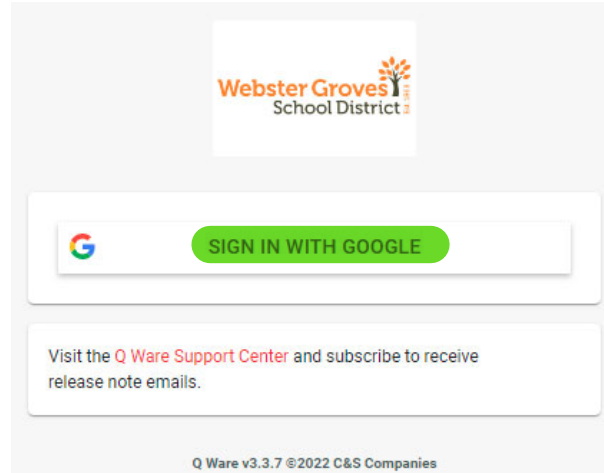


WGSD Technology/Facilities Work Order System

Follow the this link to log-on to the WGSD Technology/Facilities Work Order System.

<https://gware.app/#/login/WEBSTERMO>

Select "SIGN IN WITH GOOGLE" and sign in with your wgmail.org account.

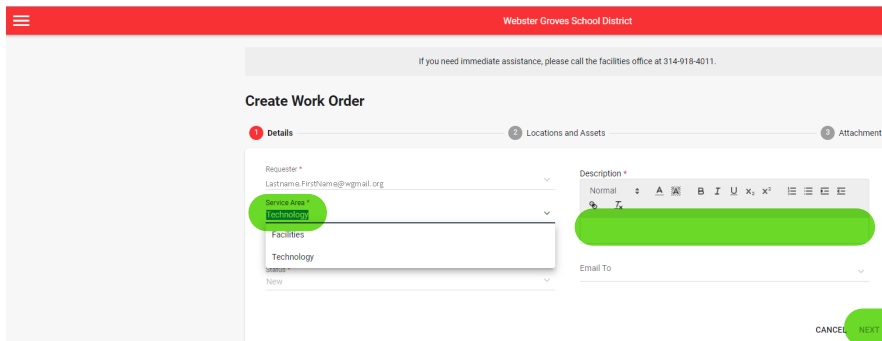


Complete each step of the work order create form. The steps include:

Details - the general details of the work order. Please be as descriptive as possible about your problem.

Locations - Locations and Assets - the locations and/or assets the work order is in reference to

Attachments (optional) - any images or documentation related to the work order



On the **Details** tab, select either **Facilities** or **Technology**. In the **Description** section, be as descriptive as possible about your problem. Click **Next** to proceed.

Please Note: In locations you can search by room number, then select your appropriate building/room number from the list below. Click **Next** to proceed.

If you need immediate assistance, please call the facilities office at 314-918-4011.

Create Work Order

1 Details 2 Locations and Assets 3 Attachments

COLLAPSE ALL LOCATIONS 0 ASSETS 0

Show Selected Only Include Assets

- Webster Groves School District
- Ambrose Family Center
- Ground Floor
- 01
- Avery Elementary
- 1st Floor
- 101
- 2nd Floor
- 201

The **Attachments** tab is optional, you can attach images and documents related to the work order. When complete, click **Submit** to create the work order and return to the work order management interface.

Create Work Order

1 Details 2 Locations and Assets 3 Attachments

+ UPLOAD FILES Add From Library

Drag & Drop files here.

BACK **SUBMIT**