



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 ▾

New

New
Active
Search

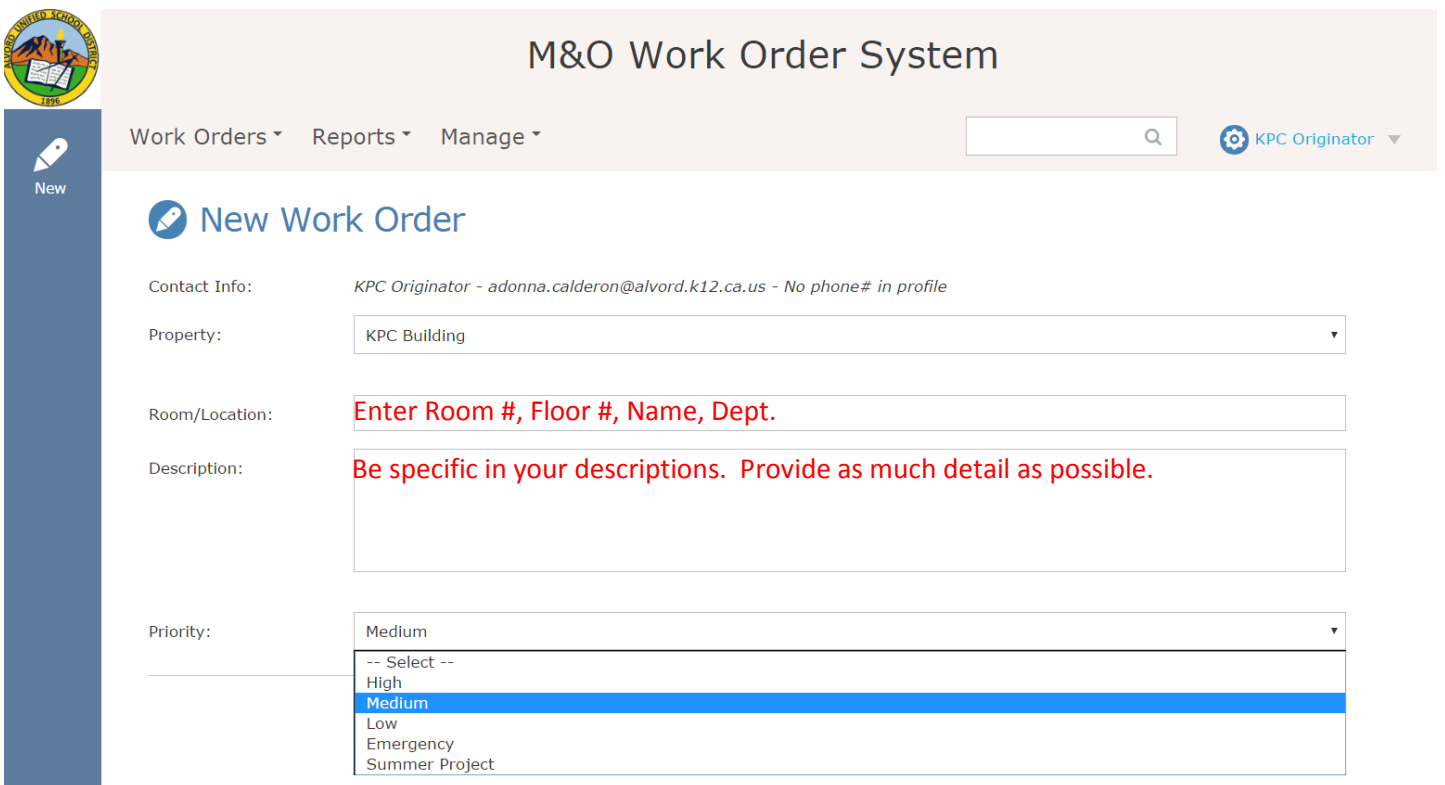
Welcome to Maintenance & Operations

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.

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".

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

STEP 2: ENTER DETAILS OF THE WORK ORDER.



