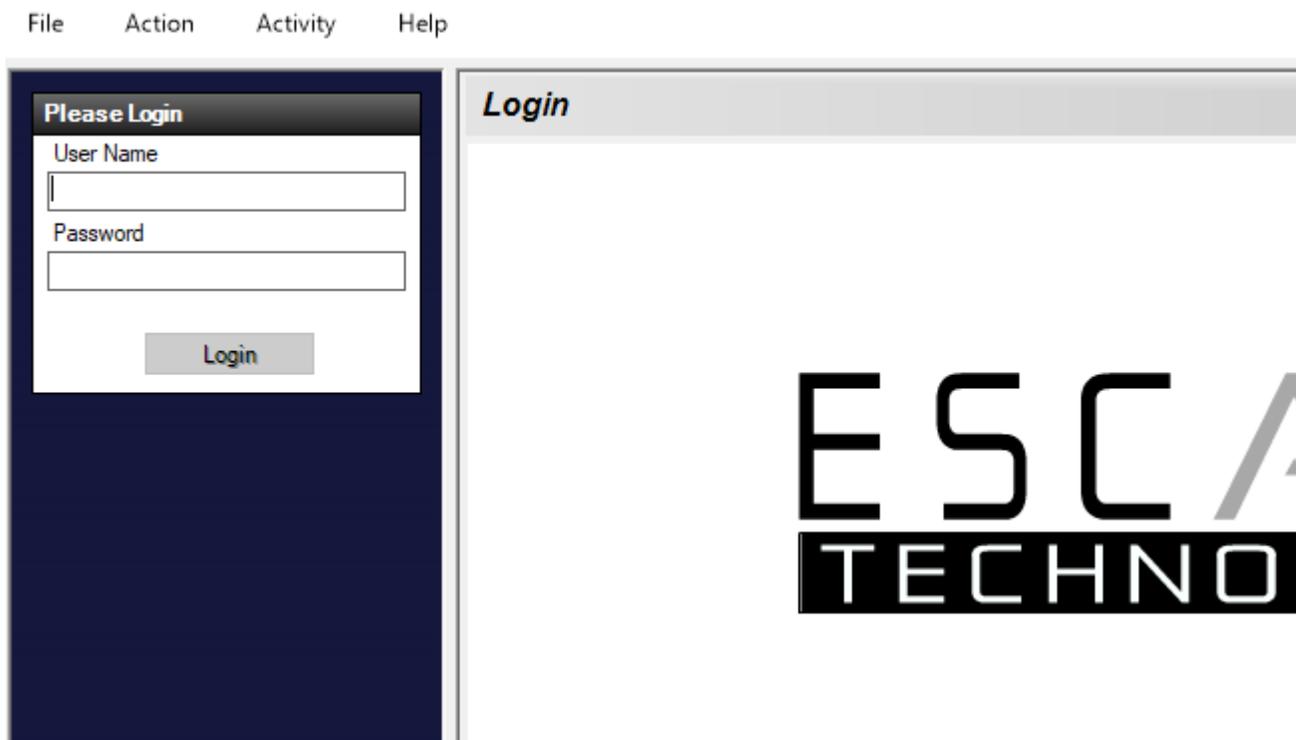
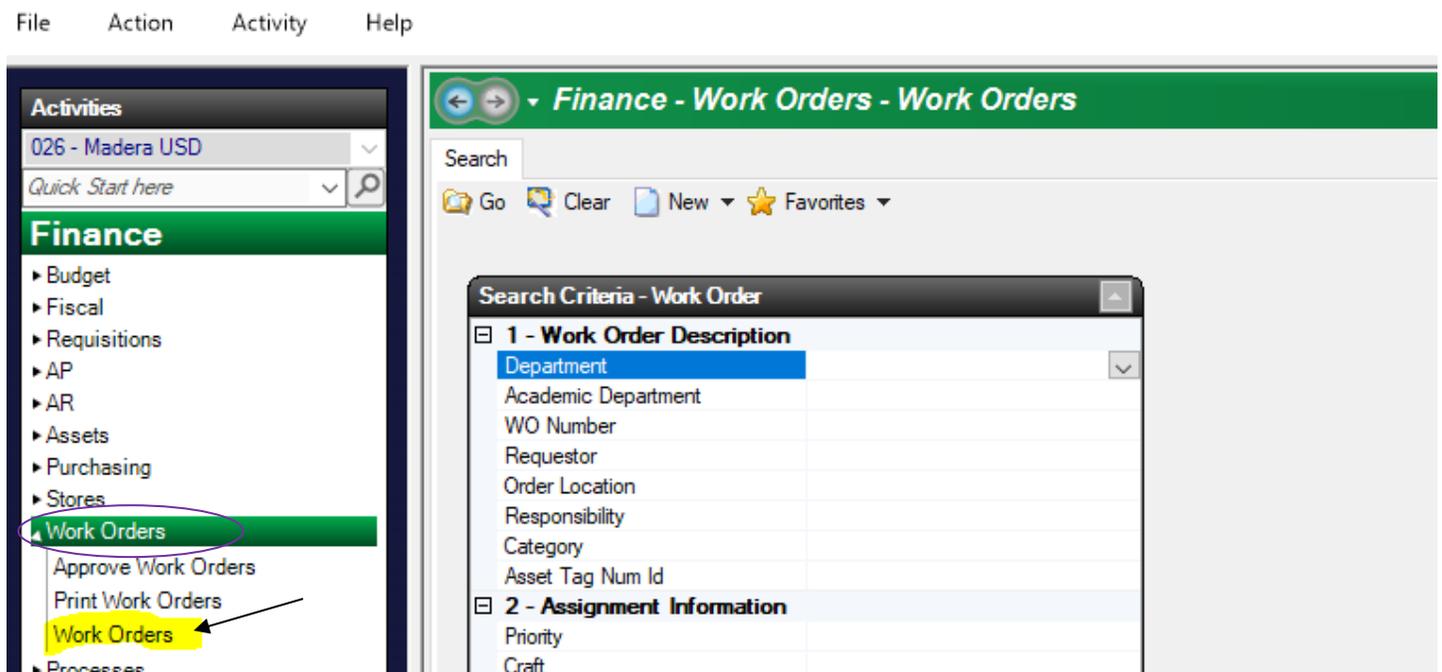


