

## **Create a New Work Request - Identifying the Building**

Updated: 12/04/2015

### **Notes**

#### **What is a filter?**

When in the Building Ops Console or when you open a pop-up window, you will often see boxes just below the column name. These are Filter boxes and allow you to 'Filter' the data. Filtering the data means you take a large amount of data and only show the items you included in the filter. In the Bldg Ops Console, there is a button to 'Clear' the filters, while in the pop-up windows there is a black X on the right that clears the filter. Clearing the filter means you will see all data.

Also, do not confuse filters with sorting. Sorting is when you have data and want to sort it A-Z or maybe Z-A.

#### **Default Building**

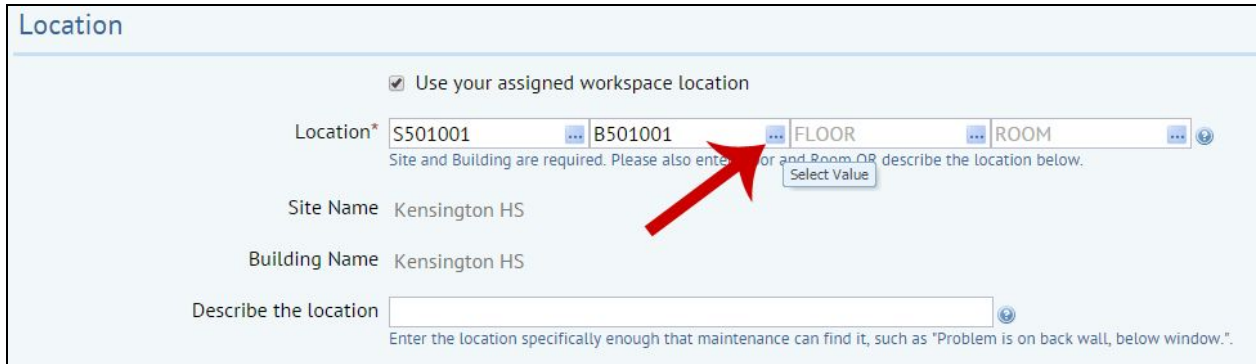
When you first 'Report Problem', the building code will default to the building the system shows is assigned to you. This information is not always accurate, so you must make sure to check the building name. DO NOT assume because you logged in at a specific school that that school will automatically be populated. The system is on the web and has no idea where you are logging in from, it only knows what school is assigned to you in the database.

**Note: You do not have to start by identifying a Site. Please start the location process by selecting a Building.**

## STEP 1 - Identify the BUILDING

### 1A. Click on the three dots within the Building field.

- This will bring up a window with a list of buildings.

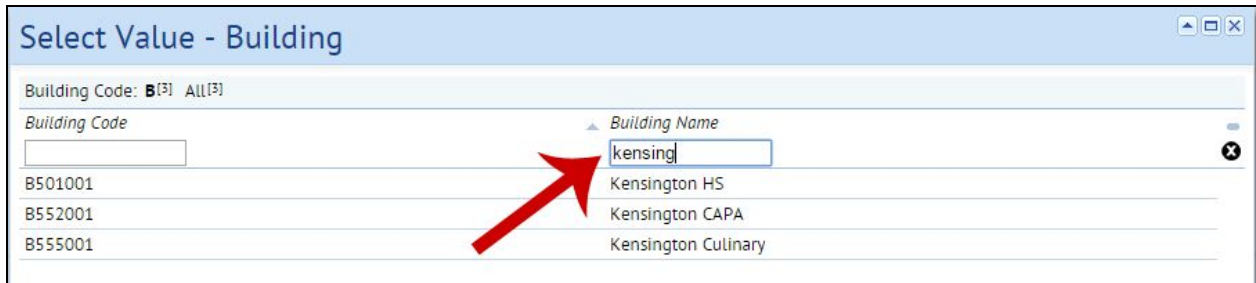


The screenshot shows the 'Location' form with the 'Building' dropdown menu open. A red arrow points to the three dots in the 'Building' field. The form includes a checkbox for 'Use your assigned workspace location', a 'Location\*' field with 'S501001' and 'B501001' entered, and a 'Describe the location' field.

Building Code	Building Name
B501001	Kensington HS
B552001	Kensington CAPA
B555001	Kensington Culinary

### 1B. Go to the filter box below the title 'Building Name' Type in the first couple letters (or full word) of the building that you want to create the Work Request, then press ENTER.

