

# Create Request

The screenshot shows a web form titled 'Create Request'. At the top, there are navigation links: 'Requests', 'Find Request', 'Run Report', 'Workloading', and 'Create Request'. A 'FIND A CONTACT' button is on the left. The form contains several dropdown menus and text input fields. A 'View Procedure' link is visible in the middle. At the bottom, there are fields for 'Last Name', 'First Name', 'Company', 'E-mail Address', 'Department', and 'Notify Requestor'. A 'CLEAR CONTACT INFO' button is also present.

(If you are the Requestor - Skip to Step 2)

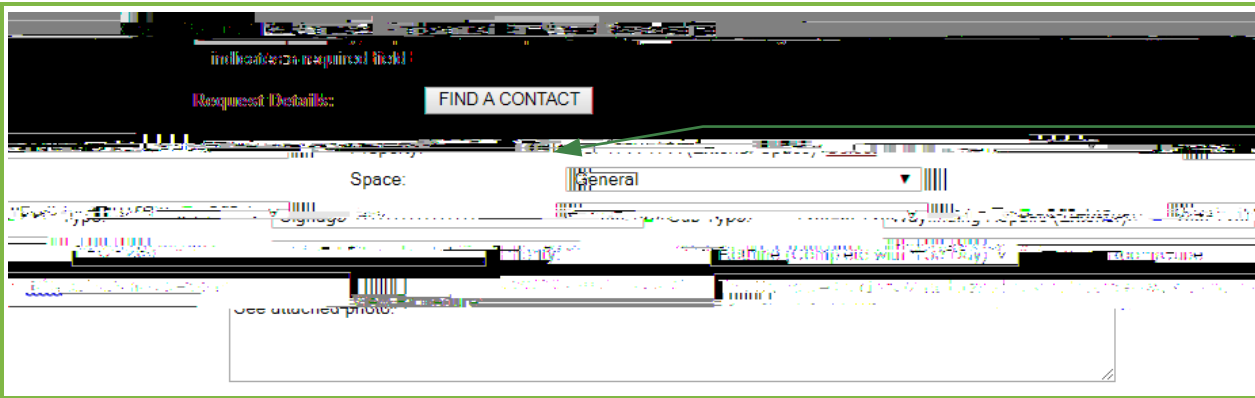
If you will be submitting the request on behalf of another person click FIND A CONTACT in the pop-up box type the name of the requestor and click FIND A list will display click the name to select that user as the requestor.

(See Appendix A-C for a Campus/Building list)

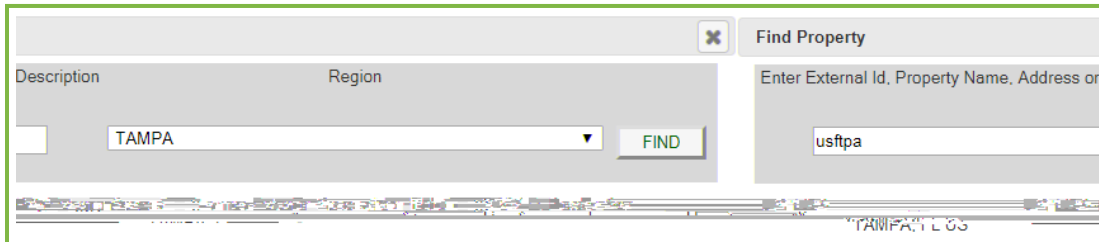
Select the Property (Building or Land Area), Floor (Building Floor Level) & Space (Room) where the issue is located. Clicking Select will display a pop-up box to enter Property, where the issue is located. An External Id (Building Abbreviation), Address or Description can also be used to find and make a selection. Selecting a Region (Campus/Group) will narrow the search to a campus or group.

The screenshot shows a 'Find Property' pop-up window. It has a search bar with the text 'TAMPA' and a 'FIND' button. Below the search bar, there is a list of results. The first result is 'FPC - FACILITIES PLANNING AND CONSTR BLDG' located in 'TAMPA, FL US'. There is also an 'Enter External Id' field with the text 'fpc'.

