

Wittenberg University

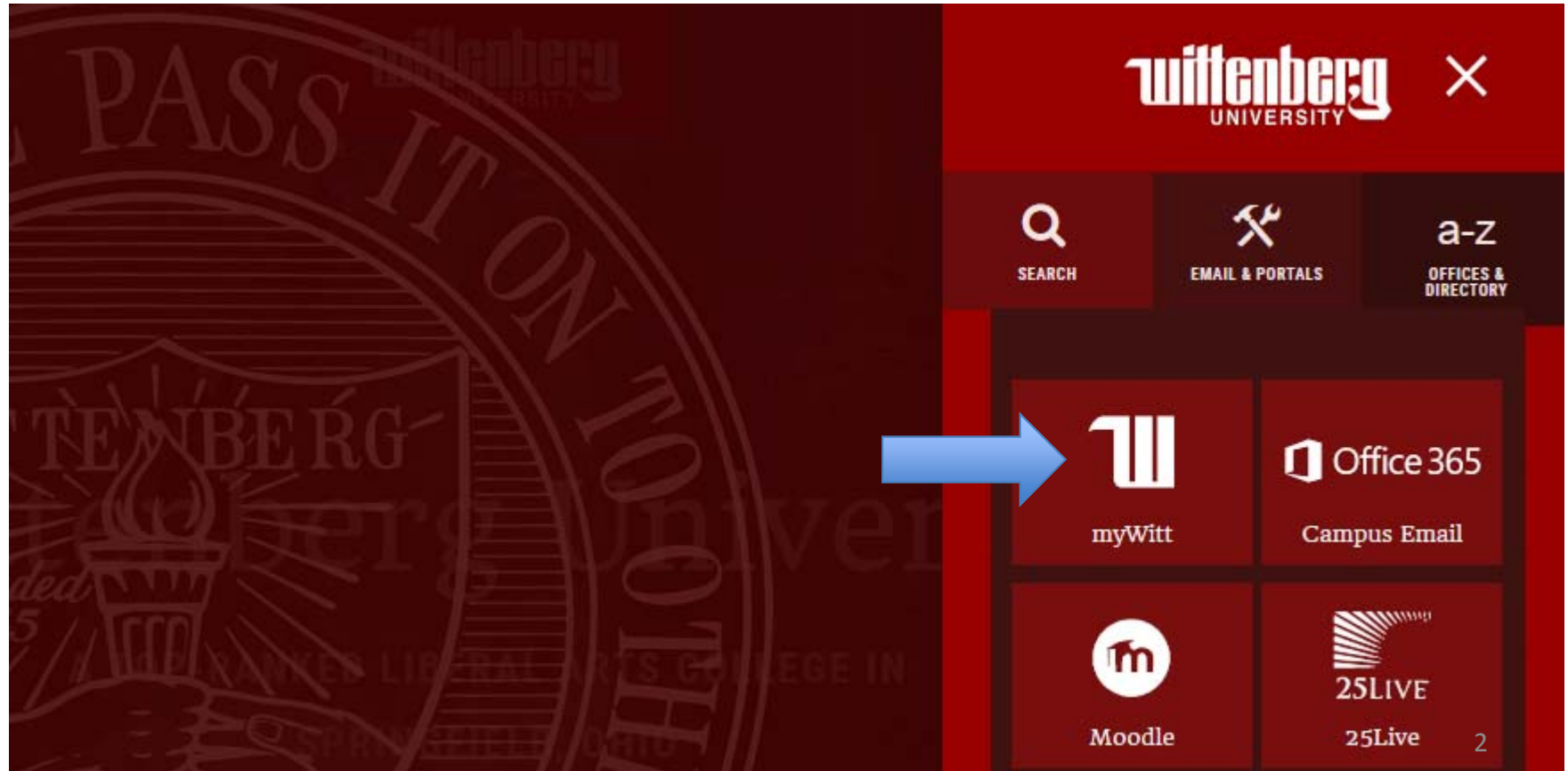


How To Submit a Facilities Work Order Request



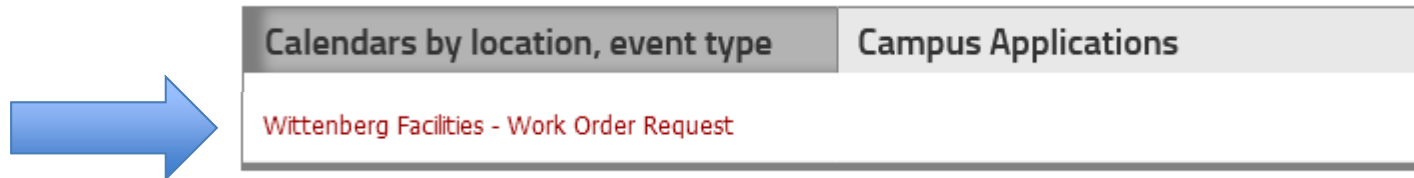
How To Submit a Facilities Work Order Request

