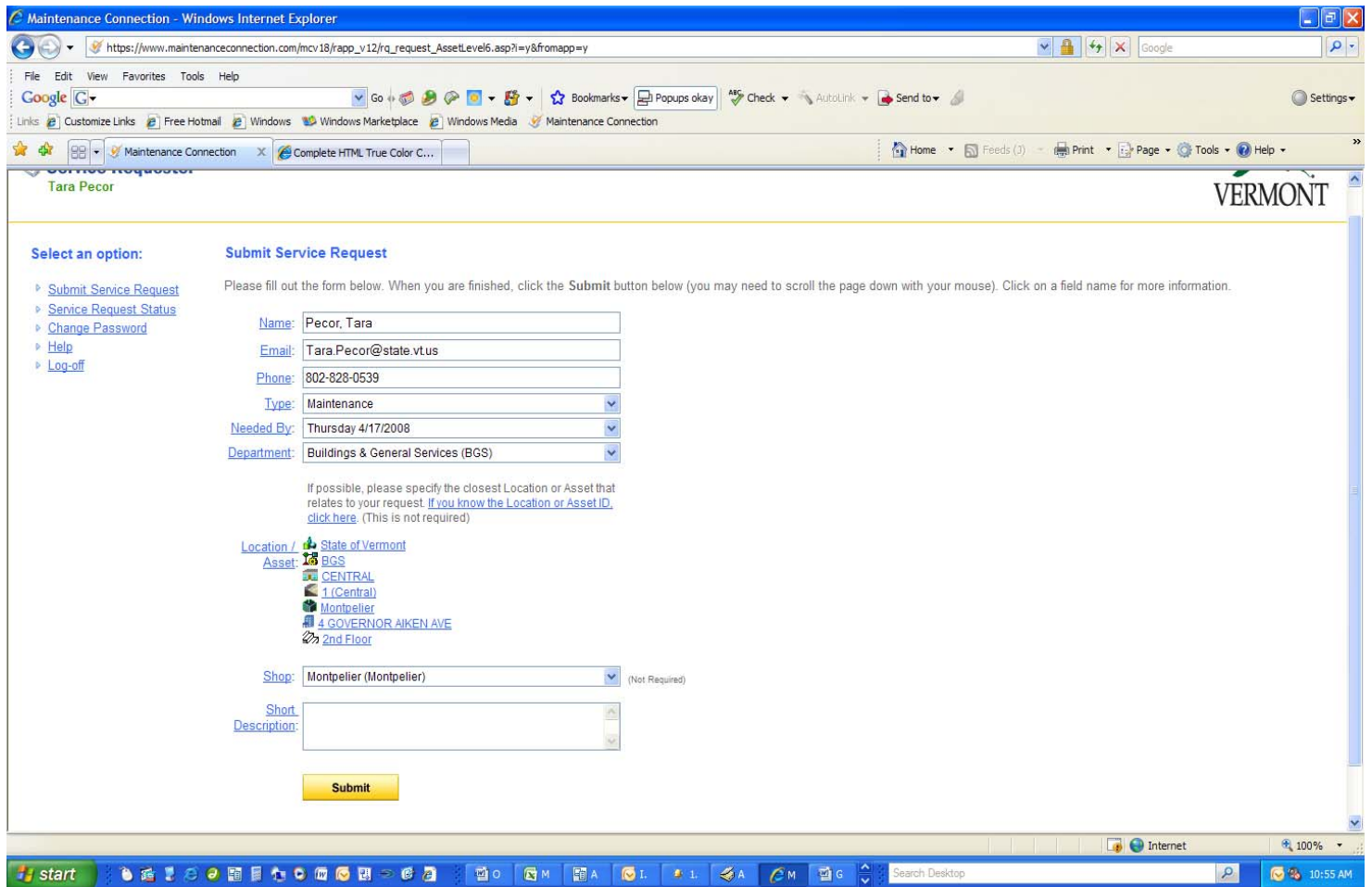
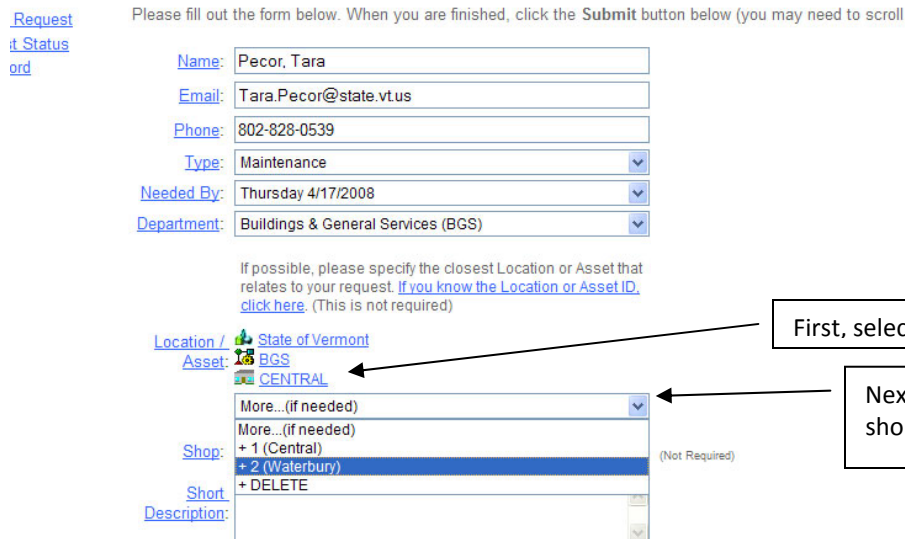


Using the Service Requestor to create a new work order:

When you logon to MC to start a new work order, this is the screen you will see:



Please be sure to fill out all the fields. Everyone that has signed up most likely has been assigned to their particular building that they work in. However, if you are a person that makes requests for several buildings, please be sure to change the Location/Asset. For example, if you want to change to a building in Waterbury instead of one in Montpelier, click on Central, since Waterbury is in that District, and then chose Waterbury (see below):



Then drill down to the building and then the floor for the desired work order location.



Service Requester

Tara Pecor

Select an option:

[Submit Service Request](#)

[Service Request Status](#)

[Change Password](#)

[help](#)

[log-off](#)



Submit Service Request

Please fill out the form below. When you are finished, click the **Submit** button below (you may need to scroll the page down w

Name:	<input type="text" value="Pecor, Tara"/>
Email:	<input type="text" value="Tara.Pecor@state.vt.us"/>
Phone:	<input type="text" value="802-828-0539"/>
Type:	<input type="text" value="Maintenance"/>
Needed By:	<input type="text" value="Thursday 4/17/2008"/>
Department:	<input type="text" value="Buildings & General Services (BGS)"/>

If possible, please specify the closest Location or Asset that relates to your request. [If you know the Location or Asset ID, click here.](#) (This is not required)

[Location /](#) [State of Vermont](#)

[Asset:](#) [BGS](#)

[CENTRAL](#)

[2 \(Waterbury\)](#)

[Waterbury](#)

[WEEKS BUILDING](#)