Work Order Process in Escape

Enter your User Name and Password

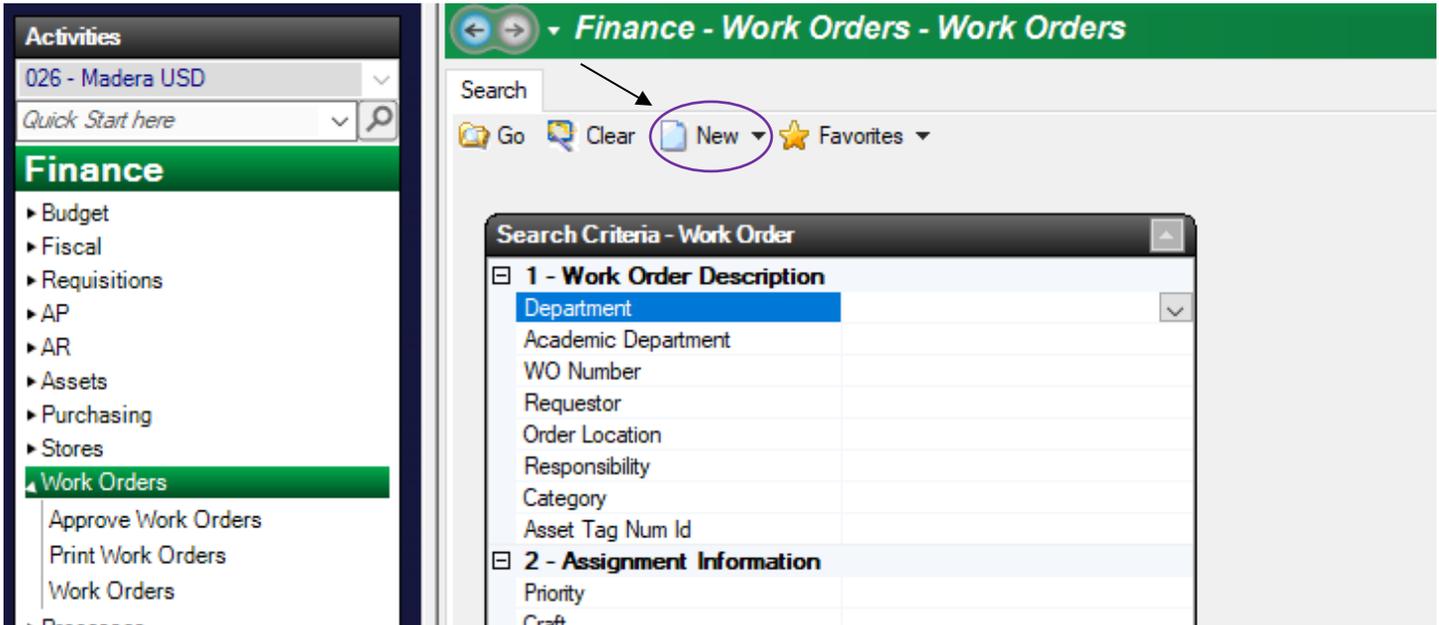


Select "Work Orders" select the work order option



To create a work order, Select "New"