- ✓ Visit Wittenberg.edu
- ✓ Log into the MyWitt Portal (found in the menu tab in the upper right hand corner under EMAIL & PORTALS)



How To Submit a Facilities Work Order Request

- ✓ Navigate to the Campus Applications tab
- ✓ Click on “Wittenberg Facilities - Work Order Request”



- ✓ Log into the Work Order Request system utilizing your @Wittenberg credentials

Wittenberg University

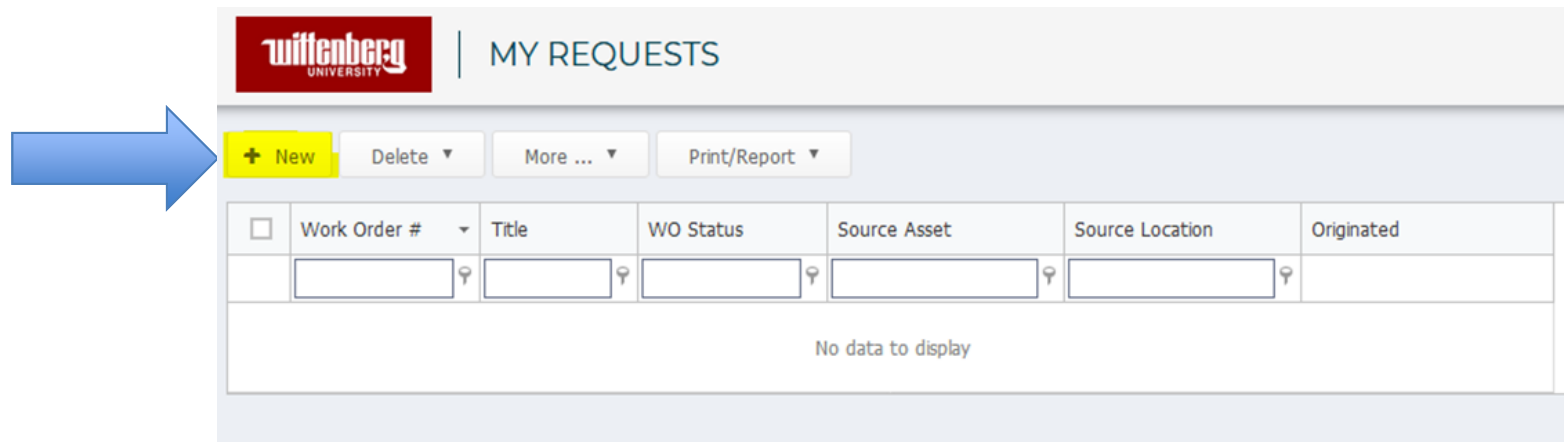
Sign in with your organizational account

Sign in



How To Submit a Facilities Work Order Request

- ✓ Once logged in, click on “New” to start a work order request



The screenshot shows the 'MY REQUESTS' dashboard for Wittenberg University. At the top left is the Wittenberg University logo. To its right is the text 'MY REQUESTS'. Below this is a navigation bar with a yellow '+ New' button, a 'Delete' dropdown, a 'More ...' dropdown, and a 'Print/Report' dropdown. A large blue arrow points to the '+ New' button. Below the navigation bar is a table with columns: 'Work Order #', 'Title', 'WO Status', 'Source Asset', 'Source Location', and 'Originated'. Each column has a search icon. The table is currently empty, with the text 'No data to display' centered below it.

