Physical Facilities
Work Order Request

This document provides an overview of entering a Physical Facilities work request.

To access this application navigate to https://pfoctma.uakron.edu/tmalogin/login.aspx

There is also an online tutorial available which accompanies this manual. Please navigate to http://www.uakron.edu/training/physical-facilities-work-requests--.dot and select the link for "**Tutorial: Add a Work Order Request**".

Important Guidelines:

If you have not been setup in the system, contact the Physical Facilities Service Center (x7415) to request access.

When logging into WebTMA, make sure the client is UA.

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Enter a Work Request

HoteETQBT/F1 8.04 Tf1 0 0 1 557.98 196.73 Tm0 g[ )-3( )-3( )-3( )11nd si1.75Qte6758.99uto3 reW*nBT/

Instructions:

1. Navigate to the application by using any of the following methods:
    a. Open your web browser and enter the following web address: https://pfoctma.uakron.edu/tmalogin/login.aspx
    b. Open your web browser and enter the following web address: www.uakron.edu/pfoc and click on the link - *Submit Work Request*.

2. Use your University of Akron UANetID and password to log in.

    a. Login ID = uanet***your UAnetID*** (for example: uanet\smf)
    b. Password = ***this will be your network password***
    c. Client = UA

3. Click the [redacted] button.

[redacted]

You may leave the Login ID and password field blank and simply enter the Client (UA). However, the benefit of logging in with your

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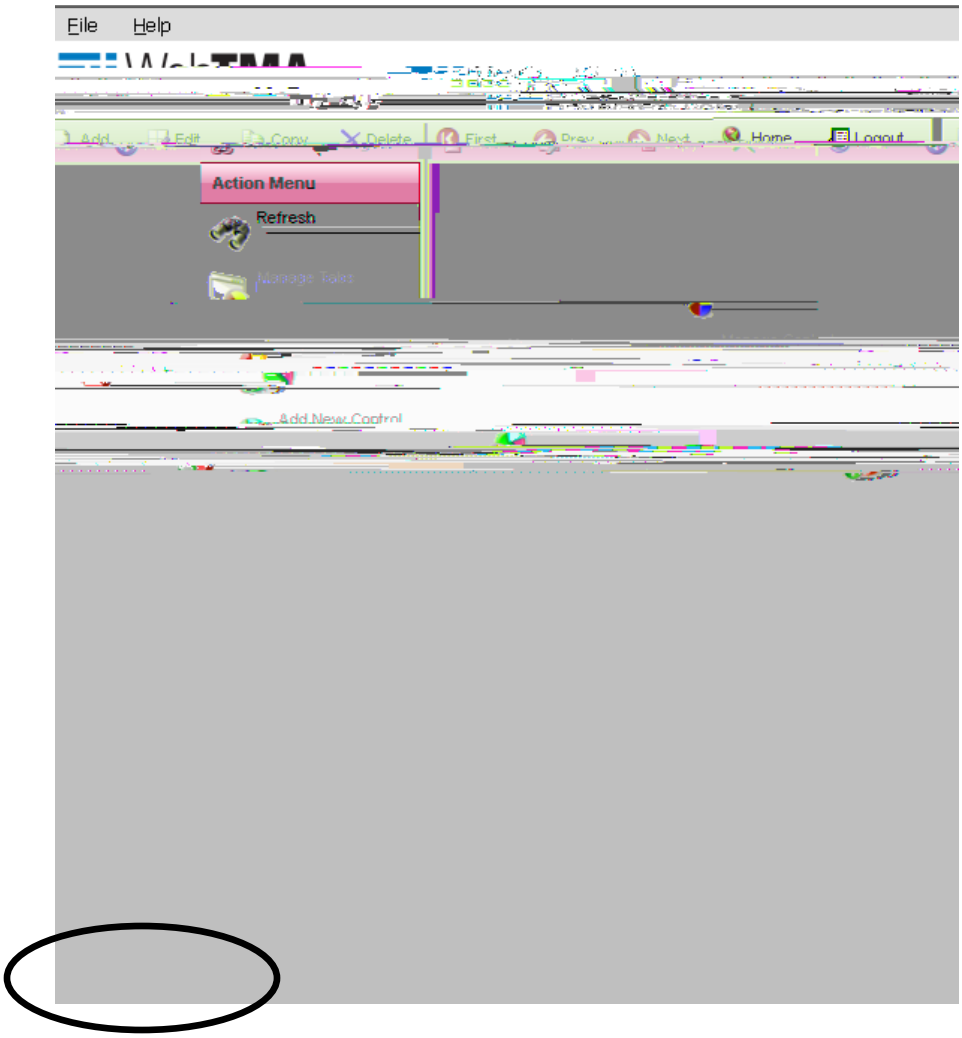
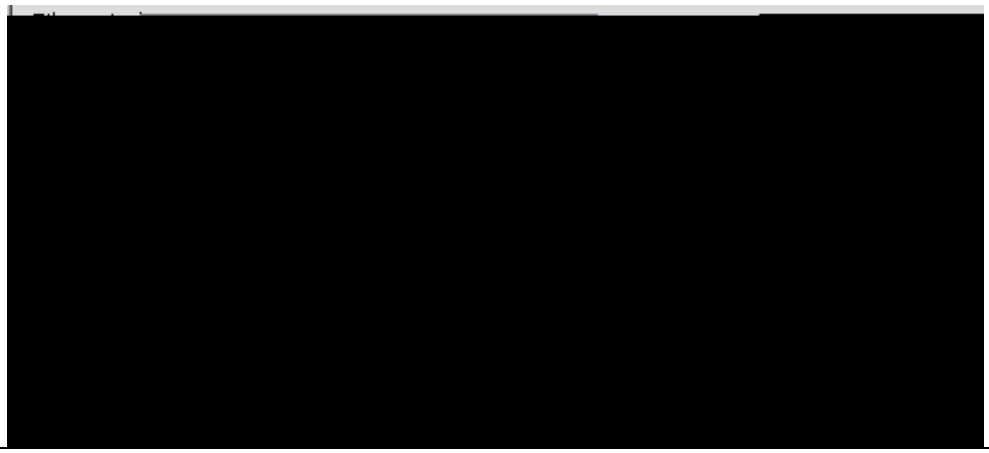
Instructions:

4. The **Requester Page** loads. You will need to click "**Requester Nav**" located in the far left of the menu (at the bottom).



5. Click the link "**WO Request A**".



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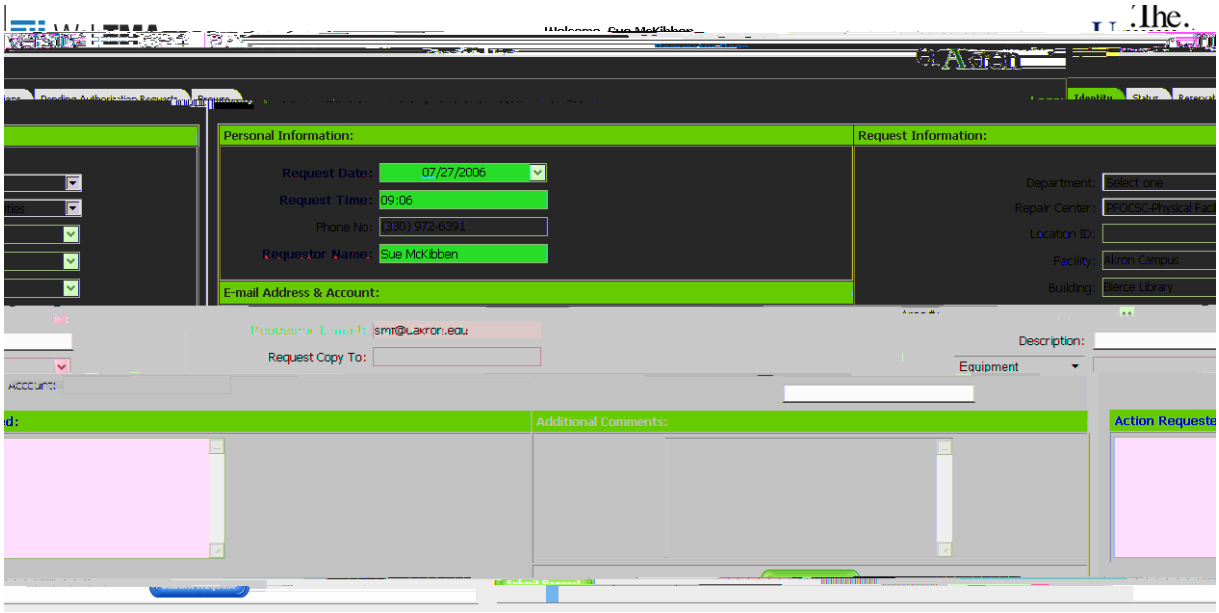
Instructions:

