

Intranet



Home



Inbox



New Request



Crew



Approver



Authorized Users



Print



Reports



Help

Today: 7/10/2014 Time: 8:15:51 AM

Welcome To Administrative Services Online Work Request System

Login ID: yang_nell

Access Level: End User

You can:

- Create New Work Request
- View All Work Requests has been created by you.
- Edit and Cancel Your Work Requests that have not been assigned.

Work Flow of Online Work Request System

1. Requester submits his/her Work Request online.
2. The Work Request is forwarded to Maintenance & Operations for processing.
3. If the Work Request needs Dean/Supervisor approval, an email will be sent to the Dean/Supervisor for approval.
4. On Approval, the Work Request is sent into the queue of the Plant Manager along with an email notice.
5. On Assignment, the Work Request is sent into the queue of a Crew Member along with an email notice.
6. When the Work Request is completed and closed by the Crew Member, the Requester will be notified by email.

For assistance in the processing an Online Work Request, call Maintenance & Operations x6310.

For technical issues, contact [Bay Dinh](#) at Ext: 7416.

THANK YOU FOR USING ADMINISTRATIVE SERVICES ONLINE WORK REQUEST

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