





# How to Submit a Work Order Request on Your Computer

This is the page that will appear after clicking the link.

 Work Order Requests > NEW (Mobile)  

Save New Record

Cancel Changes

Request Number: 50204 

Status: O

Request Date: 07/25/2017

Request Time: 10:49:18 AM

Requested By (FULL NAME):

Telephone:

E-mail:



Problem Type (Select One):

Building:

Room:

Space:

Problem Description:

Before Picture:  

Approval Memo:

You must enter your **full name**, **telephone number** (with area code), and **Oakland University email**.

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Request Time: 10:49:18 AM

**Requested By (FULL NAME):** Student Example

**Telephone:** 555-555-5555

**E-mail:** studentexample@oakland.edu

**Problem Type (Select One):**

Building:

Room:

Space:

**Problem Description:**

Before Picture:

Approval Memo:

From the drop-down menu, select the **problem type**.  
If you are unsure about the problem type, select **Other**.

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<b>Requested By (FULL NAME):</b>	Student Example
<b>Telephone:</b>	555-555-5555
<b>E-mail:</b>	studentexample@oakland.edu

**Problem Type (Select One):**

Building:

Room: **Appliances**

Space: Electrical

Problem Description: Plumbing

Before Picture: Structural

Approval Memo: Heating/Cooling

Other

Select the **building** in which the problem is occurring.

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Requested By (FULL NAME):	Student Example
Telephone:	555-555-5555
E-mail:	studentexample@oakland.edu

Problem Type (Select One): Electrical

Building:

Room:

Space:

Problem Description:

Before Picture:

Approval Memo:

1000 Nicholson Apts

2000 Nicholson Apts

3000 Nicholson Apts

4000 Nicholson Apts

5000 Nicholson Apts

6000 Nicholson Apts

7000 Nicholson Apts

East Vandenberg Hall

Select **your room**, or the **room** in which the problem is occurring.

*Please note that laundry rooms, lounges, etc. will be at the bottom of the drop-down list.*

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**Requested By (FULL NAME):** Student Example

**Telephone:** 555-555-5555

**E-mail:** studentexample@oakland.edu

**Problem Type (Select One):** Electrical

**Building:** 7000 Nicholson Apts

**Room:**

**Space:**

**Problem Description:**

**Before Picture:**

**Approval Memo:**

7101

7102

7103

7104

7105

7106

7107

7108

Select the **space**.

*Please note that not all rooms have more than one space.*

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<b>Requested By (FULL NAME):</b>	Student Example
<b>Telephone:</b>	555-555-5555
<b>E-mail:</b>	studentexample@oakland.edu

**Problem Type (Select One):** Electrical

Building: 7000 Nicholson Apts

Room: 7104

**Space:**

**Problem Description:**

Before Picture: A

Approval Memo: B

Bathroom A

Bathroom D

C

Common

D

Kitchen

Describe your problem in the box provided using as much relevant information as possible.

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**Requested By (FULL NAME):** Student Example

**Telephone:** 555-555-5555

**E-mail:** studentexample@oakland.edu

**Problem Type (Select One):**

Electrical

**Building:** 7000 Nicholson Apts

**Room:** 7104

**Space:** Bathroom A

**Problem Description:** lightbulb is burned out


**Before Picture:** x ...

Approval Memo:



If you are finished, click **Save New Record** in the upper, left-hand corner of the page. You will receive a confirmation email. If you would like to add a picture of your problem, first click the box with three small dots.

Save New Record Cancel Changes

Request Number: 50206 

Status: O

Request Date: 07/26/2017

Request Time: 09:31:35 AM

**Requested By (FULL NAME):** Student Example

**Telephone:** 555-555-5555

**E-mail:** studentexample@oakland.edu

**Problem Type (Select One):** Electrical ▼ ✕

Building: 7000 Nicholson Apts ▼

Room: 7104 ▼

Space: Bathroom A ▼

**Problem Description:** lightbulb is burned out

Before Picture: ✕ ...

Approval Memo:

This box will appear. Select **Choose File** to upload your photo.

Save New Record Cancel Changes

Request Number: 50204 🚫

Status: 0

Request Date: 07/25/2017

Request Time: 10:49:18 AM

**Requested By (FULL NAME):** Student Example

**Telephone:** 555-555-5555

Attach File

✕

1. **Select the File**

Type the path of the file or click the Browse button to find the file.

**Choose File** No file chosen

2. **Click the "Attach File" button.**

**Attach File**

**Problem Description:** lightbulb is burned out

Before Picture: ✕ ...

Approval Memo:

Select the photo of your problem from your files, and select **Open**.

