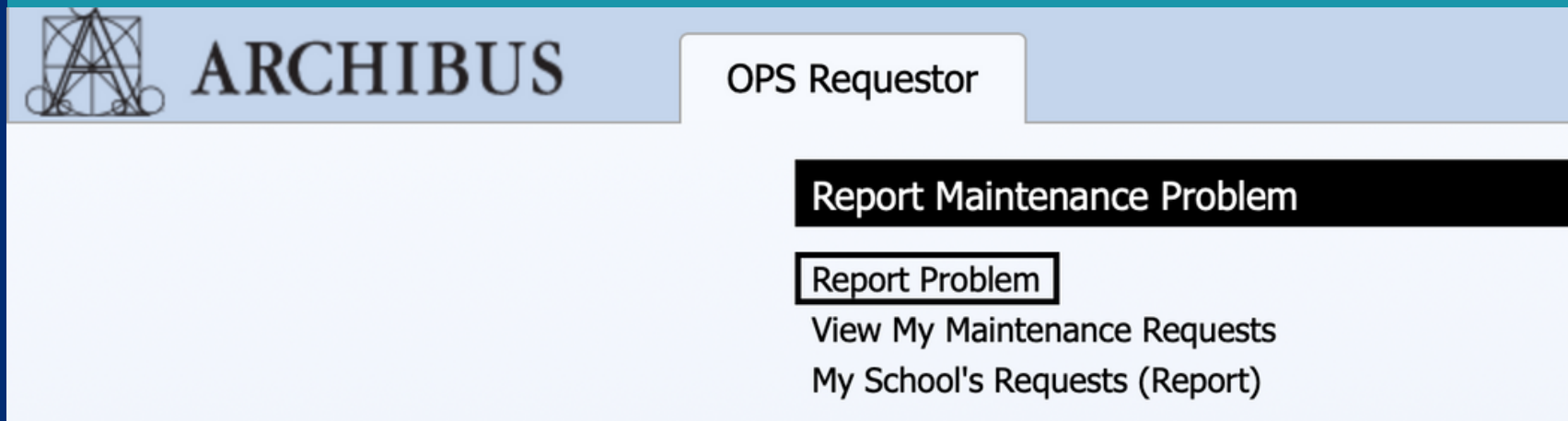


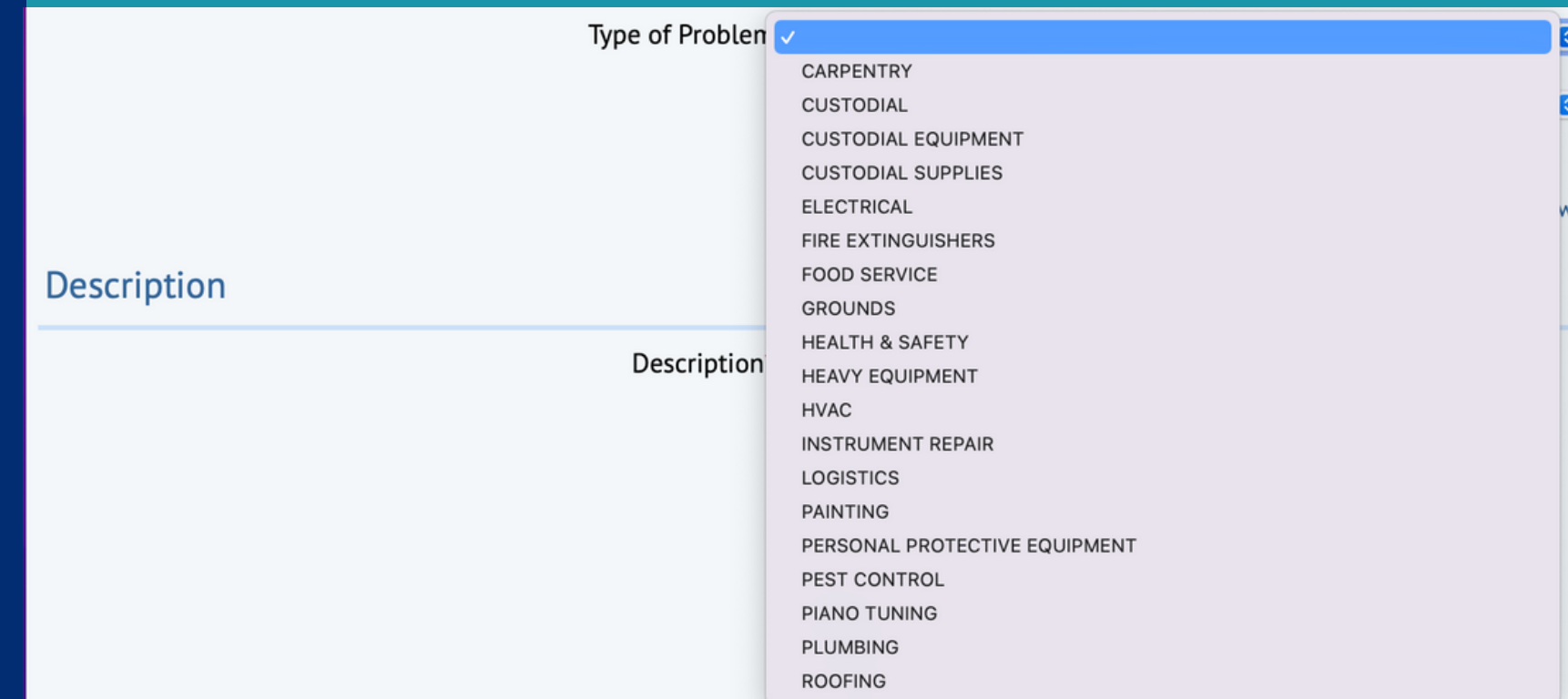
HOW TO SUBMIT A WORK ORDER IN ARCHIBUS

1. Click Report Problem



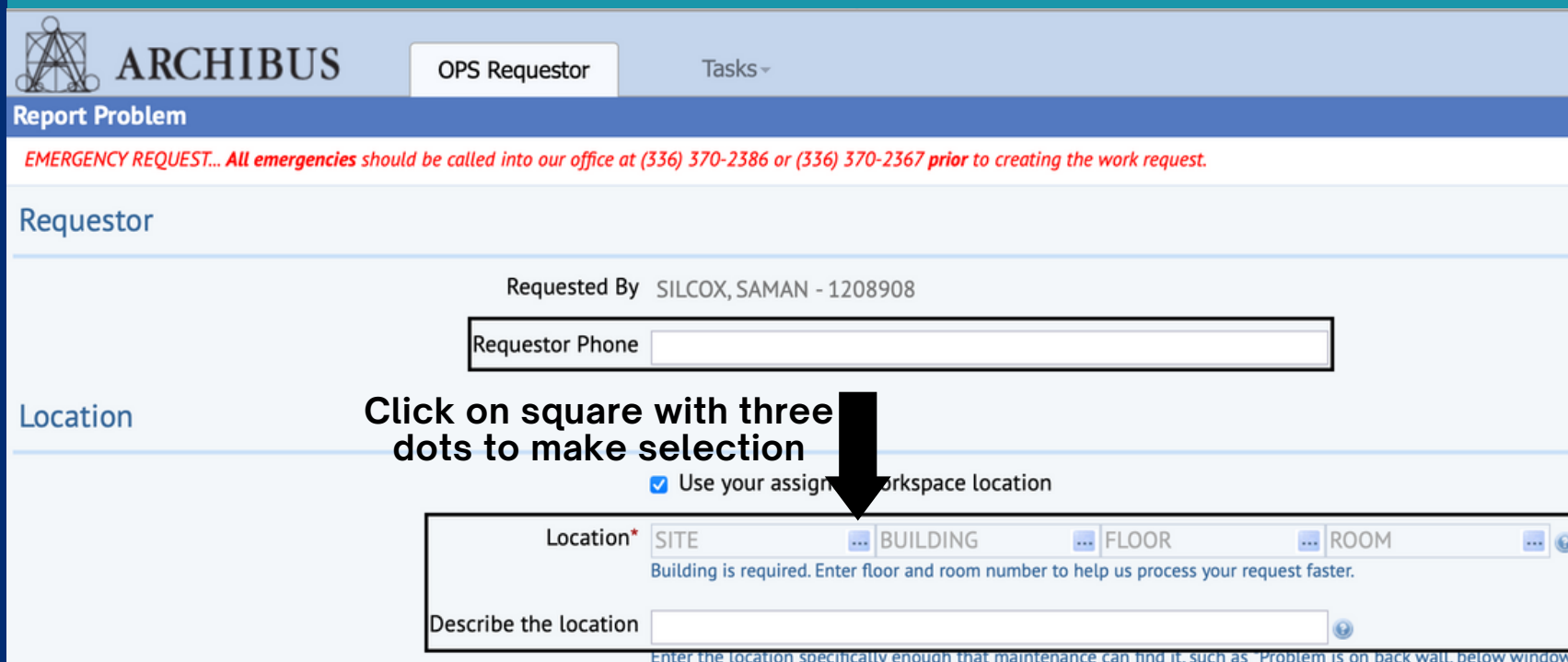
The screenshot shows the ARCHIBUS logo and the user role 'OPS Requestor'. A navigation menu contains the following items: 'Report Maintenance Problem' (highlighted in black), 'Report Problem' (highlighted with a white box), 'View My Maintenance Requests', and 'My School's Requests (Report)'.

