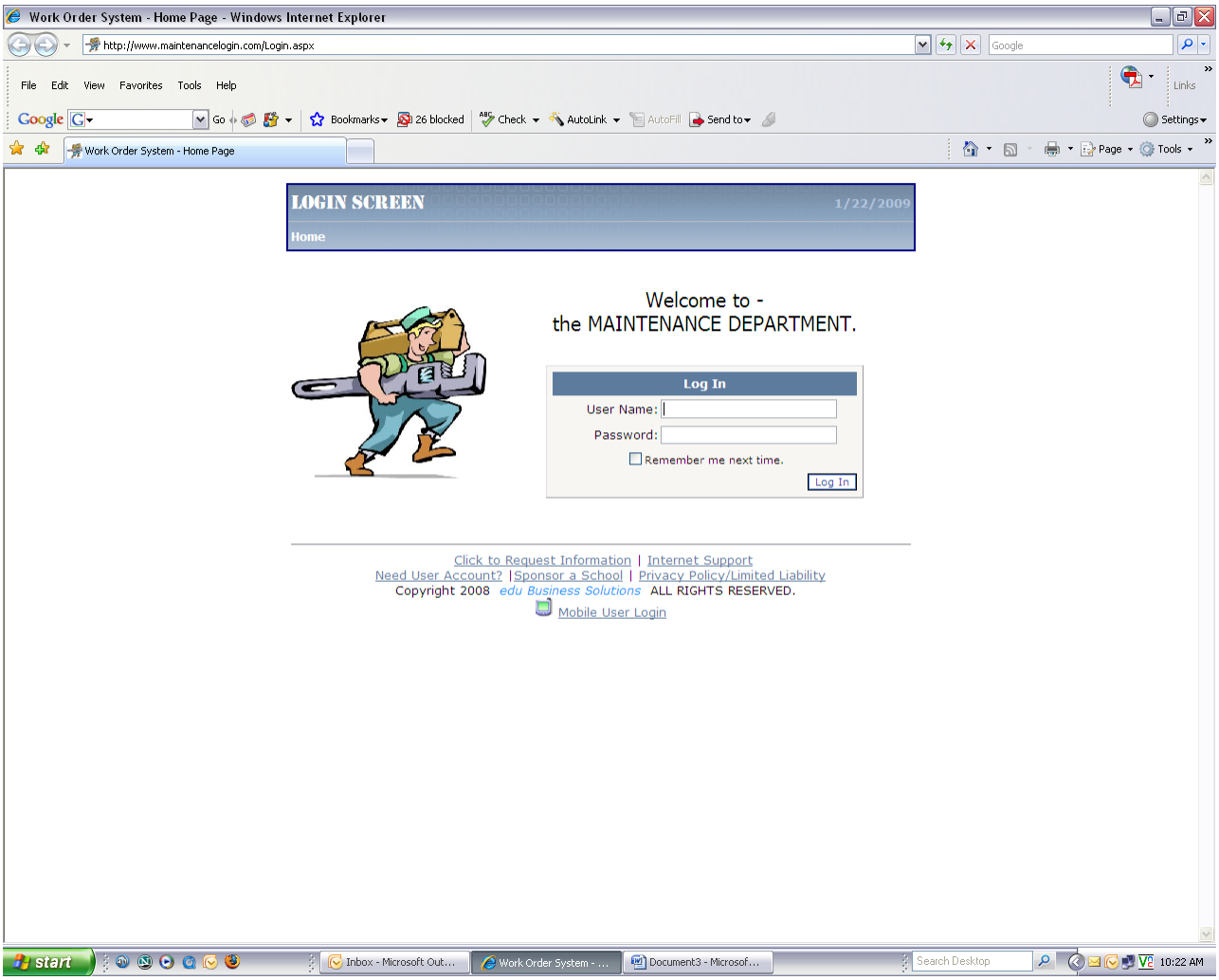
FACILITIES & MAINTENANCE DEPARTMENT
15600 Concord Circle
Morgan Hill, CA 95037
(408) 201-6085 & (408) 201-6090
Fax: (408) 778-6071

