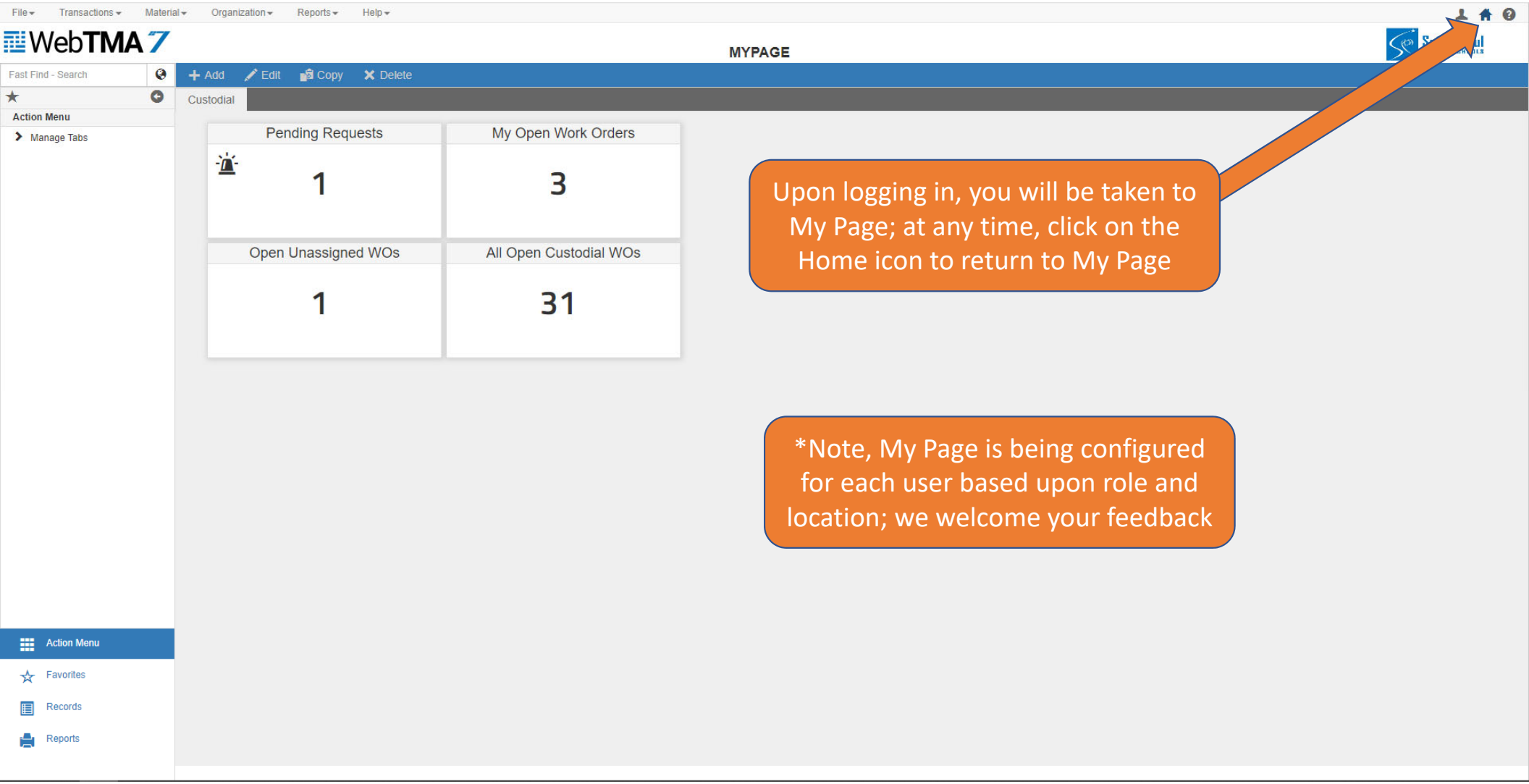
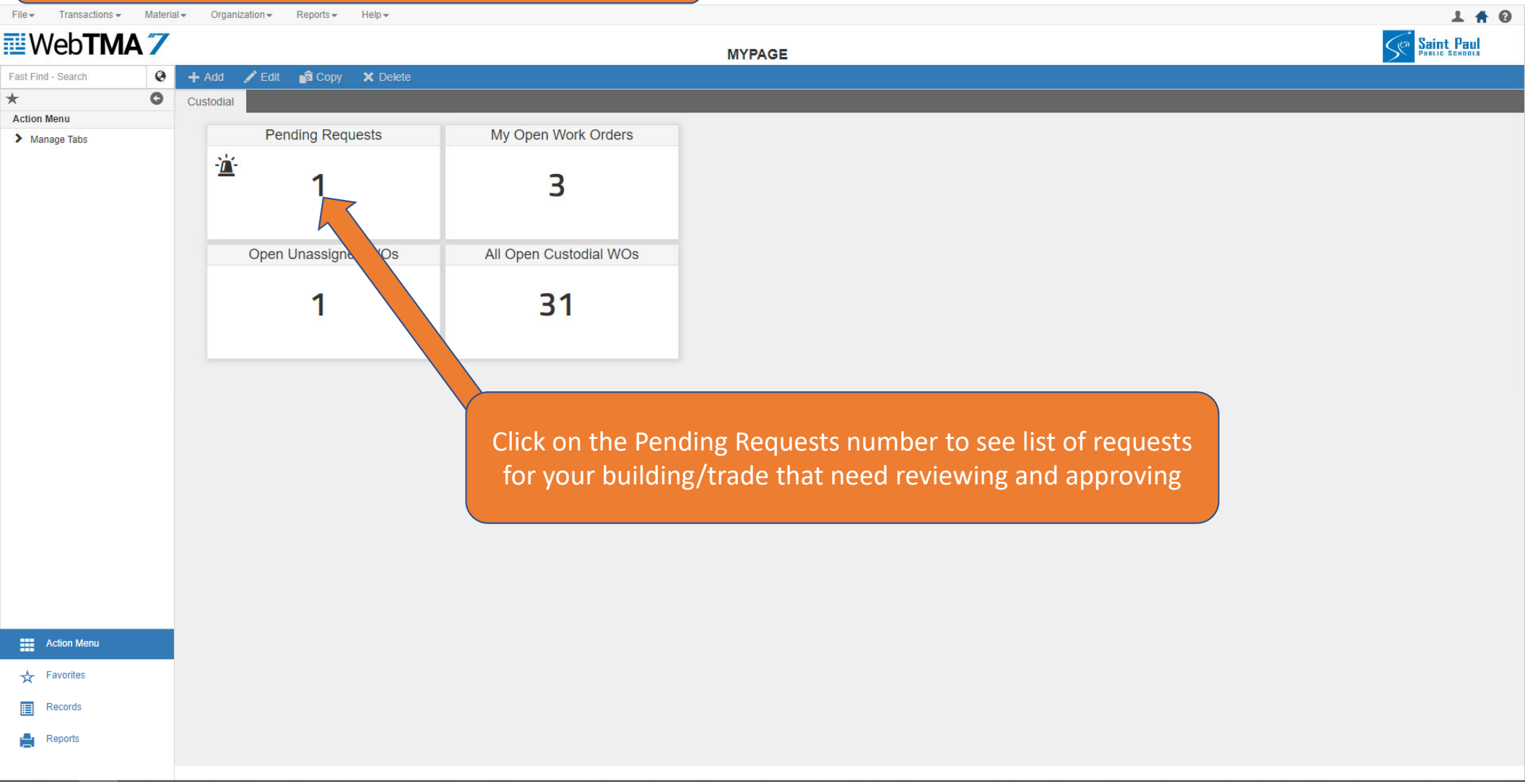
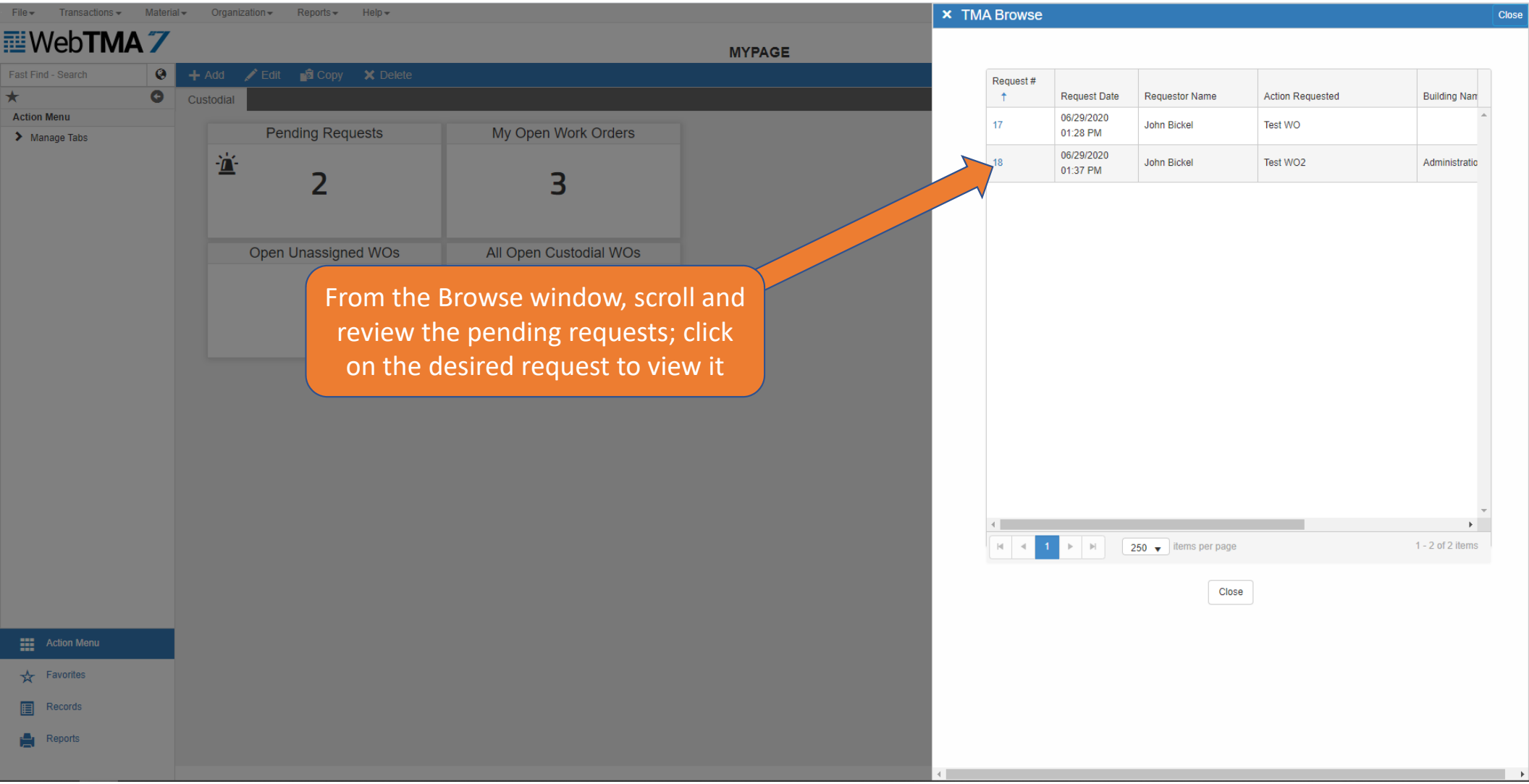
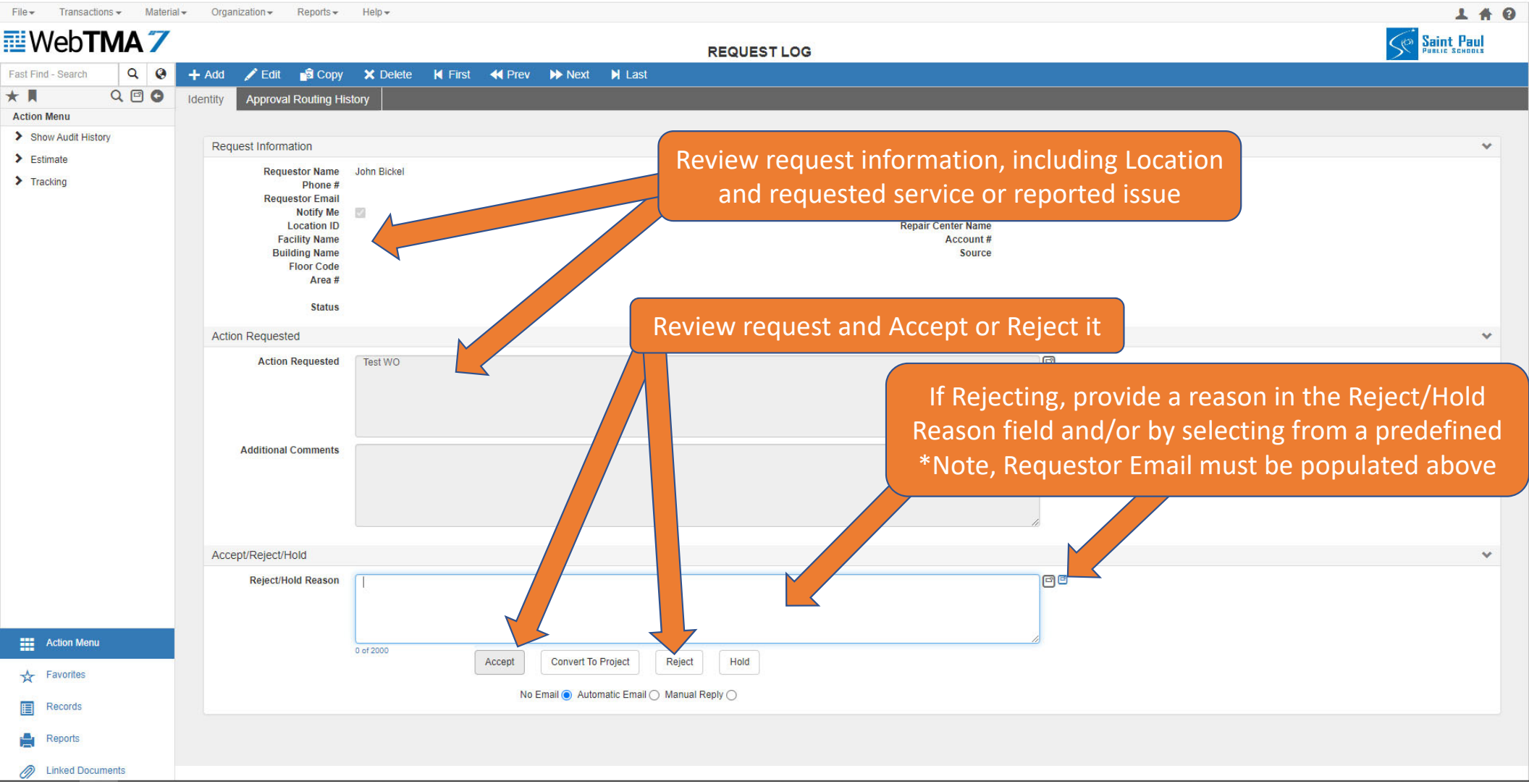
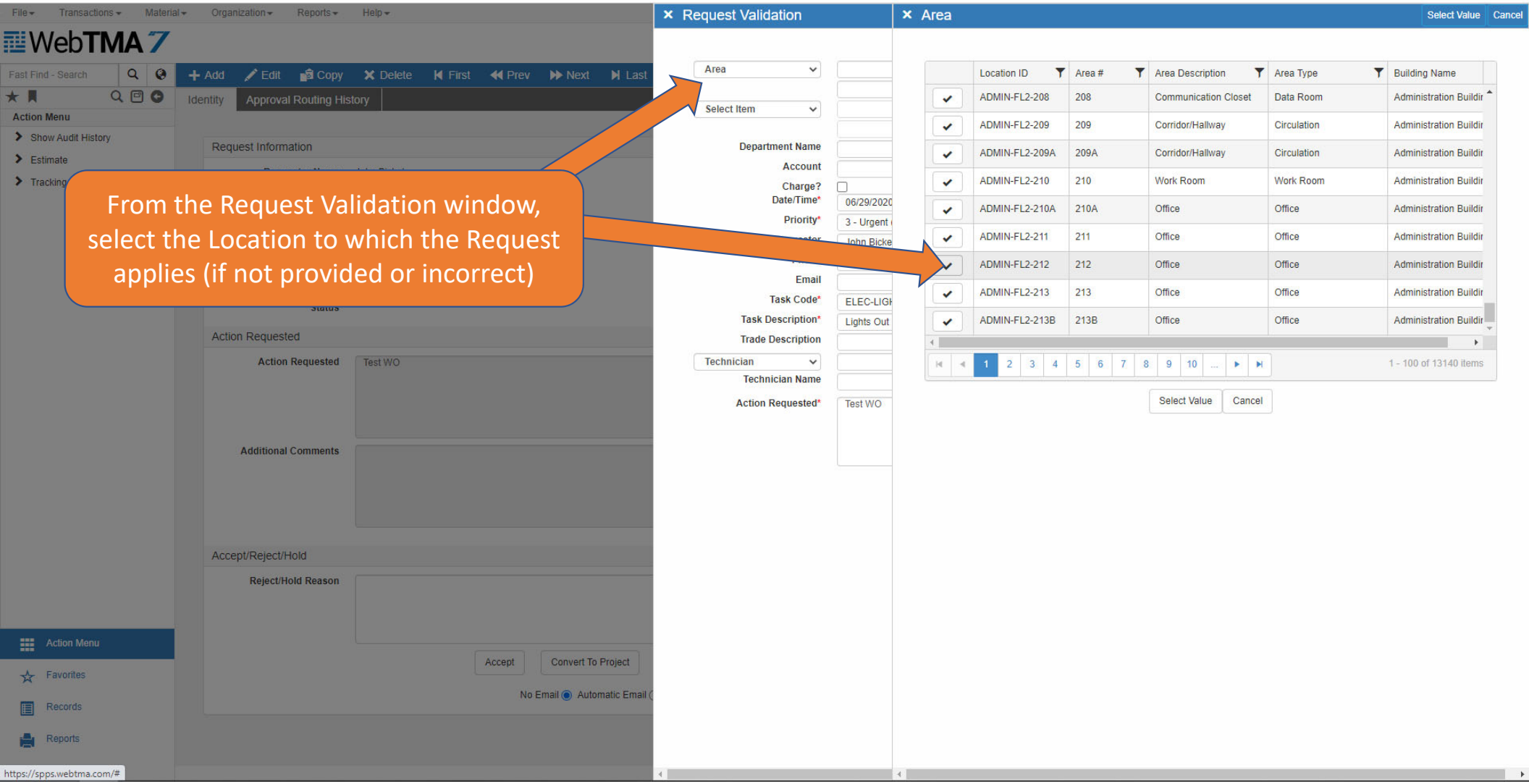

File
Transactions
Material
Organization
Reports
Help
WebTMA 7
MYPAGE
Fast Find - Search
Add
Edit
Copy
Delete
Custodial
Action Menu
Manage Tabs
Pending Requests
1