- A list of buildings with those letters in the name will appear.

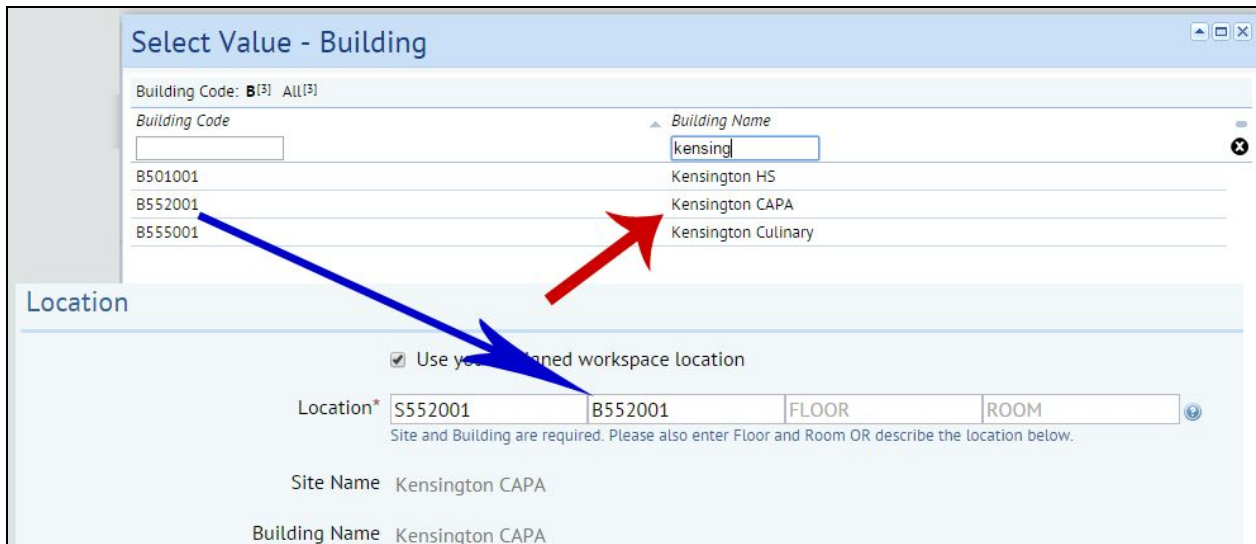


The screenshot shows the 'Select Value - Building' dialog box. A red arrow points to the filter box under 'Building Name' which contains the text 'kensing'. The list of buildings is filtered to show only those starting with 'Kensington'.

Building Code	Building Name
B501001	Kensington HS
B552001	Kensington CAPA
B555001	Kensington Culinary

### 1C. CLICK on the name of the building you want to create a Work Request.

- This will close the pop-up selection form and record the Building Code in the WR form.
- Note that originally the WR showed Kensington HS, now it says Kensington CAPA.



The screenshot shows the 'Location' form with the 'Building' dropdown menu closed. A red arrow points to the 'Building' field, and a blue arrow points to the 'Building Name' field. The form now shows 'B552001' in the 'Building' field and 'Kensington CAPA' in the 'Building Name' field.

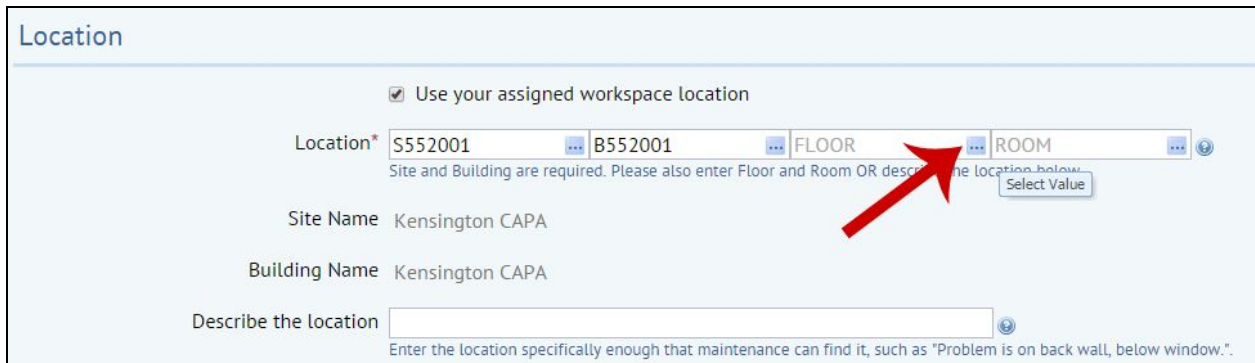
Building Code	Building Name
B501001	Kensington HS
B552001	Kensington CAPA
B555001	Kensington Culinary