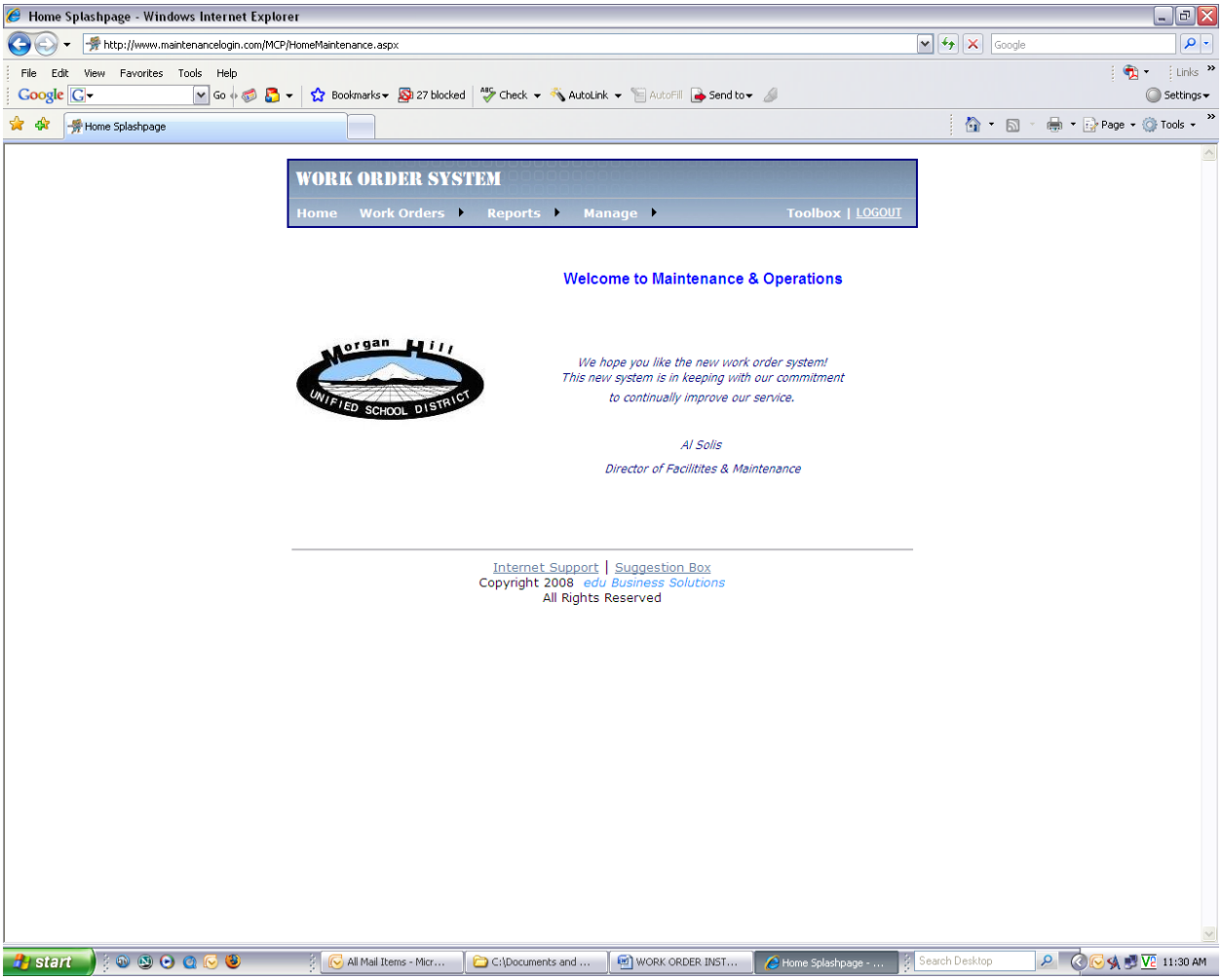
WORK ORDER INSTRUCTIONS

Access login from the web site:

http://www.maintenancelogin.com/Login.aspx



Once you have logged into the system, you will see the following Home Screen:



This screen will allow you to do the following:

Home-The Home button will bring you back to this screen.

Work Orders-The Work Orders button has a drop down menu giving you the following options:

-New Work Orders
-Active Work Order List
-Advanced Work Order Search
-Approve Work Orders

Reports-The Reports button has a drop down menu giving you the following options:

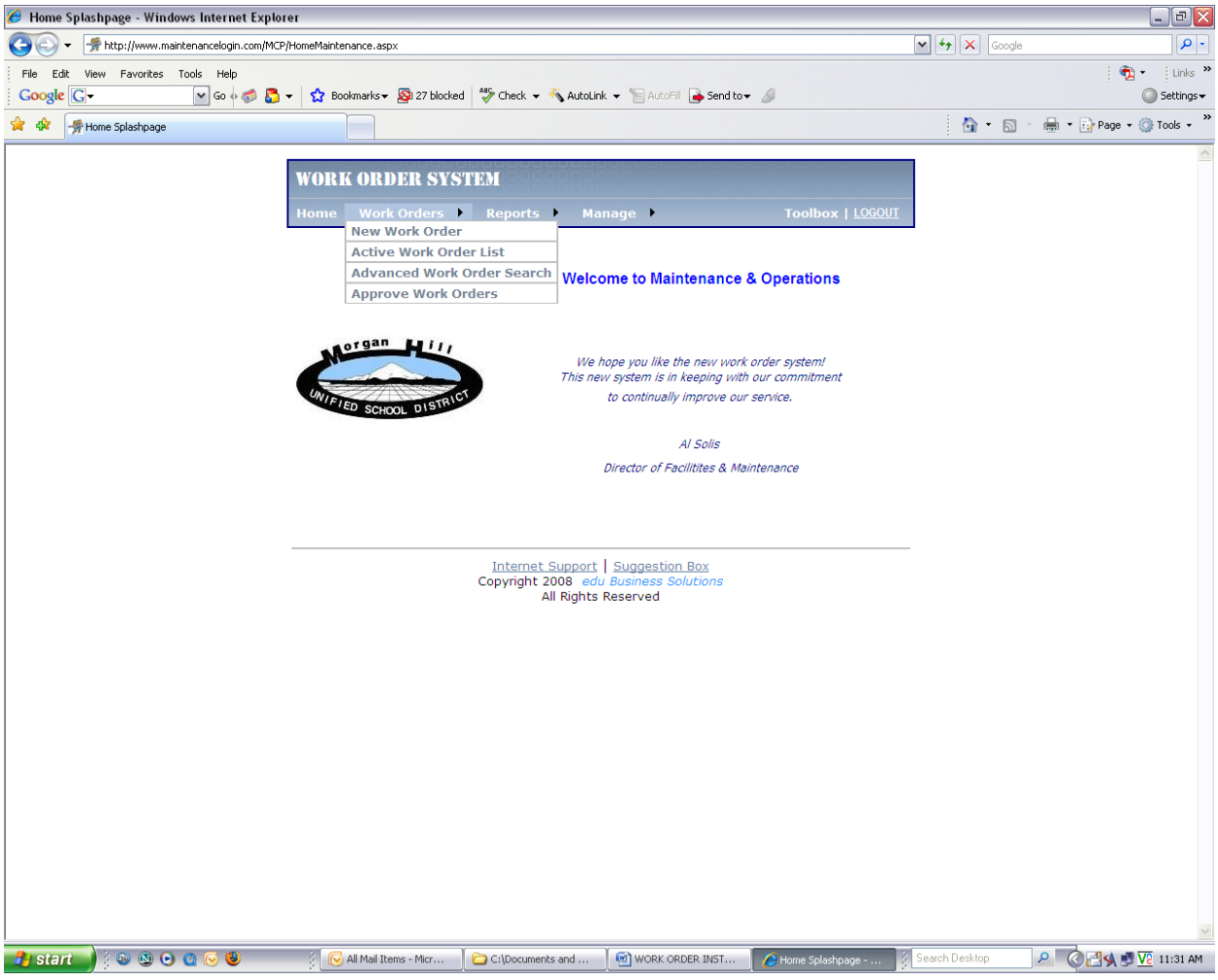
-Status Report
    -All Open Work Orders
    -Over 30 Days

