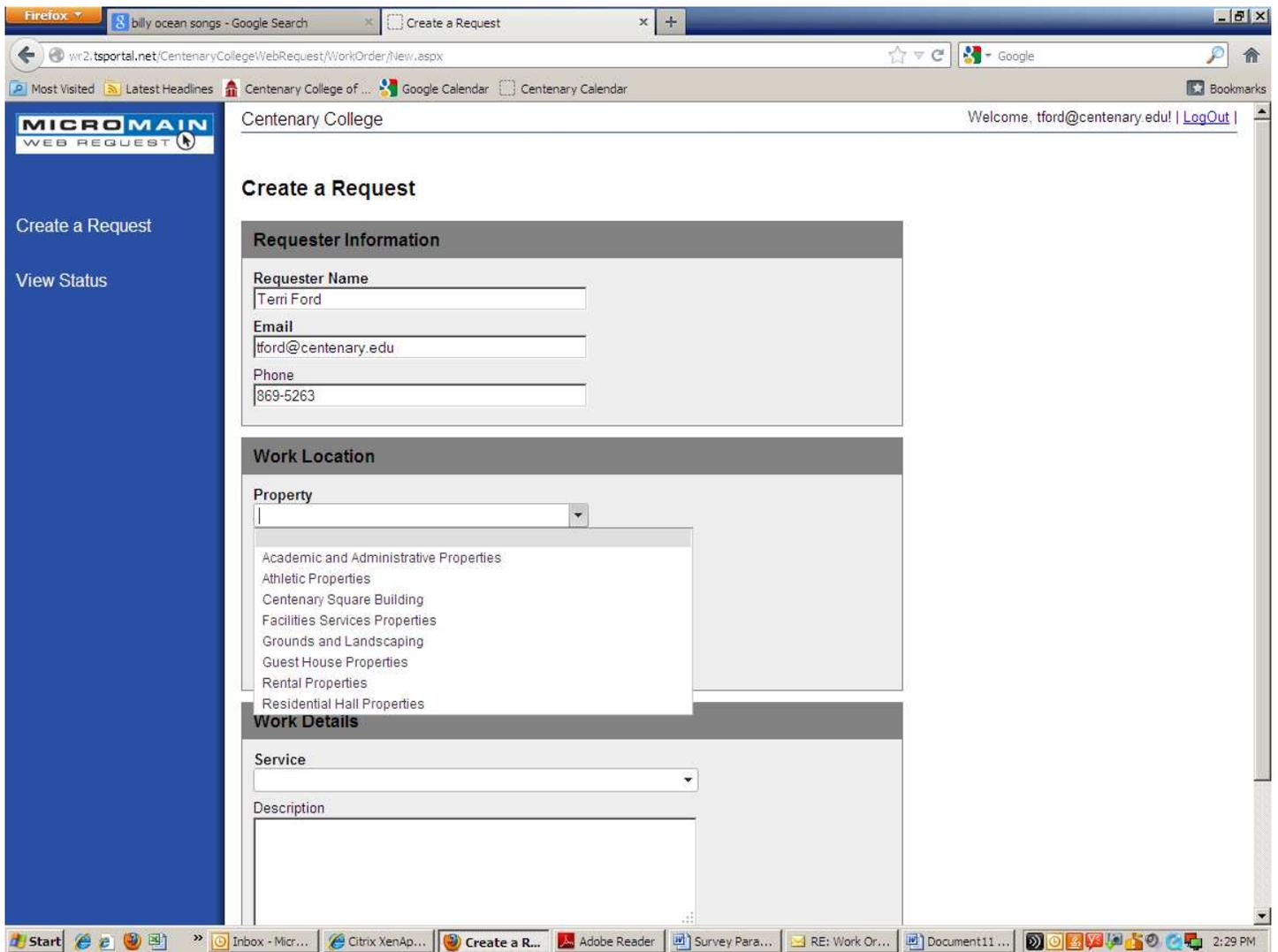
The screenshot displays a web browser window with the following elements:

- Browser Tabs:** Firefox, billy ocean songs - Google Search, Login.
- Address Bar:** wr2.tsportal.net/CentenaryCollegeWebRequest/Login.aspx
- Page Header:** Centenary College
- Logo:** MICROMAIN WEB REQUEST
- Form Title:** Login
- Form Fields:**
 - User Login: [New User?](#)
 - Password: [Forgot Password?](#)
- Form Buttons:** Login, Guest Login
- Footer:** [Help](#), [Contact Us](#)
- Taskbar:** Start button, several open applications (Inbox - Mic..., Citrix XenAp..., Login - Moz..., Adobe Reader, Survey Para..., RE: Work Or..., Document11 ...), system clock at 2:27 PM.

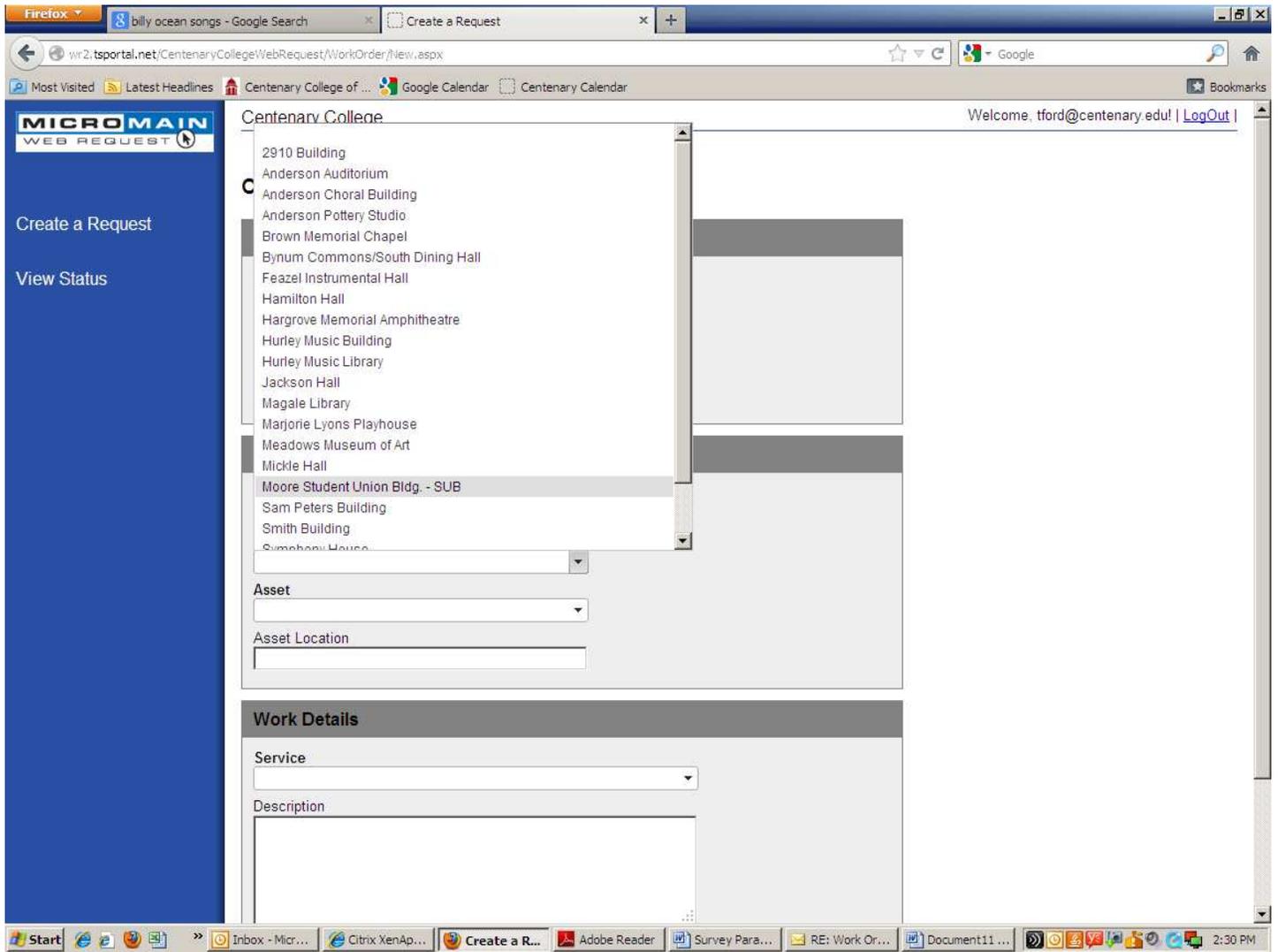
- CLICK on “Guest Login” button.