6. The **Requester Page** loads. Notice the following fields are automatically entered for you: **Request Date**, **Request Time**, **Phone No.**, **Requester Name**, and **Requester E-mail**.



Field names which are in **red** denote **required** fields. ***Data must be entered in the red fields in order to save the request.*** All other information is ***optional***. However, the department will be able to generate much more detailed reports if more information is provided.

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Instructions:

8. Below is an example of a work request with the information filled in:

[redacted]

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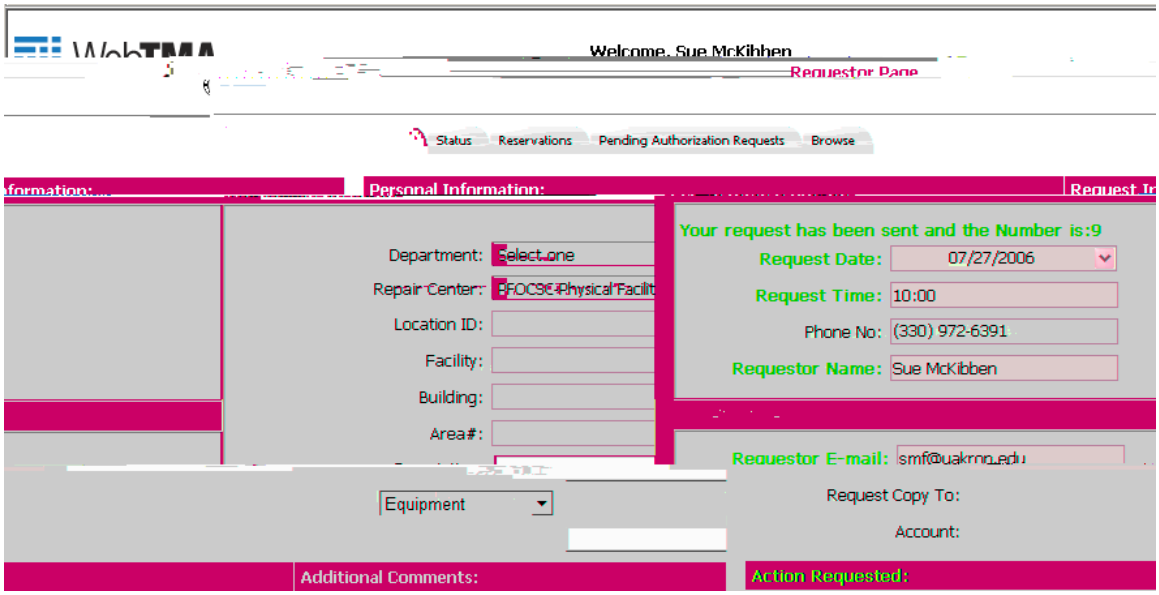
Instructions:

10. Your screen should refresh and a message should appear above the Request Date indicating the request has been sent and the request number.