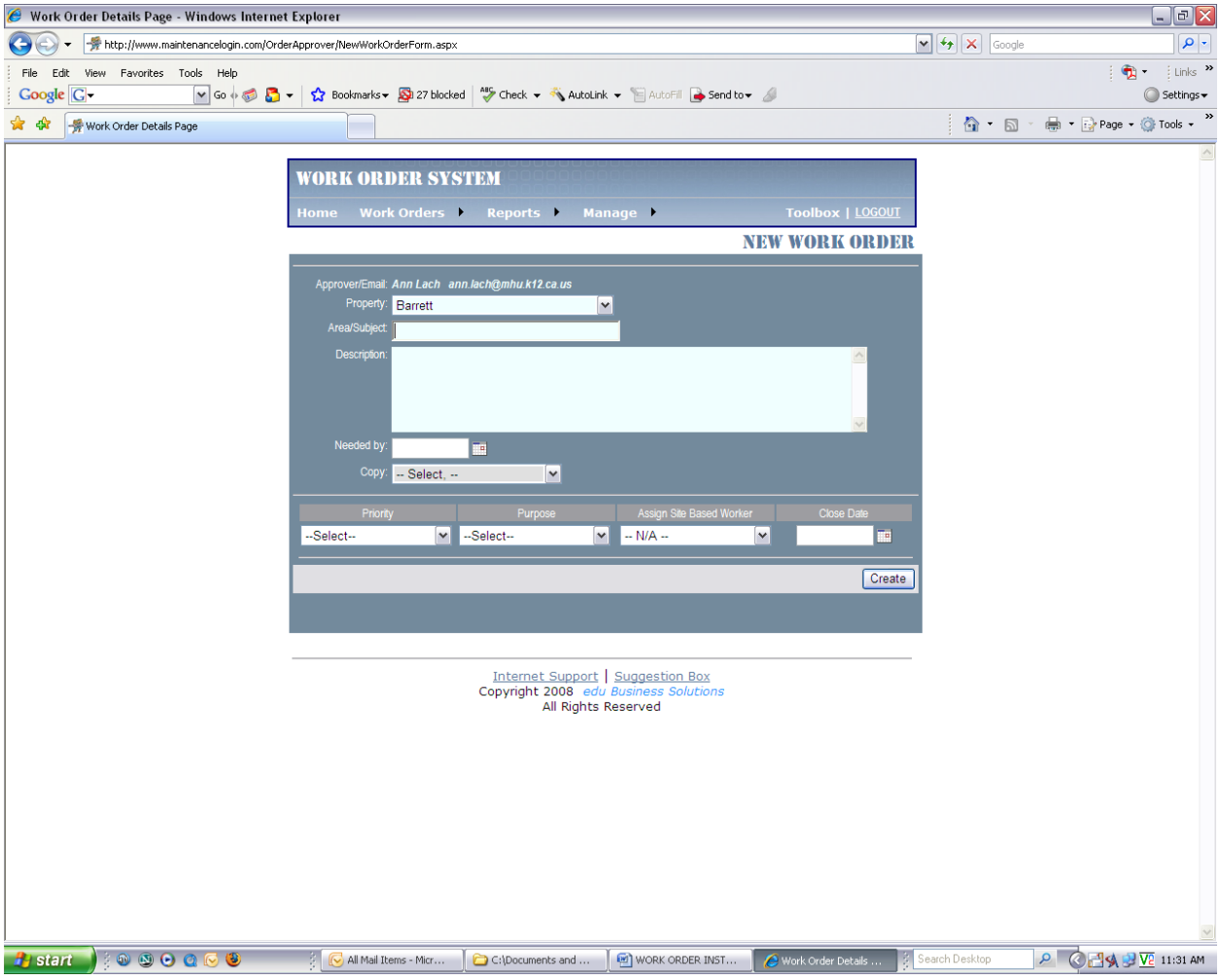
-Property Map
-Work Order Report Generator

Manage-The Manage button will allow you to manage your profile account information. This allows you to change your phone number or extension, e-mail address, etc.