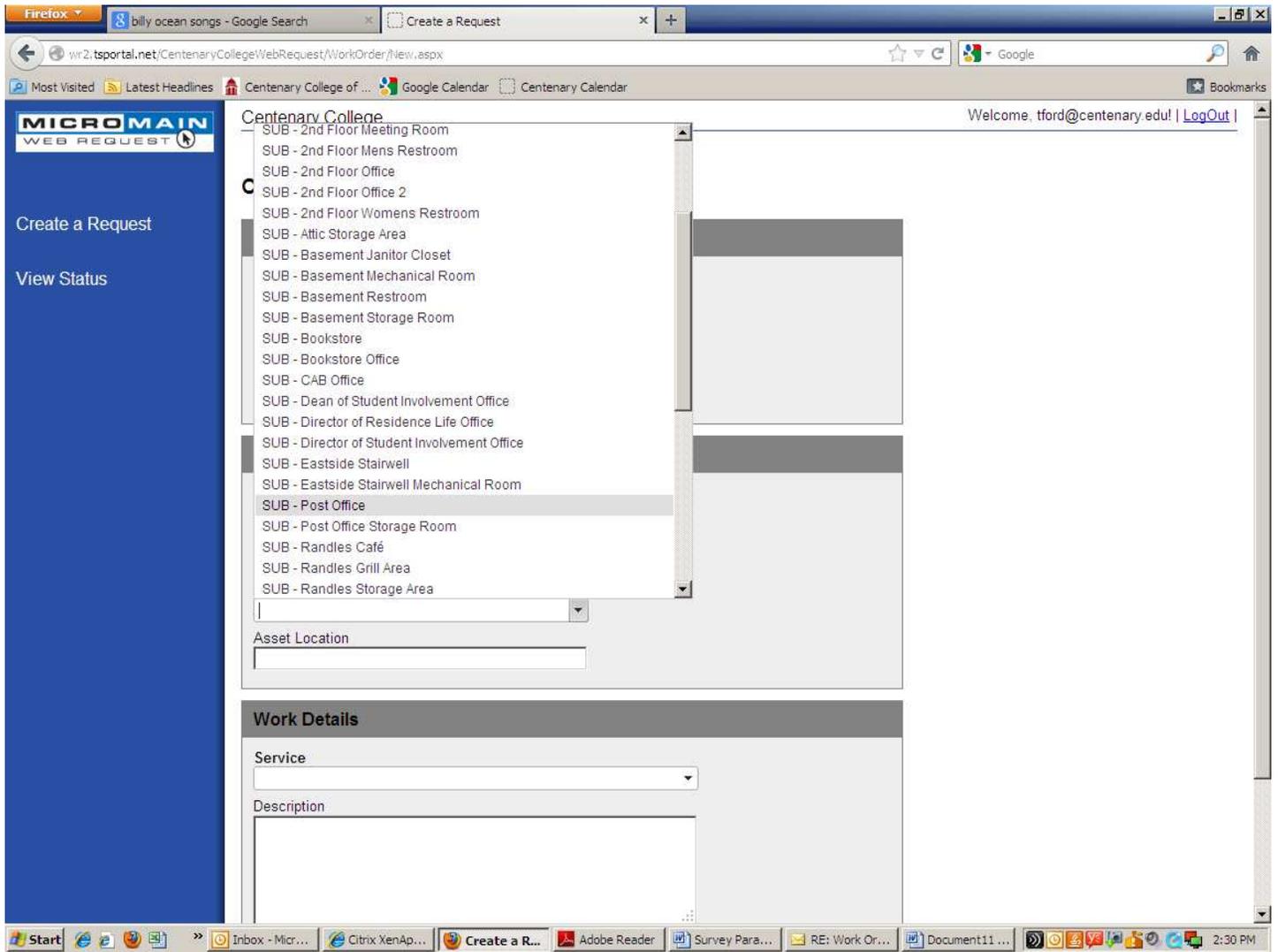
- ENTER your email address and CLICK on “Continue with Login” button.



