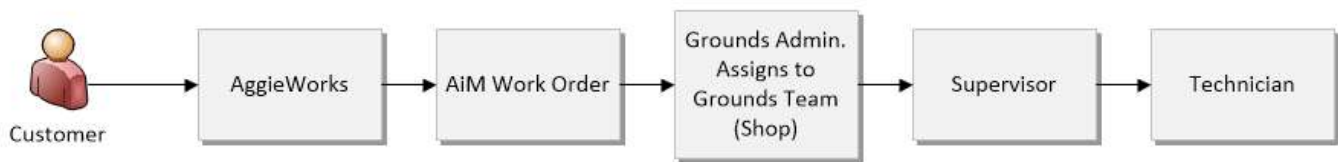


Work Order Creation Process

Work Order Creation Process Overview

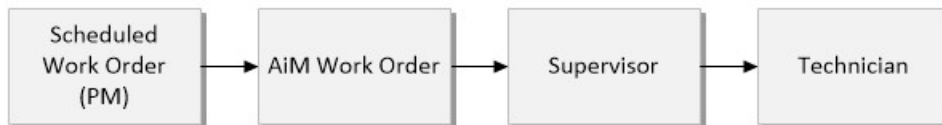
- Work Orders can be initiated multiple ways
 - By Customer through the AggieWorks website



- By SSC Grounds through the Grounds Work Order form (*Instructions Following*)

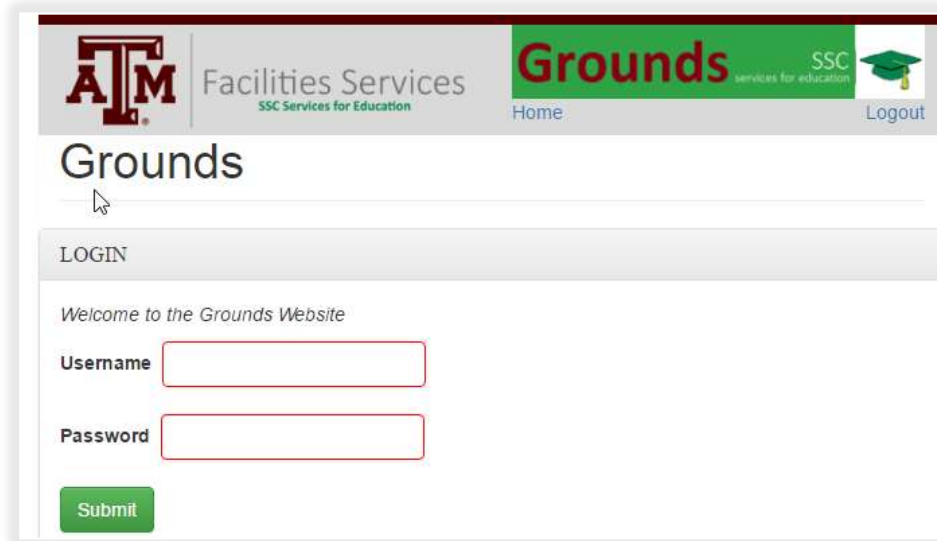


- By PM Generation for Structural Pest scheduled preventive maintenance jobs



Grounds Website

**A Grounds website has been created and is only available to Grounds employees.



The screenshot shows the login page of the Grounds website. At the top, there is a header with the ATM logo, "Facilities Services SSC Services for Education", and "Grounds services for education SSC" with a graduation cap icon. Below the header, the word "Grounds" is displayed in a large font. Underneath, there is a "LOGIN" section with a "Welcome to the Grounds Website" message. There are two input fields: "Username" and "Password", each with a red border. A green "Submit" button is located below the password field.