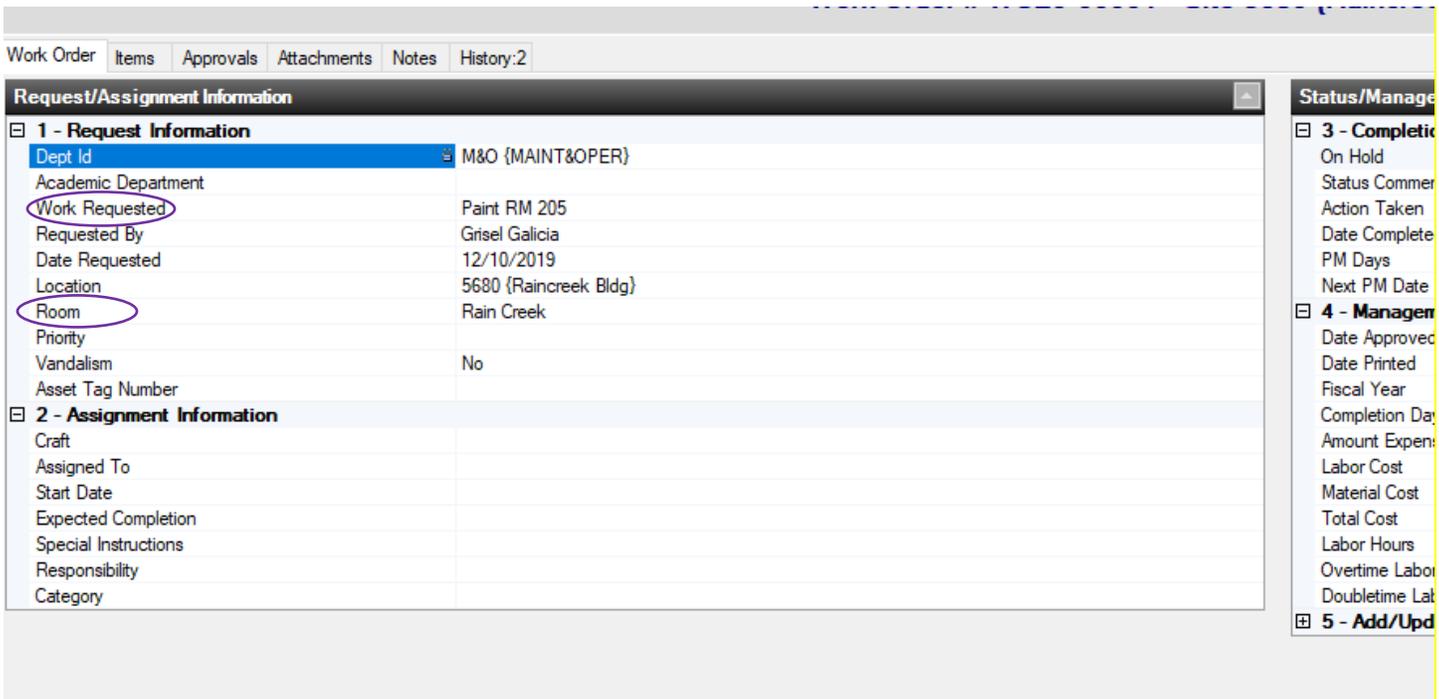
Under the **New** icon select **2019-20** fiscal year



Complete the following information:

***Work Requested**

***Room**



To submit your work order click on **TASK** and select **Submit**

List Form

Delete Prev Next Close Cancel **Tasks**

Work Order # WO20-00001 - Site 045 {45 MAINT & OPERATIO

Order Items:1 Approvals Attachments Notes History:5

Request/Assignment Information	
- Request Information	
Request Id	M&O (MAINT&OPER)
Academic Department	
Work Requested	Install windows on personnel commission office doors. See Isabel Perez for any questions.
Requested By	Isabel Perez
Date Requested	12/10/2019
Location	045 {45 MAINT & OPERATIONS}
Room	PC Offices
Priority	
Urgency	No
Asset Tag Number	
- Assignment Information	
Assigned To	
Start Date	
Expected Completion	
Special Instructions	
Responsibility	
Category	

Status/Management Information
3 - Completion Information
On Hold
Status Comment
Action Taken
Date Completed
PM Days
Next PM Date
4 - Management Information
Date Approved
Date Printed
Fiscal Year
Completion Days
Amount Expensed
Labor Cost
Material Cost
Total Cost
Labor Hours
Overtime Labor Hours
Doubletime Labor Hours
5 - Add/Update Information