

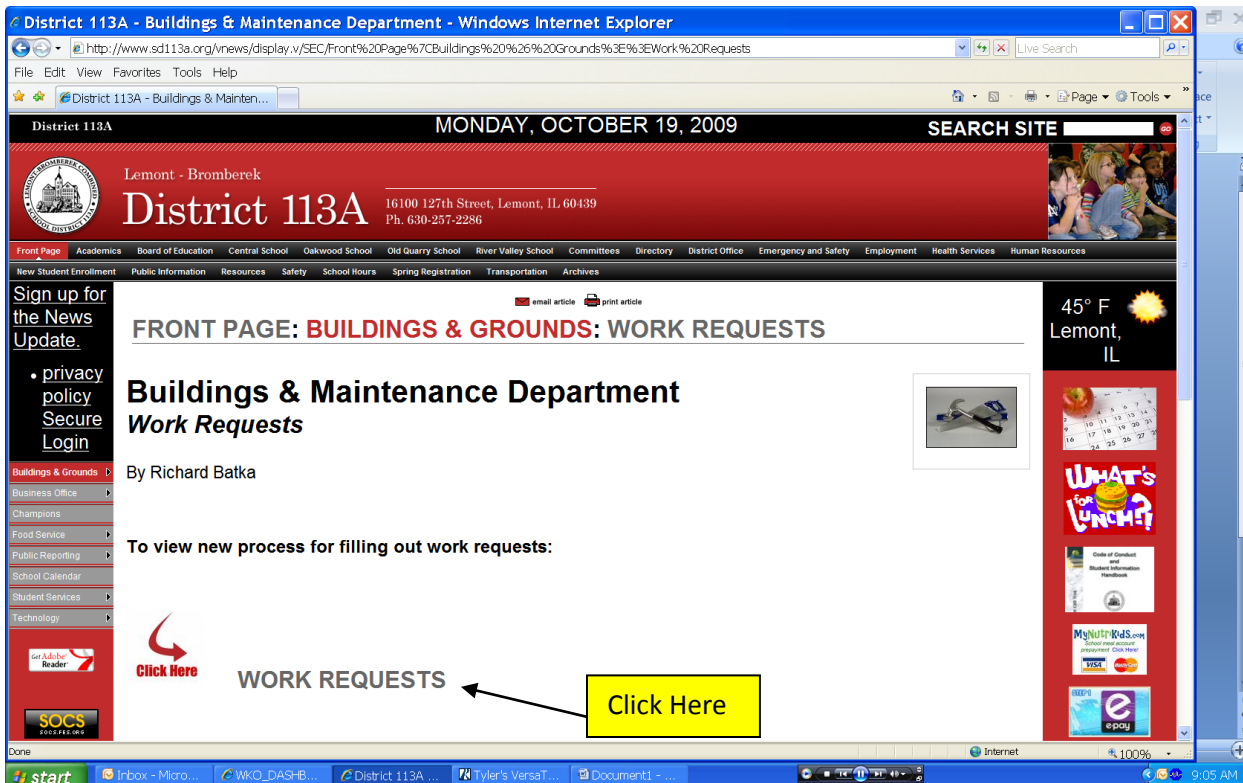
WORK ORDER INSTRUCTIONS

Start by accessing the district web page www.sd113a.org

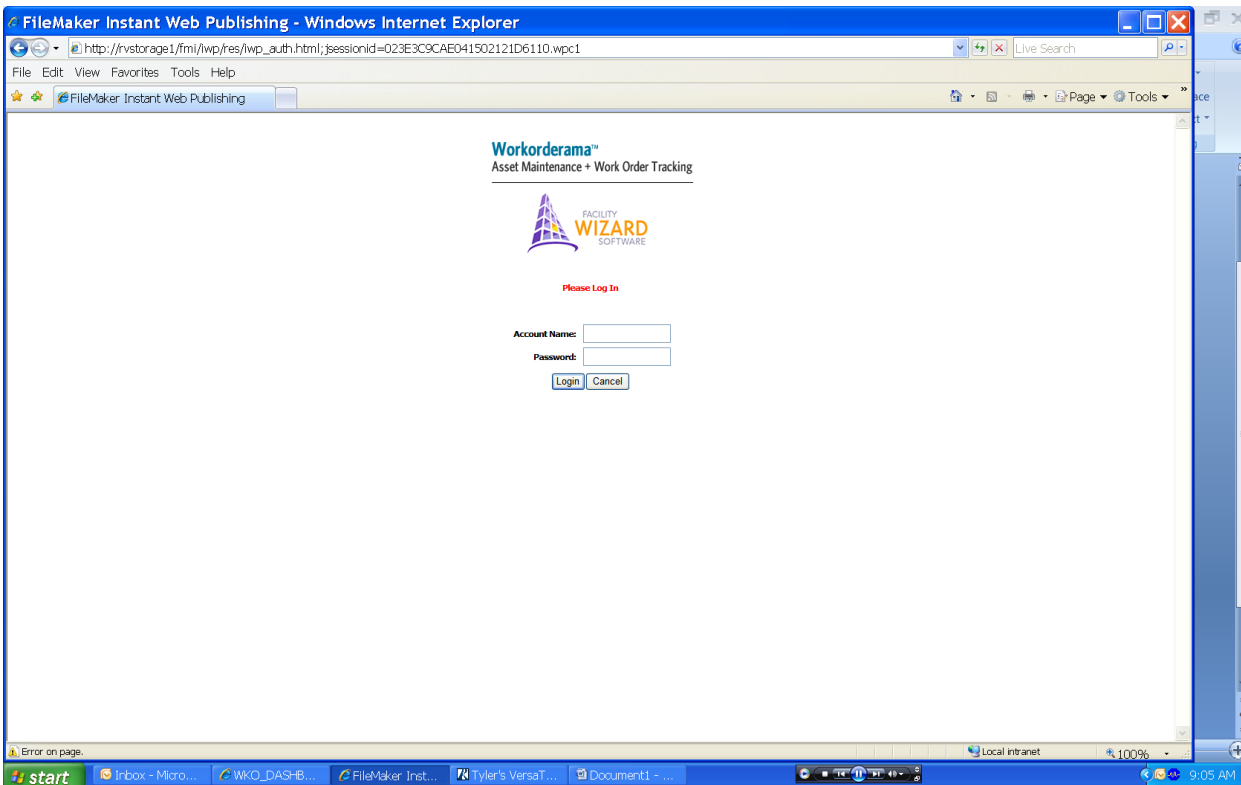
On left side you will see tab for Buildings & Grounds, then drop down to "Work Requests"



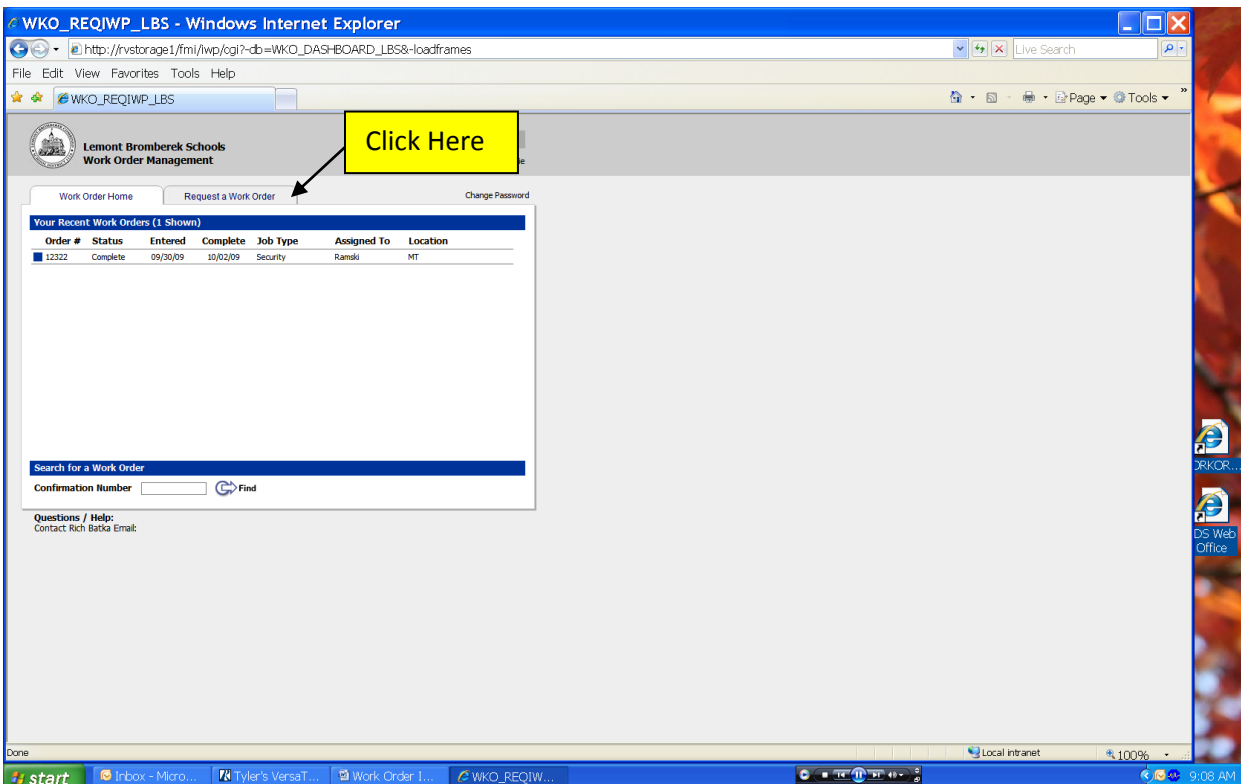
Once you select "Work Requests" you will open new screen. Now you will need to click on "Work Requests" again.



