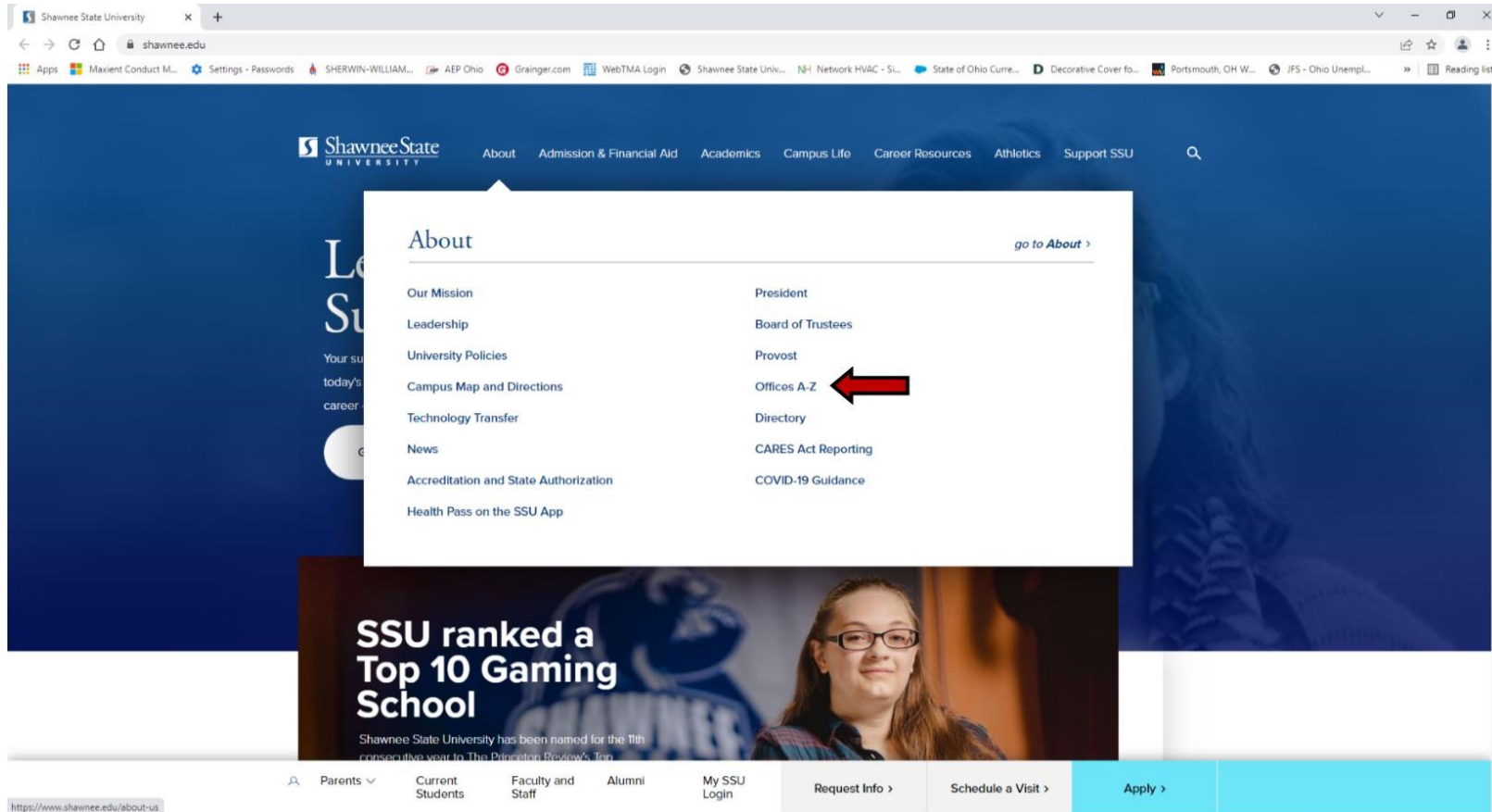


How to submit a work order:



