Back to MaintenanceDirect Main Menu

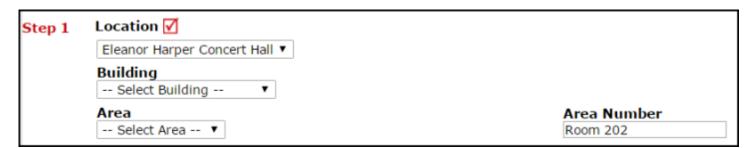
How to Create a Work Order

*Note: Any field marked with a red checkmark ($\boxed{m{q}}$) is a required field.

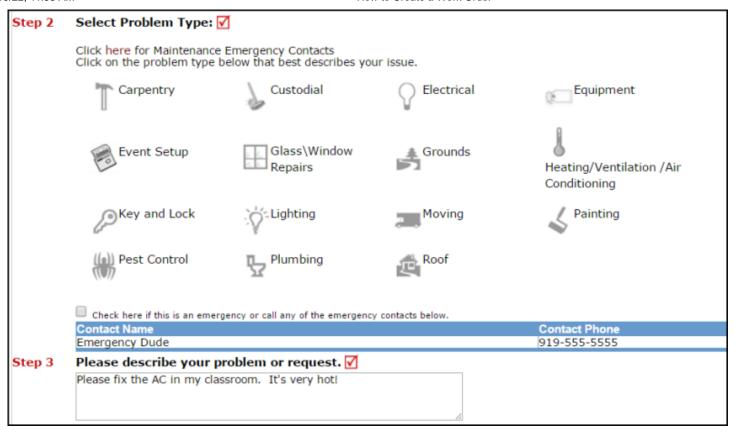
Watch the Video Tutorial:



- Click on the **New Request** tab.
- Identify where the work needs to be done by choosing the Location.
- If your organization utilizes the **Building** field, select one from the drop down box.
- Choose the general **Area** type that best fits the location of the work request.
- Enter the specific area in the **Area Number** field. *Note: The Area Number field is alphanumeric and is where you can enter specific room names or number.



- Select the appropriate **Craft/Problem Type** to identify what type of work is being requested.
- Please describe your problem or request in the open text box.



- The rest of the steps on the form may vary depending on how the account was set up. Please fill in the appropriate fields and make sure to enter information into all required fields.
- Click **Submit** at the bottom of the form to save and submit your request.

Did you find this helpful?



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