


How to Submit a Work Order Request on Your Mobile Device

[Save New Record](#)**University Housing**

Request Number: 50211 
Status: O
Request Date: 07/26/2017
Request Time: 02:05:12 PM

Requested By (FULL NAME):**Telephone:****E-mail:****Problem Type (Select One):**

Building:

Room:

Space:

Problem Description:

Before Picture:

Approval Memo:


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

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


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Save New Record

OAKLAND UNIVERSITY



University Housing

Request Number: 50211 

Status: O

Request Date: 07/26/2017

Request Time: 02:05:12 PM

Requested By (FULL NAME):	Student Example
Telephone:	555-555-5555
E-mail:	student@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 of the problem type, select **Other**.

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

Problem Type (Select One):	<div><div>▼</div><div>✕</div><div></div><div>Q</div><div>Appliances</div><div>Electrical</div><div>Plumbing</div><div>Structural</div><div>Heating/Cooling</div><div>Cleaning</div><div>Other</div></div>
Building:	
Room:	
Space:	
Problem Description:	
Before Picture:	
Approval Memo:	

Done

q w e r t y u i o p
a s d f g h j k l
↑ z x c v b n m ↵
123 😊 🗣️ space return

Select the **building** in which the
problem is occurring.
You can use your keyboard find your
building of choice, if preferred.

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Requested By (FULL NAME):	Student Example
Telephone:	555-555-5555
E-mail:	student@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

Done

q w e r t y u i o p
a s d f g h j k l
↑ z x c v b n m ↵
123 😊 🗣️ space return

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):

Telephone:

E-mail:

Problem Type (Select One):

Building:

Room:

Space:

Problem Description:

Before Picture:

Approval Memo:

7101

7102

7103

7104

7105

7106

7107

7108

7109

7104

Done

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↵

123 😊 🗣️ space return

Select the **space**.

Please note that not all rooms have more than one space, and rooms with one space will autofill.

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Requested By (FULL NAME):

Telephone:

E-mail:

Problem Type (Select One):

Building:

Room:

Space:

Problem Description:

Before Picture:

Approval Memo:

A

B

Bathroom A

Bathroom D

C

Common

D

Kitchen

Bathroom A

x ...

Done

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↵

123 😊 🎤 space return

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:	student@oakland.edu
Problem Type (Select One):	Electrical <input type="button" value="x"/>
Building:	7000 Nicholson Apts <input type="button" value="v"/>
Room:	7104 <input type="button" value="v"/>
Space:	Bathroom A <input type="button" value="v"/>
Problem Description:	Lightbulb is burned out
Before Picture:	<input type="button" value="x"/> ... <input type="text"/>
Approval Memo:	

Done

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↵

123 😊 🗣️ space return

If you are finished, click **Save New Record** in the upper, left-hand corner. You will receive a confirmation email.

If you want to add a picture of your problem, first click the box with three small dots.

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Requested By (FULL NAME):	Student Example
Telephone:	555-555-5555
E-mail:	student@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:	