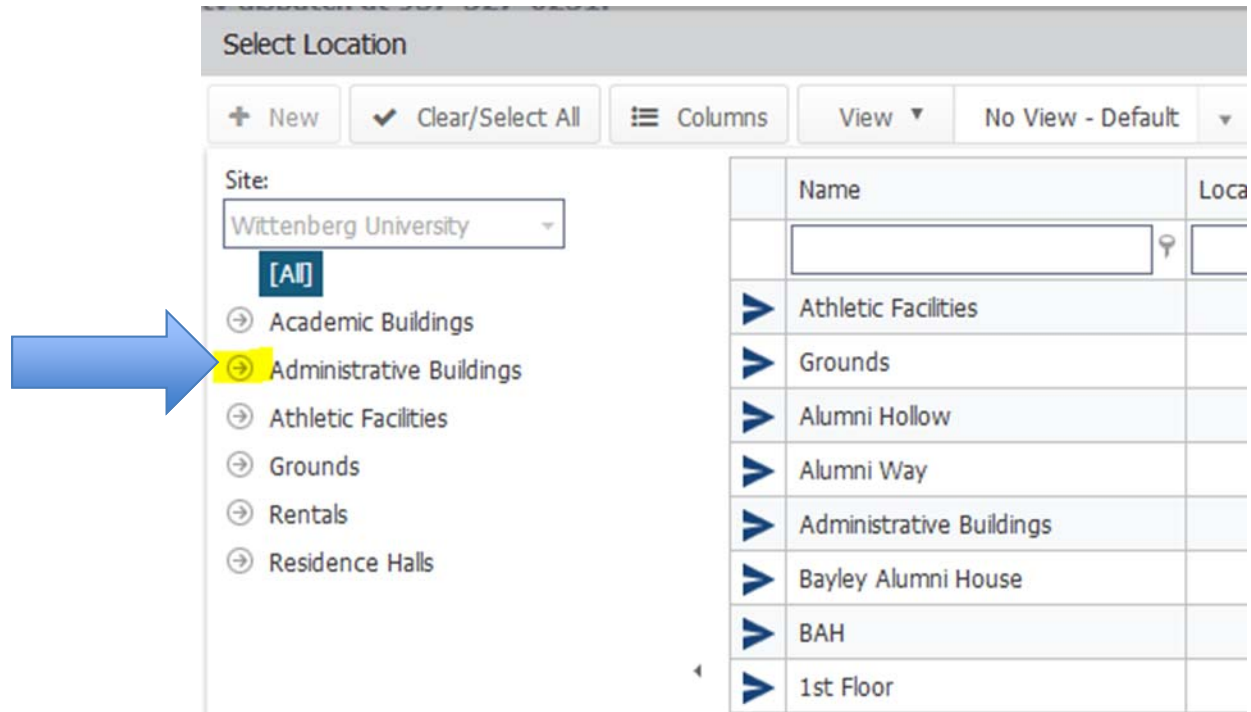
- ✓ The first field you are required to complete is location. Please click on the waypoint image to start this process.



The screenshot shows a form titled 'SELECT LOCATION AND PROVIDE PHONE NUMBER AND TITLE THE WORK ORDER'. The form has three main sections: 'Location: *', 'Title: *', and 'Phone Num'. The 'Location: *' section has a dropdown menu with a blue location pin icon. A yellow circle highlights the location pin icon, and a blue arrow points to it from the right. The 'Title: *' section has a text input field. The 'Phone Num' section has a text input field.

How To Submit a Facilities Work Order Request

- ✓ Now select the category of the building/location in which the work is required
*** Important*** Be certain to click on the little arrow and not the text



