

Plant Facilities Work Request Instructions

Step 1: Open your browser and navigate to the college web site <http://www.lamission.edu>, select **Faculty and Staff**, and select **Online Work Request** link under **Services**.

Step 2: The Online Work Order System window appears with the following options:

WORK REQUEST MENU OPTIONS

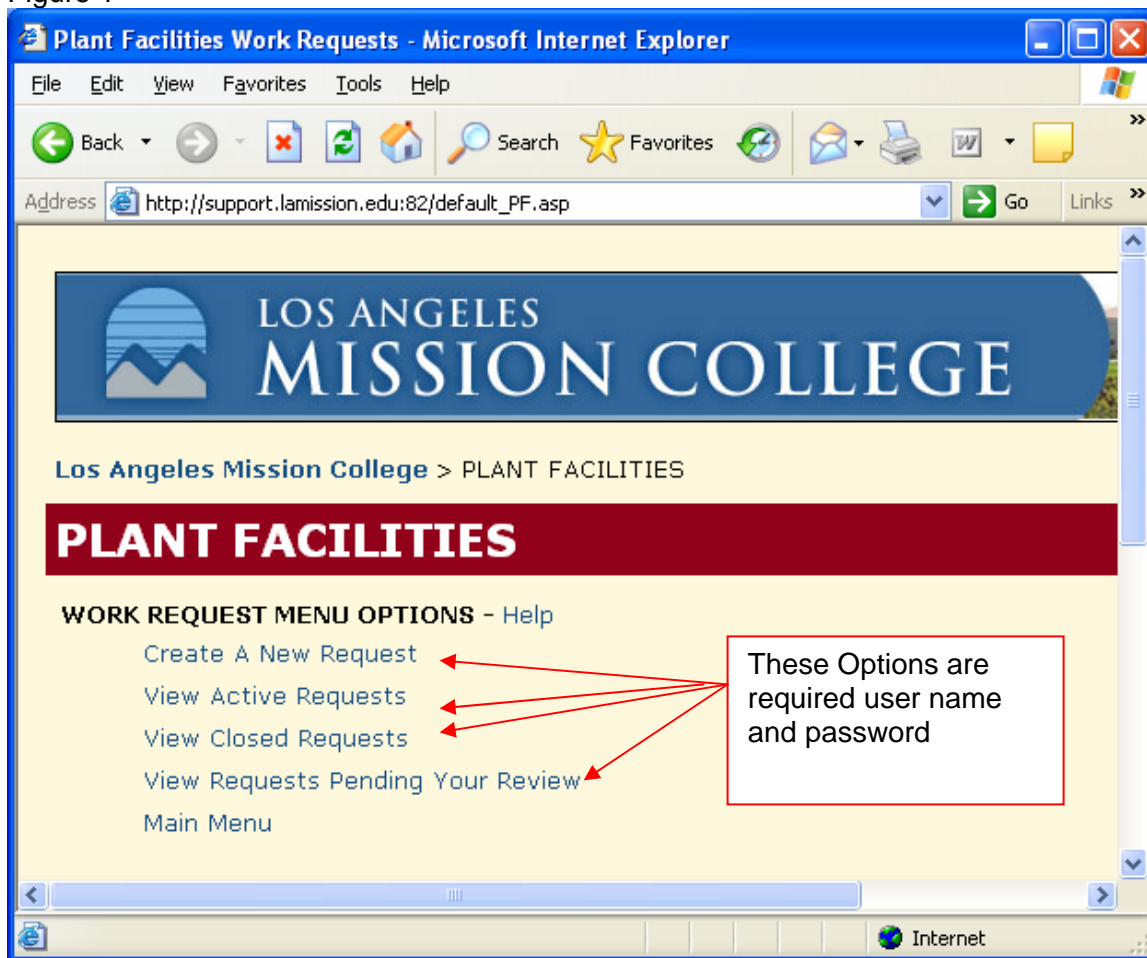
[Audio-Visual Work Request](#)

Computers/Printers/Telephone Work Request - **Coming Soon!**

[Plant Facilities Work Request](#) (on-campus use only)