Done

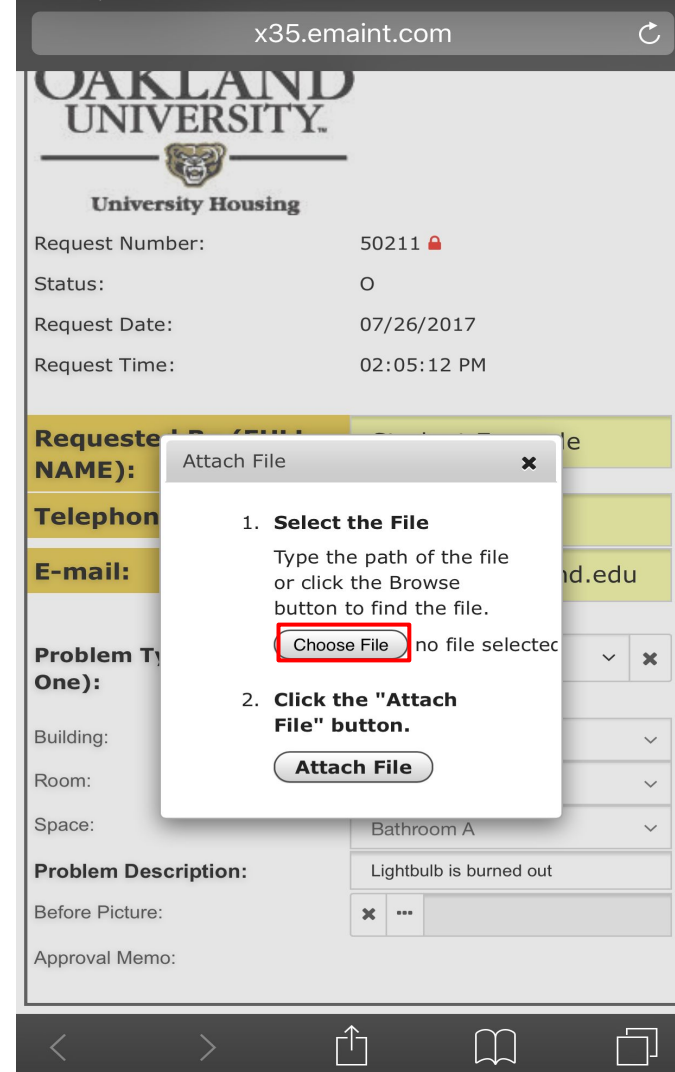
q w e r t y u i o p

a s d f g h j k l

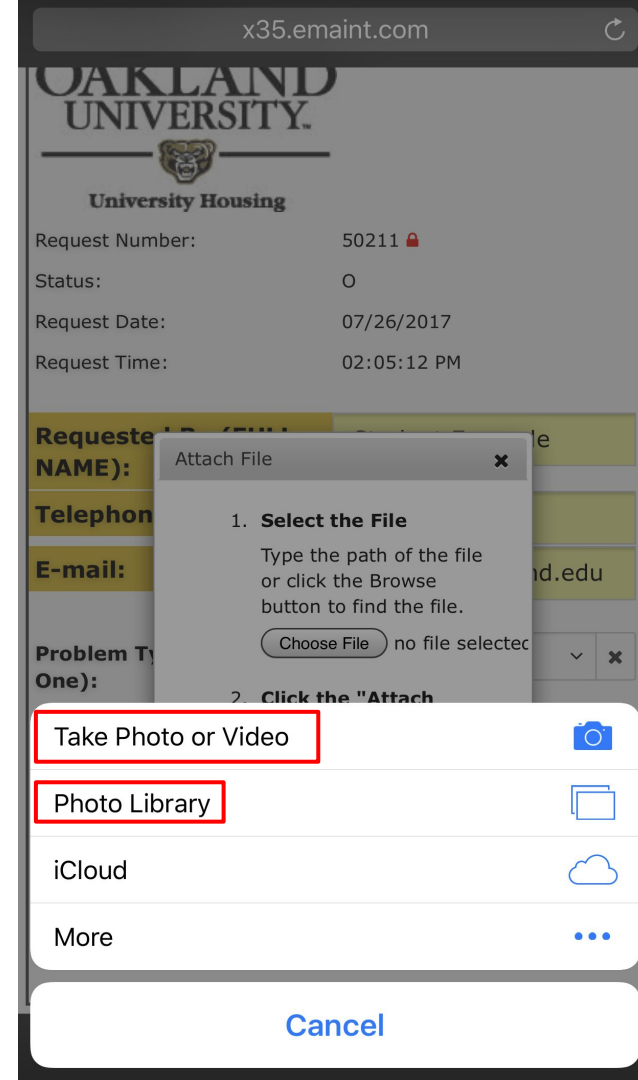
↑ z x c v b n m ↵

123 😊 🎤 space return

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



You can choose to take a picture, select a photo from your photo library, etc.



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

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OAKLAND UNIVERSITY

University Housing

Request Number: 50211

Status: O

Request Date: 07/26/2017

Request Time: 02:05:12 PM

Requester (Full Name):

Telephone:

E-mail:

Problem Type (One):

Building:

Room:

Space: Bathroom A

Problem Description: Lightbulb is burned out

Before Picture: ...

Approval Memo:

Attach File

1. **Select the File**

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

1 photo

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

Attach File

You will receive a confirmation that your
file has been uploaded successfully.
The file code will appear in the field.

Sprint 2:15 PM 67%

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OAKLAND UNIVERSITY

University Housing

Request Number: 50212

Status: O

Request Date: 07/26/2017

Request Time: 02:14:23 PM

Requested By (FULL NAME):	Student Example
Telephone:	555-555-5555
E-mail:	student@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~X3S

Approval Memo: File uploaded successfully

Click **Save New Record** in the upper, left-hand corner to submit your Work Order. You will receive a confirmation email.

Sprint 2:16 PM 66%

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Save New Record

OAKLAND UNIVERSITY

University Housing

Request Number: 50212

Status: O

Request Date: 07/26/2017

Request Time: 02:14:23 PM

Requested By (FULL NAME):	Student Example
Telephone:	555-555-5555
E-mail:	student@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=X3S

After you have fully completed your work order,
this screen will appear.


At the bottom, you will see the confirmation that
your Work Request has been approved.
Residential Facilities will take care of your
problem as soon as possible.

●●○○ Sprint 2:16 PM x35.emaint.com 66%

OAKLAND UNIVERSITY



University Housing

Request Number: 50212 

Status: A

Request Date: 07/26/2017

Request Time: 02:14:23 PM

Requested By (FULL NAME):	Student Example
Telephone:	555-555-5555
E-mail:	student@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=_4Z20UKOTT](#)

Approval Memo: Work Request approved on 07/26/2017 : 02:16:30 PM By AUTO
Request Number 50212 became WO No. 289