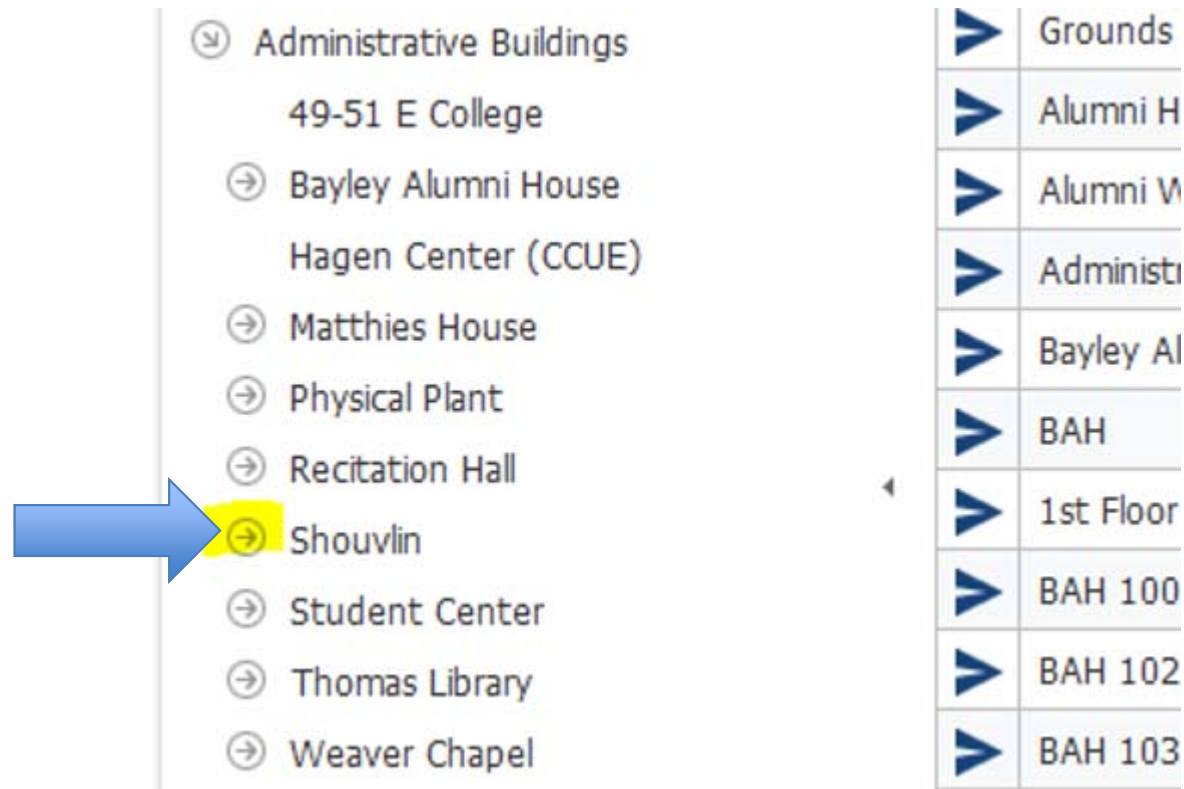
The screenshot shows a 'Select Location' window with a search bar set to 'Wittenberg University'. A list of categories is displayed on the left, with 'Administrative Buildings' highlighted in yellow. A blue arrow points to the selection arrow next to 'Administrative Buildings'. On the right, a table lists specific locations under the 'Administrative Buildings' category.

Name	Loca
▶ Athletic Facilities	
▶ Grounds	
▶ Alumni Hollow	
▶ Alumni Way	
▶ Administrative Buildings	
▶ Bayley Alumni House	
▶ BAH	
▶ 1st Floor	



How To Submit a Facilities Work Order Request

- ✓ Select the building/location in which the work is required
*** Important*** Be certain to click on the little arrow and not the text



⌵ Administrative Buildings	▶ Grounds
49-51 E College	▶ Alumni H
⌵ Bayley Alumni House	▶ Alumni V
Hagen Center (CCUE)	▶ Administri
⌵ Matthies House	▶ Bayley Al
⌵ Physical Plant	▶ BAH
⌵ Recitation Hall	▶ 1st Floor
▶ Shouvin	▶ BAH 100
⌵ Student Center	▶ BAH 102
⌵ Thomas Library	▶ BAH 103
⌵ Weaver Chapel	



How To Submit a Facilities Work Order Request

- ✓ If applicable, select the floor of the building in which the work is required
*** Important*** Be certain to click on the little arrow and not the text

The screenshot shows a 'Select Location' window with a tree view on the left and a table on the right. The tree view is expanded to 'Shouvin' and '2nd Floor' is selected. A blue arrow points to the '2nd Floor' option. The table on the right shows a list of locations with columns for 'Name' and 'Location'.

Name	Location
▶ Athletic Facilities	
▶ Grounds	
▶ Alumni Hollow	
▶ Alumni Way	
▶ Administrative Buildings	
▶ Bayley Alumni House	
▶ BAH	
▶ 1st Floor	
▶ BAH 100	
▶ BAH 102	
▶ BAH 103	



How To Submit a Facilities Work Order Request

- ✓ If applicable, select the room in which the work is required

The screenshot shows a 'Select Location' interface. On the left is a tree view of physical plant locations. On the right is a table with columns for 'Name' and 'Location'. A blue arrow points to 'SHOV 211' in the tree view.

Name	Location
▶ Athletic Facilities	
▶ Grounds	
▶ Alumni Hollow	
▶ Alumni Way	
▶ Administrative Buildings	
▶ Bayley Alumni House	
▶ BAH	
▶ 1st Floor	
▶ BAH 100	
▶ BAH 102	
▶ BAH 103	
▶ BAH 104	
▶ BAH 105	
▶ BAH 108	



How To Submit a Facilities Work Order Request

- ✓ Click on the little arrow image next to the required location and it will populate the location field of your work order request. If you find that the location does not provide enough information about where the work is to be performed, please provide additional detail in the “Work Requested” field.