3. Select the Problem Type from Drop Down Menu



The screenshot shows a dropdown menu for 'Type of Problem' with the following options: CARPENTRY, CUSTODIAL, CUSTODIAL EQUIPMENT, CUSTODIAL SUPPLIES, ELECTRICAL, FIRE EXTINGUISHERS, FOOD SERVICE, GROUNDS, HEALTH & SAFETY, HEAVY EQUIPMENT, HVAC, INSTRUMENT REPAIR, LOGISTICS, PAINTING, PERSONAL PROTECTIVE EQUIPMENT, PEST CONTROL, PIANO TUNING, PLUMBING, and ROOFING.

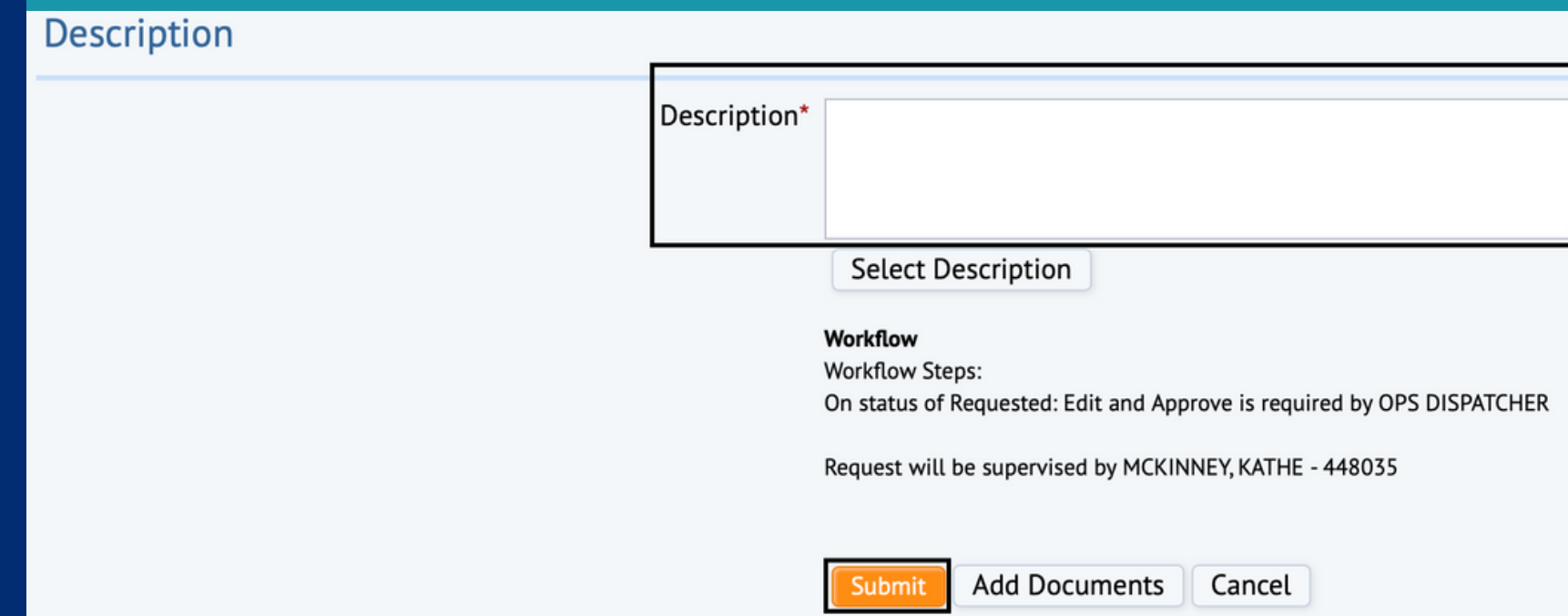
2. Input Phone Number, Select Site and Location



