



WORK ORDER TIPS

➤ You can get a copy of your Work Order Submitted online

Once you have completed all the required fields in the electronic Maintenance Work Order, you should see a note at the bottom of the work order just above the Submit button (as shown below)

Send me a copy of my responses.

Submit

Simply move the white button to the right. It will turn **GREEN** (as shown below)

Send me a copy of my responses.

Submit

Click **Submit**



Once your completed work order has been submitted, you will receive an electronic copy of your Maintenance Work Order via **E-Mail**.

➤ You have access to Work Order Status

To track the status of your Maintenance Work Order, simply click on Work Order Tracking located on the website under ***Maintenance Information***. All work orders received, both electronic and/or paper hard copy, are assigned a number, listed on the log and tracked by received date until CLOSED.

➤ You have a Work Order Form - *Print Option*

A link is available so you can print a blank Maintenance Work Order Form. It is located under FORMS.