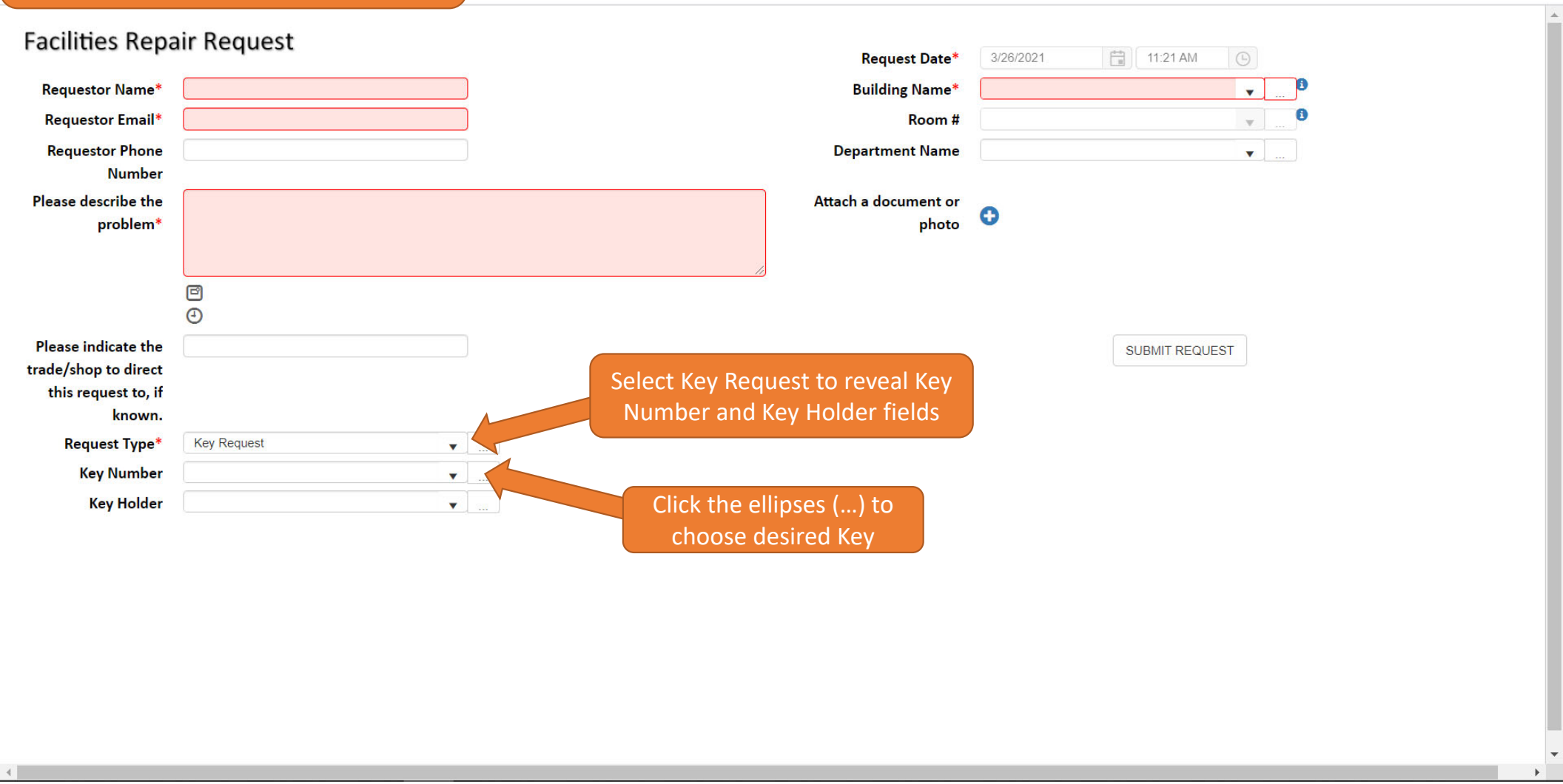
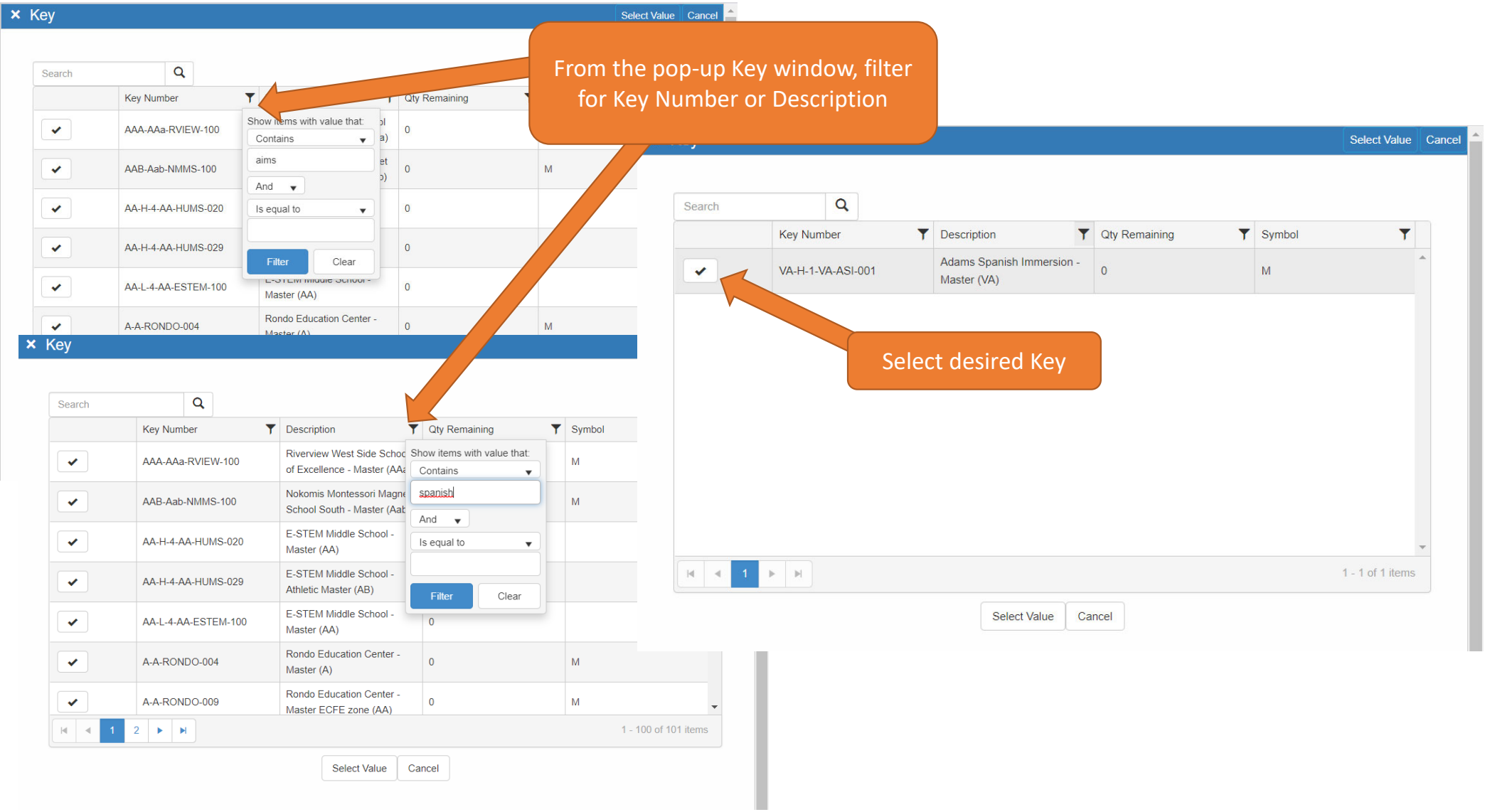
Submit Key Request via Service Request Form