11. When finished, select **File - Logout** from the menu.

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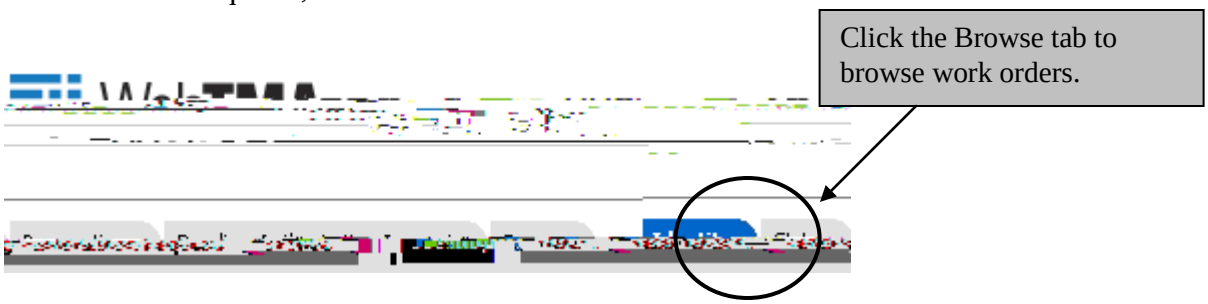
View/Browse Work Requests

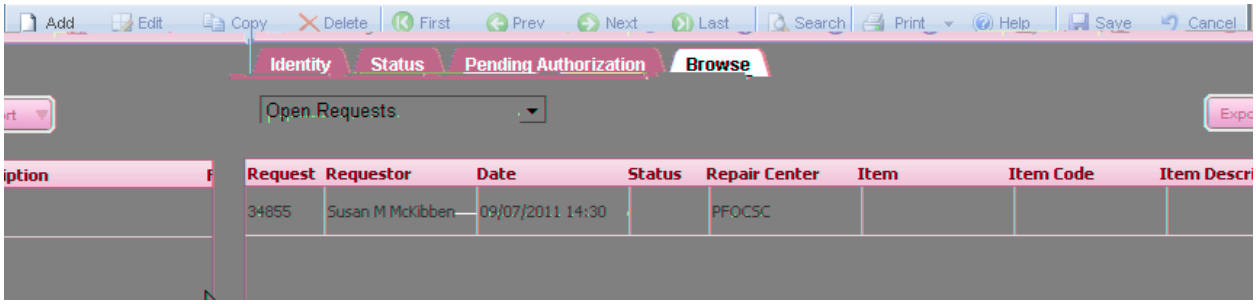
Instructions:

1. Follow the instructions provided at the beginning of this document to log into the WebTMA system.

2. To browse requests, click the **Browse** tab.



3. All open requests are listed. To view the details for a request, double-click on the request.



4. To view other requests/work orders, click the down arrow for **Open Requests** and select the desired status. The options available are: Open Requests, Open Work Orders, Closed Work Orders, Rejected Requests, and Reservation Requests.

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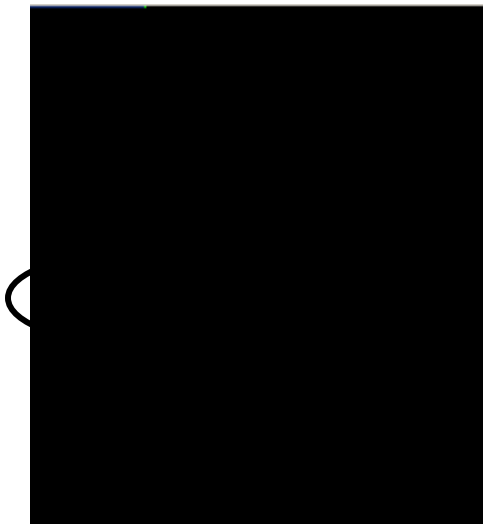
Instructions:

5. When finished, click **File - Logout** from the menu**.**



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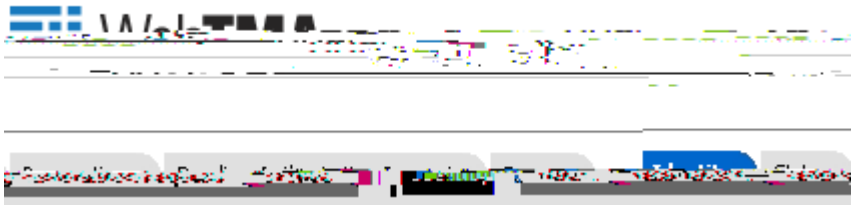
View the Status of a Request/Work Order

Instructions:

1. Follow the instructions provided at the beginning of this document to log in to the WebTMA system.

2. To view the status, click the **Status** tab.



3.