Adding a new work order …

1. From the Home screen, select the drop down menu from the **Work Order** button and select **New Work Order**.





2. **Property**: Your login and password should recognize the school site you are at and automatically show in the property location. If it doesn't, simply click on the down arrow and choose your site.

3. **Area/Subject:** Type in the Room # or area in which the work is being requested.

4. **Description**: The description should contain as much information as possible.
   - Example: Northeast light in classroom 1 is out. Teacher has prep period between 9:13-10:47.
   - Example: Boys restroom in upper pod, second stall toilet is leaking.

   The work order should not have more than one request.
   - Example: The sink is leaking in room 2. Light out in room 4. (These would have to be on two separate work orders.)

5. **Needed By**: (Optional) This gives you the option of adding a due date to the work order. Maintenance however will have the final approval and therefore may change

the due date. If the work order is submitted with enough notice for something that is needed by a particular date, we will try to complete it within the specified time.

- Example: The Home and School Club purchased a new projector screen for the Multipurpose Room. The next H&S Club meeting is on February 26 (3 weeks) we would like to have the new screen up in time for the meeting.

6. **Carbon Copy**: (Optional) The work order program is automatically programmed to send you an e-mail when the status of the work order has changed. (Once it is approved by Maintenance and again when it is closed). The Carbon Copy allows you to e-mail someone else (principal, teacher, custodian).

You also have the option of selecting:

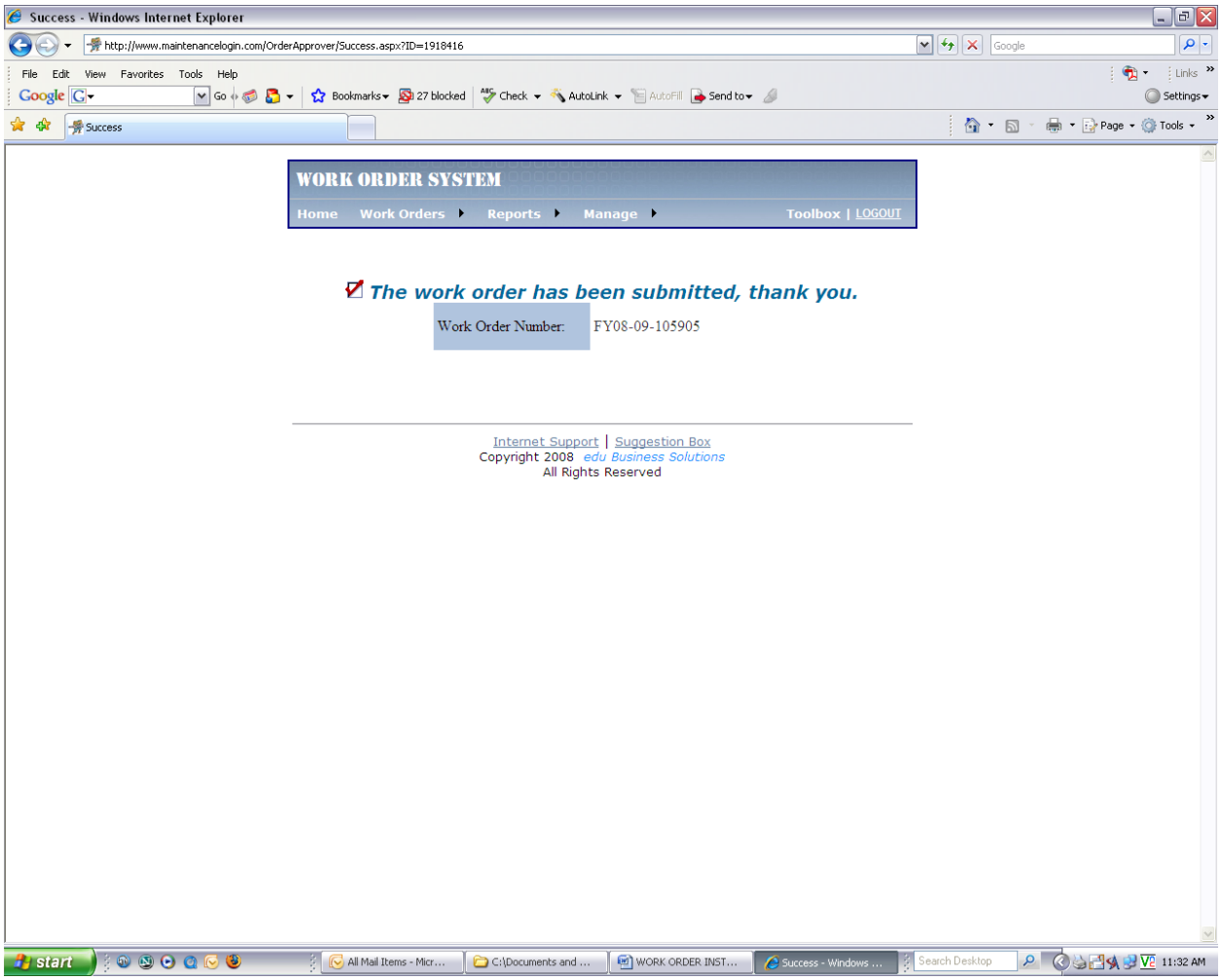
7. **Priority**: This allows you to indicate whether it is an emergency, low or medium/normal priority. If you are entering in an emergency work order, please make sure to also call Maintenance at (408) 201-6090 to ensure someone is called immediately.
   - Examples of an emergency: Items that present a legitimate safety risk to students and staff (gas leak, electrical shorts, open or uncovered trench), items that present health risks (sewer stoppage, broken water lines, roof leaks) and Items that threaten security (doors that are unable to be secured, broken windows).