My Open Work Orders
3
Open Unassigned WOs
1
All Open Custodial WOs
31
Action Menu
Favorites
Records
Reports
Upon logging in, you will be taken to My Page; at any time, click on the Home icon to return to My Page
*Note, My Page is being configured for each user based upon role and location; we welcome your feedback

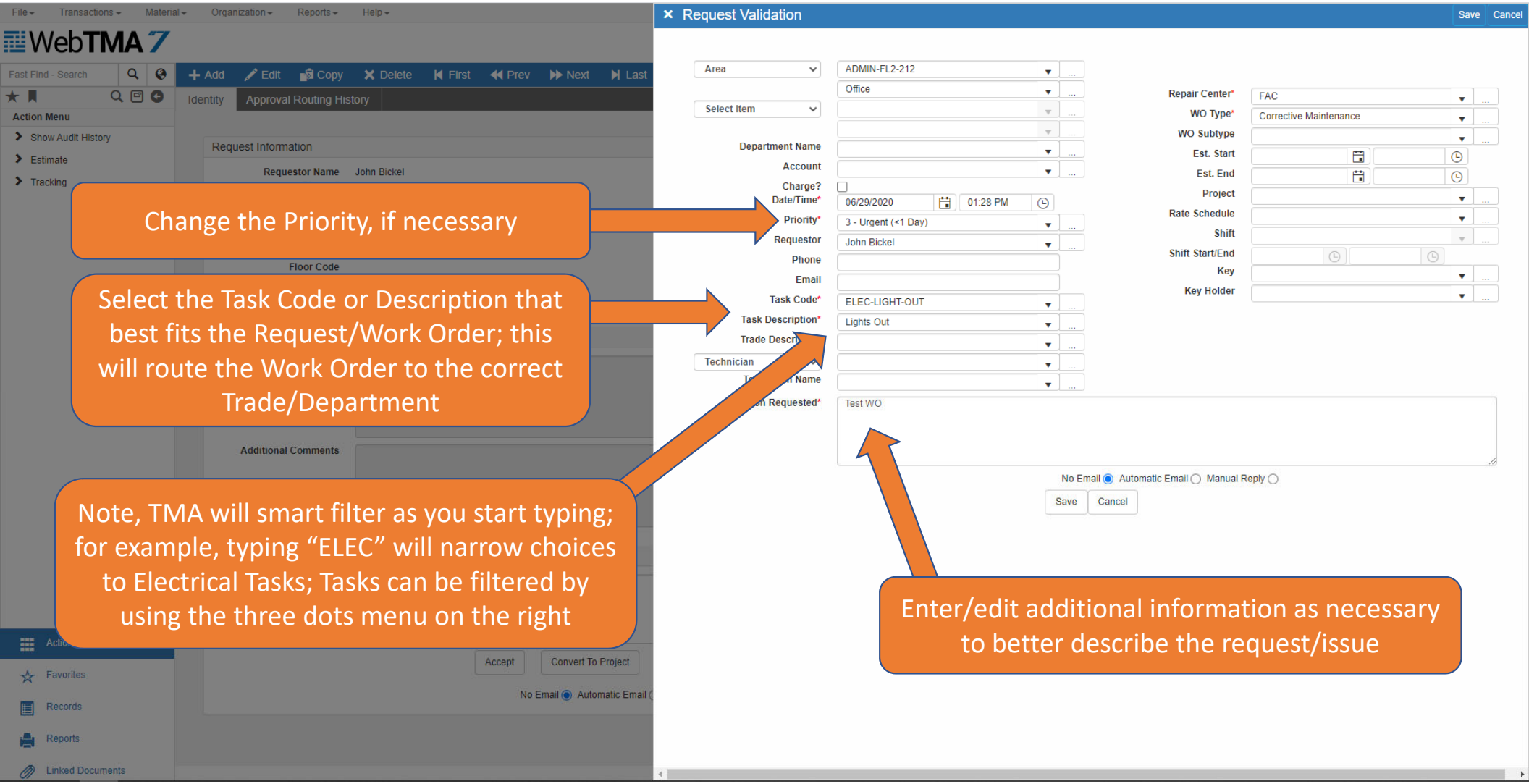
Review and Approve Pending Requests