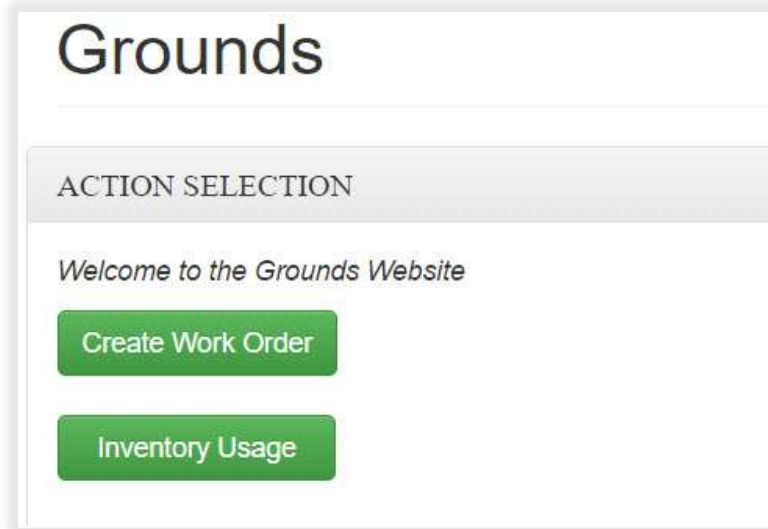
Supervisors and office staff will login in with their Windows computer account.

Grounds employees without computer access -

Username – assigned id list provided to supervisors

Password – Grounds2017

Once logged in, the user will have the following options.



The screenshot shows the main menu of the Grounds website after login. The word "Grounds" is displayed in a large font at the top. Below it, there is a section titled "ACTION SELECTION" in a grey bar. Underneath, there is a "Welcome to the Grounds Website" message. There are two green buttons: "Create Work Order" and "Inventory Usage".

Create Work Order

The Create Work Order button provides a simplified form for creating a Grounds work order.

- Click 

- Click 

- Buildings can be search by number or name
- Select the building from the list

Work Order

Building Lookup Bldg Aggie Map

(0446) RUDDER TOWER

Description

What work needs to be done|

Shop

Choose One

Work Category

Corrective Event Routine

- Enter the description of the work to be completed.

Shop

Choose One

Choose One

Grounds

HEQ

Horticulture

HVAC

Irrigation

LCON

Rec Sports

Tree

Turf

- Choose the Shop completing the work

Shop

GBL - GROUNDS

Work Category

Corrective Event Routine

- Choose the Work Category –
 - Corrective (CM) – work initiated by SSC
 - Event - EV
 - Routine (RTM) - work covered under contract (weekly mowing, flowerbeds, etc.)

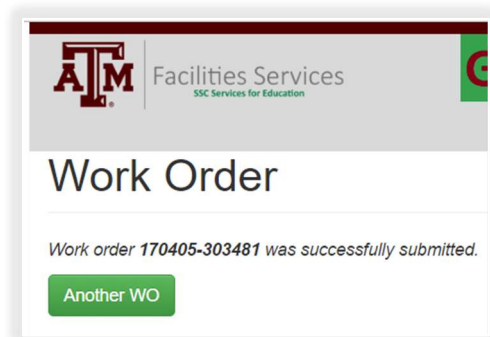
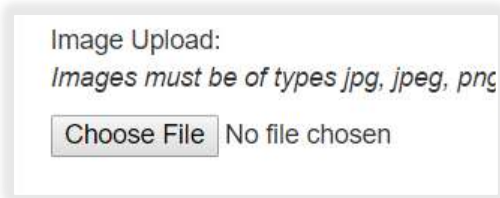
Work Code

Choose One

Image Upload:
 Images must be of types jpg, jpeg, png, or

Choose File No file chosen

- Choose the Work Code –
 - The list will filter based on the shop chosen.
 - *If additional options are needed, contact Krista Philips*



- *Optional* - To add an image to the Work Order, click **Choose File**
- Click **Create WO** to submit the Work Order to AiM
 - *Uploading a file will increase submission time. Be Patient*
- The Work Order number will be returned to the screen.
- To return to the main page, click on the word Grounds or HOME in the top right hand corner.