Work Order Request

FOAPAL

FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

USE

FOAPAL RELATED CHANGES

Faculty and staff work order request for campus property.

Work Order Request Functions	FOAPAL Change
1. Requestor funding	FOAPAL string input
information input	

REQUESTOR INFORMATION INPUT

Work Order request changes are largely cosmetic. Figure 1 (right) shows the old work order request.

The new Work Order request page shows a logo update, and the old Account Number field has been replaced with fields for Fund and Organization Code.

JNIVERSITY of DAYTON	Maintenance Portal New Academic Request	Search Requests
Report Date: 6/14/2019 1:	54 48 PM	
Request (more detail	8)	
Your Name		
Phone Number		
Account Number:		
Building		
Floot		
Room		
	YOU WILL RECEIVE AN EMAIL NOTIFICATION WHEN WORK HAS BEEN COMPLETED	
Email Address		
	PLEASE CHECK HERE IF YOU NEED TO SCHEDULE A TIME TO PERFORM THIS WORK	
	Submit Request	
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University of Dayton	Mainto New A
Report Date:	5/23/2019 10 20 46 AM
Request	
2	(more details)
Your Name:	
Phone Number:	
Fund:	
Organization Code:	
Location Code:	-Please Select from Pulldown
Floer:	
Room:	
	YOU WILL RECEIVE AN EMAIL NO
Email Address:	

See Figure 2 (left) for an example of the new Work Order request form.

Note: Facilities will assign Account, Program and Activity codes.

For questions please contact Facilites Management at 937-229-3769.