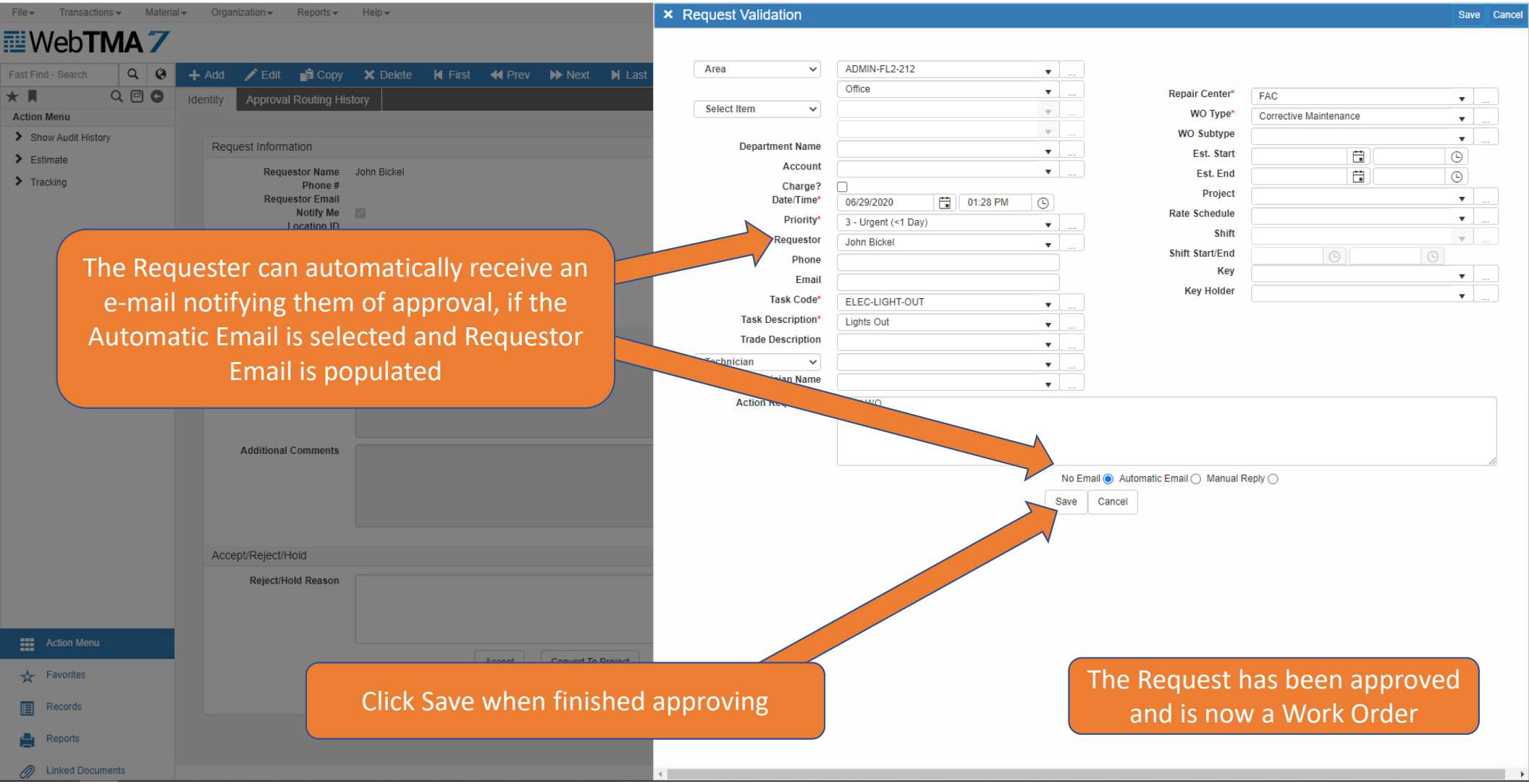



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WebTMA 7
MYPAGE
Fast Find - Search
Add
Edit
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Action Menu
Manage Tabs
Pending Requests
2
My Open Work Orders
3
Open Unassigned WOs
All Open Custodial WOs
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Reports
