



How to Submit a Work Order Request

1. On the [Facilities Services Homepage](#), scroll down and select Campus Work Request System.

To request a work order please go to the

Campus Work Request System

[How do I Complete a Work Order Request?](#)

[What is Billable/Non-billable Work?](#)

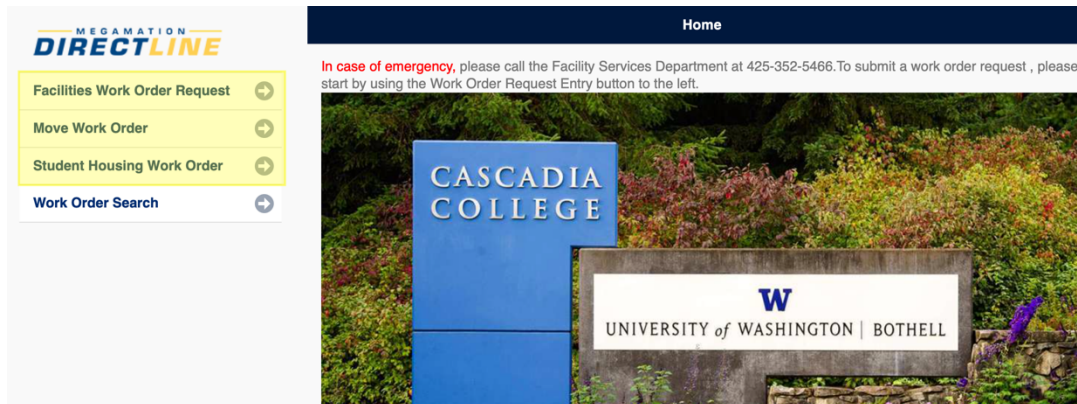
[Billable Rate Table](#)

2. The Work Request System 'Megamation DirectLine' will pop-up. On the left side column, select the Work Order that best suits your request.

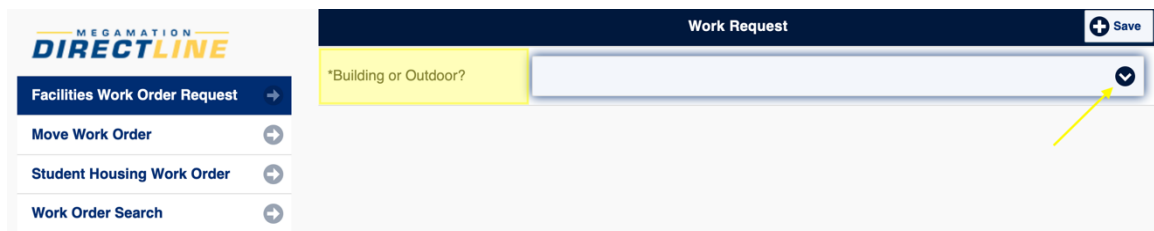
Facilities Work Order Request: General work around campus

Move Work Order: Furniture move requests

Student Housing Work Order: Request for any work in student housing buildings



3. Once a Work Order type is selected, a 'Work Request' screen will populate on the right side. The first question will prompt you to choose if this work is in a building or outdoors. Click the drop-down menu and select Building or Outdoor.





- Once a location type is selected, a list of prompts will appear. Go down the list filling out the information. All prompts with an “*” next to them area required.

The screenshot shows the 'Work Request' form. On the left is a navigation menu with 'Facilities Work Order Request' selected. The main form area has a title bar 'Work Request' with a 'Save' button. Below the title bar is a note: 'Fields with * must be filled in order to submit the work request. Two email addresses may be entered by separating them with a comma.' The form fields are: '*Building or Outdoor?' (dropdown menu with 'Building' selected), '*Type' (dropdown menu with 'Corrective' selected), '*Job Type' (dropdown menu with 'Don't Know' selected), '*Status' (dropdown menu with 'Initiated' selected), '*Full Name' (text input), '*Phone No' (text input), '*E-Mail Work Email' (text input), '*Date' (text input with 'May 15, 2020' selected), and '*Institutional Affiliation' (dropdown menu).

- Once all information is input, including a detailed 'Work Description', select what level of communication you would like in the 'Receive Email Notification' section.

- Once all information and preferences are input, hit the 'Save' button.

The screenshot shows the bottom section of the 'Work Request' form. The 'Date' field is set to 'May 15, 2020'. The 'Institutional Affiliation' and 'Building' dropdown menus are visible. Below them are 'Budget#' and 'PCA (Fill in 3 sections)' text input fields. The '*Work Description' field is a large text area with a yellow highlight and a magnifying glass icon. Below it is a 'Pictures' section with a checkbox 'Upload images/pictures after work order saved'. The 'Receive Email Notification' dropdown menu is set to 'Every Status change'. At the bottom, there is a 'Save' button.

- Your Work Order Request has now been created. A confirmation screen will appear containing the Work Order Number. Please make note of the Work Order Number as that is the easiest way to get information on the progress of your request. *To see the status of your work order, you can use the 'Work Order Search' function in the menu.