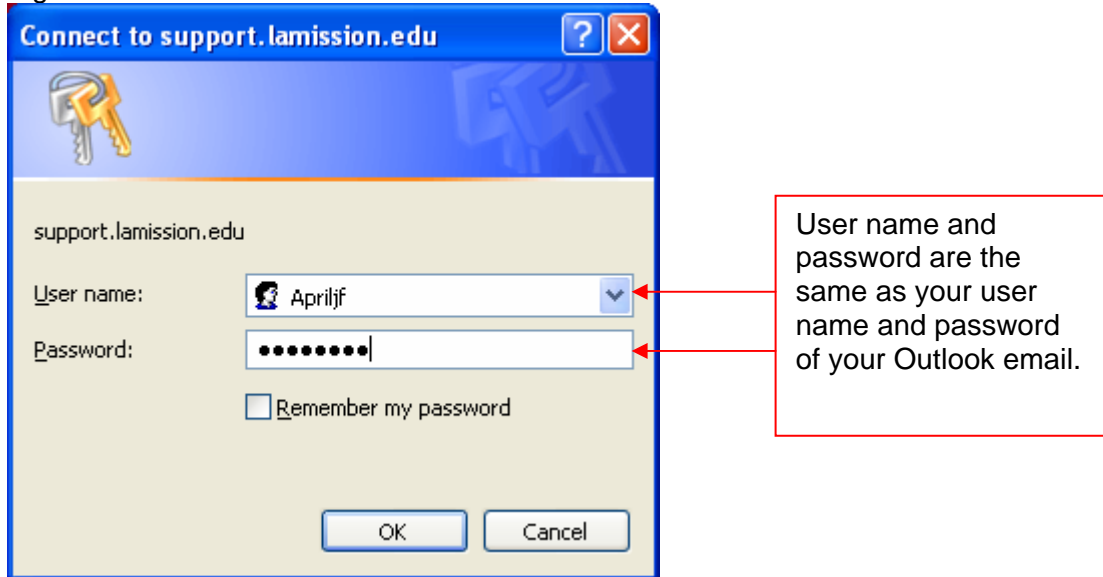
Step 3: Click on **Plant Facilities Work Request** link, the sub menu of Plant Facilities Work Request appears as Figure 1:

Figure 1



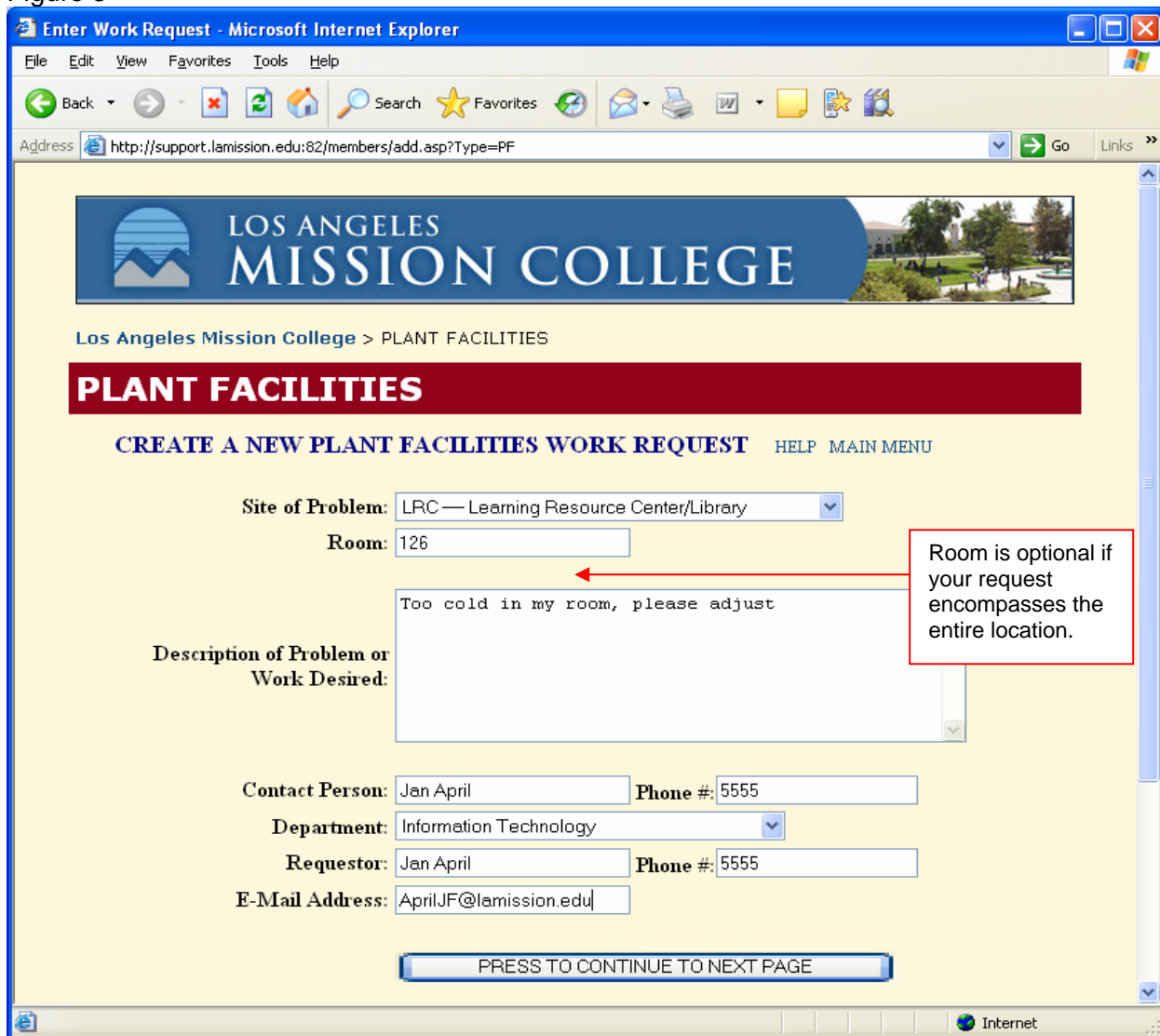
Step 4: To submit a new request, click on **Create A New Request**. You are asked to provide user name and password as the following Figure 2

Figure 2



Step 5: Enter your user name/password and click on OK button. Figure 3 is your next screen

Figure 3



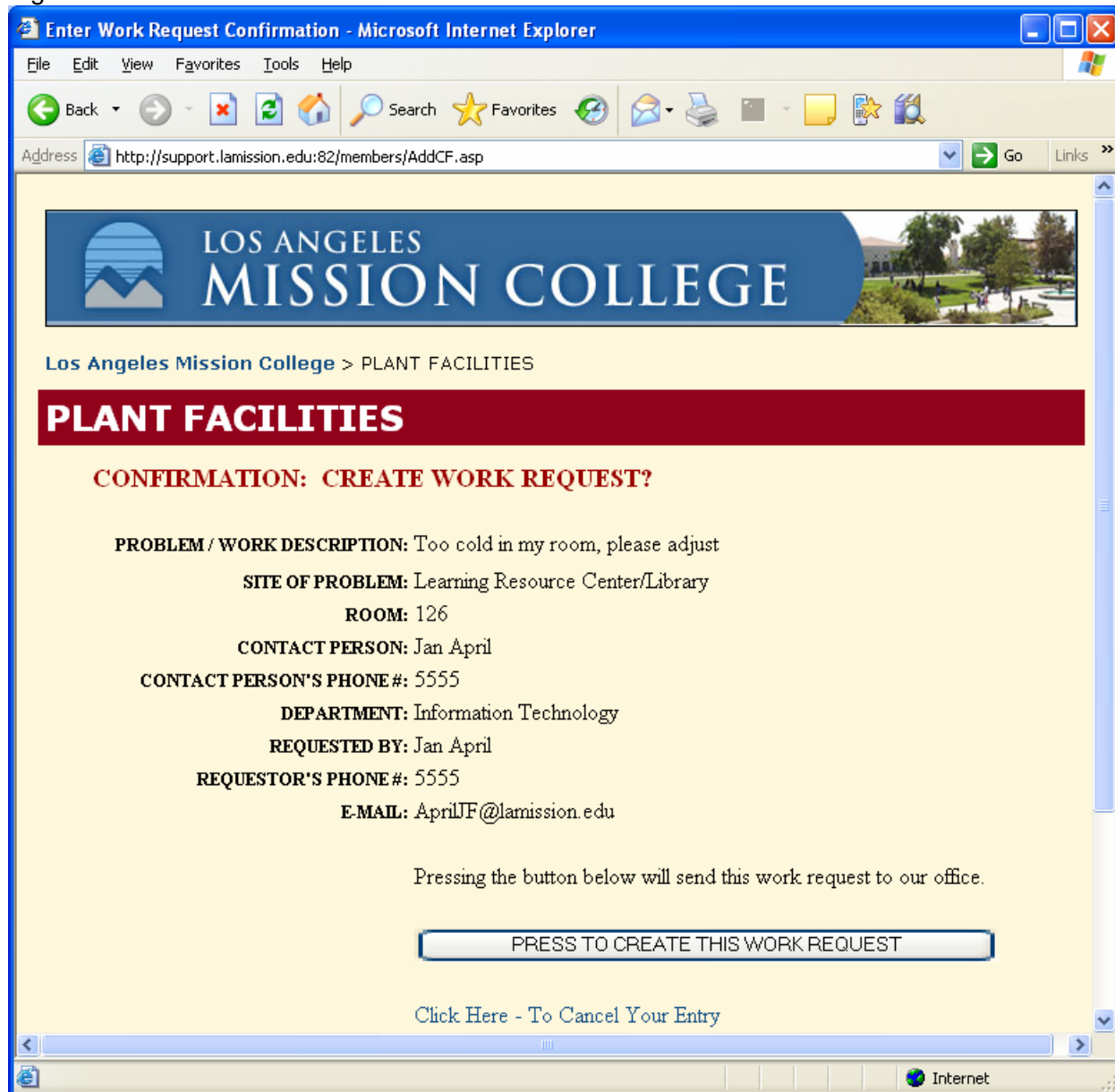
Site of Problem and **Department** are drop down menus for selection.