8. **Purpose**: This allows you to indicate whether it is a routine maintenance request or a site enhancement request (new installation).

9. **Assign Site Based Worker**: If a teacher submits a work order that can be handled by your site custodian, this drop down menu allows you to assign the work order to your custodian on site.

10. **Close Date**: If you choose to assign the work order to your site custodian, you will then need to go back into the work order and close it once it is completed.

Last step is click on the **Create** button.



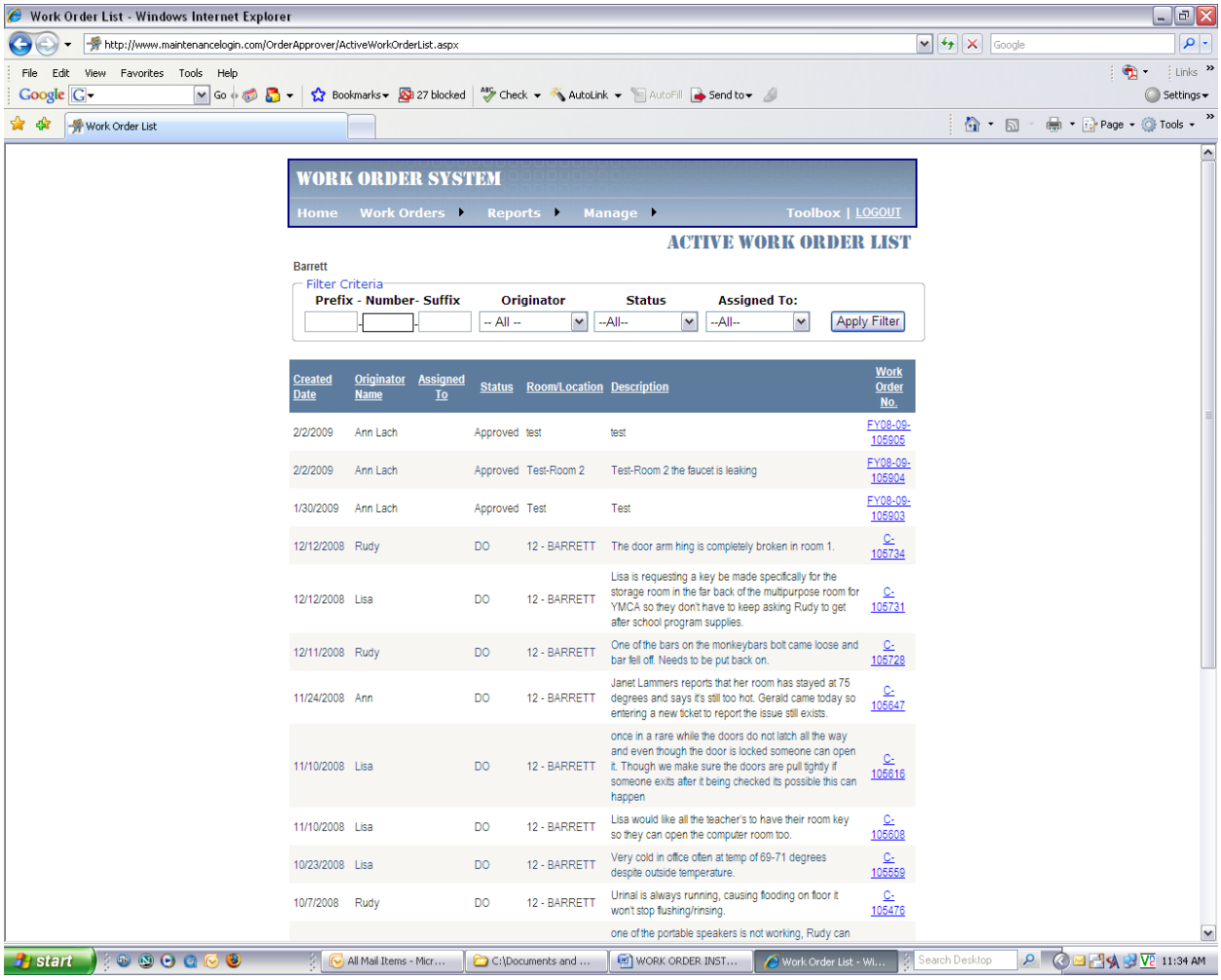
Once you have clicked on the Create button, the system will issue a Work Order Number and you should receive a confirmation e-mail (**see below**).

From: anessa.pasillas@mhu.k12.ca.us [mailto:anessa.pasillas@mhu.k12.ca.us]
Sent: Tuesday, January 27, 2009 10:15 AM
To: Ann Lach
Subject: Work order status update: FY08-09-105905

Your work order FY08-09-00-105905 has just been updated.

To view the order please visit:
http://www.maintenancelogin.com/CommonPagesAllRoles/WorkOrderDetailFormRedirect.aspx?ID=1912688

