

WORK ORDERS ON WEB ADVISOR

Do you have the desire for a quick easy method to submit work orders? Would you like an e-mail conformation of your submitted request directly from Datatel? If so, the system is available for your immediate use!

Here are the steps:

- Go to the employee tab in your **Web Advisor Account**.
- Under the Financial Information Section-click on **Request Work Order for Maintenance and repairs**.
- Add your **contact phone number or office extension**.
- Use the drop down arrows to assist in competing of the listed tasks:
 - **Responsible Maintenance Unit**-select the most appropriate department that you feel should fulfill your request.
 - **Building**-select the building the work request is to be performed. Your knowledge of college building abbreviations will be very HELPFUL.
 - **Location/Room**-Add the Room number that the work is to be accomplished in.
 - **Priority**- select your desired completion duration. Remember that it takes at least 3-5 business days, in most cases.
 - **Life Safety Emergencies should be reported via phone to Cathy Treadwell at 88228 or Denise Kinnison at 88288.**
- **CLICK SUBMIT**
- Enter a description of the work desired. Please be as **SPECIFIC** as possible, i.e.; mount picture on wall location marked with a push pin.
- **CLICK SUBMIT**

You have successfully created and submitted a work order!