Room is optional if your request encompasses the entire location.

The entries for **Contact Person**, **Requestor**, **Phone**, **Contact**, **Contact Phone**, **E-mail**, and **Department** will auto-fill for your next request after the first completed fill. (You may still edit them for your next request as you wish).

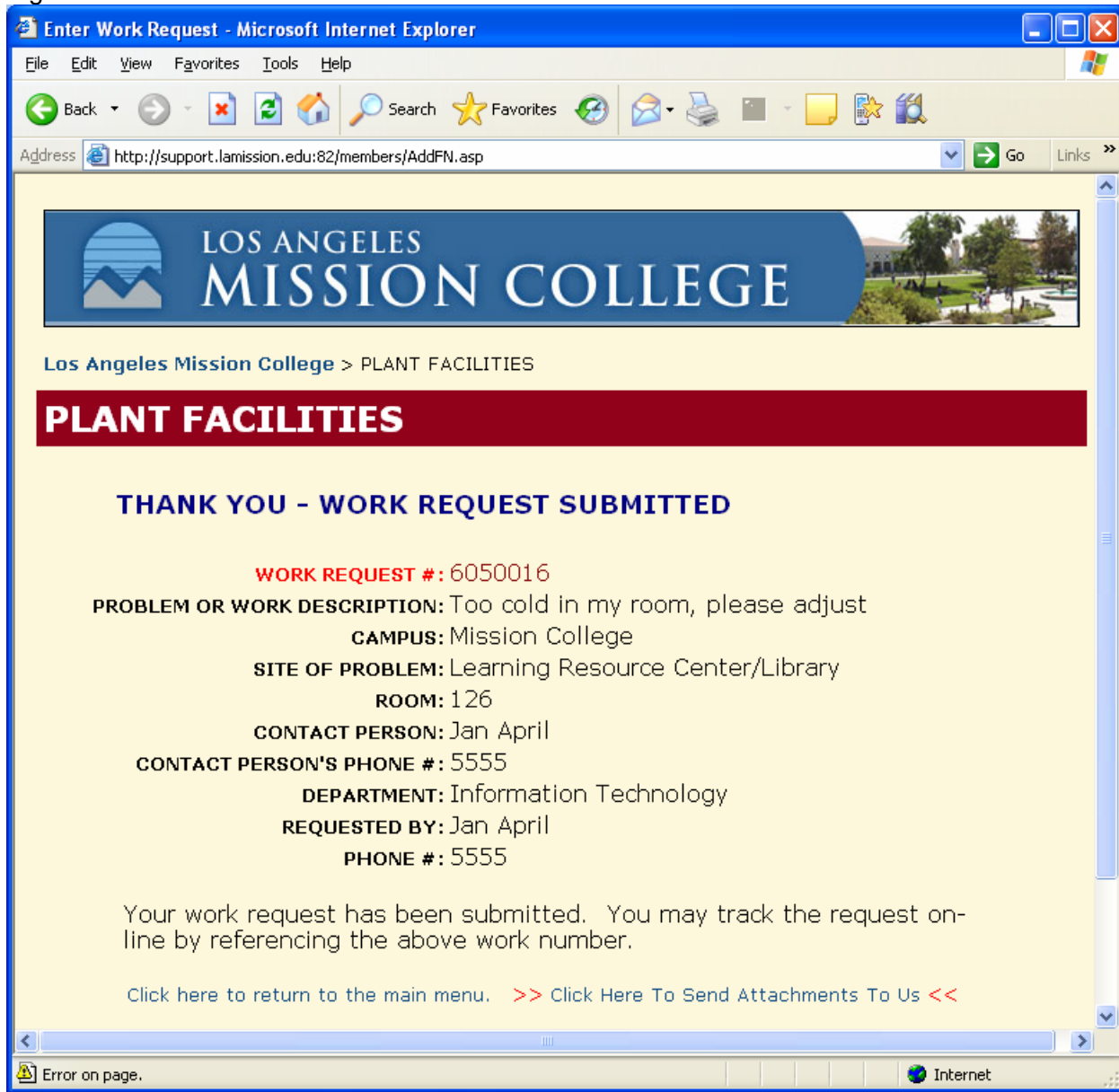
Step 6: Once you have made all your entries, click on **Press to Continue to Next Page** button to continue to the next confirmation page. Figure 4

Figure 4



Step 7: Click on **Press To Create This Work Request** button to confirm your submission. Figure 5

Figure 5



If you wish to submit attachments like diagrams, click on **Send Attachments to Us**.

Note:

A confirmation had also sent to you via email to acknowledge Plant Facilities department had received your work request.