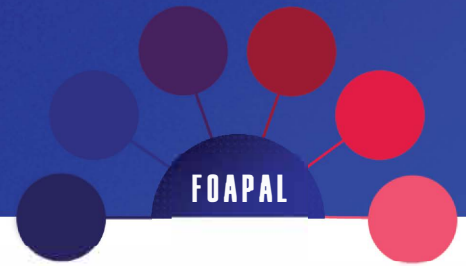


Work Order Request



FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

USE

Faculty and staff work order request for campus property.

FOAPAL RELATED CHANGES

Work Order Request Functions	FOAPAL Change
1. Requestor funding information input	FOAPAL string input

REQUESTOR INFORMATION INPUT

Work Order request changes are largely cosmetic. Figure 1 (right) shows the old work order request.

The new Work Order request page shows a logo update, and the old Account Number field has been replaced with fields for Fund and Organization Code.

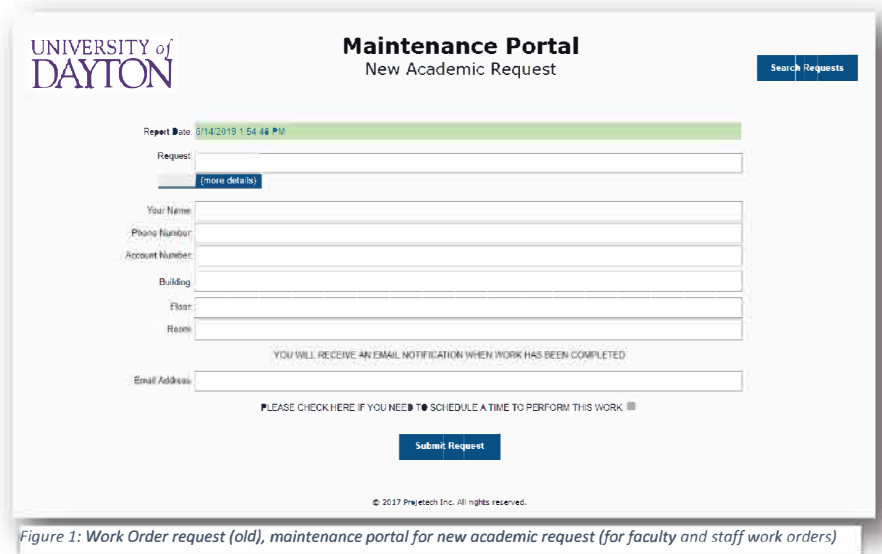


Figure 1: Work Order request (old), maintenance portal for new academic request (for faculty and staff work orders)

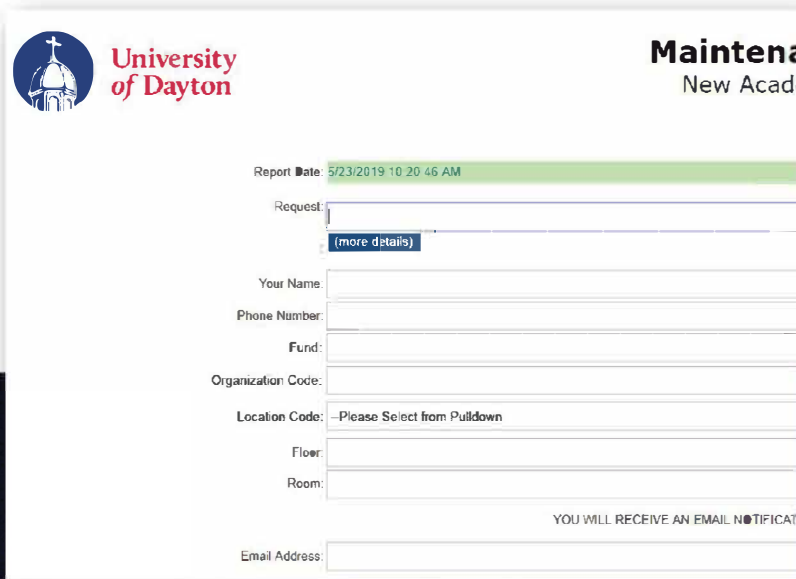


Figure 1: Work Order request (new), Fund/Organization Code and Location Code updates

See Figure 2 (left) for an example of the new Work Order request form.

Note: Facilities will assign Account, Program and Activity codes.