

Step 1: In Calendar View, Click **New request** in the right top corner of the calendar page, then choose **Maintenance Request OR Technology Request.**



OR

Step 1: Click Maintenance Request or Technology Request on the left side and then click **New maintenance/technology request.**

		😐 Technology Re	quests												
		므 Technology Requests							+ New technology request						
		T Filter X				Q Search						🖻 Export	•	Settings]
	TWINSBURG CITY SCHOOLS	Name	Building	Туре	Submitted	Due	Assigned users	On Hold	Requester	Resolved	Waiting on End User Rep	oly			
	CAROL FRIIHAUF FMX Administrator	384089 - TEST for Carol	Board of Education	Other	Tue, May 3, 2:57PM	Wed, May 11	CF CAROL	-	CF CAROL	-	•	¥ \$		☆ 🗎	
		Showing 1 - 1 of :	1 technology requ	lests											
	🛗 Calendar												_		
Maintenance Request															
(B Planned Maintenance	aug remain of the primacy routy													
	② Schedule Requests														
	Technology Requests														

Step 2: Enter the required fields and click **Save** to submit the maintenance request.

Step 3: Check your email for your request confirmation and a link to check the status of your request.

Step 4: When your request is resolved you will receive a "request resolved" email.

Request			
# Request type			•
	Automotive		
+ NEQUEN	Custodial		
# Building	Electrical		
	Emergency		
Location	Equipment Repair		
	Westing Cooling		
Equipment	Internal Move		
	Caluar		-
I Due			-
Asset Tag (If Applicable)			
Description			
Vendor			
stimated Completion Date			-
,,			
Attachment 1		Select file	