

Entering After Hours Calls

In an emergency, the on-call technician is immediately dispatched. The request will have the assigned technician noted in the description.

Enter Work Request

1. Open Customer Request Form: <https://workorder.okstate.edu/Customer/Request> Login with your credentials.
 - a. Your contact information will default based on your login.
 - b. Location Information:
 - i. REGION: OSU-STILLWATER
 - ii. AREA: GROUNDS AND HARDSCAPES
 - iii. BUILDING: CAMPUS WIDE GROUNDS
 - c. Select Problem Code:
 - i. Type in the key word **AFTER** and select the problem code for **AFTER HOURS, EMERGENCY CALLS**.
 - d. In Request Description, speak or enter:
 - i. Contact name, phone number and email
 - ii. Building, Floor and Room – location of problem
 - iii. Description of the problem
 - iv. Shop person dispatched
 - e. Review and **Submit** Request.

Customer Work Request

Please fill out the following form to submit a work request to the Facilities Management Work Control. For Emergencies, please call (405) 744-7164.

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>a. Contact Information</p> <p>Contact Name * <input type="text" value="After Hours Call"/></p> <p>Contact Phone <input type="text" value="(123) 456-7891"/></p> <p>Contact Email * <input type="text" value="mrapada@ckisconsultants.com"/></p> <p>Select Division * <input type="text" value="AA - GENERAL UNIVERSITY"/></p> <p>Select Department * <input type="text" value="C4030 - HEALTH PHYS ED &"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Select Problem <input type="text" value="AFTER HOURS, EMERGENCY"/></p> <p>Desired Date <input type="text" value="2015-02-17"/></p> <p>Do you have alternate funding? <input type="text" value="No"/></p> <p>Alternate Funding <small>Select this option if you are requesting a billable service and it will be funded with a different account than Facilities Management has on file for your department.</small></p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>b. Location Information</p> <p>Select Region * <input type="text" value="OSU-STILLWATER"/></p> <p>Select Area * <input type="text" value="GROUNDS AND HARDSCAPES"/></p> <p>Select Building * <input type="text" value="CAMPUS WIDE GROUNDS"/></p> <p>Select Floor <input type="text" value="-- Select Floor --"/></p> <p>Select Room <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>d. Request Description</p> <p>i. Contact name, phone number and email</p> <p>ii. Building, Floor and Room – location of problem</p> <p>iii. Description of the problem</p> <p>iv. Shop person dispatched</p> </div>
<div style="border: 1px solid #ccc; display: inline-block; padding: 10px 20px; background-color: #eee;"> <p>e. Submit Request</p> </div>	