Work Order Requests > NEW (Mobile)

Save New Record Cancel Changes

Requested E

Attach File

1. S

T

2. C

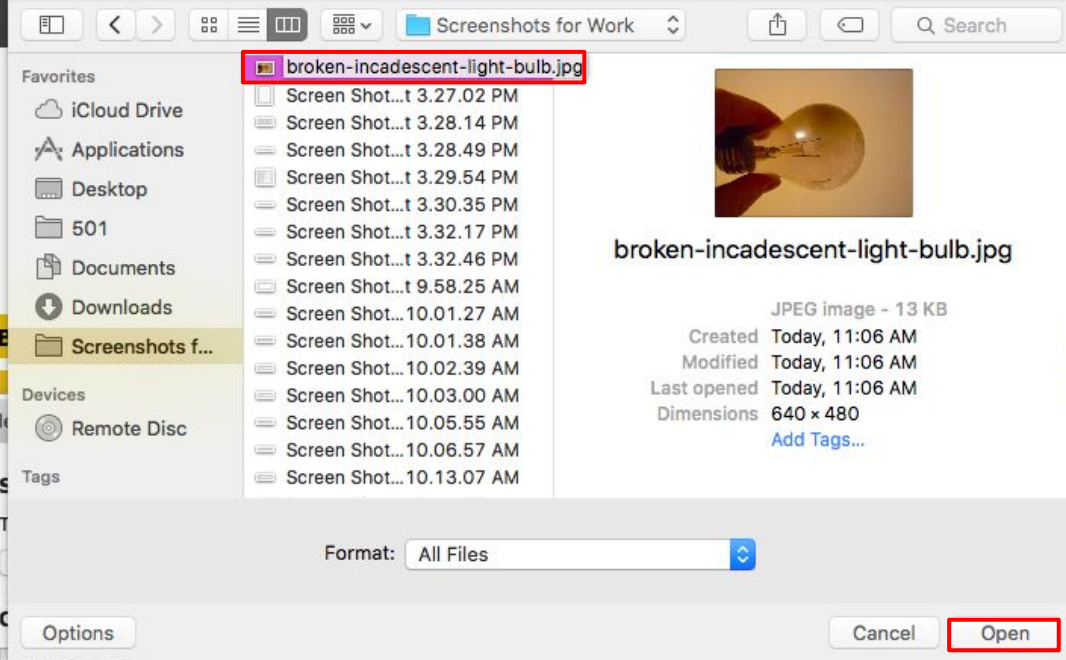
Options

Attach File

Problem Description: lightbulb is burned out

Before Picture: x ...

Approval Memo:



Screenshots for Work

broken-incandescent-light-bulb.jpg

Screen Shot...t 3.27.02 PM

Screen Shot...t 3.28.14 PM

Screen Shot...t 3.28.49 PM

Screen Shot...t 3.29.54 PM

Screen Shot...t 3.30.35 PM

Screen Shot...t 3.32.17 PM

Screen Shot...t 3.32.46 PM

Screen Shot...t 9.58.25 AM

Screen Shot... 10.01.27 AM

Screen Shot... 10.01.38 AM

Screen Shot... 10.02.39 AM

Screen Shot... 10.03.00 AM

Screen Shot... 10.05.55 AM

Screen Shot... 10.06.57 AM

Screen Shot... 10.13.07 AM

broken-incadescent-light-bulb.jpg

JPEG image - 13 KB

Created Today, 11:06 AM

Modified Today, 11:06 AM

Last opened Today, 11:06 AM

Dimensions 640 x 480

[Add Tags...](#)

Format: All Files

Cancel Open

After your file name appears next to **Choose File**, select **Attach File**.

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Request Time: 10:49:18 AM

**Requested By (FULL NAME):** Student Example

**Telephone:** 555-555-5555

Attach File

- Select the File**  
Type the path of the file or click the Browse button to find the file.  
**Choose File** broken-incades...light-bulb.jpg
- Click the "Attach File" button.**  
**Attach File**

**Problem Description:** lightbulb is burned out

**Before Picture:** x ...

**Approval Memo:**

Click **Save New Record** in the upper, left-hand corner to submit your Work Order.  
You will receive a confirmation email. Residential Facilities will take care of your problem as soon as possible.

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Request Time: 10:49:18 AM

**Requested By (FULL NAME):** Student Example

**Telephone:** 555-555-5555

**E-mail:** studentexample@oakland.edu

**Problem Type (Select One):** Electrical



Building: 7000 Nicholson Apts



Room: 7104



Space: Bathroom A



**Problem Description:** lightbulb is burned out

Before Picture: ✕ ... wc.dll?x3~emproc~X3ShowDoc~&ID=\_4Z10NU09O

Approval Memo: