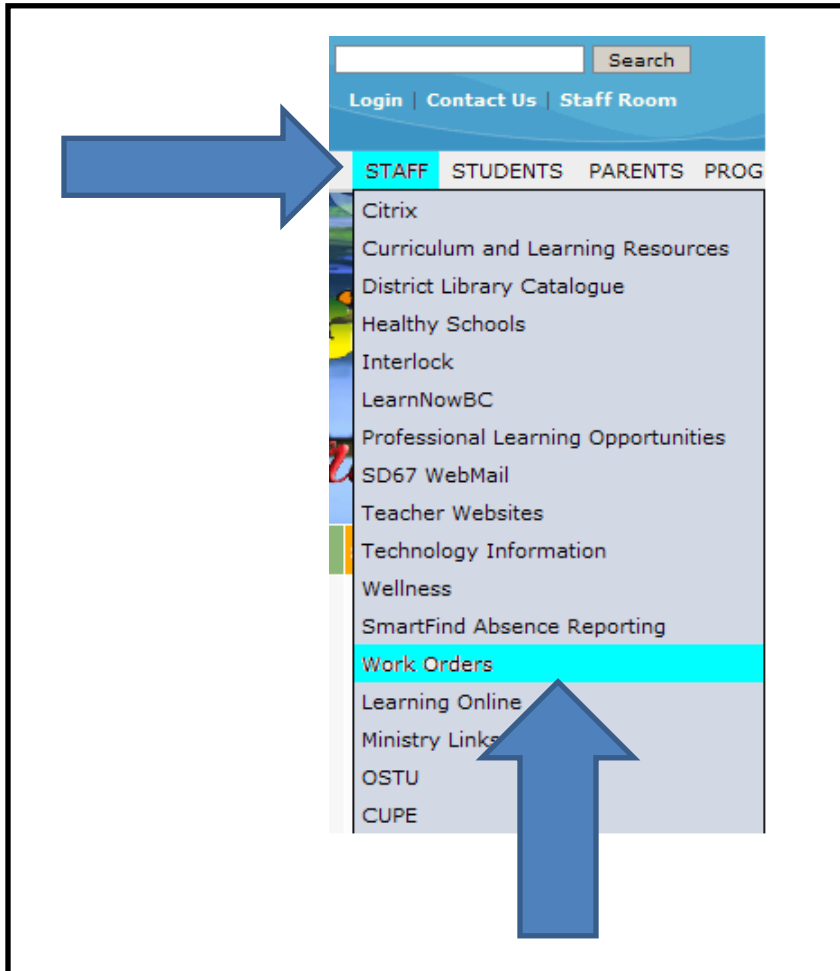


Work Orders

- Go to the SD67 homepage
- Click on Staff on the menu bar and choose Work Orders



- Click on Link to Work Order online

If this is the first time that you have put in a work order you will be asked to enter the Organization Number. Please refer to the email that was sent with this attachment for the number to type into this space. Submit.

- Now enter your school email address.

NOTE: If you are putting in a work order for another staff member, enter **their** email address!!!

Step 1: If you are putting in a work order for someone else BE SURE to click on the [here](#) button to change the email address to the other person. This is very important so the departments can contact the correct person about the work order!!!

Step 1 Please be yourself, click [here](#) if you are not Anita Toneatto

First Name Anita	Last Name Toneatto	Email atoneatto@summer.com
Phone	Pager	Mobile Phone

Step 2: Be as specific as possible with the location, area and room number

Step 2 Location

Location: Penticton Secondary

Area: Science Lab

Area/Room Number : storage room/221

Step 3: Check with your administrator if you are not sure which department you should be choosing. If you don't choose the correct department, the work order will take significantly longer to complete.

Step 3 Select Problem Type:

Maintenance Help Desk: Click on the problem type below that best describes your issue.

Carpentery	SELECT Computer Services	Curtain Repair/Cleaning	Custodial
Delivery	Doors and Hardware	Electrical	Elevators
Equipment	Event Setup	Fence Repair	Fire Protection
Flooring	Furniture Repair	General Maintenance	Glass/Window Repairs
Grounds	Heating/Ventilation /Air Conditioning	Laminators	Painting
Playground	Plumbing	Roof	Security
Snow Removal	Welding		

Step 4: Be as specific as possible. If you are sending a W/O to the computer services dept. include computer number as well as any error messages and as accurate a description as possible regarding your problem.

Step 4 Please describe your problem or request.

Computer number WS01room221's monitor is not working. The blue light is flashing and nothing is coming up on the screen.

Step 5: Gives you the ability to attach a file – could be a description, drawing etc.

***If you want to take a **screenshot** of your problem hit the PrtScn button (usually on the top by the F keys) on your keyboard. This saves your screenshot to your clipboard. Now you can go to the Start Menu/Programs/Accessories/Paint/Edit/Paste. Your screenshot will be pasted into the Paint program. File/Save As and name your file and save to your desktop. Now Attach this file to your work order by using Step 5.

Step 6: Refer to the email that had this document attached for the password

Step 7: Submit your W/O.

All work orders go through administration first, then to the department manager who assigns the work to the appropriate person/persons. You will receive notification that your request has been received.