Key
Select Value
Cancel
Search
Key Number
Qty Remaining
Show items with value that:
Contains
aims
And
Is equal to
Filter
Clear
AAA-AAa-RVIEW-100
AAB-Aab-NMMS-100
AA-H-4-AA-HUMS-020
AA-H-4-AA-HUMS-029
AA-L-4-AA-ESTEM-100
A-A-RONDO-004
Master (AA)
Rondo Education Center -
From the pop-up Key window, filter for Key Number or Description
Key
Search
Key Number
Description
Qty Remaining
Symbol
Show items with value that:
Contains
spanish
And
Is equal to
Filter
Clear
AAA-AAa-RVIEW-100
AAB-Aab-NMMS-100
AA-H-4-AA-HUMS-020
AA-H-4-AA-HUMS-029
AA-L-4-AA-ESTEM-100
A-A-RONDO-004
A-A-RONDO-009
E-STEM Middle School - Master (AA)
E-STEM Middle School - Athletic Master (AB)
Rondo Education Center - Master (A)
Rondo Education Center - Master ECFE zone (AA)
1 - 100 of 101 items
Select Value
Cancel
Select Value
Cancel
Search
Key Number
Description
Qty Remaining
Symbol
VA-H-1-VA-ASI-001
Adams Spanish Immersion - Master (VA)
Select desired Key
1 - 1 of 1 items
Select Value
Cancel

