

How to Redirect Work Orders Outside of Maintenance

Transfer to Grounds

- Enter a Note indicating – “Please send to Grounds to complete ...”
- Set Work Order status to REDIRECTED
- Set Phase status to PHS COMPLETE
- AggieWorks will create a new Work Order for Grounds. (Grounds uses a different WO Type)

Transfer to Custodial

- Enter a Note indicating – “Please send to Custodial to complete ...”
- Set Work Order status to REDIRECTED
- Set Phase status to PHS COMPLETE
- AggieWorks will transfer the Work Order to Custodial.

Transfer to EDCS

- Enter a Note indicating why you think this Work Order should be a project
- DO NOT change WO Status
- Set Phase status to POSSIBLE PROJECT
- Ops Managers will determine if the WO needs to go to EDCS or stay with a Maintenance Project Manager.

Transfer to UES

- Enter a Note indicating – “Please send to UES to complete ...”
- Set Work Order status to REDIRECTED
- Set Phase status to UES RECOMND
- AggieWorks will transfer the Work Order to UES.

Transfer to Building Access

- Enter a Note indicating – “Please send to Building Access to complete ...”
- Set Work Order status to REDIRECTED
- Set Phase status to BLDG ACCESS RECOMND
- AggieWorks will transfer the Work Order to BA.