Create Request



Select the Property, click Select



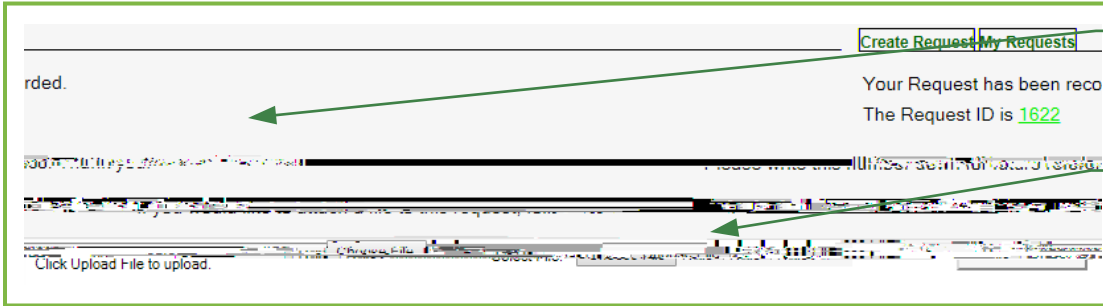
A)

Create Request





## Request Confirmation

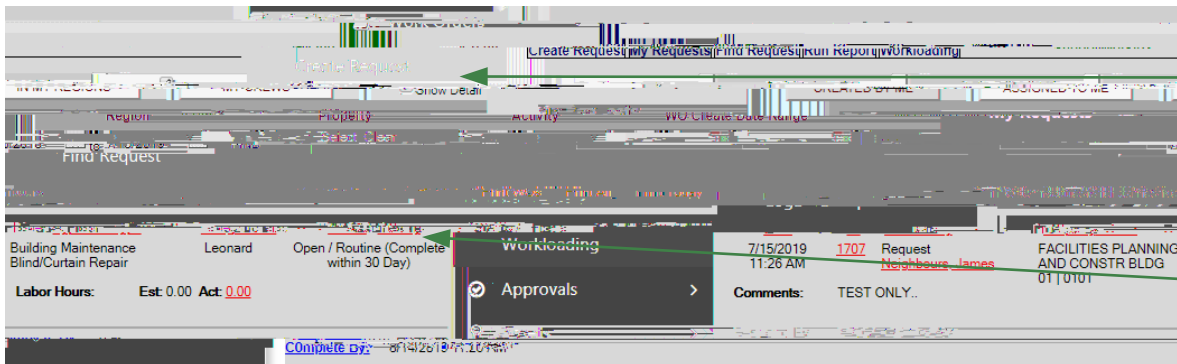


**Submitted Request**  
After the request is submitted, the system will display the request ID as a clickable link. Click the link to view all the details of your request

**Adding an attachment to the Work Request**  
Pick Choose File in the pop-up box, locate and select the file to attach, then pick Open. The file name will be shown. You can include a photo/document etc. to the Work Request

## Returning to Request

Example



## My Requests

**Created by Me**  
The My Request tab provide access to all the requests you submitted. The CREATED BY ME filter will show just the requests you submitted. You can use filters to narrow the selection, the most recent will be at the top of the list

**Request Details**  
Click on the Request ID to see the details and make updates.





REQUEST DETAILS

Department: 022600 - Design And Construction

FACILITY: 319 ANNEX AND CONSTRUCTION 0100 - 00 - Conference Room

Room: 01

Priority: Routine (Complete within 30 Day) Status: Open

Estimated Amount: \$0.00 Not to Exceed Amt.: \$0.00

Vendor: NA Ext. Cost Center:

REQUEST HISTORY

room, water is coming from ceiling, need addressed ASAP. this is a slip & fall issue, also need clean up from custodial.

Notify Assigned To: General Comments:

Notify Designated:

