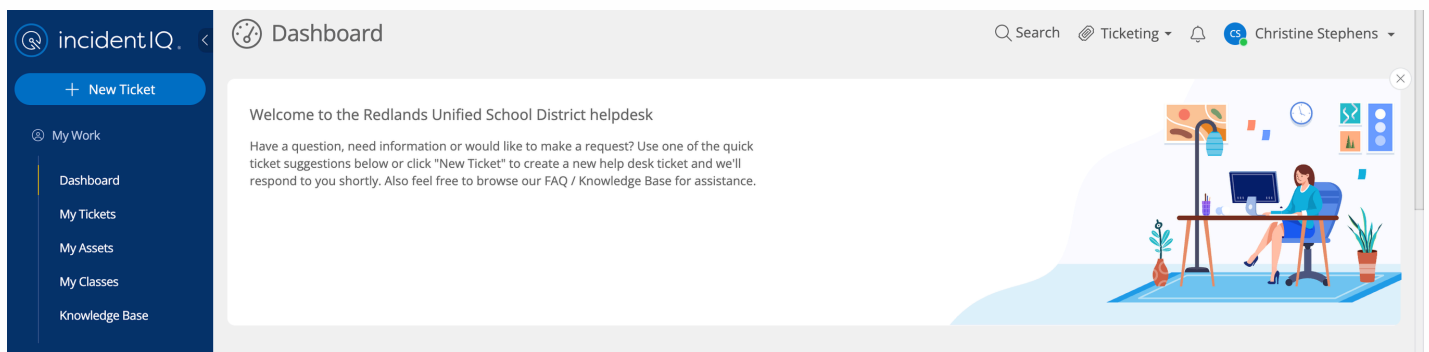




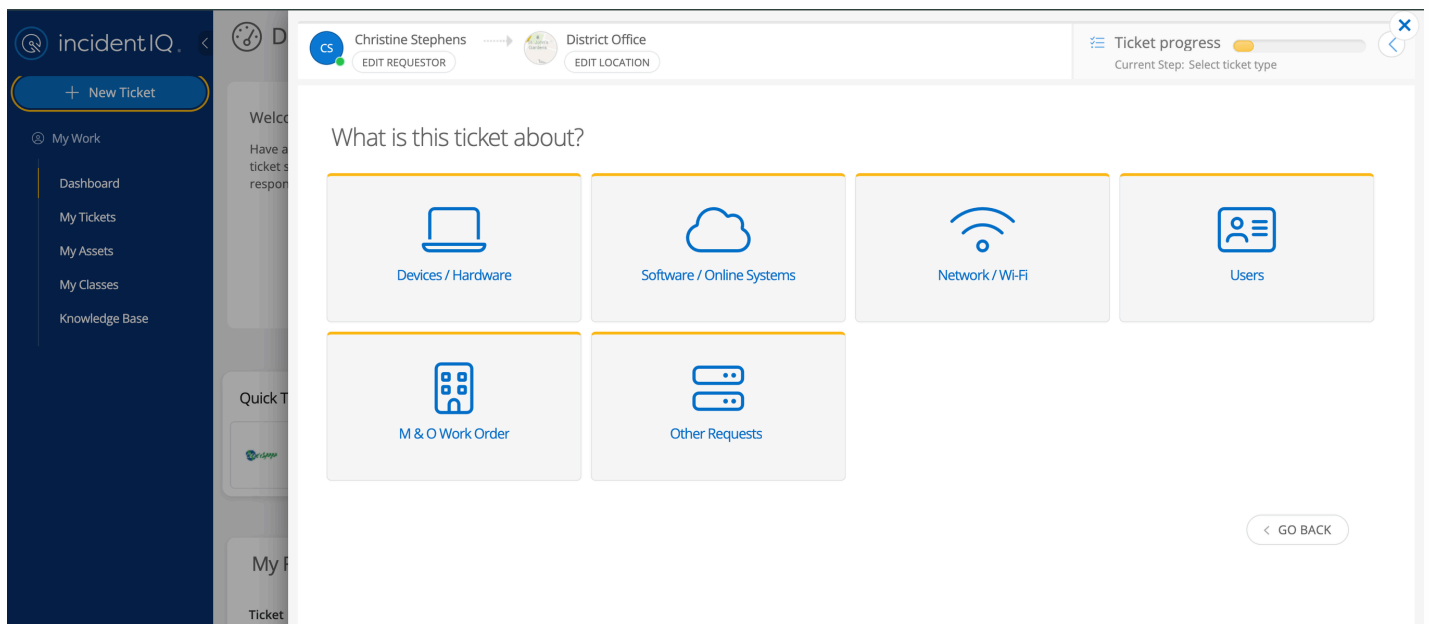
How to Submit a Work Order



Visit <https://redlandsusd.incidentiq.com> and select New Ticket



Select M&O Work Order





Select the appropriate M&O Work Order Category

incidentIQ. < D

+ New Ticket

My Work

Dashboard

My Tickets

My Assets

My Classes

Knowledge Base

Quick T

My f

Ticket

District Office EDIT LOCATION

M & O Work Order SELECT TICKET TYPE

Ticket progress X

Current Step: Select an issue category / issue

Select an issue category

Search for an issue ...

① If you are working with a specific asset with an asset tag or serial number, click "Select an asset" to associate an asset with this ticket.

SELECT AN ASSET

M & O Work Order categories:

Admin Tasks	Athletic Fields & Grounds	Carpentry	Custodial
Electrical	General Maintenance - Plumbing	Grounds Construction	Grounds Maintenance
HVAC	Key & Lock	Moving	Paint

< GO BACK



Complete the work order form and Submit Ticket

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My Work

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Ticket

Order T TYPE

Moving > Equipment/Furniture SELECT ISSUE

Ticket progress X

Current Step: Specify ticket details

Describe your issue

Please describe your specific issue in more detail...

Room

Select a location that best describes where this issue is located

Select or search for a room ...

☐ My room is not listed

Location/Room Details

If you have additional details regarding where this issue is located please enter those details here

Additional location details.

Is this a safety hazard? *

Attach file(s)

Upload any files or screenshots you have that can help resolve the issue.

Select file to attach

Drag and drop file(s) here or click to browse files

< GO BACK SUBMIT TICKET