## STEP 2 - Identify the Floor

Note that adding the Floor and Room is not required if you add information to “Describe the Location”. If you do not add information to “Describe the Location”, then you need to include the Floor and Room. One or the other, or both.

### 2A. Click on the three dots within the Floor field.

- This will bring up a window with a list of floors for the building selected in Step 1.



Location

Use your assigned workspace location

Location\* S552001 B552001 FLOOR ROOM  
Site and Building are required. Please also enter Floor and Room OR describe the location below.  
Select Value

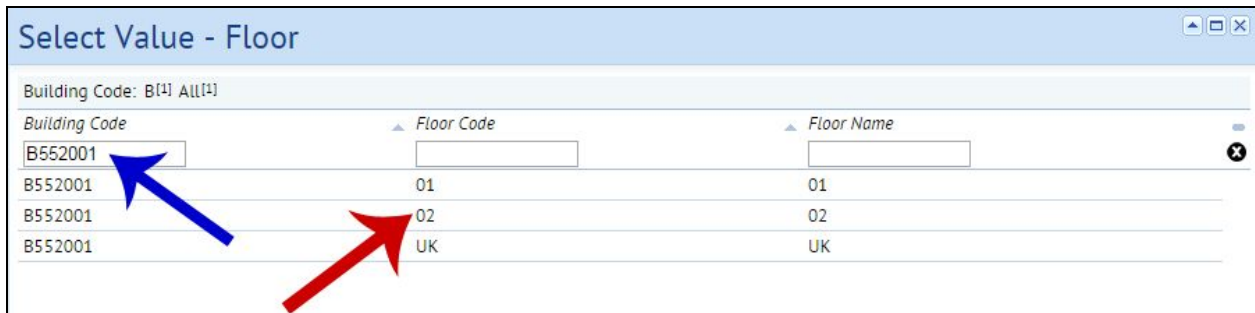
Site Name Kensington CAPA

Building Name Kensington CAPA

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

### 2B. Click on the Floor Code where the problem exists (red arrow).

- Note that the list of Floors is automatically pre-filtered for the Building Code you selected in Step 1 (blue arrow).
- UK stands for Unknown floor. We are continually updating our space inventory, so spaces will be corrected over time.
- Clicking the X on the right will clear your filter and you will see all Floors for all Buildings. Be very careful, because selecting a floor in a different building will change the Building Code for your Work Request.



Select Value - Floor

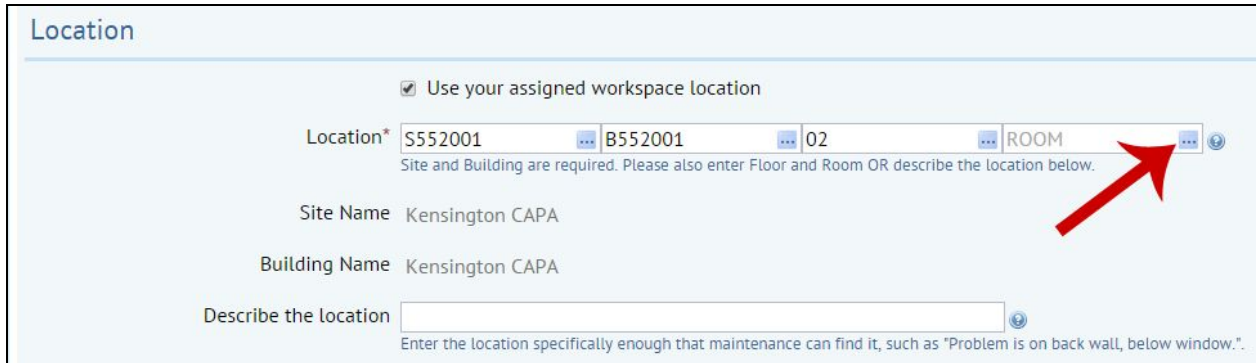
Building Code: B552001 All[1]

Building Code	Floor Code	Floor Name
B552001	01	01
B552001	02	02
B552001	UK	UK

### STEP 3 - Identify the Room

#### 3A. Click on the three dots within the Room field.

- This will bring up a window with a list of rooms for the building and floor selected in Step 1 & 2.