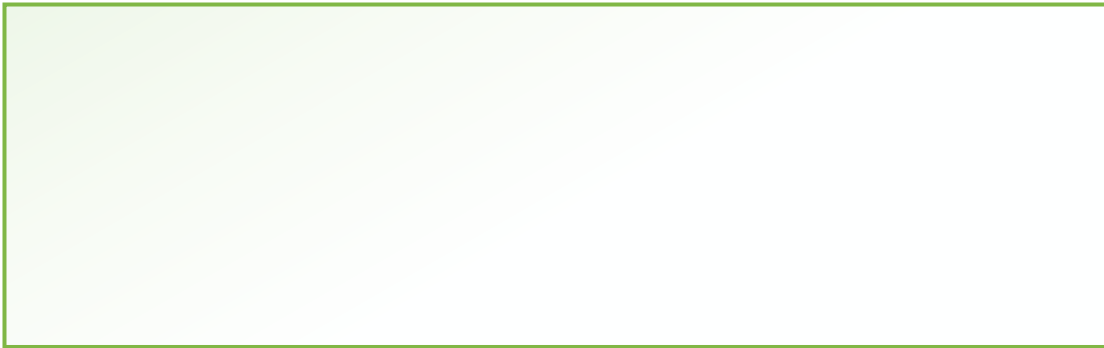
Assigned To: ITW Services Corp. **Select** Status: Open

Notify To: **Select** Clear

Re-Notify?

Click UPDATE to save:



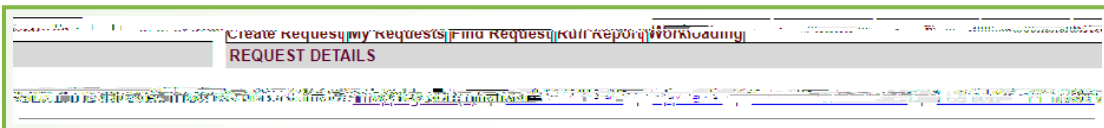


ADD DETAILED ESTIMATE

<input type="text" value="1.00"/>	Estimated Labor
<input type="text"/>	Estimated Materials
<input type="text"/>	Estimated Other Costs
<input type="text" value="1.00"/>	Grand Total

ROLLUP TOTALS SUMMARY

Estimated Labor	\$1.00
Estimated Materials	\$0.00
Estimated Other Costs	\$0.00
<b>Grand Total:</b>	<b>\$1.00</b>



NEW APPROVAL REQUEST

APPROVAL RECORDS

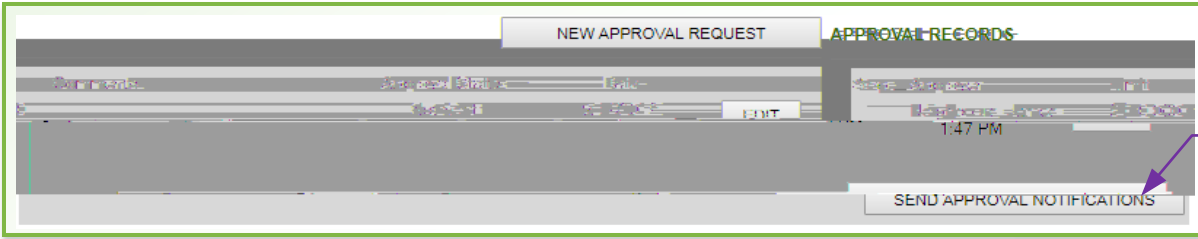
No records were found.

REQUEST HISTORY

Request ID	Request Title	Request Description	Request Type	Request Status	Request Date
10272019	Request ID: 10272019	Request Description: Please install and mount whiteboards on east wall of the waiting area.	Open	Created	10/27/2019 11:50 AM

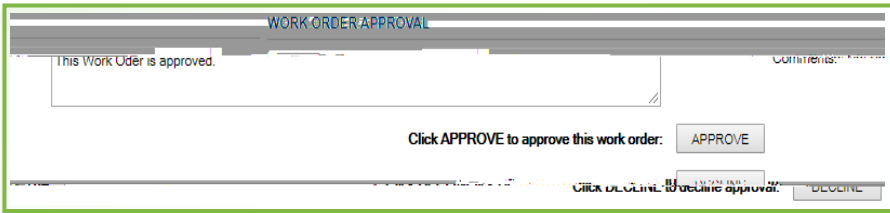
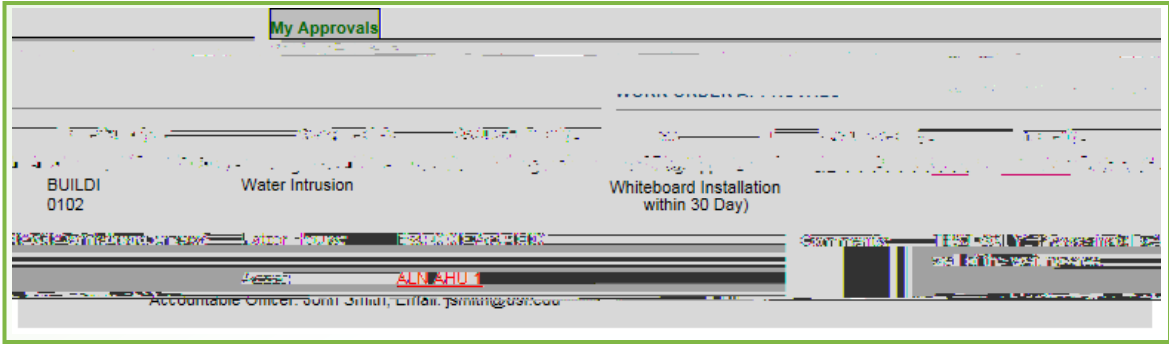
NEW APPROVAL REQUEST