Facilities Repair Request

Requestor Name* Test Requester

Requestor Email* test@email.com

Requestor Phone Number

Please describe the problem* Test of Key Request

Please indicate the trade/shop to direct this request to, if known.

Request Type* Key Request

Key Number VA-H-1-VA-ASI-001

Key Holder

Request Date* 4/5/2021 10:43 AM

Building Name* Adams Spanish Immersion

Room #

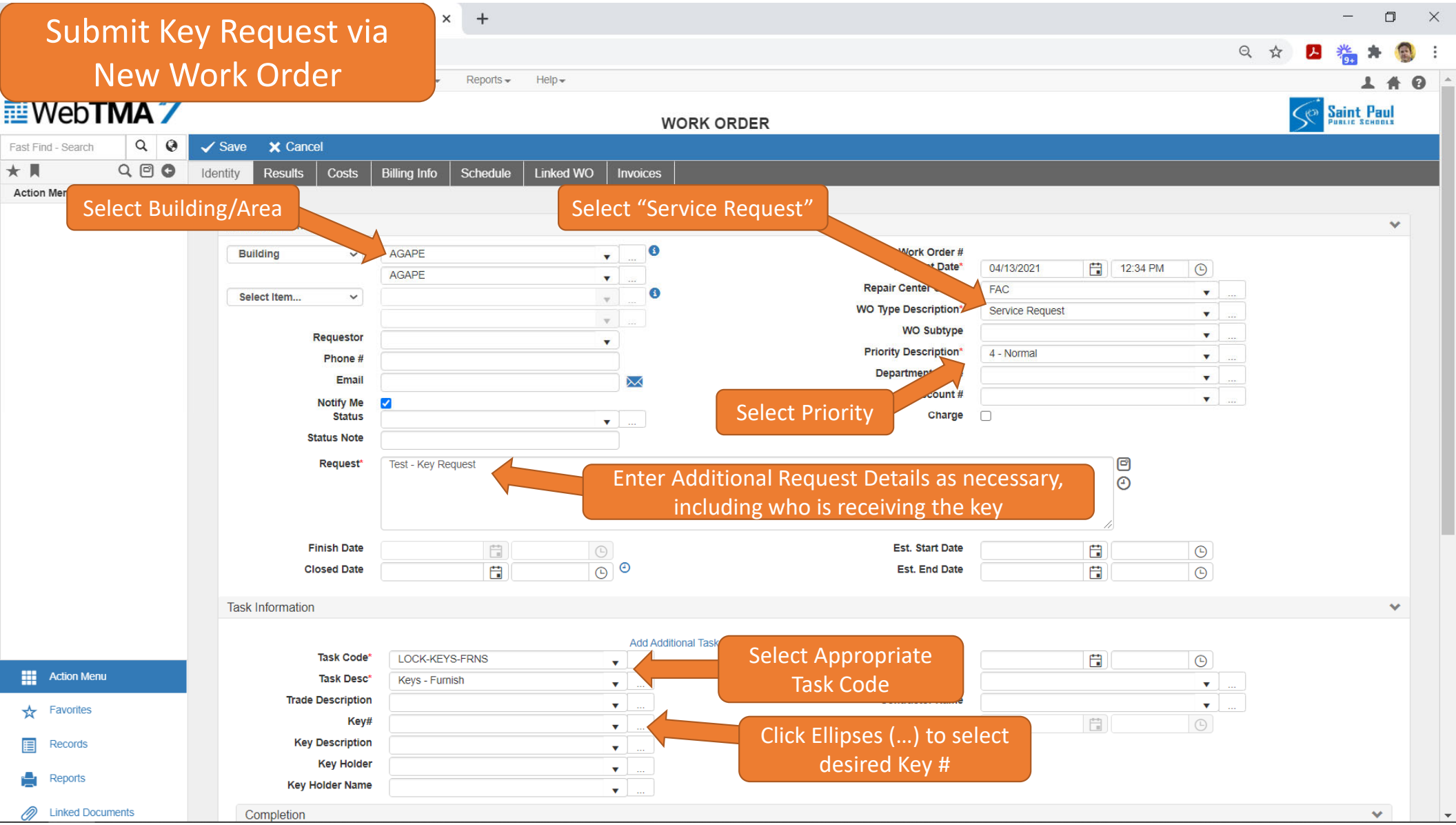
Department Name

