



## Facilities Department

### Procedures for entering and viewing maintenance request forms

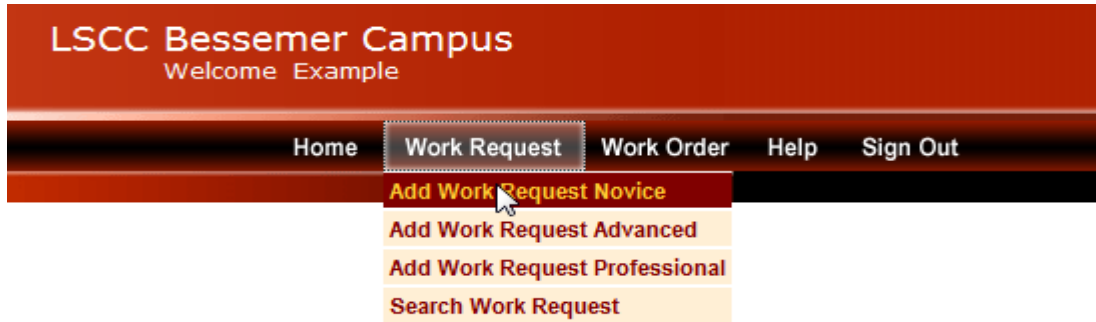
Please follow the procedures below for entering and viewing maintenance request forms for your area:

Open web browser and type in the following address: <http://ls-maintreq>

Enter username and password provided by the Facilities Office and "login" to the system.

The image shows a screenshot of the "MaintiMizer Web Edition" login interface. The page has a red and white color scheme. At the top, there is a logo for "MaintiMizer Web Edition" with a stylized 'M' icon. Below the logo, there are two input fields: "User ID:" with the text "Example" and "Password:". To the right of the password field is a "Login" button. Below the password field is a checkbox labeled "Stay signed in". On the left side, there is a "Provided For:" label next to a box containing the Lawson State Community College logo. At the bottom of the page, there are three links: "Self Service User", "Terminate User", and "Version 4.0.69.2". The footer text reads "Ashcom Technologies, Inc. ©".

After login click on “Work Request” and then click on “Add Work Request Novice” to create a new work request



The following screen will appear

**User Details**

User: Example 1  
Department: FAC FAC  
Phone: 205-925-2515  
Email: example1@lawsonstate.e

**Work Request Novice Details:**

\* Problem Description:  Maximum 1000 Characters Allowed  
Date Needed: 04/16/2012  
Status: OPEN

**Equipment Details:**

\* Equipment Description:  Maximum 500 Characters Allowed  
Building:

Save Cancel

Fill out the following information:

**Problem Description**

**Date Needed**

**Equipment Description**

**Building**

**User Details**

User: **Example 1**  
Department:  FAC  
Phone:   
Email:

**Work Request Novice Details:**

\* Problem Description:  Maximum 1000 Characters Allowed  
Date Needed:   
Status:

**Equipment Details:**

\* Equipment Description:  Maximum 500 Characters Allowed  
Building:  G

Click "Save" and then you will see the save confirmation on the top center of the "Work Request" Page

**LSCC Bessemer Campus**  
Welcome Example 1

[Home](#) [Work Request](#) [Work Order](#) [Help](#) [Sign Out](#)

WR successfully saved.-Work Request No. 00000003

To search for work order status click on "Work Request" and then "Search Work Request"

# LSCC Bessemer Campus

Welcome Example 1

[Home](#) [Work Request](#) [Work Order](#) [Help](#) [Sign Out](#)

[Add Work Request Novice](#)

[Add Work Request Advanced](#)

[Add Work Request Professional](#)

[Search Work Request](#)

This screen will show if your work request has been converted to a work assignment and the status of the work request

WORK REQUEST

Work Request No.	Work Order No.	Equipment ID	Account No.	Work Request Type	Status	Originator	Department
00000003	012470				OPEN	Example1	FAC