Work Orders ▾ Reports ▾ Manage ▾

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 ▾   KPC Originator ▾

 New

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 ▾   KPC Originator ▾

 New

 **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:

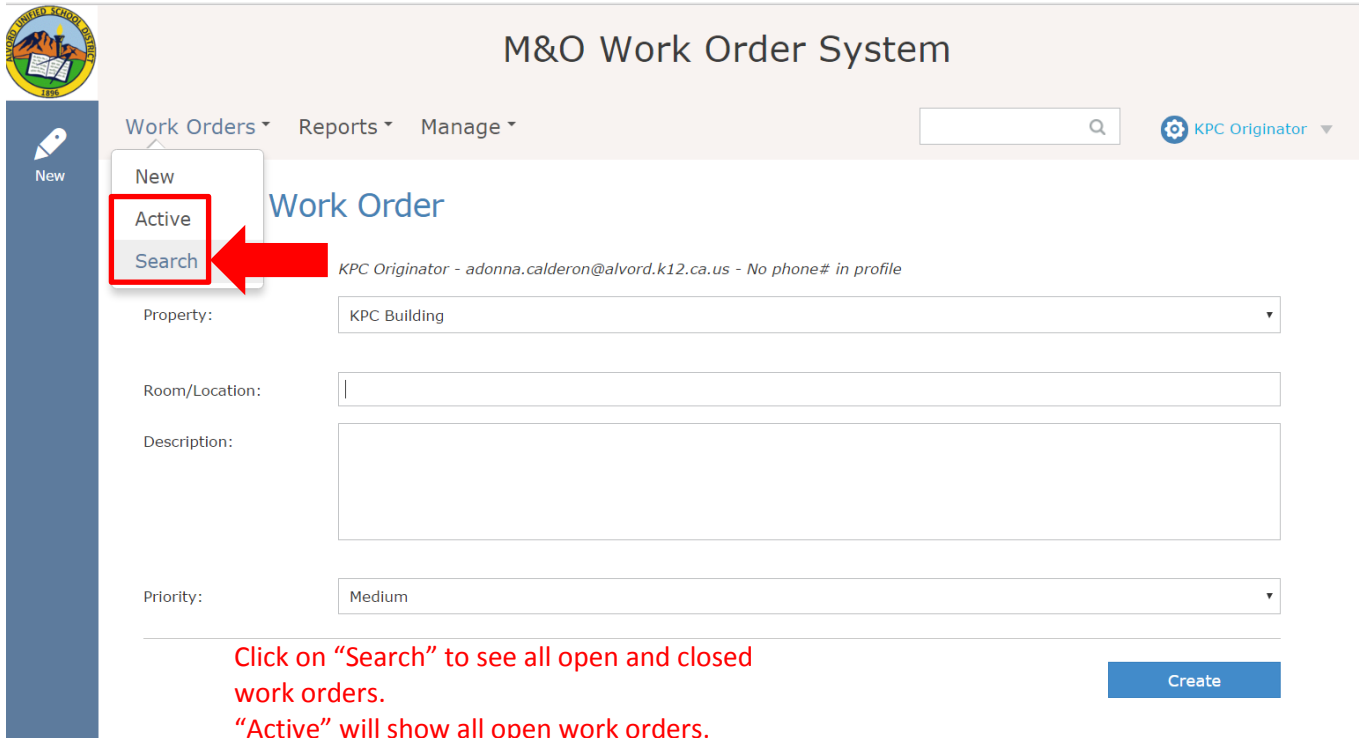
You may optionally specify a name or short description for the file you are uploading.



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.

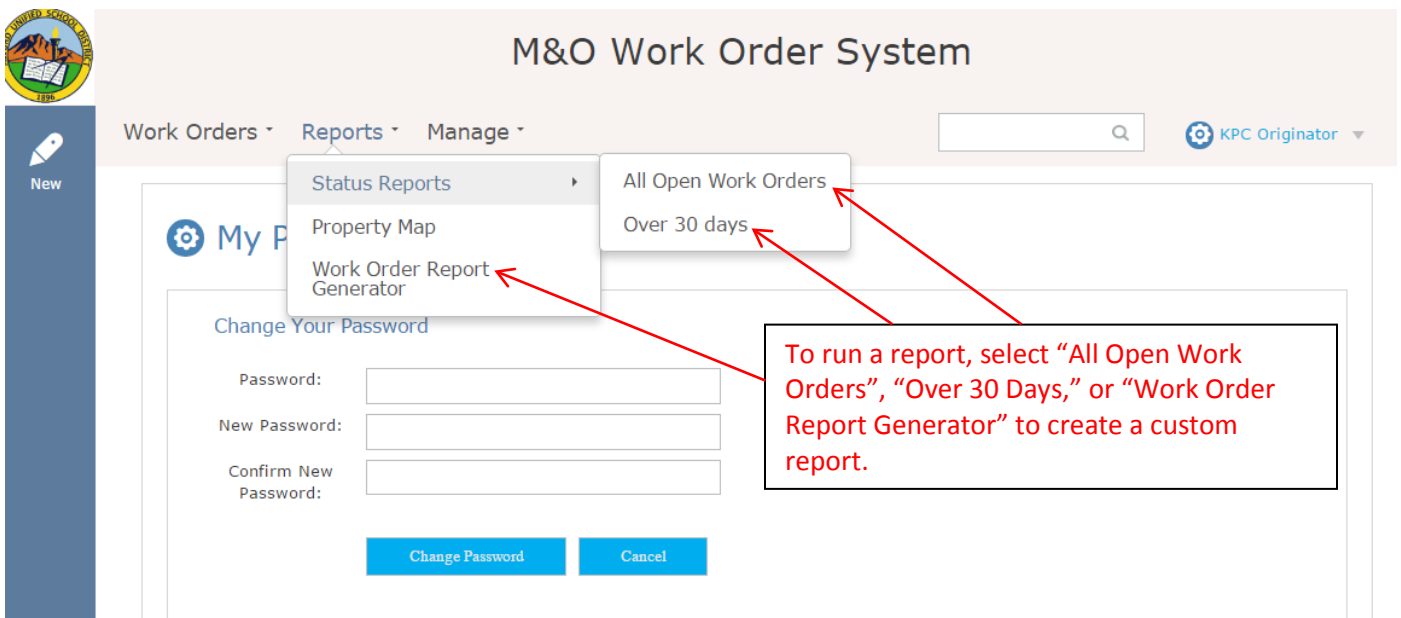
HOW TO SEARCH FOR OPEN/CLOSED WORK ORDERS



The screenshot shows the M&O Work Order System interface. On the left is a vertical sidebar with a 'New' button. The top navigation bar includes 'Work Orders', 'Reports', and 'Manage' menus, a search bar, and a 'KPC Originator' user profile. A dropdown menu is open under 'Work Orders', showing 'New', 'Active', and 'Search' options. A red box highlights the 'Search' option, with a red arrow pointing 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 form contains 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 'Status Reports' sub-menu is expanded, showing 'All Open Work Orders', 'Over 30 days', and 'Work Order Report Generator'. Red arrows point from a text box to each of these three options. The background shows a 'Change Your Password' form with fields for 'Password', 'New Password', and 'Confirm New Password', and 'Change Password' and 'Cancel' buttons. A red text box at the bottom right provides instructions on how to run a report.

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

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:

[Change Password](#)

[Cancel](#)