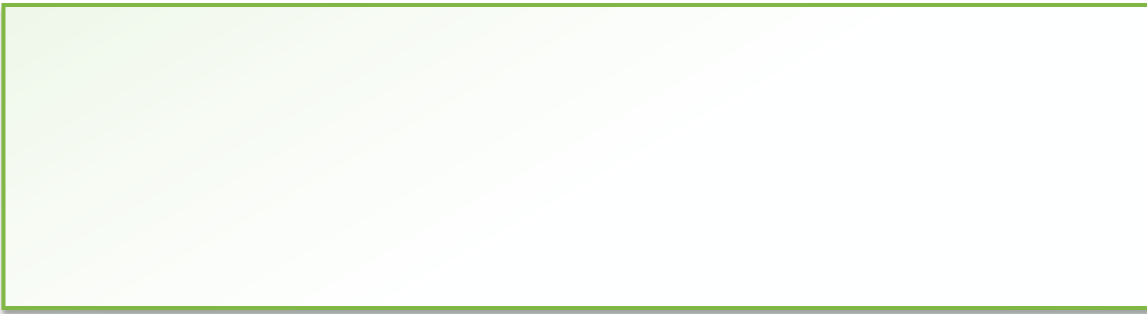
ADD CHANGE ADD APPROVE



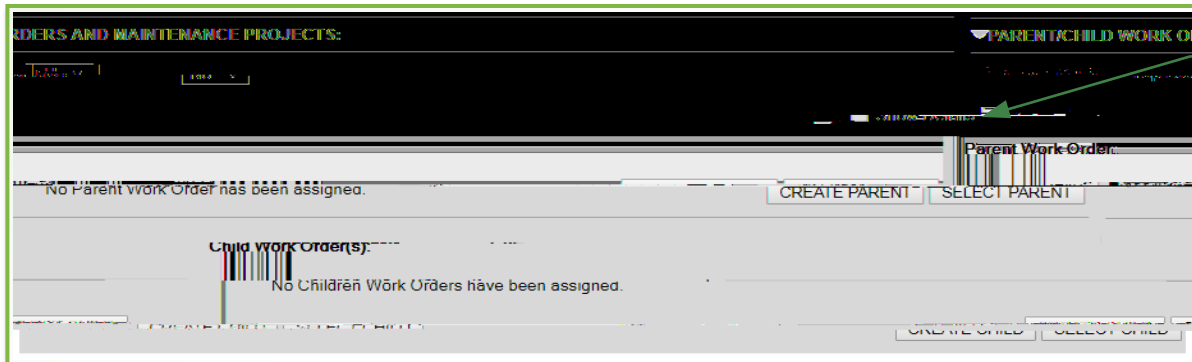
## Sending Approvals

**Approvals Records**  
 Click **SEND APPROVAL NOTIFICATIONS** and the approval request to the selected Accountable Officer or Design Approvers receive email notifications with a link, they are directed to view pend, J a p, ove



