Facilities Work Order Request Instructions:

Navigation = K-State Salina Home Page > Campus Resources > Facilities > Work Order Request

Login = Sign in with your K-State eID and password.
After Login, this screen opens. Tab of Work Request will be active on your computer. Click on it to activate the process.

(Disregard the Administration- belongs to my logon)
Next Screen: Shows 2 tabs (List and Detail).

List will show all your generated work requests at a glance.

Highlight request to see the detail.
Next Screen: To add new request, Click on New. Only fill out the non-highlighted item which is Purpose. All other should be populated with your information and date.
Next Screen: Add short version of your request which includes building and room (location).

Notes Tab: Please use to add any additional information concerning your request or project, etc.
Attachments Tab: Please use to add documents, plans, etc.
Next Screen: Click Save and the request is processed and sent to Facilities. You will be able to see the progress in your list then.