

## **Instructions for Submitting Work Orders**

<http://www.myschoolbuilding.com>

1. Enter account number – 252259832
2. Click on “submit organization”
3. Enter your e-mail address and click the “submit” button (if the system recognizes your email address you will not have to do steps 4, 5, & 6)
4. Enter your last name in the box and click “submit” button
5. If your last name is found you will see a list of users along with your last name, select your email address name, and then click “submit” button
6. New User – enter your first name and verify that your email address and last name are correctly entered, if not please correct them. You have the option of entering phone number and pager. They are not required. Click “submit” button to save, once you do this you will be taken to the “New Work Request” page where you can submit your work request.
7. To quickly access this page, you may wish to create a shortcut on your desktop. Click the right button on your mouse anywhere on the page you wish to create the shortcut for. Select the “create shortcut” option and an icon will be placed on your desktop as a shortcut.

### **Welcome to SWISD New Work Request Page**

**Step 1:** Your name, email address, phone, pager will automatically be entered

**Step 2:** Choose Location, Area /Room number (note; fields with red checks must be completed) and after you choose location remember to mark the  box to remember my area entries for my next new entry request

**Step 3:** Select problem type that best describes your issue. (ie., leaking toilet – choose plumbing)

Note: List is alphabetically and reads left to right

Click on problem type, the page will refresh and your problem will be highlighted with red OK circle. If this is an emergency, check the Maintenance Emergency check box below the problem types list.

**Step 4:** Describe the problem or request description

**Step 5:** Enter time available for Maintenance. Be specific on time available.

**Step 6:** Purpose; should always be General Maintenance, except for the Child Nutrition

**Step 7:** Enter your submittal password “swisd”. This password will be the same for all requesters

**Step 8:** Click “submit” button to save all entries and changes to your settings

**Once work order has been submitted no future changes can be made at this level- you may contact our office to make the necessary change. Please do not create a new work order.**

**My Maint Requests** – *all work requests that you have made will be displayed when clicking on “My Requests”- this page is divided into 3 sections*

**Section 1:** To search your request, enter a key term in the “Search This Results For,” then click the “Go” button. To show all request, click the “Show All” link

**Section 2:** You will be able to see the details, status, action taken and the completion date of your requests. Your viewing table is divided into four column.

**1<sup>st</sup> Column:** Status, Work Order #, Area #, and Purpose

**2<sup>nd</sup> Column:** Contains Location and description of request

**3<sup>rd</sup> Column:** Action Taken, Request Date and Type – when action is written it will appear in bold red letters

**4<sup>th</sup> Column:** Completed Date

**Section 3:** You can sort your Request Total by clicking on the numbers of each listing located on the upper right side of the page. (New Work Order, work in Progress, Complete, Closed Work Order, Declined, Duplicate, Void, and On Hold)

**Help Tab** – If you need help or have questions – Click on Help Tab and a help list will pop up for you.