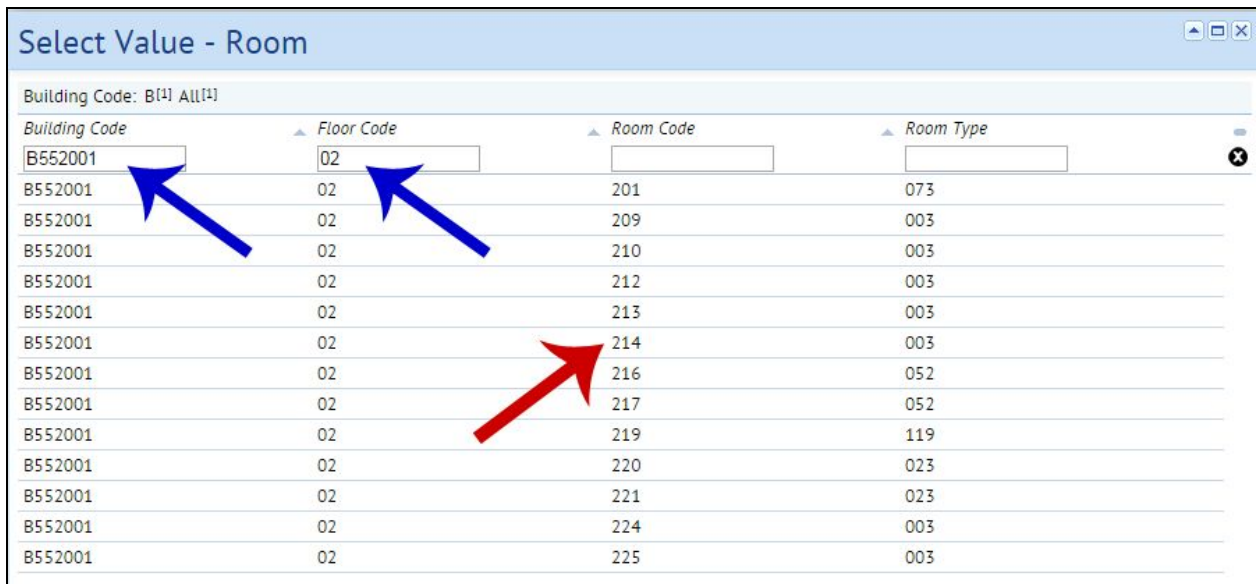
The screenshot shows a 'Location' form with the following fields and values:

- Use your assigned workspace location
- Location\*: S552001 B552001 02 ROOM (A red arrow points to the three dots menu icon on the right of the ROOM field.)
- Site Name: Kensington CAPA
- Building Name: Kensington CAPA
- Describe the Location: (Empty text box)

Below the form, there is a note: "Enter the location specifically enough that maintenance can find it, such as 'Problem is on back wall, below window.'"

#### 3B. Click on the Room Code where the problem exists (red arrows).

- Note that the list of Rooms automatically pre-filtered for the Building Code and Floor you selected in Step 1 & 2 (blue arrows).
- Clicking the X on the right will clear your filter and you will see all Rooms for all Buildings. Be very careful, because selecting a room in a different building will change the Building Code for your Work Request.
- Room Type is a code that references the type of room.



The screenshot shows a 'Select Value - Room' dialog box with the following table:

Building Code	Floor Code	Room Code	Room Type
B552001	02		
B552001	02	201	073
B552001	02	209	003
B552001	02	210	003
B552001	02	212	003
B552001	02	213	003
B552001	02	214	003
B552001	02	216	052
B552001	02	217	052
B552001	02	219	119
B552001	02	220	023
B552001	02	221	023
B552001	02	224	003
B552001	02	225	003

Blue arrows point to the Building Code and Floor Code columns. A red arrow points to the Room Code '216'.

When selecting a Floor Code or Room Code, be sure to check that the Building Code is accurate.