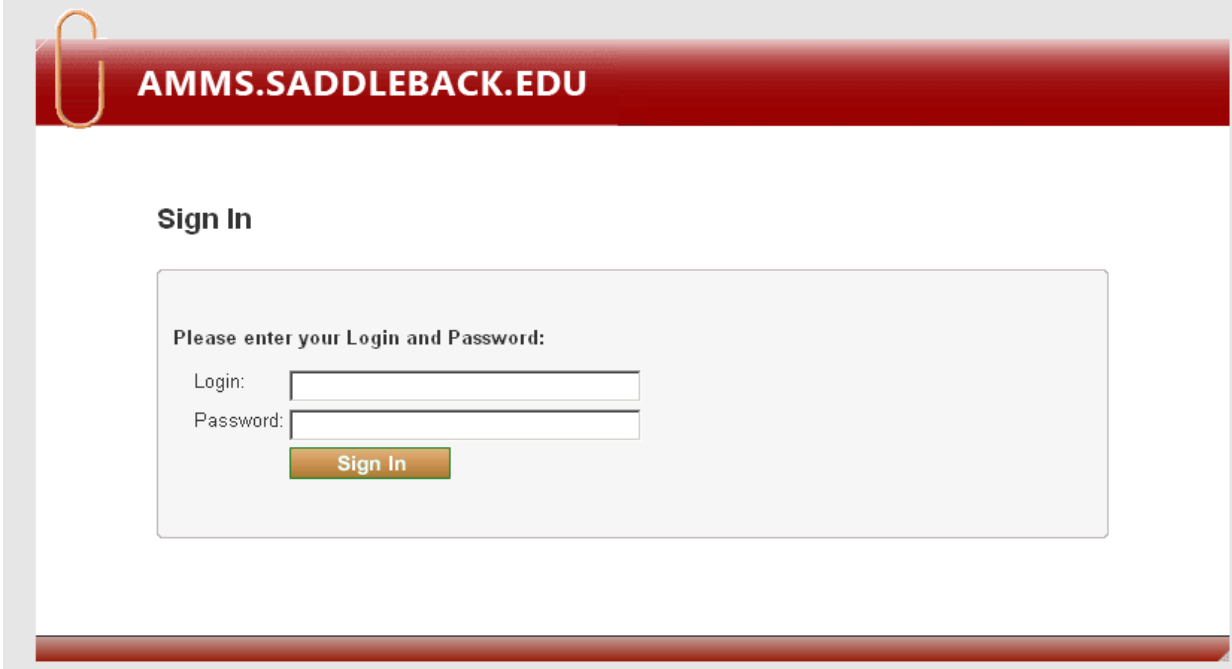



The following are step by step instructions which will help you navigate through the new Facilities, Maintenance & Operations on-line Web Request Form.

STEP I

At the “Sign In” Prompt:

Sign in using your network default log in and password (i.e, JDoe for John Doe, and your network password or last four digits of your SSN then 00).



 **AMMS.SADDLEBACK.EDU**

Sign In

Please enter your Login and Password:

Login:

Password:

Sign In

STEP II

For Maintenance and repair work orders (i.e., Electrical, HVAC and Plumbing) use the drop down menu to the left of “Request Type” and select “Work Order Request”

For Set-Up requests (Chairs, Tables and Canopies) use the drop down menu to the left of “Request Type” and select “Set Up”.

Proceed by clicking the “Create a Request” box.

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Signed in as GLANDINGHAM [\[Sign Out\]](#) [\[About\]](#)

New Request

Request Type:

[Create a Request >](#)

Request Status

[View all My Requests](#) | [View All Requests](#)

The table below shows your most recent requests. Double-click on a row to view a request.

Work Request #	Date Requested	Description	Building and Room#	Request Status	Date Compl
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STEP III

You will now notice that the first 4 boxes have been auto populated for you.

To select the area where you would like the work to be performed:

- click the second icon to the right of the box under “Building and Room #”, then
- click the plus sign to the left of the building name to bring up the list of floors/rooms, then
- select the appropriate room.

Please Note: SSC Quad and Village Quad are under the plus sign for “Common Areas”.

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Signed in as: GLANDINGHAM [Sign Out](#)