Select Location

+ New ✓ Clear/Select All Columns View ▾ No View - Default ▾

Physical Plant

- Recitation Hall
- Shouvin
 - 1st Floor
 - 2nd Floor

SHOV 201A

Name	Location Status
<input type="text"/>	<input type="text"/>
SHOV 211	

SHOV 211

SELECT LOCATION AND PROVIDE PHONE NUMBER AND TITLE THE WORK ORDER

Location: Phone:

Title: *

How To Submit a Facilities Work Order Request

- ✓ Provide a phone number in which you can be reached if there are questions about your work order request.
- ✓ Assign a brief title to your work order that will provide you and the reviewer a quick point of reference for the work being requested.

> SELECT REGION/SITE

✓ SELECT LOCATION AND PROVIDE PHONE NUMBER AND TITLE THE WORK ORDER

Location: * SHOV 211

Phone Number: * 937-327-7316

Title: * Ceiling Tile Falling Down



How To Submit a Facilities Work Order Request

- ✓ Provide as much detail as possible in regard to the work being requested
- ✓ Feel free to upload pictures or additional documentation that help to inform the scope of the work that needs to be performed.

▼ REQUEST DETAIL

Work requested: *

Walked into room and found ceiling tile laying on the floor. Please reinstall/repair. Thank you!

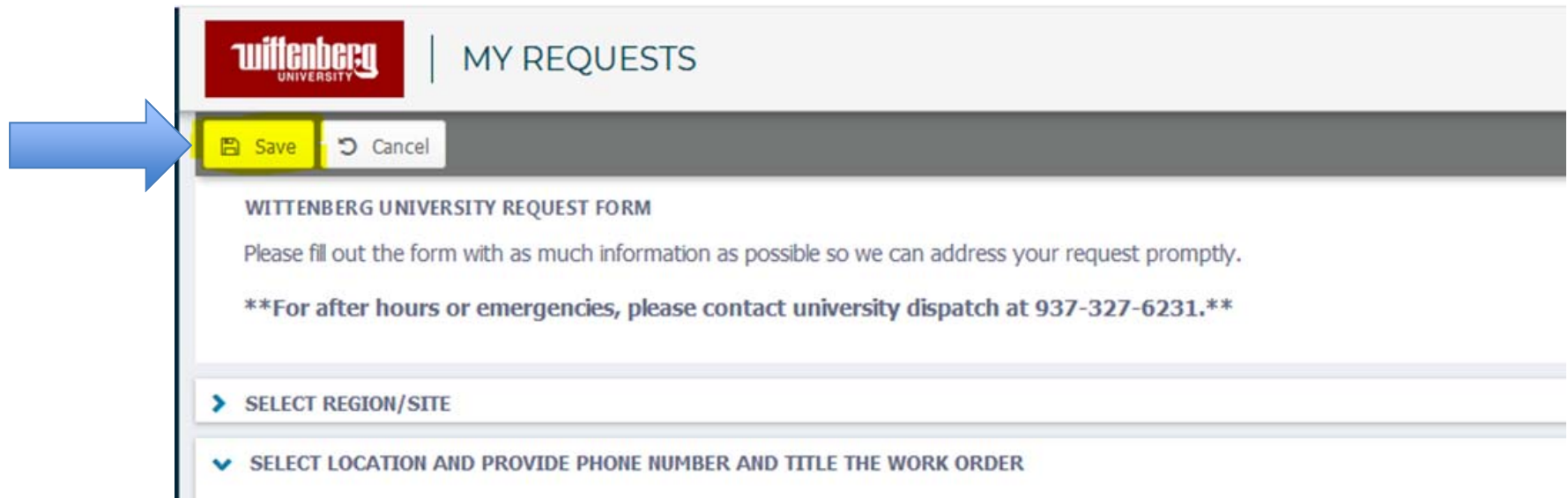
▼ UPLOAD DOCUMENT/IMAGE

Documents/Images: Drag & Drop file(s) here to upload Browse



How To Submit a Facilities Work Order Request

- ✓ Click on the “SAVE” button to successfully submit your work order request for review by the Facilities Management Division