From SSU web page, click “About” and “Offices A-Z”

Shawnee State University's Admin | shawnee.edu/about-us/administrative-offices#F

E

- [Educational Opportunity Centers](#)
- [Entrepreneurship](#)
- [Event and Conference Services](#)

F

- [Facilities, Planning & Construction](#)
- [Faculty Senate](#)
- [Finance & Administration Office](#)
- [Financial Aid](#)
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G

- [Gender & Equity Center](#)
- [General Counsel](#)
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- [Give to SSU](#)
- [Governance](#)
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- [Graduation Information](#)
- [Grants](#)
- [Greek Life](#)

H

- [Health Clinic](#)
- [Housing & Residence Life](#)
- [Human Resources & Payroll](#)

Parents | Current Students | Faculty and Staff | Alumni | My SSU Login | Request Info > | Schedule a Visit > | Apply >

https://www.shawnee.edu/facilities-planning-and-construction

Click "Facilities Planning & Construction"

Facilities, Planning and Construction

Custodial Services

Facilities and Maintenance Staff

Planning Documents and Forms

Public Bid Information

Related Links

Submit Work Request



Our Mission

The Shawnee State University Facilities Department is committed to the goal of efficiently maintaining our campus in a safe, clean, comfortable, and cost effective manner. We strive to continuously improve customer service to our students, staff, faculty and visitors in an effort to support the University's mission.

Location and Phone

The office of Facilities, Planning and Construction is located in the Advanced

Parents

Current Students

Faculty and Staff

Alumni

My SSU Login

Request Info >

Schedule a Visit >

Apply >

https://tinyurl.com/ssuworkorder

Click "Submit Work Request"

Facilities, Planning and Construct... x TMA /ServiceDesk - Shawnee Sta... x

workorder.shawnee.edu:82

Apps Maxient Conduct M... Settings - Passwords SHERWIN-WILLIAM... AEP Ohio Grainger.com WebTMA Login Shawnee State Univ... Network HVAC - SL... State of Ohio Cur... Decorative Cover fo... Portsmouth, OH W... JFS - Ohio Unempl... Reading list

TMASYSTEMS Shawnee State University

Site Menu TMA /ServiceDesk

Home Welcome to WebTMA /ServiceDesk

Work Request
Submit a Request
Query Request

Work Order
Query a Work Order

Key Request
Submit a Request
Submit Request Queue

Minor Capital Project Request
Submit a Request

Other Options
Please select from list
GO

Material Request
Catalog Search
View My Cart
Checkout

Search by Number
Work Order
GO

About TMA /ServiceDesk v6.3.4

WebTMA /ServiceDesk is TMA Systems's highly customizable request portal that provides a user-friendly web site to submit, query, and report on work requests. Requesters can be kept informed via e-mail or can query the status of their request or work order throughout the entire process.

Additional functionality of WebTMA /ServiceDesk includes the following:

- Submit work requests
- List open and complete work orders
- Query for selected work requests and work orders
- Check status of work requests and work orders
- Post a user-defined facility news page
- Display emergency procedures and links to other sites
- Submit material requests via a standardized material request form including the ability for the user to designate where materials are to be delivered
- Access an online catalog of supplies and materials
- Access, complete, and submit client satisfaction surveys for in-house technicians or contractors *
- Submit project requests *
- Submit key requests
- Run selected reports directly from the browser without having to log in to the WebTMA application
- Make use of single user ID and Password (LDAP)

By using WebTMA /ServiceDesk's open and modifiable HTML, you can create custom pages. /ServiceDesk provides users with the ability to publish selected data to thousands of end users or clients at one facility or around the world.

