

Submitting a General Work Request

Under the Work Request field on the Site Menu choose "Submit a Request". The next step is to fill out all of the fields which are highlighted below in red and are described below in more detail.

- Facility: Select the "Main Campus"
Building: Choose the appropriate building in which the work will be performed
Name: Enter your name as the requester of the work
Phone: Enter a good phone # to reach you at for any additional information required
E-mail Address: The address of the person making the request
Repair Center: Choose the repair center based on the work to be performed (FO-general etc)
Request: Enter the request work to be performed

The screenshot shows a web browser window with the URL <http://tma2test:> and the page title "TMA iServiceDesk - St. Lawr...". The page header includes the TMA SYSTEMS logo and "St. Lawrence University". The main content area is titled "Submit your Request" and contains the following form fields:

- Facility: (highlighted in yellow)
- Building: (highlighted in yellow)
- Area: (highlighted in yellow)
- Name: Jim Kozsan
- Phone #: 315-323-0384
- E-mail Address: jkozsan@stlawu.edu
- Repair Center: (highlighted in yellow)
- Account #: (empty)
- Tag Type: Area (dropdown menu)
- Tag #: (empty)
- Department: (empty)
- Request: (highlighted in yellow)

A "Submit" button is located at the bottom of the form. The Site Menu on the left includes options for Home, Work Request (Submit a Request, Query Request), Work Order (Query a Work Order), Key Request (Submit a Request, Submit Request Queue), Minor Capital Project Request (Submit a Request), Other Options (Please select from list, GO), and Material Request (Catalog Search, View My Cart). The iServiceDesk logo is visible in the bottom right corner of the page.