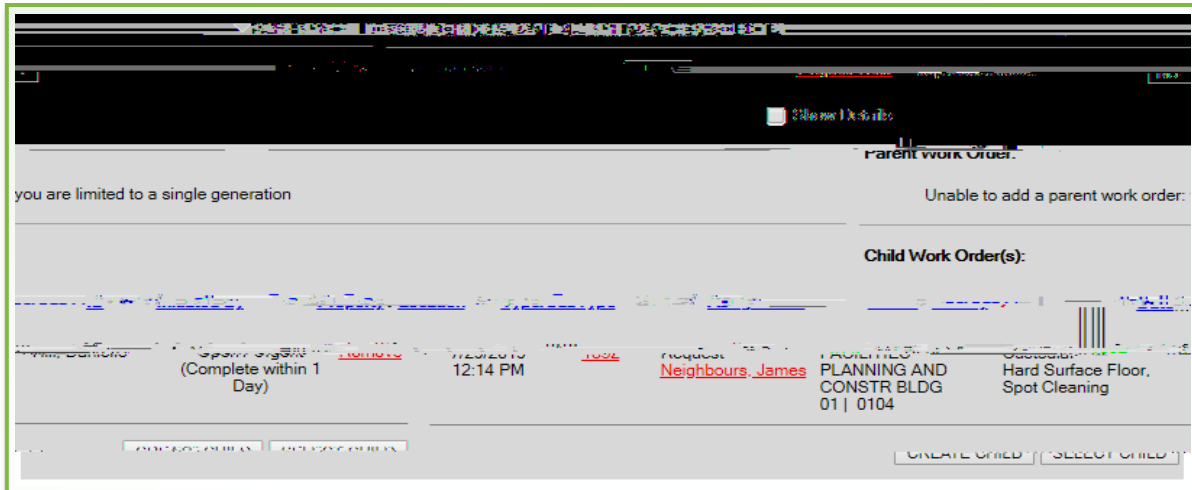


After Submitting  
Adding Parent /Child



### Parent/ Child Work Order(s)

After a Work Order has been submitted you can create additional Child Work Orders when service will be required from other Crews/Shops. Click CREATE PARENT or CREATE CHILD to create and add additional Work Orders to multiple Crews, this will open the Request Detail page providing the same Property, Floor & Spaces as indicated on the initial request, all that is needed is to select the Type & Subtype for the required service along with a priority, and contact info. Add a detailed description for the request that includes comments indicating the work will support another request. To add the contact, use FIND CONTACT and select the same contact as the initial request. You can also use Default Contact.





LABOR COST SUMMARY (0)

Line	Crew	Employee	Labor Date	Activity Description	Export Date	Hours
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[Add New Labor](#)

[Add New Material](#)

[Add New Other Cost](#)

ROLLUP TOTALS SUMMARY

Total Other Costs: \$0.

Work Order Charges Total: \$0.00

Adding Cost to the Work Order  
Click the Links Add New Labor Add New Material or Add New Other Cost the section(s) will expand to display the

# Adding Material Cost

Quantity: [ ] Unit Cost: [ ] Tax Rate(%): [0] Item: [ ] Select Clear Bin: Select... Description: [ ]

## Adding an Item

Click **Select** to add an item to the Work Order, a dialog box opens allowing you to locate and select the item to add.

### Find Material Item

Function Class: [ ] Part # [ ] Description: [ ] Filter: Part #, Item, Supplier name, Description, or Barcode

tape [ ] Select... [ ] Select... [ ] FIND

Part #	Description	Unit Cost	Qty On Hand	Warehouse
<a href="#">1N956</a>	Barricade Tape, Yellow/Black, 1000ft x 3In	23.48	0 Each	WSF-MTN
<a href="#">4A416</a>	Barricade Tape, Yellow/Black, 1000ft x 3In	23.42	0 Each	WSF-MTN

## Adding Other Cost

Item: Contractor Expense Description: Quantity: Unit Cost: Tax Rate (%): Markup: Payee: Vendor: Date: 11/19/2019 ADD CANCEL

### Adding an Item/Type

From the item drop-down, select the type of cost you are adding, in the Description field enter a description for the other cost,

**Other Cost Summary** This section displays any other type of cost incurred when completing the Work Order. These may be rental fees, outsourced contractor services, traveling expenses, estimate billing charge or the cost of material items that are not managed by the Inventory module. For each item, the following information is displayed:

- Line - The line number of the item.
- Name - The name of the item.
- Date - The date and time when the item was added to the Work Order.
- Vendor - The name of the vendor that supplies the item.
- Description - A description of the item as stored in the inventory module.
- Export Date - The date when this extracted other cost was exported to the general ledger. (Only applies to billable/paying requests)
- Quantity - The number of items needed.
- Unit Cost - The cost of the item.
- Tax - The cost of any tax applied to the item.
- S&H - The cost of any shipping and handling charges applied to the item.
- Item - The type of cost you are adding.
- Markup - Click to add a markup percentage to the item.
- Payee - The name of another party that has already received payment.