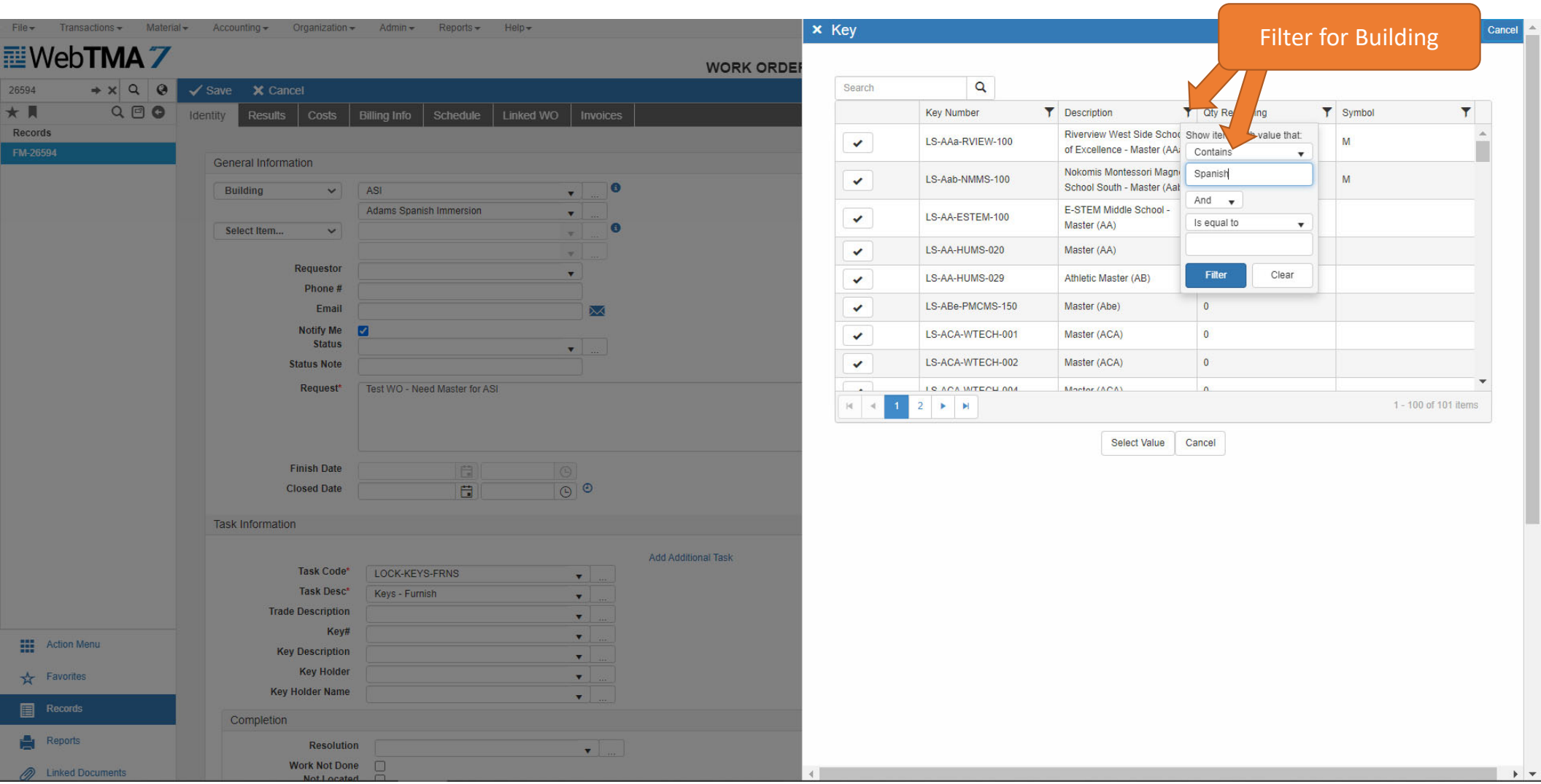
Attach a document or photo

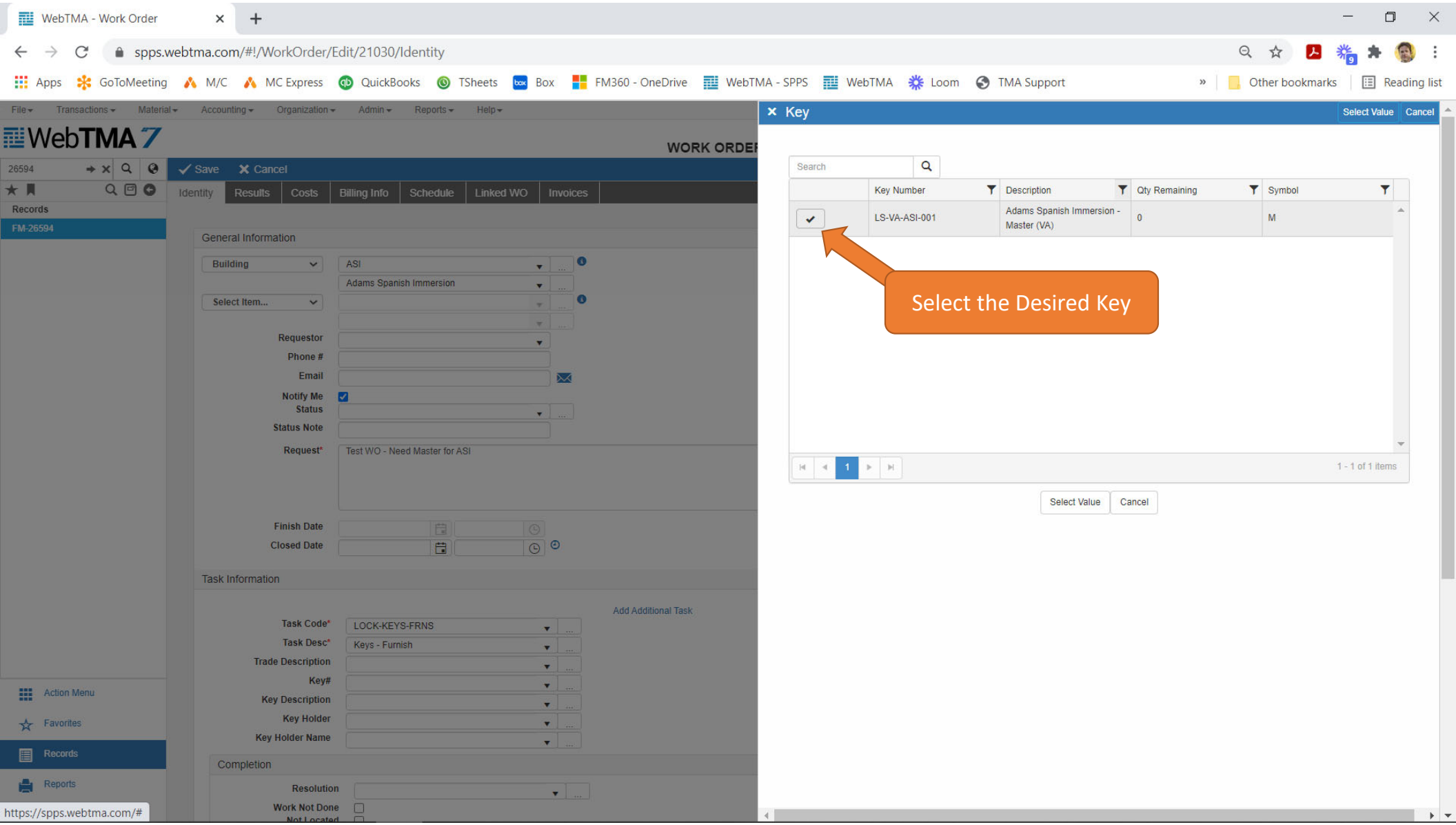
SUBMIT REQUEST

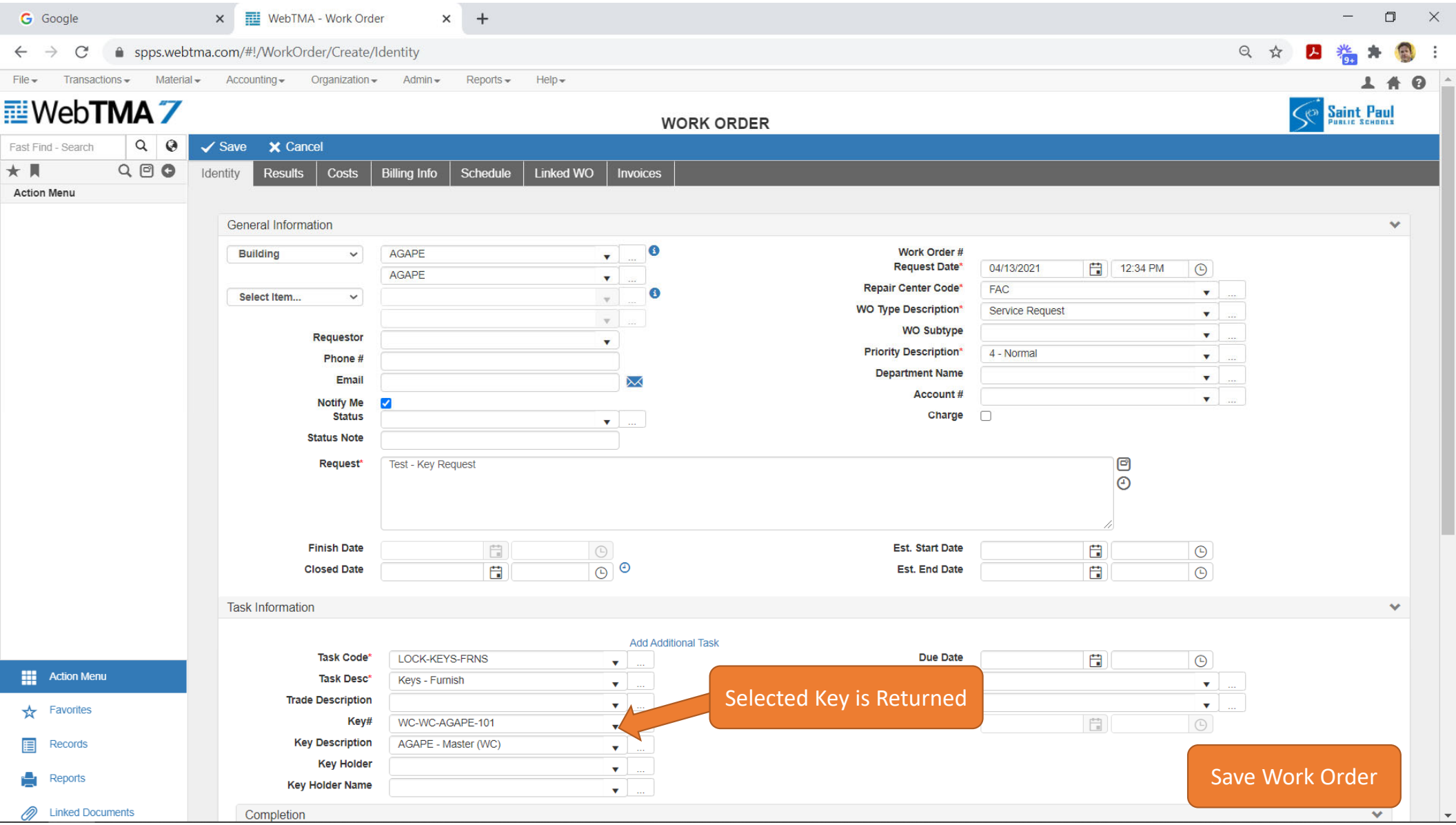
With the Key Number returned and required fields completed, Submit Request