* Requires purchase of optional module

Click "Submit a Request"

Facilities, Planning and Construc... x TMA iServiceDesk - Shawnee Sta... x +

workorder.shawnee.edu:82

Apps Maxient Conduct M... Settings - Passwords SHERWIN-WILLIAM... AEP Ohio Grainger.com WebTMA Login Shawnee State Univ... NH Network HVAC - St... State of Ohio Curre... Decorative Cover fo... Portsmouth, OH W... JF5 - Ohio Unempl... Reading list

TMASYSTEMS Shawnee State University

Submit your Request

Site Menu

- Home
- Work Request**
 - Submit a Request
 - Query Request
- Work Order**
 - Query a Work Order
- Key Request**
 - Submit a Request
 - Submit Request Queue
- Minor Capital Project Request**
 - Submit a Request
- Other Options**
 - Please select from list
 - GO
- Material Request**
 - Catalog Search
 - View My Cart
 - Checkout
- Search by Number**
 - Work Order
 - >>

About TMA iServiceDesk v6.3.4

Facility: Shawnee State University
Building: Advanced Technology Center
Floor:
Area: 180 - Control Room - 180
Name: Jim Nause
Phone #: 7403513344
E-mail Address: jnause@shawnee.edu
Repair Center: PP - Physical Plant
Account #:
Tag Type: Area
Tag #:
Department: Facilities
Task:
Request: This is a TEST..... Light Out in office 180.
Submit

Complete all information highlighted in RED

If this is an emergency please contact at (740) 351-3458

Click "Submit" after completing information.

***Facilities normal business hours are Monday through Friday, 8am to 5pm – for after hours emergencies, contact Department of Public Safety staff at 740-351-3232.**

The screenshot shows a web browser window with the URL workorder.shawnee.edu:82. The page title is "Shawnee State University" and the page content is for "Request # 201609413 for ATC-180".

Site Menu

- Home
- Work Request**
 - Submit a Request
 - Query Request
- Work Order**
 - Query a Work Order
- Key Request**
 - Submit a Request
 - Submit Request Queue
- Minor Capital Project Request**
 - Submit a Request
- Other Options**
 - Please select from list
- Material Request**
 - Catalog Search
 - View My Cart
 - Checkout
- Search by Number**
 - Work Order

About TMA iServiceDesk v6.3.4

Request # 201609413

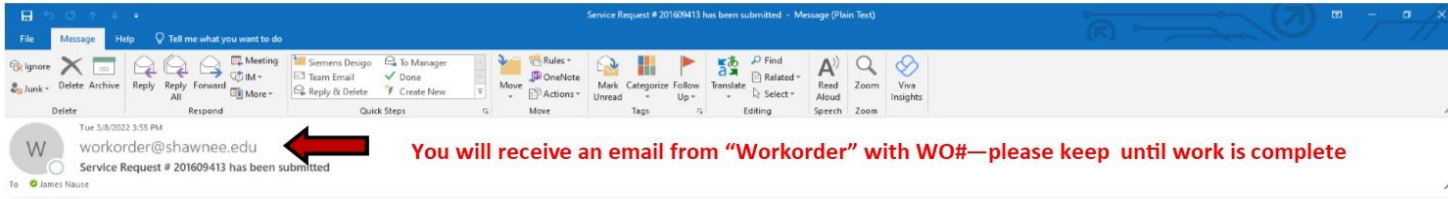
Current Status: Pending

Facility: Shawnee State University
Building: Advanced Technology Center
Floor:
Location ID: [ATC-180](#)
Area Description: Control Room - 180
Tag #:
Item Description:
Requestor: Jim Nause
Requestor Phone: 7403513344
Requestor Email: jnause@shawnee.edu
Accept Date:
Work Order #:
Reject Date:
Reject Reason:

Requested Action: This is a TEST.....Light Out in office 180.

Important
Request information is provided in real-time and is subject to approval. Upon acceptance you will be notified via email.

You will receive an email with a request number; once it is accepted, you will receive another email with a WO#. Keep this email until work is complete.



You will receive an email from "Workorder" with WO#—please keep until work is complete

Service Request # 201609413 has a status of Created as of Mar 8 2022 3:54PM. The action requested is as follows: This is a TEST.....Light Out in office 180.