- ENTER your name in the “Requestor Name” field.
The login email address will display in the “Email” field.
- ENTER your contact phone number in the “Phone” field.
- CLICK on the down arrow to display the “Property” list.
- CLICK on the proper item based on where the work needs to be performed.
 - “Academic and Administrative Properties” – Used if the location of work is in an administrative building, i.e., Hamilton Hall; Bynum Commons; Brown Chapel
 - “Athletic Properties” – Used if the location of work is in an athletic building or property, i.e., Fitness Center; Gold Dome; Jones Rice Field
 - “Centenary Square Building” – Used if the location of work is in the Centenary Square building, i.e., DPS; Psychology department; Beyond Par
 - “Facilities Services Properties” – Used if the location of work is located in the Facilities Services department, i.e., Physical Plan; Carpentry Shop
 - “Grounds and Landscaping” – Used if the location of work includes grounds and/or gardens on campus, i.e., Frost Rose Garden; Crumley Gardens; Peavy Climbing Tower
 - “Guest House Properties” – Used if the location of work is one of the two guest house properties, i.e., 112 or 128 E. Wilkinson St.
 - “Rental Properties” – Used if the location of work is at one of the rental properties owned by the college, i.e., 159 E. Wilkinson St.; 2802 Oak St.
 - “Residential Hall Properties” – Used if the location of work is located in one of the campus residential halls, i.e., Cline Hall; Rotary Hall; James Proper.



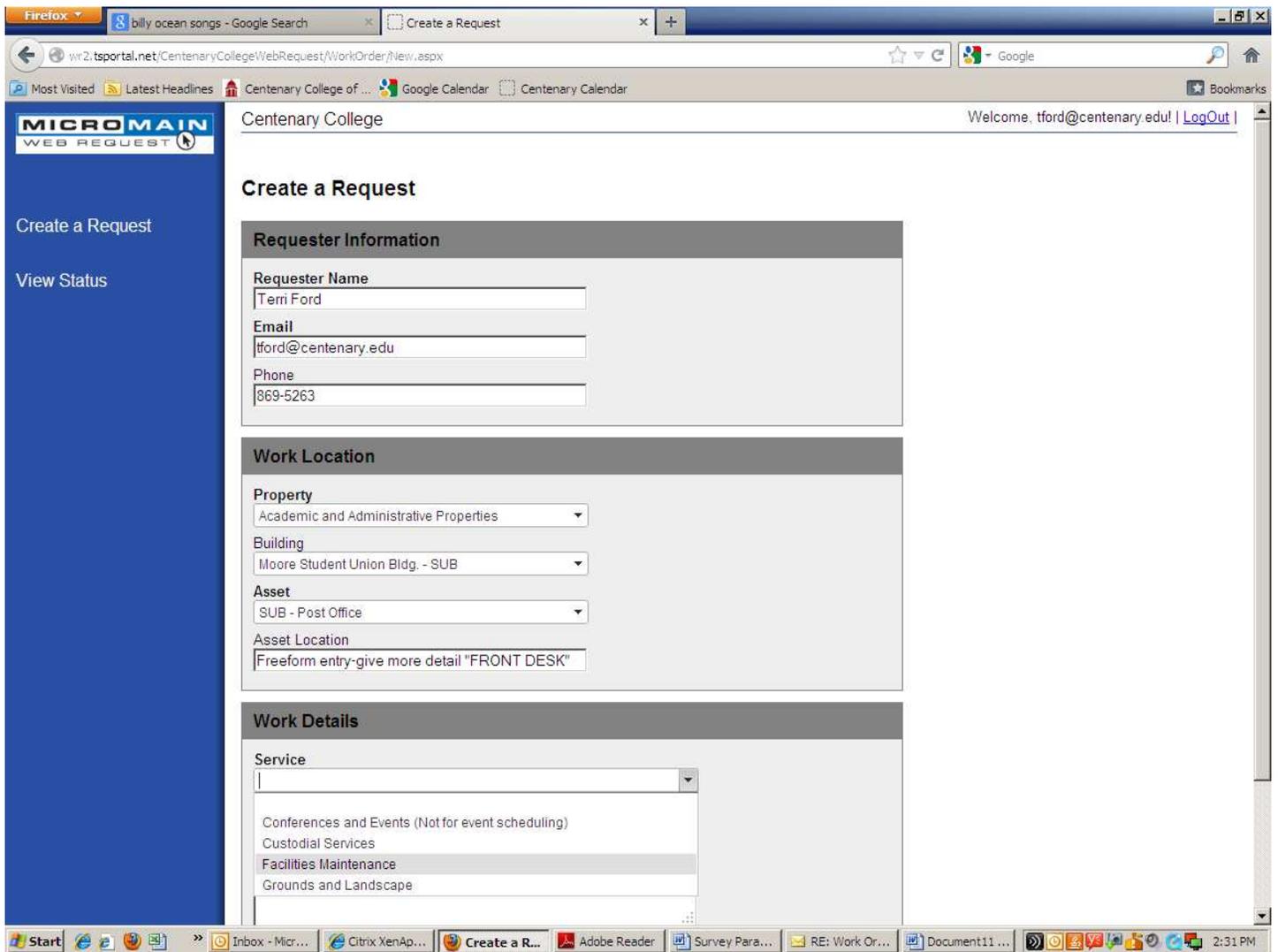
- CLICK on the down arrow of the “Building” field. All properties associated with the “Property” selected in the field above will be listed.
- Select the building where the work should be performed.



