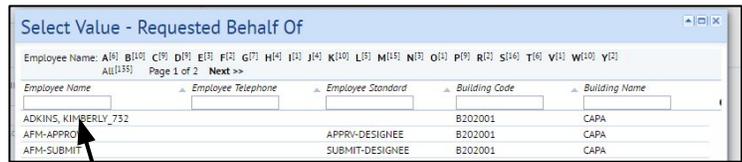
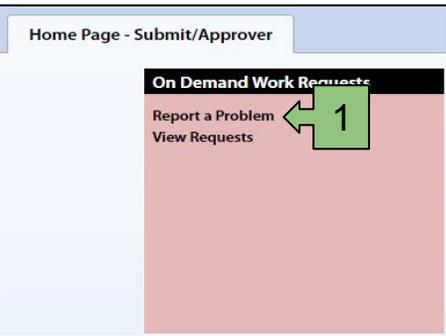




Submitting a Work Request

- 1 Once logged into the MOJO site, select *Report a Problem*. This will bring you to the WR submittal page.
- 2 Verify your information shown here is accurate.
- 3 Click on the small blue button inside the field box to select the individual who reported the issue. A new window will open where you can search and select the individual.



Requestor

Requested By: AFM-SUBMIT

Requestor Phone: _____

Requestor Email: afm-submit@philasd.org

Requested Behalf Of: [Select Value] (Arrow 3)

Location

Use your assigned workspace location

Location*: S202001 B202001 01 105

Site Name: CAPA (Arrow 4)

Building Name: CAPA

Describe the location: _____ (Arrow 5)

Problem

Type of Problem: OPERATIONS (Arrow 6)

Type of Problem Task: _____ (Arrow 7)

Description

Description*: _____ (Arrow 8)

[Submit] [Cancel] (Arrow 9)

- 4 Select the button in the *Building* field to select
- 5 Enter a brief description of the location; floor, room number, area inside of the room.
- 6 The *Problem Type* will be *Operations*. The second drop down will allow you to select either *Building Engineer* or *Custodial*.
- 7 The two menus under *Type of Problem Task* will allow you to select a specific building system or location and a specific task.
- 8 Enter a detailed description of the issue you are reporting. Who, what, when, where, why. Any pertinent details should be noted in the *Description* field.

- 9 Verify all the information you entered is accurate and select the *Submit* button once. The WR will be entered into the system and a pop-up window will appear with the WR number assigned to your request.