Submit Key Request via New Work Order




Filter for Building
File
Transactions
Material
Accounting
Organization
Admin
Reports
Help
WebTMA 7
WORK ORDER
Save
Cancel
Identity
Results
Costs
Billing Info
Schedule
Linked WO
Invoices
Records
FM-26594
General Information
Building
ASI
Adams Spanish Immersion
Select Item...
Requestor
Phone #
Email
Notify Me
Status
Status Note
Request*
Test WO - Need Master for ASI
Finish Date
Closed Date
Task Information
Add Additional Task
Task Code*
LOCK-KEYS-FRNS
Task Desc*
Keys - Furnish
Trade Description
Key#
Key Description
Key Holder
Key Holder Name
Completion
Resolution
Work Not Done
Action Menu
Favorites
Records
Reports
Linked Documents
Key
Cancel
Search
Key Number
Description
Qty
Symbol
LS-AAa-RVIEW-100
Riverview West Side School of Excellence - Master (AA
M
LS-Aab-NMMS-100
Nokomis Montessori Magnet School South - Master (Aab
M
LS-AA-ESTEM-100
E-STEM Middle School - Master (AA)
LS-AA-HUMS-020
Master (AA)
LS-AA-HUMS-029
Athletic Master (AB)
LS-ABe-PMCMS-150
Master (Abe)
0
LS-ACA-WTECH-001
Master (ACA)
0
LS-ACA-WTECH-002
Master (ACA)
0
Show items with value that:
Contains
Spanish
And
Is equal to
Filter
Clear
1
2
1 - 100 of 101 items
Select Value
Cancel


WebTMA - Work Order
spps.webtma.com/#!/WorkOrder/Edit/21030/Identity
Apps
GoToMeeting
M/C
MC Express
QuickBooks
TSheets
Box
FM360 - OneDrive
WebTMA - SPPS
WebTMA
Loom
TMA Support
Other bookmarks
Reading list
File
Transactions
Material
Accounting
Organization
Admin
Reports
Help
WebTMA 7
WORK ORDER
26594
Save
Cancel
Identity
Results
Costs
Billing Info
Schedule
Linked WO
Invoices
Records
FM-26594
General Information
Building
ASI
Adams Spanish Immersion
Select Item...
Requestor
Phone #
Email
Notify Me
Status
Status Note
Request*
Test WO - Need Master for ASI
Finish Date
Closed Date
Task Information
Add Additional Task
Task Code*
LOCK-KEYS-FRNS
Task Desc*
Keys - Furnish
Trade Description
Key#
Key Description
Key Holder
Key Holder Name
Completion
Resolution
Work Not Done
Action Menu
Favorites
Records
Reports
https://spps.webtma.com/#
Key
Select Value
Cancel
Search
Key Number
Description
Qty Remaining
Symbol
LS-VA-ASI-001
Adams Spanish Immersion - Master (VA)
0
M
Select the Desired Key
1
1 - 1 of 1 items
Select Value
Cancel


Google
WebTMA - Work Order
spps.webtma.com/#!/WorkOrder/Create/Identity
File
Transactions
Material
Accounting
Organization
Admin
Reports
Help
WebTMA 7
WORK ORDER
Saint Paul Public Schools
Fast Find - Search
Action Menu
Save
Cancel
Identity
Results
Costs
Billing Info
Schedule
Linked WO
Invoices
General Information
Building
AGAPE
AGAPE
Select Item...
Requestor
Phone #
Email
Notify Me
Status
Status Note
Request*
Test - Key Request
Finish Date
Closed Date
Work Order #
Request Date*
04/13/2021
12:34 PM
Repair Center Code*
FAC
WO Type Description*
Service Request
WO Subtype
Priority Description*
4 - Normal
Department Name
Account #
Charge
Est. Start Date
Est. End Date
Task Information
Add Additional Task
Task Code*
LOCK-KEYS-FRNS
Task Desc*
Keys - Furnish
Trade Description
Key#
WC-WC-AGAPE-101
Key Description
AGAPE - Master (WC)
Key Holder
Key Holder Name
Due Date
Selected Key is Returned
Save Work Order
Completion
Action Menu
Favorites
Records
Reports
Linked Documents