

Report Problem

Requestor

Requested By\*

Requestor Phone

Location

**Requestor** - Search your name and then 'click' on your name to fill in the field; Put in correct phone number.

**Site**, click on FG, BN, where the problem is situated; **Building**, search and 'click' on correct bldg of request; **Floor**, click on floor where problem is; **Room**, choose room if applicable

Use your assigned workspace location

SITE  BUILDING  FLOOR  ROOM

Enter in as much of the location information as you know. After selecting a floor, you may click the Drawing button to select the room from a floor plan drawing.

Enter the location specifically enough that maintenance can find it, such as 'Problem is on back wall, below window'.

Equipment

Equipment Code

You can enter the Equipment Code if you know it.

Warranty Vendor

Warranty Expiration Date

**Equipment** – Not applicable at this time.

Problem

Type of Problem\*

The more precisely you specify your problem, the better we can route it to people who can help.

**Problem** – Choose best suited trade to your knowledge

Billing

Billing Fund

Billing Organization

Billing Activity

Billing Program

**Billing** – Provide FOAP if required; Fund, start typing fund and 'click' on fund provided; follow same step for Org and Program

Description

Description\*

**Description** – Provide as much information as possible to the request being made.

**Add Documents** – Photos or documents can be attached to this request;

Then choose **Submit** – A confirmation number will pop up at the top of your screen; Manually record this number as it is a reference number you can use to follow up on.

**TIPS** – It is best to choose the drop down choice when filling out the form. If you **do not know a field leave it blank** and **provide it in the 'Description'**; Google Chrome provider works best for this form also.

You can contact the *Customer Service Desk* at 204-474-6281 for support in completing the form successfully.