

# MPulse Requester

Username: [firstname.lastname@boone.kyschools.us](mailto:firstname.lastname@boone.kyschools.us)

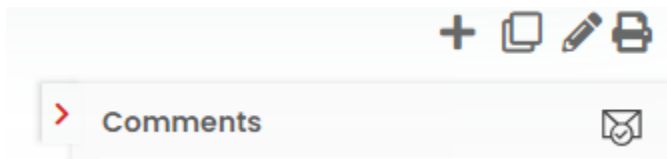
(Example [john.smith@boone.kyschools.us](mailto:john.smith@boone.kyschools.us))

Password: You will be prompted to make one upon your first login

You will be prompted to Maintenance Request Order/Custodial Supply Request


Select Maintenance Request Order/Custodial Supply Request

Click + on the top right corner



Enter the Description

(Example: Water fountain leaking in 9th grade hallway)

 ID #:

Description:

**General** Inventory Media WO Info

Enter Location:

**General**

Location  Room#/Area

Category

**Inventory**

Inventory

| ID# |
|-----|
|     |

- ACCEL Academy
- BALLYSHANNON MIDDLE SCHOOL
- BOONE CO. HIGH SCHOOL
- BOONE CO.VOCATIONAL
- BURLINGTON ELEM.
- CAMP ERNST MIDDLE SCHOOL
- CENTRAL OFFICE ANNEX
- COLLINS ELEMENTARY
- CONNER HIGH SCHOOL
- CONNER MIDDLE SCHOOL
- COOPER HIGH SCHOOL
- DISTRICT OFFICE

Enter Room #

(Example Between Room 911 & 913)

Room#/Area

Enter Category:

**IF THIS IS AN EMERGENCY PLEASE FOLLOW PROTOCOL**

Category

Routine

High

Emergency

Enter Division:

Division

Requester

Date Submitted

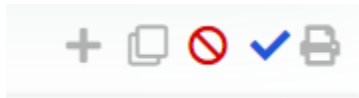
- HVAC
- Maintenance
- Warehouse/Custodial

Edit list values

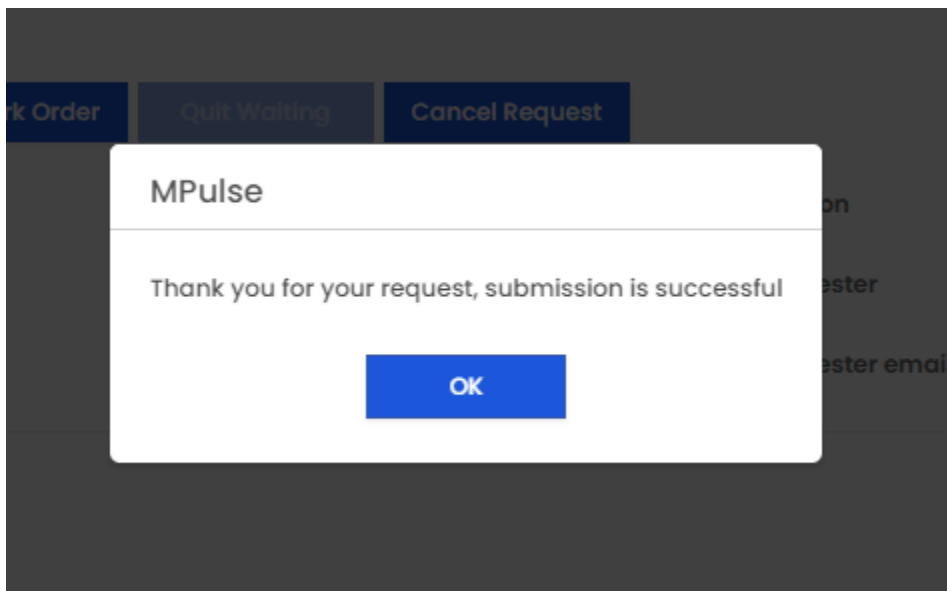
Enter Room Temperature (If applicable):

Room/Area Temp

NOW CLICK THE BLUE CHECK MARK IN THE TOP RIGHT CORNER!



Once you click the blue check mark you will get this message:



Click OK!

Once your Maintenance Work Order/Custodial Supply Request has been submitted you will receive an email like this.

Dear Denise Willoughby,

Thank you for using our online Maintenance Requesting system. We have received your request titled "Water fountain leaking in 9th grade hallway". We will begin processing this request as soon as possible.

Sincerely,

The Maintenance Team

Once we convert your request to a work order you will receive an email that looks like this.

Dear Denise Willoughby,

This message is to inform you that your request, titled "Water fountain leaking in 9th grade hallway", has been converted to Work Order #WKO-00265. You will be notified of any future changes to this request automatically.

Sincerely,

Boone County Schools Facility Management

Once the work order has been completed you will receive an email that looks like this.

Dear Denise Willoughby,

This message is to inform you that the Work Order for your request titled "Water fountain leaking in 9th grade hallway" has been marked as complete. You will be notified of any future changes to this request automatically.

Sincerely,

The Maintenance Team