

## Beal City Work Order System Reference Guide

To log in, simply type in your username and password, then click on the 'Log in' button (or simply hit enter on your keyboard)



### Welcome

Please log in. If you need an account, please contact Joe Judge.

**Username**

**Password**

To submit a new work order: simply fill out the form that appears when you first log or click on the 'Submit work order' button in the navigation area. Please try to be as descriptive as possible for the 'What work needs to be done?' field. When you finished, click the 'Submit work order' button.



- [Submit work order](#)
- [My work orders](#)
- [Log out](#)

### Submit work order

Please fill out this form and click **Submit work order**. You will be emailed status updates, but you can also see the status of all your work orders by clicking on **My work orders**.

#### What type of work do you need done?

- | Maintenance                              | Technology                     |
|--|--------------------------------|
| <input type="radio"/> Clean              | <input type="radio"/> Computer |
| <input checked="" type="radio"/> Install | <input type="radio"/> Other    |
| <input type="radio"/> Move               | <input type="radio"/> Phone    |
| <input type="radio"/> Other              | <input type="radio"/> Software |
| <input type="radio"/> Repair             | <input type="radio"/> Web site |

#### What location is this work order for?

High School Wing

#### What room or area is this work order for?

Room 124

(examples: Room 11, Gym, Office)

#### What work needs to be done? Please be as descriptive as possible.

Please install the new pencil sharpener on the wall closest to the door underneath the flagpole.]

Submit work order

Before the correct department gets the work request you submitted, it must first be approved by the location manager (such as the building principal). If you click on the 'My work orders' link in the navigation area, you will see a list of all the work orders that you have submitted, as well as the status of the work order.

You can see from the picture below that the work order we just submitted has yet to be approved by the location manager, and shows a 'Pending approval' status.

**BEAL CITY**  
PUBLIC SCHOOLS ...in harmony with the home and community...

Submit work order  
My work orders  
Log out

**Work order was submitted for approval.**

**My work orders**

This page lists the work orders you have submitted sorted by the date they were created. For more detailed information about the status of a work order, please click on its description.

17	Maint	<a href="#">Install in Room 124</a>	Dec 12	Pending approval
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While in the 'My work orders' section, you can get the details of any work order by simply clicking on the description (for example, clicking on 'Install in room 124' will bring up all the details for work order number 17 as shown in the picture below).



- Submit work order
- My work orders
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### My work orders

This page lists the work orders you have submitted sorted by the date they were created. For more detailed information about the status of a work order, please click on its description.

20	Tech	<a href="#">Computer in Room 124</a>	Dec 12	Completed
19	Tech	<a href="#">Computer in Room 124</a>	Dec 12	Denied
18	Tech	<a href="#">Computer in Room 124</a>	Dec 12	Completed
17	Maint	<a href="#">Install in Room 124</a>	Dec 12	Pending approval

## Work order #20

### Summary

Submitted	Jane Doe – jane.doe@example.com Wednesday, December 12, 2007 at 3:21 pm
Approved	Jeff Jackson – jeff.jackson@example.com Wednesday, December 12, 2007 at 3:22 pm
Completed	Joe Judge – joe.judge@example.com Wednesday, December 12, 2007 at 3:23 pm
Location	High School Wing
Department	Technology
Type	Computer
Area	Room 124

### Messages

Jane Doe Dec 12 at 3:21 pm	Please add me to the 'lab 3' group so I can access their shared documents. Thanks!
Jeff Jackson Dec 12 at 3:22 pm	<b>Approved</b> <i>No additional details provided</i>
Joe Judge Dec 12 at 3:23 pm	<b>Completed</b> You have been added to the proper group.

Any time the status of a work order changes, you will automatically get an email letting you know exactly what is going on. This will help keep you informed on the progress of each work order, whether it be waiting on parts, new software to arrive, etc. This information can also be viewed in the details of the work order in the 'My work orders' section.