- CLICK on the down arrow in the “Asset” field.

All rooms, bathrooms, closets, hallways, etc., located in the building selected above, in the “Building” field, will be displayed.

- Select the proper area where the work needs to be performed and/or where the problem is located. i.e., Post Office or 2nd Floor Women’s Restroom.



The “Asset Location” field is a free-form field.

- Type in a more detailed description of the location where the work is to be performed. This field can also be used if more than one location needs attention. Information about a 2nd location “in the selected building” can be entered in this field to eliminate generation of a separate work order.
- **CLICK** on the down arrow in the “Service” field. Select the correct service requested.
 - Facilities Maintenance – Select this item if the work requested is Electrical, Carpentry, HVAC (air conditioning/heat/ice makers); or Plumbing
 - Conference and Events (Not for event scheduling) – Select this item if the work requested is to be performed for an on campus event. i.e., lay carpet on gym floor in the Fitness Center for luncheon.
 - Custodial Services – Select this item if the work requested is to be performed by the Housekeeping staff. i.e., toilet paper needed; wax floors
 - Grounds and Landscape – Select this item if the work requested is to be performed by the Grounds staff. i.e., power-wash the sidewalks; outdoors trash pick up; furniture moving.

MICROMAIN WEB REQUEST

Create a Request
View Status

Requester Name
 Name: Terri Ford
 Email: tford@centenary.edu
 Phone: 869-5263

Work Location
 Property: Academic and Administrative Properties
 Building: Moore Student Union Bldg. - SUB
 Asset: SUB - Post Office
 Asset Location: Freeform entry-give more detail "FRONT DESK"

Work Details
 Service: Facilities Maintenance
 Description:
 Type in a detailed description of the problem/issue being reported. Please make sure you give more information than "TOILET BROKEN". Let us know how it's broken. i.e., toilet seat cracked; flush handle loose and not flushing toilet; water running constantly/overflowing...

Submit Request Reset

[Help](#) [Contact Us](#)

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The “Description” field is a free-form field.

- Type in a detailed description of the problem/issue being requested or the work needed. Please make sure more information is given than something like “toilet broken”. Explain why the toilet is broken, such as toilet seat cracked and needs to be replaced, flush handle is loose and not flushing or water is running constantly and toilet is overflowing. This will allow the person working on the problem to be prepared with the necessary tools and equipment to correct the problem/issue.

When satisfied with the information entered, CLICK on “Submit Request” to generate the work order request.