From the Browse window, scroll and review the pending requests; click on the desired request to view it
TMA Browse
Close
Request #
Request Date
Requestor Name
Action Requested
Building Nam
17
06/29/2020 01:28 PM
John Bickel
Test WO
18
06/29/2020 01:37 PM
John Bickel
Test WO2
Administratic
1
250
items per page
1 - 2 of 2 items
Close


File
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Organization
Reports
Help
WebTMA 7
REQUEST LOG
Saint Paul Public Schools
Fast Find - Search
Add
Edit
Copy
Delete
First
Prev
Next
Last
Identity
Approval Routing History
Action Menu
Show Audit History
Estimate
Tracking
Request Information
Requestor Name
John Bickel
Phone #
Requestor Email
Notify Me
Location ID
Facility Name
Building Name
Floor Code
Area #
Status
Repair Center Name
Account #
Source
Review request information, including Location and requested service or reported issue
Action Requested
Action Requested
Test WO
Review request and Accept or Reject it
Additional Comments
If Rejecting, provide a reason in the Reject/Hold Reason field and/or by selecting from a predefined
*Note, Requestor Email must be populated above
Accept/Reject/Hold
Reject/Hold Reason
0 of 2000
Accept
Convert To Project
Reject
Hold
No Email
Automatic Email
Manual Reply
Action Menu
Favorites
Records
Reports
Linked Documents


From the Request Validation window, select the Location to which the Request applies (if not provided or incorrect)
Request Validation
Area
Select Item
Department Name
Account
Charge?
