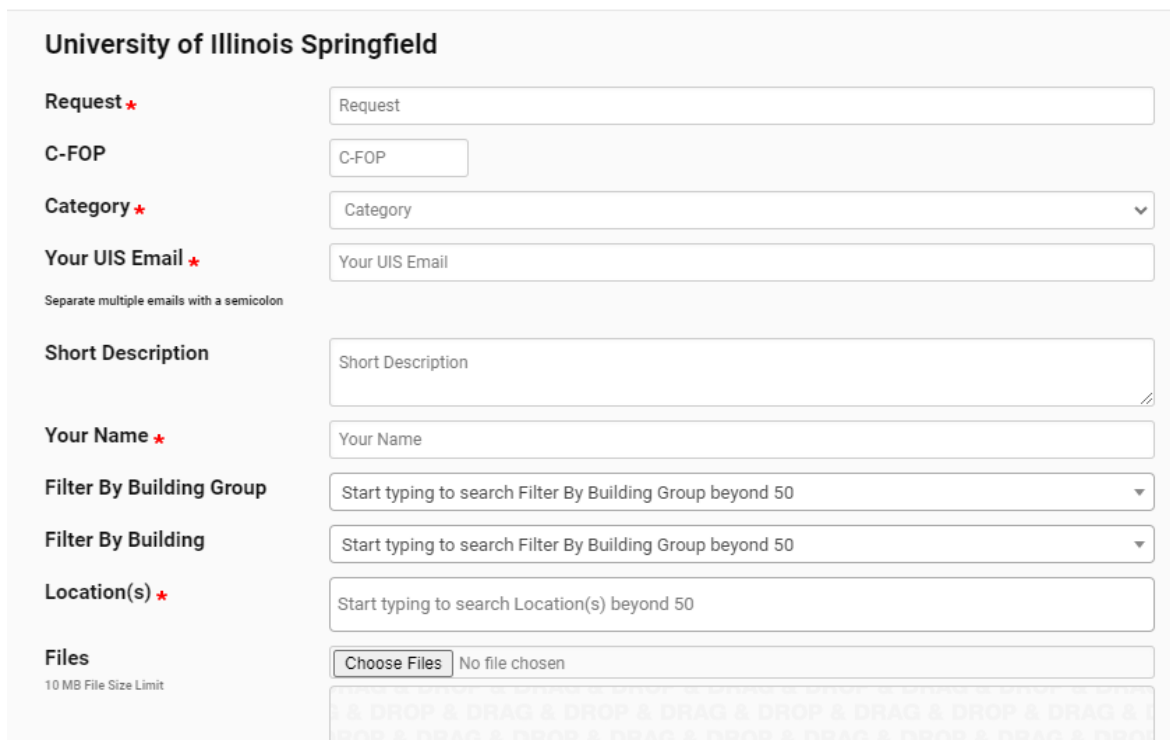


# “UIS WORK ORDERS” instructions for Residence Life

1. Go to <http://go.uis.edu/wo> and the following screen should appear.



The screenshot shows the 'University of Illinois Springfield' UIS Work Order form. It includes the following fields and options:

- Request \***: Text input field with placeholder 'Request'.
- C-FOP**: Text input field with placeholder 'C-FOP'.
- Category \***: Dropdown menu with placeholder 'Category'.
- Your UIS Email \***: Text input field with placeholder 'Your UIS Email'. Below it is a note: 'Separate multiple emails with a semicolon'.
- Short Description**: Text area with placeholder 'Short Description'.
- Your Name \***: Text input field with placeholder 'Your Name'.
- Filter By Building Group**: Dropdown menu with placeholder 'Start typing to search Filter By Building Group beyond 50'.
- Filter By Building**: Dropdown menu with placeholder 'Start typing to search Filter By Building Group beyond 50'.
- Location(s) \***: Text input field with placeholder 'Start typing to search Location(s) beyond 50'.
- Files**: File upload section with a 'Choose Files' button, 'No file chosen' text, and a '10 MB File Size Limit' note.

2. **Request\*** - Title your Work Request with a brief issue of the problem such as ‘Bedroom Light Out’ or ‘Kitchen Outlet Not Working’.
3. **C-FOP** – Please IGNORE & SKIP this entry.
4. **Category\*** - Please select ‘Residence Life (Housing)’. Selecting anything else may delay your work request significantly.
5. **Your UIS Email\*** - Enter your @uis.edu email address. If you want to place your personal email address here you may do so AFTER you put in your UIS email and a ‘;’. You may also include your roommates as well for issues concerning all residents in the unit.
6. **Short Description** – This is where you would a brief but detailed description of the problem such as ‘Desk drawer in Bedroom B is hard to operate’ or ‘The overhead light in the hallway by B/C bedroom is out’. \* Location of issue is very important.  
  
*\*Not all items inside your residency will be handled by one person. Plumbers do not handle electrical work and carpenters do not handle plumbing issues so, **please submit individual work orders for each maintenance issue you may have.***
7. **Your Name\*** - Please enter your full name (first name and last name). If we have any questions, we may be reaching out to you.

## “UIS WORK ORDERS” instructions for Residence Life

- Filter By Building Group** – Please select ‘Residential’
- Filter By Building** – Please select the appropriate building that you live in. You may have to type to find your correct location as the drop down only shows the first 50 entries.
- Locations(s)\*** - Please select the appropriate unit that you live in. You may have to type to find your correct location as the drop down only shows the first 50 entries.\*\* If you make a mistake you can hit the x to delete the unit.

*\*\*Once you have done this before and know your room as the system wishes to call it, you can skip the ‘Building Group’ and ‘Filter By Building’ and just begin typing in ‘Location(s)’.*

- Files** – You may choose to include files such as pictures in this section.

- Once you are finished it should look something like this:

**University of Illinois Springfield**

<b>Request *</b>	<input type="text" value="For Instructions of Work Orders"/>
<b>C-FOP</b>	<input type="text" value="C-FOP"/>
<b>Category *</b>	<input type="text" value="Residence Life (Housing)"/>
<b>Your UIS Email *</b>	<input type="text" value="housing@uis.edu"/>
<small>Separate multiple emails with a semicolon</small>	
<b>Short Description</b>	<input type="text" value="This is an example work order request to show residents how to submit requests to have work repaired in their apartment, townhomes, or residence halls as applicable"/>
<b>Your Name *</b>	<input type="text" value="UIS Residence Life"/>
<b>Filter By Building Group</b>	<input type="text" value="Residential"/>
<b>Filter By Building</b>	<input type="text" value="Foxglove - Bldg 9-12"/>
<b>Location(s) *</b>	<input type="text" value="x Foxglove - Bldg 9-12 (Building) - Apt 12 - (Room)"/>
<b>Files</b>	<input type="button" value="Choose Files"/> No file chosen
<small>10 MB File Size Limit</small>	

& DROP & DRAG & DROP & DRAG & DROP & DRAG & DROP & DRAG & DROP & DRAG & I

- Submit** – Finally click this button to submit the work order request.