Work Order Work Request

Date Requested:
5/11/2009

Email Address:
glandingham@saddleback.edu

Your Name: (Required)
Gabrielle Lanningham

Phone:
582-4843

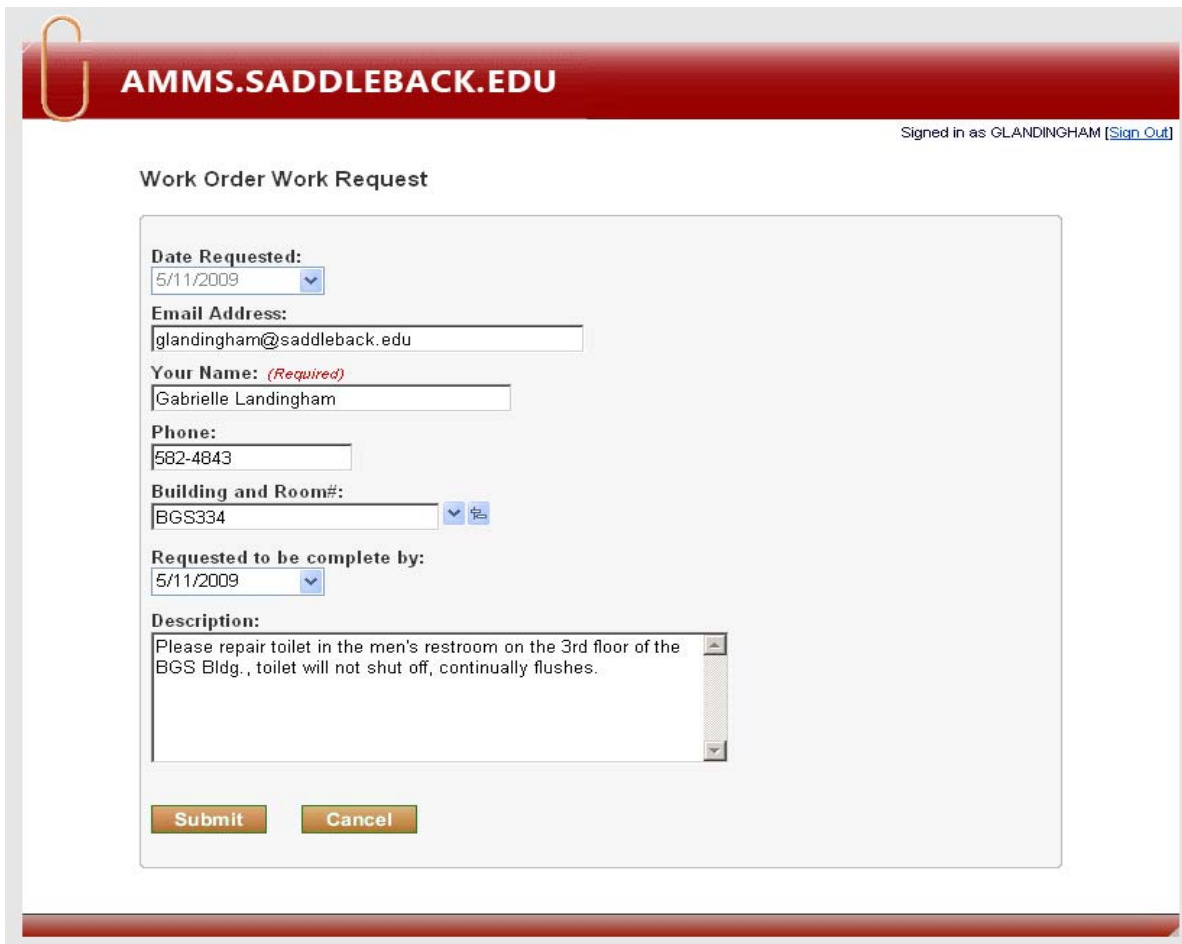
Building and Room#:

- AGB | ADMIN & GOVERNANCE
- ATHLETICS | ATHLETICS VENUES
- BGS | BUS. & GEN. STUDIES
- CAMPUS WIDE | CAMPUS COMMON AREAS
- CC | CLASSROOM CLUSTER
- CDC | CHILD DEVELOP CENTER
- COMMONS | CAMPUS COMMON AREAS
- COX YARD | COX YARD BLDG.
- CP | CENTRAL PLANT
- CS | CHEMICAL STORAGE
- FA | FINE ARTS COMPLEX
- GOLF | PUBLIC GOLF RANGE

STEP IV

Now that you have selected the building and room number, please proceed down to the last box labeled "Description:". Provide a brief description of your request, this will also be a good place for you to list any alternative contact information or clarification should it be required.

To complete the submission of your work order, please click the "Submit" button. You will receive an email confirmation of this work order request via the e-mail shown on the request. You will also receive e-mails notifying you when your request has been approved and when it has been completed.



The screenshot shows a web form titled "Work Order Work Request" on the AMMS.SADDLEBACK.EDU website. The user is signed in as GLANDINGHAM. The form contains the following fields:

- Date Requested:** 5/11/2009
- Email Address:** glandingham@saddleback.edu
- Your Name: (Required):** Gabrielle Landingham
- Phone:** 582-4843
- Building and Room#:** BGS334
- Requested to be complete by:** 5/11/2009
- Description:** Please repair toilet in the men's restroom on the 3rd floor of the BGS Bldg., toilet will not shut off, continually flushes.

At the bottom of the form are two buttons: "Submit" and "Cancel".

If you have any questions or concerns, please feel free to phone Gabrielle Landingham at ext. 4843 or e-mail her at glandingham@saddleback.edu.