Date/Time*
Priority*
Email
Task Code*
Task Description*
Trade Description
Technician
Technician Name
Action Requested*
Test WO
Lights Out
Area
Select Value
Cancel
Location ID
Area #
Area Description
Area Type
Building Name
ADMIN-FL2-208
208
Communication Closet
Data Room
ADMIN-FL2-209
209
Corridor/Hallway
Circulation
ADMIN-FL2-209A
209A
Corridor/Hallway
Circulation
ADMIN-FL2-210
210
Work Room
Work Room
ADMIN-FL2-210A
210A
Office
Office
ADMIN-FL2-211
211
Office
Office
ADMIN-FL2-212
212
Office
Office
ADMIN-FL2-213
213
Office
Office
ADMIN-FL2-213B
213B
Office
Office
1 - 100 of 13140 items
Select Value
Cancel
WebTMA 7
Add
Edit
Copy
Delete
First
Prev
Next
Last
Identity
Approval Routing History
Action Menu
Show Audit History
Estimate
Tracking
Request Information
Action Requested
Test WO
Additional Comments
Accept/Reject/Hold
Reject/Hold Reason
Accept
Convert To Project
No Email
Automatic Email
Favorites
Records
Reports
https://spps.webtma.com/#


Change the Priority, if necessary
Select the Task Code or Description that best fits the Request/Work Order; this will route the Work Order to the correct Trade/Department
Note, TMA will smart filter as you start typing; for example, typing “ELEC” will narrow choices to Electrical Tasks; Tasks can be filtered by using the three dots menu on the right
Enter/edit additional information as necessary to better describe the request/issue
Request Validation
Save
Cancel
Area
ADMIN-FL2-212
Office
Select Item
Department Name
Account
Charge?
Date/Time*
06/29/2020
01:28 PM
Priority*
3 - Urgent (<1 Day)
Requestor
John Bickel
Phone
Email
Task Code*
ELEC-LIGHT-OUT
Task Description*
Lights Out
Trade Descri
Technician
Name
Requested*
Test WO
Repair Center*
FAC
WO Type*
Corrective Maintenance
WO Subtype
Est. Start
Est. End
Project
Rate Schedule
Shift
Shift Start/End
Key
Key Holder
No Email
Automatic Email
Manual Reply
Save
Cancel
WebTMA 7
Add
Edit
Copy
Delete
First
Prev
Next
Last
Identity
Approval Routing History
Request Information
Requestor Name
John Bickel
Floor Code
Additional Comments
Accept
Convert To Project
No Email
Automatic Email
Action Menu
Show Audit History
Estimate
Tracking
Favorites
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Organization
Reports
Help
WebTMA 7
Fast Find - Search
Add
Edit
Copy
Delete
First
Prev
Next
Last
Action Menu
Show Audit History
Estimate
Tracking
Identity
Approval Routing History
Request Information
Requestor Name
John Bickel
Phone #
Requestor Email
Notify Me
Location ID
Additional Comments
Accept/Reject/Hold
Reject/Hold Reason
Action Menu
Favorites
Records
Reports
Linked Documents
Request Validation
Save
Cancel
Area
ADMIN-FL2-212
Office
Select Item
Department Name
Account
Charge?
Date/Time*
06/29/2020
01:28 PM
Priority*
3 - Urgent (<1 Day)
Requestor
John Bickel
Phone
Email
Task Code*
ELEC-LIGHT-OUT
Task Description*
Lights Out
Trade Description
Repair Center*
FAC
WO Type*
Corrective Maintenance
WO Subtype
Est. Start
Est. End
Project
Rate Schedule
Shift
Shift Start/End
Key
Key Holder
No Email
Automatic Email
Manual Reply
Save
Cancel
The Requester can automatically receive an e-mail notifying them of approval, if the Automatic Email is selected and Requestor Email is populated
Click Save when finished approving
The Request has been approved and is now a Work Order