Enter your User Name and Password

File Action Activity Help



Select "Work Orders" select the work order option

File Action Activity Help



To create a work order, Select "New"

Under the New icon select 2019-20 fiscal year

Activities	😋 🄄 🗸 Finance - Work Orders - Work Orders
026 - Madera USD 🛛 🗸	Search
Quick Start here V P	🔯 Go 📮 Clear 🦳 New 🔻 🖕 Favorites 👻
Finance	
► Budget	Convert Criteria West Order
▶ Fiscal	
► Requisitions	1 - Work Order Description
►AP	Department 🗸
►AR	Academic Department
► Assets	WO Number
▶ Purchasing	Requestor
 Stores 	Order Location
Visit Orders	Responsibility
Work Orders	Category
Approve Work Orders	Asset Tag Num Id
Print Work Orders	2 - Assignment Information
Work Orders	Priority
Processos	Craft

Complete the following information:

*Work Requested

*Room

Work Order Items Approvals Attachments Notes	History:2	
Request/Assignment Information		Status/Manage
I - Request Information		3 - Completic
Dept Id a	M&O {MAINT&OPER}	On Hold
Academic Department		Status Commer
Work Requested	Paint RM 205	Action Taken
Requested By	Grisel Galicia	Date Complete
Date Requested	12/10/2019	PM Days
Location	5680 {Raincreek Bldg}	Next PM Date
Room	Rain Creek	🗆 4 - Managerr
Priority		Date Approved
Vandalism	No	Date Printed
Asset Tag Number		Fiscal Year
2 - Assignment Information		Completion Day
Craft		Amount Expens
Assigned To		Labor Cost
Start Date		Material Cost
Expected Completion		Total Cost
Special Instructions		Labor Hours
Responsibility		Overtime Labor
Category		Doubletime Lat
		∃ 5 - Add/Upd

To submit your work order click on TASK and select Submit

List Form Delete Prev Ant Sch	ose 🗬 Cancel 🖉 Tasks 🔻	
	Work Order # WO20-00001 - Site 04	5 {45 MAINT & OPERATIO
Order Items:1 Approvals Attachment	ts Notes History:5	
uest/Assignment Information		Status/Management Informat
- Request Information	a M80 {MAINT&OPER}	3 - Completion Informatio On Hold
ademic Department		Status Comment
ork Requested	Install windows on personnel commission office doors. See Isabel Perez for any questions.	Action Taken
equested By	Isabel Perez	Date Completed
ate Requested	12/10/2019	PM Days
cation	045 {45 MAINT & OPERATIONS}	Next PM Date
Dom	PC Offices	4 - Management Informat
iority		Date Approved
andalism	No	Date Printed
set Tag Number		Fiscal Year
- Assignment Information		Completion Days
aft		Amount Expensed
signed To		Labor Cost
art Date		Material Cost
pected Completion		Total Cost
ecial Instructions		Labor Hours
esponsibility		Overtime Labor Hours
itegory		Doubletime Labor Hours
		5 - Add/Update Informati