The screenshot shows the 'Report Problem' form with the following fields and annotations:

- Requestor:** Requested By SILCOX, SAMAN - 1208908. A text box for 'Requestor Phone' is highlighted with a white box.
- Location:** A checkbox 'Use your assigned workspace location' is checked. Below it, a location selection menu is open, showing 'SITE', 'BUILDING', 'FLOOR', and 'ROOM' with dropdown arrows. A white box highlights the 'BUILDING' dropdown, with an arrow pointing to it and the text 'Click on square with three dots to make selection'. Below the location menu is a text box 'Describe the location' with a blue help icon.

4. Add the Problem Description and Click Submit



The screenshot shows the 'Description' field with a white box around it and a 'Select Description' button below it. The 'Workflow' section shows 'Workflow Steps: On status of Requested: Edit and Approve is required by OPS DISPATCHER' and 'Request will be supervised by MCKINNEY, KATHE - 448035'. At the bottom, there are three buttons: 'Submit' (highlighted in orange), 'Add Documents', and 'Cancel'.

WHAT CATEGORY SHOULD MY WORK ORDER BE UNDER?

Carpentry

- Broken window
- Broken fence
- Painting requests
- Sign/Board hanging
- Door will not latch
 - (exterior doors are considered emergencies)

Custodial

- Ceiling tile replacements
- Custodial equipment repair
- Light bulb pick up
- Use this form for light bulb requests
- Use this form for custodial supply requests

Electrical

- Issue with lighting or outlets
- Breaker problems
- Power outages/issues

Fire Extinguishers

- Fire extinguisher replacements
- Fire extinguisher inspections

Food Service

- Any maintenance issue that occurs in the cafeteria/kitchen area

Grounds

- Fallen trees
- Overgrown grass/shrubbery
- Mulch/athletic field maintenance

Health & Safety

- Sharps removal requests
- Mold concerns
- Playground equipment

Heavy Equipment

- Any trash/recycling related concerns
- Dumpster issues

HVAC

- Building is too warm/cold
- Leak coming from boiler room
- Gas smell in building

Logistics

- Furniture removal
- Furniture transportation
- Book pickup

Personal Protective Equipment

- Orders for:
 - Gloves
 - Masks
 - Disinfectant/Alcohol Wipes

Pest Control

- Bee, ants or other insect concerns
- Animals on school property
- Rodent/Reptile concerns

Plumbing

- Toilet, sink or pipe leaks
- Clogged toilet or sewage issues
- Hot/No water concerns
- Draining issues

Roofing

- Shingle replacement
- Major roof leaks