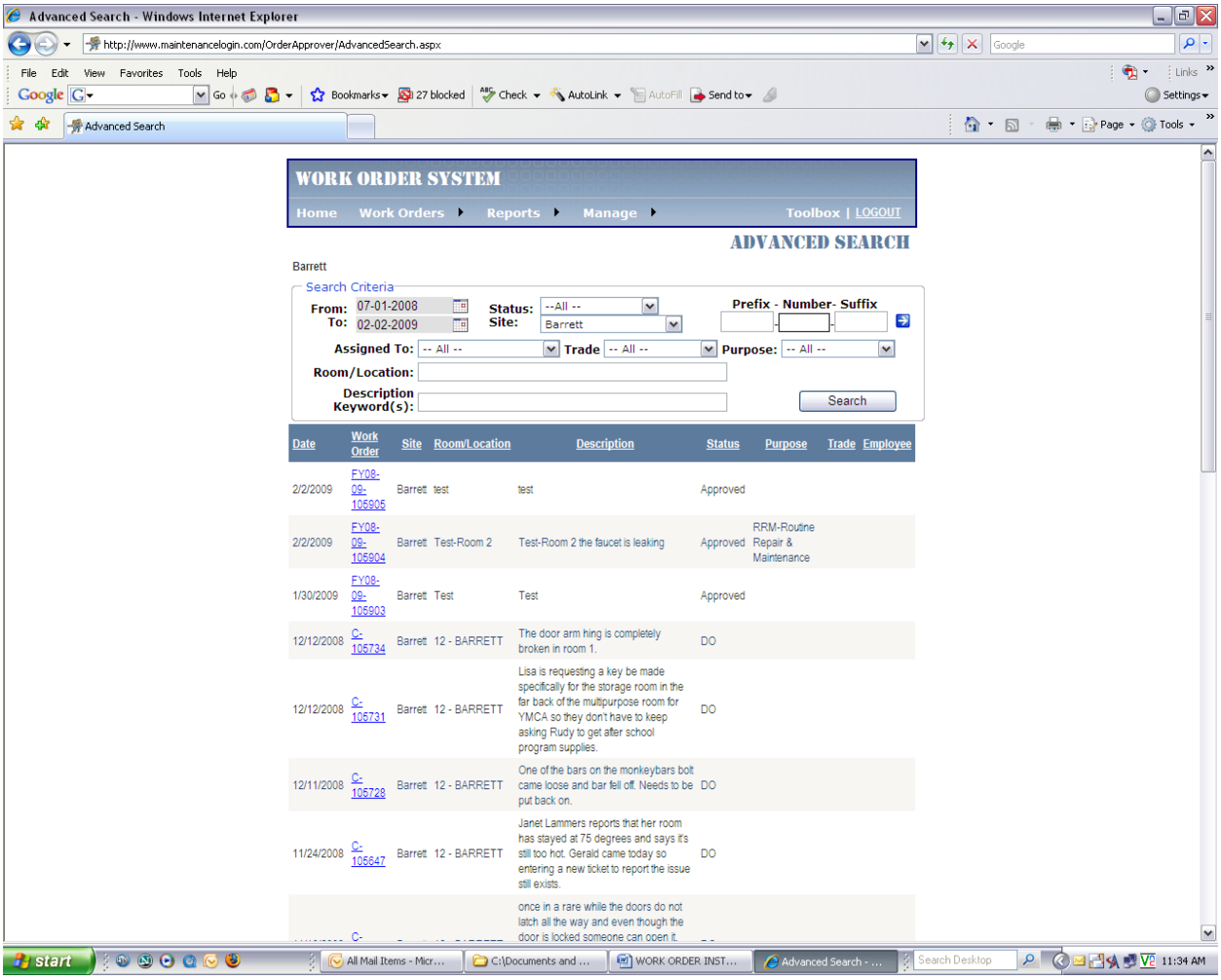
REVIEWING WORK ORDERS:



There are a few different ways to check the status of a work order.

1. Under the **Work Order** drop down list, select Active **Work Order List**. This will bring up all the work orders that are still open for your particular site. If you want to narrow the list down, at the top you can type in the work order number, search by the originator, status or assigned to.

   *At any point during your search, you want to look at a work order, double click on the underlined work order number and it will open the work order. Once you have reviewed it, simply click on your back arrow at the top of your navigation page to take you back to the list.



2. The **Advanced Search** option allows you to narrow down your search. You can search by date, status, site, work order number, assigned to, trade, purpose or search by the room/location or keywords from the description.

You also have the option to retrieve work order through the **Reports** tab. Under the Reports tab, you can select either the **Status Report** that allows you to choose **All Open Work Orders** or work order **Over 30 days**. From the **Reports** tab you can also choose **Work Order Report Writer**. This is similar to the **Advanced Search** under the **Work Order** tab. It allows you to customize your report by sorting by a date range, status, site, work order number, assigned to, trade, purpose or room/location or keywords from the description.

*At any point you want to print, click on the printer tab at the top of your navigation bar.

Don't forget to log out once you are completed.