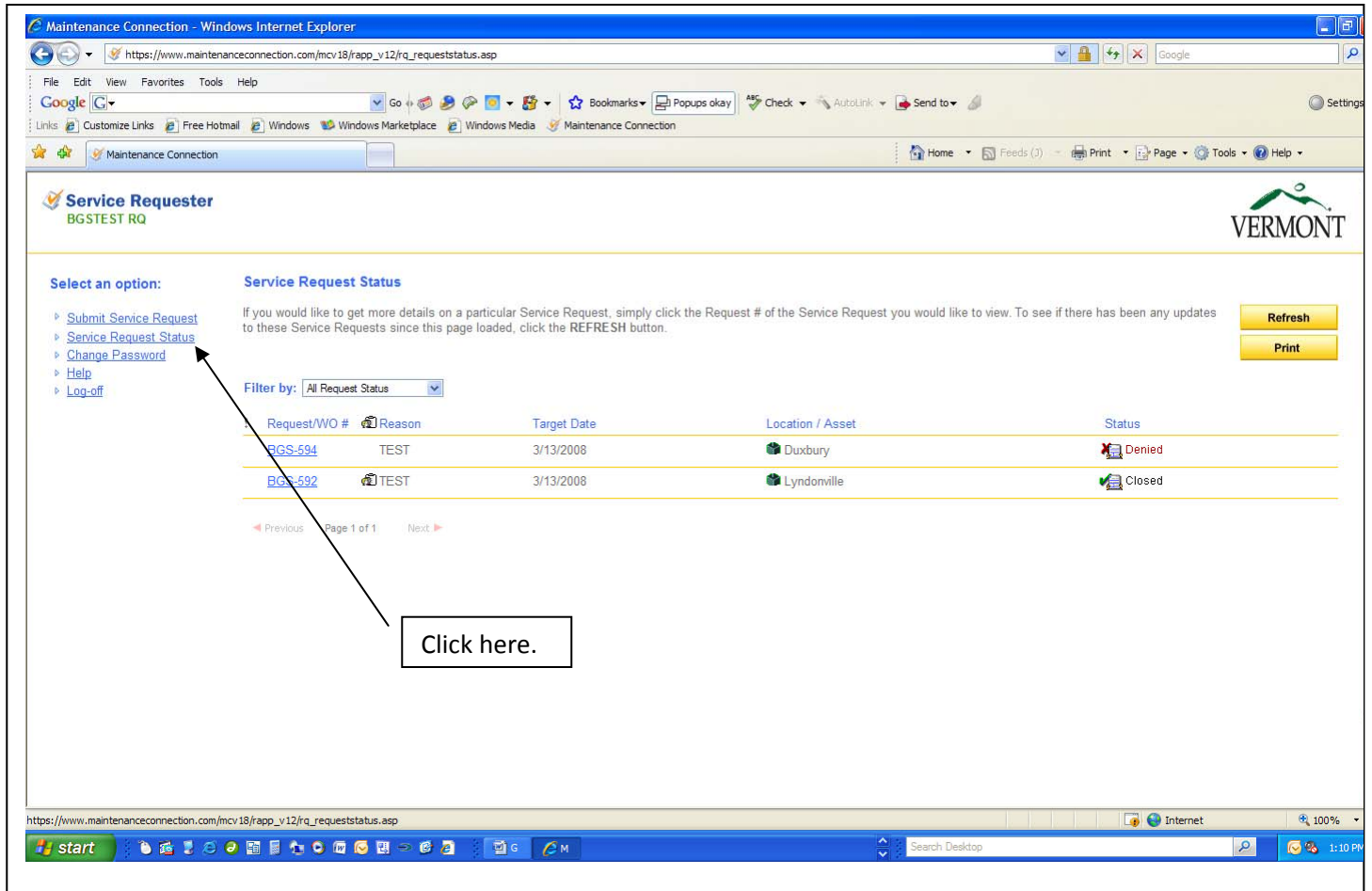
[Shop:](#) (Not Required)

[Short](#)
[Description:](#)

Submit

CHECKING STATUS OF WORK ORDERS:

Logon to the Service Requestor and click on "Service Request Status" on the left-hand side. You will then see a list of your requests and their status.



The screenshot shows a web browser window titled "Maintenance Connection - Windows Internet Explorer". The address bar displays the URL: https://www.maintenanceconnection.com/mcv18/rapp_v12/rq_requeststatus.asp. The page header includes the "Service Requestor" logo with "BGSTEST RQ" and the "VERMONT" logo.

Under the heading "Service Request Status", there is a "Select an option:" menu with links for "Submit Service Request", "Service Request Status", "Change Password", "Help", and "Log-off". A "Service Request Status" section contains a "Filter by:" dropdown set to "All Request Status" and a "Refresh" button. Below this is a table of work orders:

Request/WO #	Reason	Target Date	Location / Asset	Status
BGS-594	TEST	3/13/2008	Duxbury	Denied
BGS-592	TEST	3/13/2008	Lyndonville	Closed

At the bottom of the table, there are "Previous" and "Next" navigation links, and "Page 1 of 1" is displayed. A callout box with the text "Click here." has an arrow pointing to the "Service Request Status" link in the "Select an option:" menu.

The Windows taskbar at the bottom shows the "start" button, several application icons, a search bar, and the system tray with the time "1:10 PM".