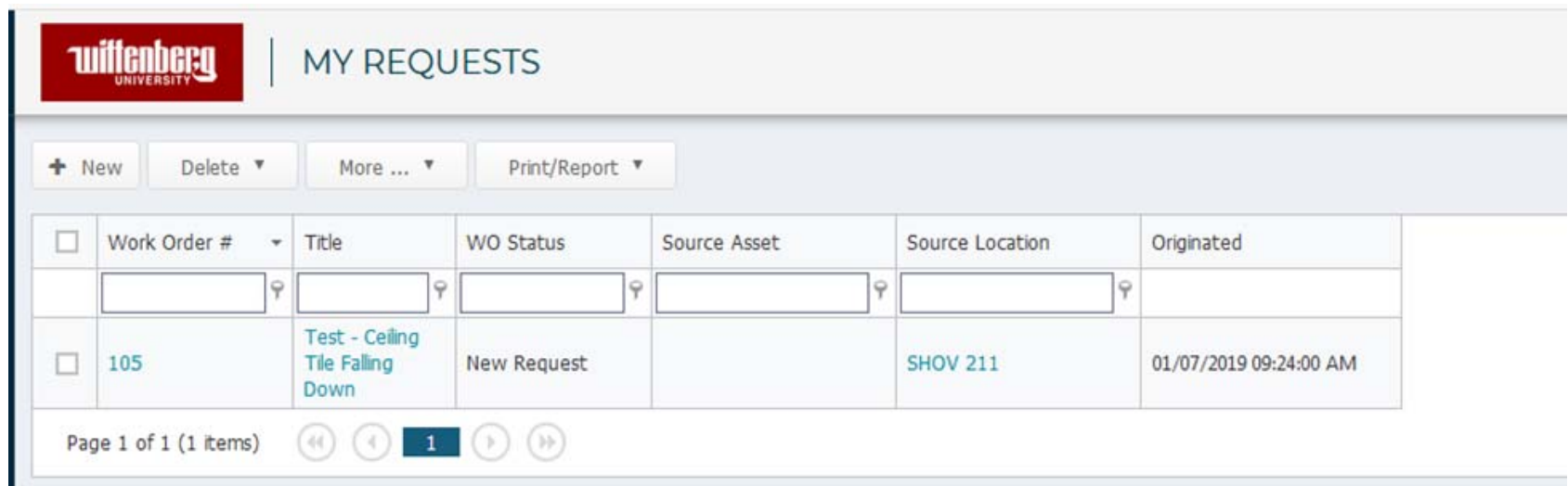


The screenshot shows a web interface for submitting a work order request. At the top left is the Wittenberg University logo, and to its right is the text 'MY REQUESTS'. Below this is a dark grey bar containing two buttons: a yellow 'Save' button with a floppy disk icon and a white 'Cancel' button with a circular arrow icon. A blue arrow points from the left towards the 'Save' button. Below the buttons, the text reads 'WITTENBERG UNIVERSITY REQUEST FORM' followed by 'Please fill out the form with as much information as possible so we can address your request promptly.' and a bolded instruction: '**For after hours or emergencies, please contact university dispatch at 937-327-6231.**'. At the bottom, there are two expandable sections: the first is 'SELECT REGION/SITE' with a right-pointing chevron, and the second is 'SELECT LOCATION AND PROVIDE PHONE NUMBER AND TITLE THE WORK ORDER' with a downward-pointing chevron.



How To Submit a Facilities Work Order Request

- ✓ You will automatically receive email alerts regarding any status changes to your work order request. However, you can also log into the work order system at anytime to view your submitted work order requests.
- ✓ As a reminder, for emergencies please contact University Dispatch at 937-327-6231.
- ✓ If you have additional questions about work orders, you can contact Facilities Management at 937-327-7316



The screenshot displays the 'MY REQUESTS' interface for Wittenberg University. At the top left is the Wittenberg University logo. To its right, the text 'MY REQUESTS' is displayed. Below the header, there are four buttons: '+ New', 'Delete', 'More ...', and 'Print/Report'. The main content is a table with the following columns: 'Work Order #', 'Title', 'WO Status', 'Source Asset', 'Source Location', and 'Originated'. The table contains one row with the following data: '105', 'Test - Ceiling Tile Falling Down', 'New Request', an empty field, 'SHOV 211', and '01/07/2019 09:24:00 AM'. At the bottom of the table, there is a pagination control showing 'Page 1 of 1 (1 items)' and navigation buttons for first, previous, current (1), next, and last.

<input type="checkbox"/>	Work Order #	Title	WO Status	Source Asset	Source Location	Originated
<input type="checkbox"/>	105	Test - Ceiling Tile Falling Down	New Request		SHOV 211	01/07/2019 09:24:00 AM

