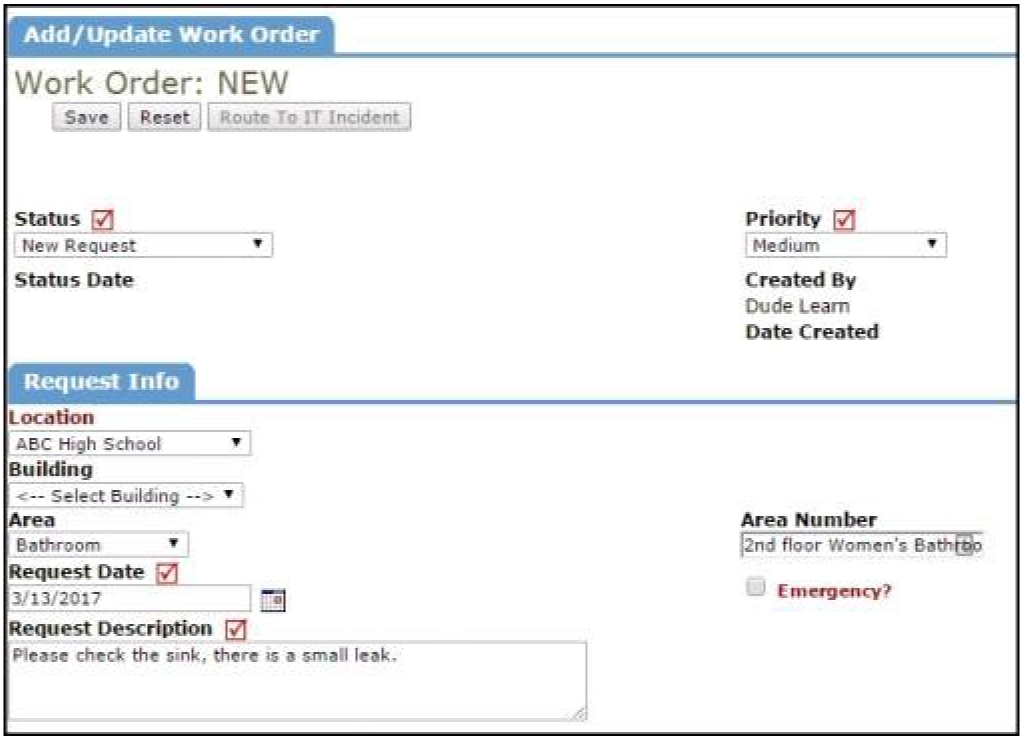
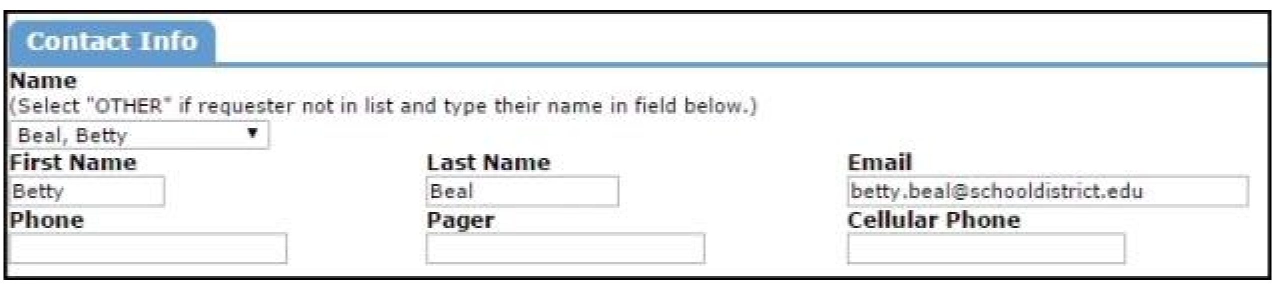
- Click on the **New Work Order** tab.

- In the **Status** drop down box, choose **New Request**. **Note: If entering a work order that is already in progress or has been completed, you can choose the appropriate status.*
- From the **Priority** drop down box, select the appropriate priority.
- 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.
- If applicable, choose the general **Area** type that best fits the location of the work request.
- Enter the specific area in the **Area Number** field if applicable. (The Area Number field is alphanumeric and is where you can enter specific room names or numbers.)
- The **Request Date** will automatically populate with today's date. **Note: If entering a work order that has already been completed, this date can be changed to the date of the actual request.*
- Checking the **Emergency?** check box along with setting the Priority to Emergency, will make this work order appear in the Work Center section of the homepage as an emergency work order.
- Enter the complete **Request Description** in the open text box.



- Identify the name of the requester in the **Contact Info** section. If the requester's name does not appear in the drop down list, choose OTHER and enter the requester's first name, last name, and email address. **Note: This will add the contact as a requester.*



- As an Administrator or Supervisor, you can either directly assign a work order to yourself or to another user in the **Assigned To** drop down box or you can leave the drop down box empty for the work order to follow automatic routing rules.
- Fill in the **Target Start Date**, **Requested Completion Date**, **Target Completion**, **Estimated Costs**, and **Estimated Hours**. **Note: These are all optional fields.*

- Choose the **Purpose Code** that best describes why the work order is being requested.
- Select the appropriate **Craft** to identify what type of work is being requested.
- If your organization is utilizing **Budget Codes**, the **Custom Category**, **Projects**, **Equipment**, or **Classifications** and **Types**, identify any of the codes by clicking on the drop down boxes.
- Click **Save.** The work order will now be assigned a work order ID number.