


Instructions for Selecting a Work Order Request Location

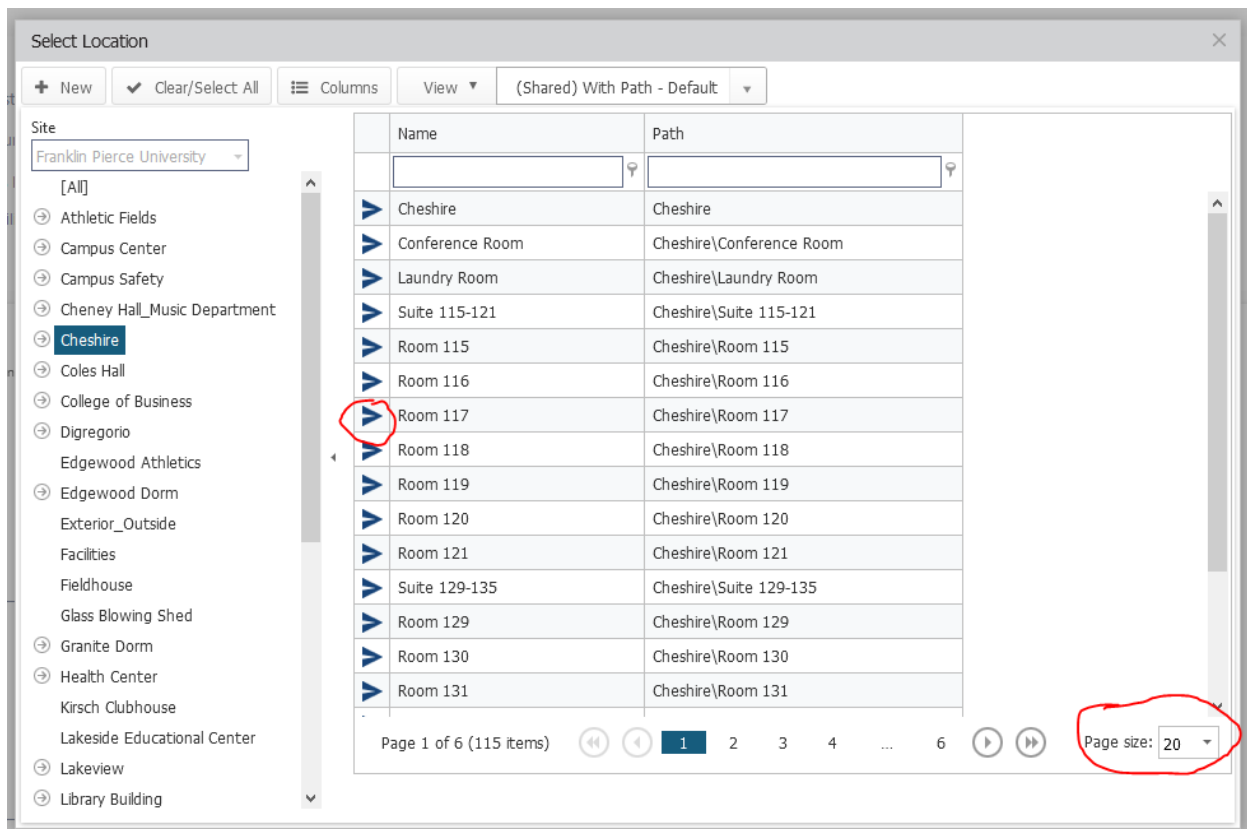
1. Click on the little pin object beside the Location input. **Do not click on the dropdown menu.**

Tell us the name of the building and your room number. If it's outdoors, please tell us

Location: * 

2. The Select Location screen opens. Click on your building **first in the list on the left side**. Once you choose your building it is important to choose which room you are referring to in the building. You will see a list of rooms in the building in the grid on the right side of the screen. **Choose your room.** You can use the Page Size selector in the lower right hand corner to see more rooms on a page.

3. Click on the blue arrowhead beside your room to select that room.

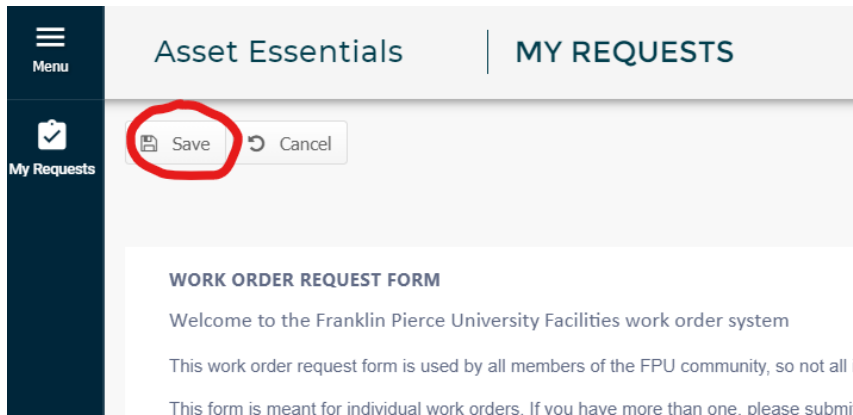


The screenshot shows the 'Select Location' window with the following elements:

- Site:** Franklin Pierce University
- Left Panel (List of Sites):**
 - [All]
 - ⊙ Athletic Fields
 - ⊙ Campus Center
 - ⊙ Campus Safety
 - ⊙ Cheney Hall_Music Department
 - ⊙ **Cheshire** (highlighted)
 - ⊙ Coles Hall
 - ⊙ College of Business
 - ⊙ Digregorio
 - Edgewood Athletics
 - ⊙ Edgewood Dorm
 - Exterior_Outside
 - Facilities
 - Fieldhouse
 - Glass Blowing Shed
 - ⊙ Granite Dorm
 - ⊙ Health Center
 - Kirsch Clubhouse
 - Lakeside Educational Center
 - ⊙ Lakeview
 - ⊙ Library Building
- Table:**

| Name | Path |
|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> |
| ▶ Cheshire | Cheshire |
| ▶ Conference Room | Cheshire\Conference Room |
| ▶ Laundry Room | Cheshire\Laundry Room |
| ▶ Suite 115-121 | Cheshire\Suite 115-121 |
| ▶ Room 115 | Cheshire\Room 115 |
| ▶ Room 116 | Cheshire\Room 116 |
| ▶ Room 117 | Cheshire\Room 117 |
| ▶ Room 118 | Cheshire\Room 118 |
| ▶ Room 119 | Cheshire\Room 119 |
| ▶ Room 120 | Cheshire\Room 120 |
| ▶ Room 121 | Cheshire\Room 121 |
| ▶ Suite 129-135 | Cheshire\Suite 129-135 |
| ▶ Room 129 | Cheshire\Room 129 |
| ▶ Room 130 | Cheshire\Room 130 |
| ▶ Room 131 | Cheshire\Room 131 |
- Page Information:** Page 1 of 6 (115 items)
- Page Size Selector:** Page size: 20

4. Scroll back up to the top of the screen and click on **Save**.



5. That's it; you should see your work order in your requests list and you will receive an email when your order is processed.