A new screen will open. Enter Account Name & Password issued by Building & Grounds Department.



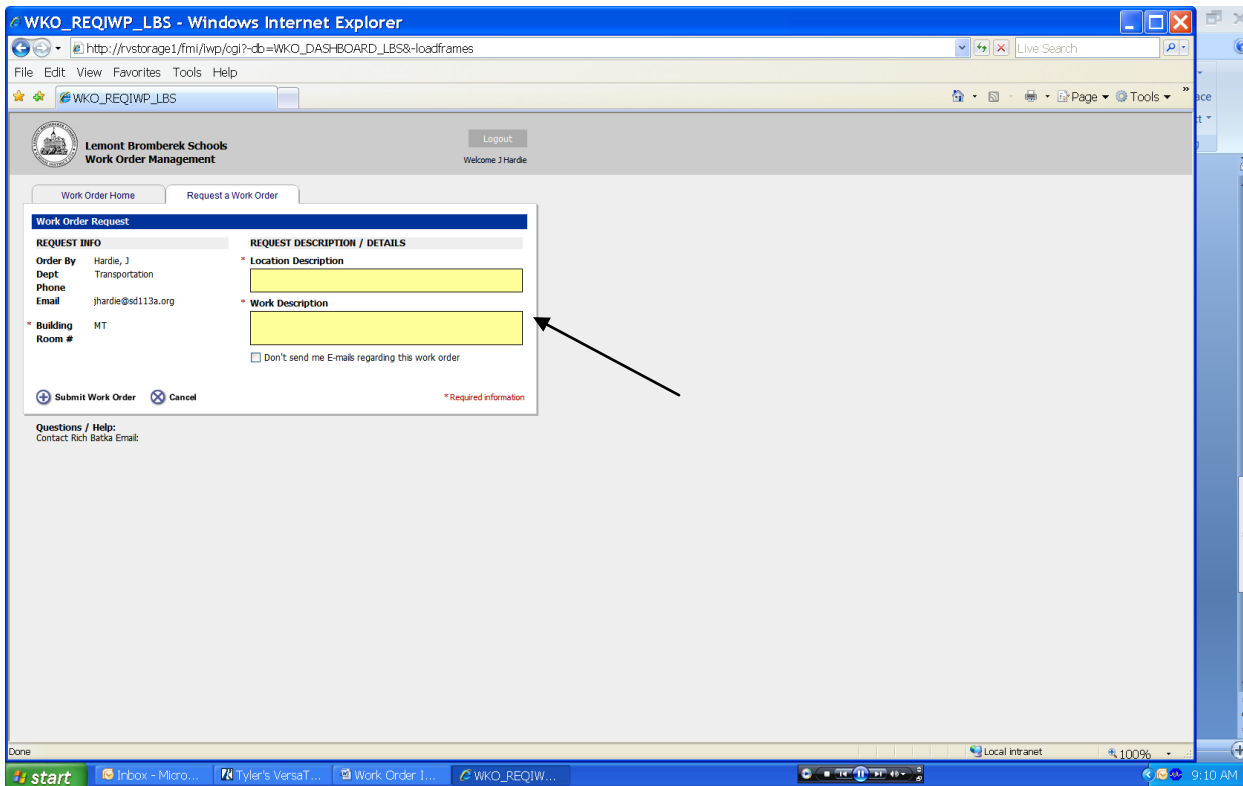
Now you are in the work order system. The initial screen will show you work orders that you have created with assignment information. To create a new work order select tab "Request a work order".