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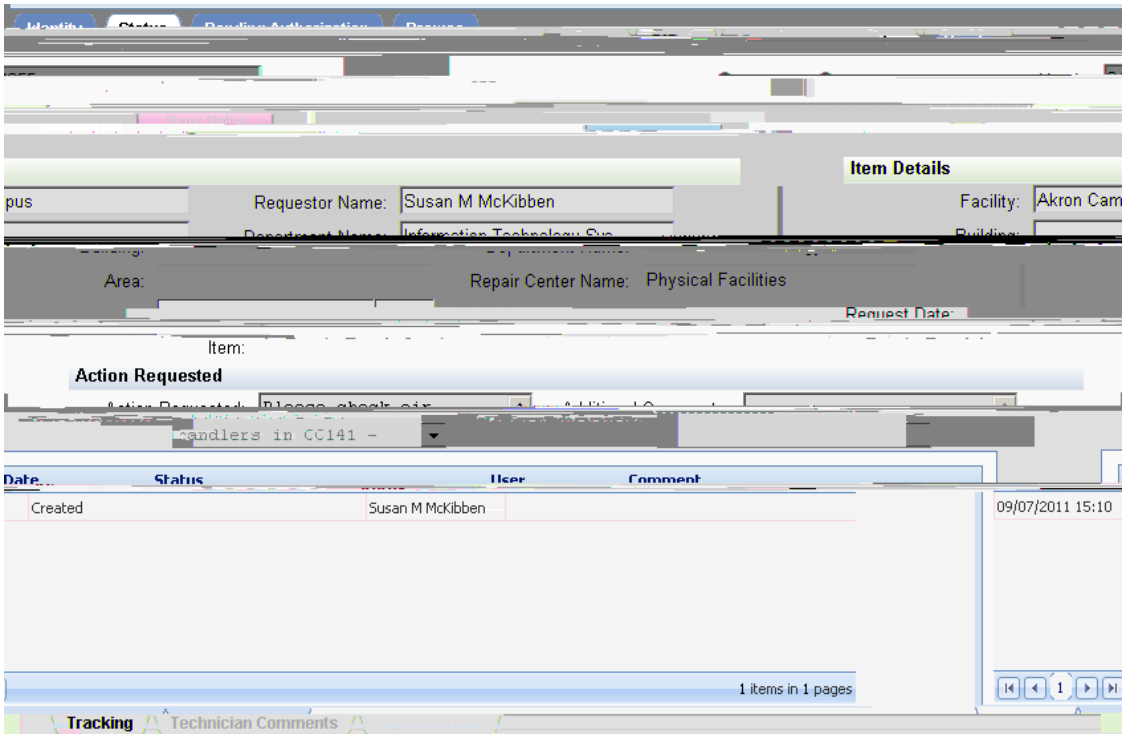
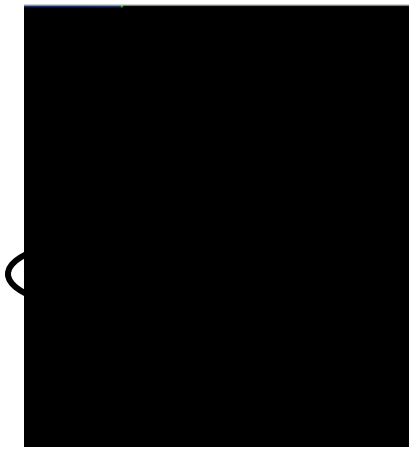
Instructions:

4. The specified request, or work order, is displayed.



6. When finished, click **File - Logout** from the menu**.**



For questions regarding Physical Facilities work orders, please contact the Physical Facilities Service Center at: (330) 972-7415

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