Company	Address	Description
<a href="#">ASSOCIATED PLUMBING INC</a>	PO BOX 1312 RUSKIN, Florida 33575	
<a href="#">ASSOCIATED PLUMBING INC</a>	7402 N 56TH ST TAMPA, Florida 33617-7709	
<a href="#">BRAVADO PLUMBING LLC</a>	1810 ZIPPERER RD BRADENTON, Florida 34212-9258	



Line	Crew	Employee	Labour Date	Activity Description	Date	Hours	Rate	Amount	Category	Unit	Quantity	Unit Cost	Amount	Category	Unit	Quantity	Unit Cost	Amount	Category	Unit	Quantity	Unit Cost	Amount
1				for leaks, ran water to test trap.																			
6			8/1/2019	Drain Stopper, Dia. 1-1/8" to 1-1/4" W/6.1PK5		1.00		\$11.11	Labor				\$11.11	Material									
7			8/1/2019	Special Order Part		1.00		\$5.00	Other				\$5.00	Material									
OTHER COST SUMMARY (1)																							
Expense 8/1/2019 to install new cleanout. 1.00 \$150.00 \$13.50 \$163.50 \$0.00 \$0.00 \$150.00 \$163.50 9																							

### Totals Summary

Totals Summary All costs that have been associated with the Work Order are summarized in the Totals Summary section Costs of a specific type are grouped together - Labor Costs, Material Costs, then Other Costs A grand total of all costs is displayed at the bottom of the section. Each time a cost is added to the Work Order, it is added to the appropriate category and the total is updated

**Edit and Delete** You can edit/delete an item by clicking either the Pencil to edit or the Red Check Mark to delete that appears on the right as your mouse hovers over the line item dialog box opens asking you to confirm your choice.

### Rollup Totals Summary

**Viewing Rollup Summary** When using parent/child Work Orders, this section displays a total of the costs from both the Parent and all Child Work Orders Costs of a specific type are grouped together as indicated in the Totals Summary. Each time a cost is added to the Work Order is added to the appropriate category and the total is updated. The following values are displayed:

- Total Labor** - This value reflects the total cost of all labor entries made, including taxes
- Total Materials** - This value reflects the total cost of all material items added including taxes and shipping/handling This value reflects items added directly from the Work Order Financial page as well as any items added to the Work Order through an inventory Item Issue transaction.
- Total Other Costs** This value reflects the total cost of all other cost items added, including taxes and shipping/handling.
- Work Order Charges Total** This value is the sum of the Total Labor Total Materials and Total Other Costs

Item	Description	Amount
1	to install new cleanout.	\$150.00
2	to install new cleanout.	\$13.50
3	to install new cleanout.	\$163.50

View Itemized Charges Click the link to examine a detailed list of all of the charges associated with a Work Order and all Child Work Orders in the Parent/Child hierarchy.



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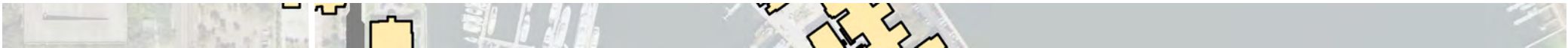
u o l v P E u	CE A l s i u o l v P E u	CE A l s i u o l v P E u	CE A l s i u o l v P E u	CE A l s i u o l v P E u	CE A l s i u o l v P E u
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TAV





SMA SMB  
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 SEAGATE DR  
 GRADUATION AVE  
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 TOWER RD  
 EDWARDS DR  
 VKA  
 VKB  
 VKC  
 POINCIANNA DR  
 VBK  
 LANE RD  
 DOWNNEY RD  
 PARKVIEW DR  
 UPPLANDS BLVD

University of South Florida:  
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