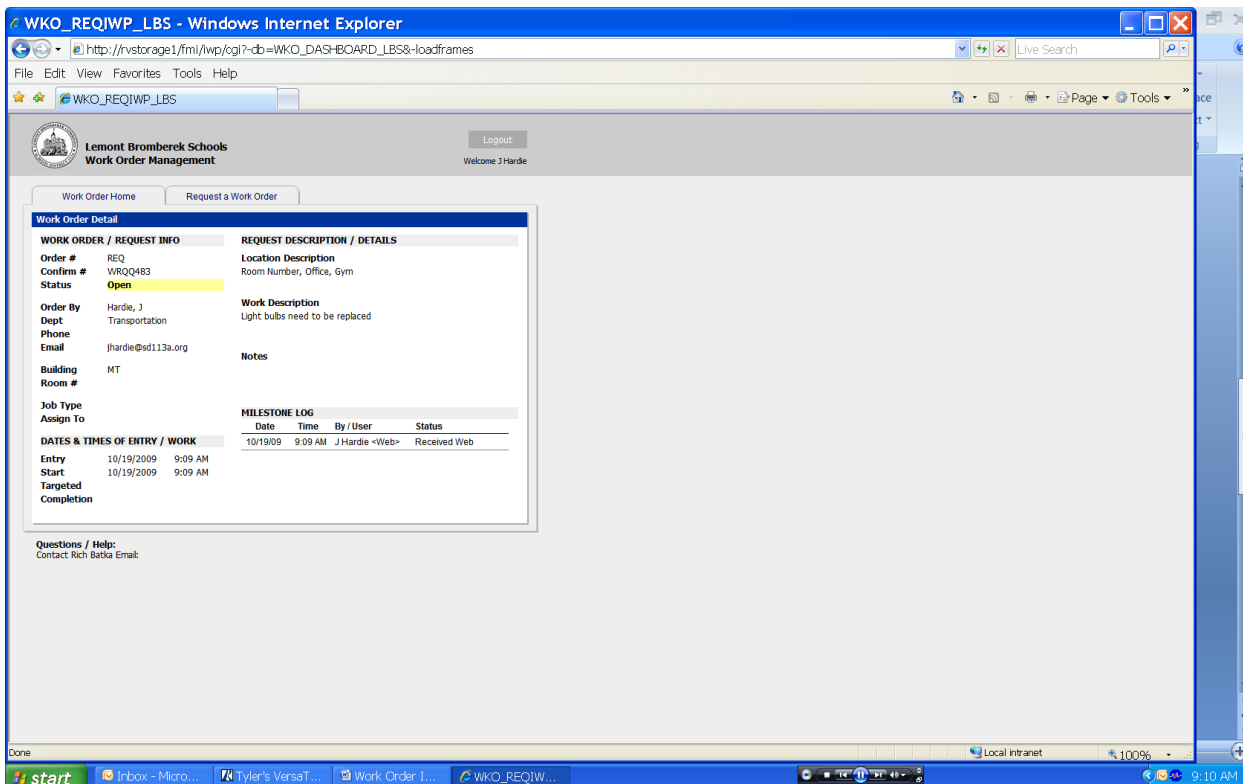
Add your information to yellow boxes. Please list the class room number or exact location for the work order.

Give a brief job description, with details for the Maintenance or Custodian.

When you click "Submit Work Order" your request has been sent.



Here is an example of a submitted work order.



Now when you return to "Work order Home" your new request will be visible.

WKO_REQIWP_LBS - Windows Internet Explorer

http://fvstorage1/fmi/iwp/cgi?db=WKO_DASH+BOARD_LBS&loadframes

File Edit View Favorites Tools Help

WKO_REQIWP_LBS

Lemont Bromberg Schools
Work Order Management

Logout
Welcome J Harde

Work Order Home Request a Work Order Change Password

Your Recent Work Orders (2 Shown)

Order #	Status	Entered	Complete	Job Type	Assigned To	Location
REQ	Open	10/19/09				MT
12322	Complete	09/30/09	10/02/09	Security	Ranski	MT

Search for a Work Order

Confirmation Number Find

Questions / Help:
Contact: Rich Baska Email:

Done Local Intranet 100%

start Inbox - Micro... Tyler's VersaT... Work Order I... WKO_REQIWP...

9:12 AM

You should receive a confirmation Email once your work order has been assigned.

Duplicate work orders will be denied

You will receive a confirmation email once your work order has been completed.