



# Alvord Unified School District

Our Promise: All students will realize their unlimited potential.

## Maintenance Work Order System

### Training Agenda

- I. Overview:
  - a. Enter Work Order > Submit > Approve > Receive > Complete & Close
- II. Sign-in on (<https://www.maintenancelogin.com>)
  - a. User Name: Your email address (e.g. myemailname@alvord.k12.ca.us)
  - b. Head Custodians User Name: Name of school (e.g. AlvordAlt, AlvordCont, Arizona (no spaces))
  - c. Temporary Password: 1234
  - c. Change Password
- III. Submit a Work Order
  - a. From Menu: Work Orders\New Work Order
  - b. « REMINDER - Use a separate work order for each request – be specific.
- IV. Search for a work order
  - a. Work Orders--->Active (shows all *open* work orders)
  - b. Work Orders--->Search (shows open, closed, cancelled, etc.)
- V. Run Reports
  - a. Reports--->Status Reports--->All Open Work Orders
  - b. Reports--->Status Reports--->Over 30 Days
  - c. Reports--->Work Order Report Generator (custom reports)
- VI. Questions
  - a. Contact Vickie Turner at ext. 225025 or Adonna Calderon at ext. 226029

System will go live on May 15, 2017

Print all pending work orders from the old system prior to May 15, 2017.

Do NOT enter pending work orders in the new system. Vickie will be closing them out as they are completed.



## STEP 1: ENTER WORK ORDER.

Work Orders ▾ Reports ▾ Manage ▾

Search

KPC Originator ▾

New

New

Active

Search

ALVORD SCHOOL DISTRICT  
1896

Welcome to Maintenance & Operations

Our Department handles work orders, repairs, grounds keeping, maintenance of sites and pools, contracts, vehicles and field trip requests. Our staff has many years' experience and would be happy to assist you. If you have additional questions or concerns, please feel free to contact us via phone, fax or email.

Our Priority is to maintain the highest level of safety and security for all staff & students.

2 ways to enter a work order: Click "New" on the left side of the menu bar, or hover over "Work Orders" then click "New".

## STEP 2: ENTER DETAILS OF THE WORK ORDER.

Work Orders ▾ Reports ▾ Manage ▾

Search

KPC Originator ▾

New

New Work Order

Contact Info: KPC Originator - adonna.calderon@alvord.k12.ca.us - No phone# in profile

Property: KPC Building

Room/Location: Enter Room #, Floor #, Name, Dept.

Description: Be specific in your descriptions. Provide as much detail as possible.

Priority: Medium

-- Select --

High

Medium

Low

Emergency

Summer Project

Default Priority is set to "Medium". If you have an "Emergency," **submit** a work order, select "Emergency" **and** call Maintenance.

What is an "Emergency?" If it stops business operations, endangers students and staff (e.g. exposed electrical), damaging the facility (e.g. broken water pipe), or graffiti. If you are unsure, call Maintenance, ext. 225025

## STEP 3: CLICK "CREATE" TO SUBMIT WORK ORDER.



### M&O Work Order System

Work Orders ▾ Reports ▾ Manage ▾   

#### New Work Order

Contact Info: *KPC Originator - adonna.calderon@alvord.k12.ca.us - No phone# in profile*

Property:

Room/Location:

Description:

Priority:



## STEP 4: ATTACH PICTURE OR FILE IF APPLICABLE



### M&O Work Order System

Work Orders ▾ Reports ▾ Manage ▾   

 **The work order has been submitted, thank you.**

Work Order Number: **FY16-17-00085**

#### Files for this Work Order

Upload a File:  No file chosen

Description:

You may optionally specify a name or short description for the file you are uploading.

There are no files for this work order...

Helpful tips: attach a floor plan of your department to show where your office is located, or a map of the school, or a picture of the equipment, etc. Anything that might be helpful to the person who will be performing the work.

# HOW TO SEARCH FOR OPEN/CLOSED WORK ORDERS

The screenshot shows the M&O Work Order System interface. At the top, there is a navigation bar with "Work Orders", "Reports", and "Manage" menus. A search bar and a "KPC Originator" dropdown are also present. On the left, a vertical sidebar contains a "New" button. A dropdown menu is open from the "New" button, with "New", "Active", and "Search" options. A red box highlights the "Search" option, and a red arrow points to it. Below the dropdown, the "Work Order" form is visible, with fields for "Property" (set to "KPC Building"), "Room/Location", "Description", and "Priority" (set to "Medium"). A "Create" button is at the bottom right. A red text box at the bottom of the screenshot contains the following instructions:

Click on "Search" to see all open and closed work orders.  
"Active" will show all open work orders.

# RUNNING REPORTS

The screenshot shows the M&O Work Order System interface with the "Reports" menu open. The "Reports" dropdown menu is expanded, showing "Status Reports", "Property Map", and "Work Order Report Generator". The "Status Reports" sub-menu is also open, showing "All Open Work Orders" and "Over 30 days". Red arrows point from a text box to these three options. The text box contains the following instructions:

To run a report, select "All Open Work Orders", "Over 30 Days," or "Work Order Report Generator" to create a custom report.

Below the report options, the "Change Your Password" form is visible, with fields for "Password:", "New Password:", and "Confirm New Password:", and "Change Password" and "Cancel" buttons.

# HOW TO CHANGE YOUR PASSWORD

M&O Work Order System

Work Orders ▾ Reports ▾ Manage ▾

My Profile

Logon User Name: KPC\_originator

First Name: KPC

Last Name: Originator

Title: Order Originator

Email: adonna.calderon@alvord.k12.ca.us

Assigned Facility: KPC Building

Grouping/Region: Administrative Support Services

Maintenance Region:

Phone:

Fax:

Address line 1:

Address line 2:

City:

State: CA

Zip:

Notes: adonna.calderon@alvord.k12.ca.us

[Edit](#)

Change Password

Internet Support | Suggestion Box

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My Profile

Change Your Password

Password:

New Password:

Confirm New Password: