

ML Maintenance Ticket System

To login access the following website below:

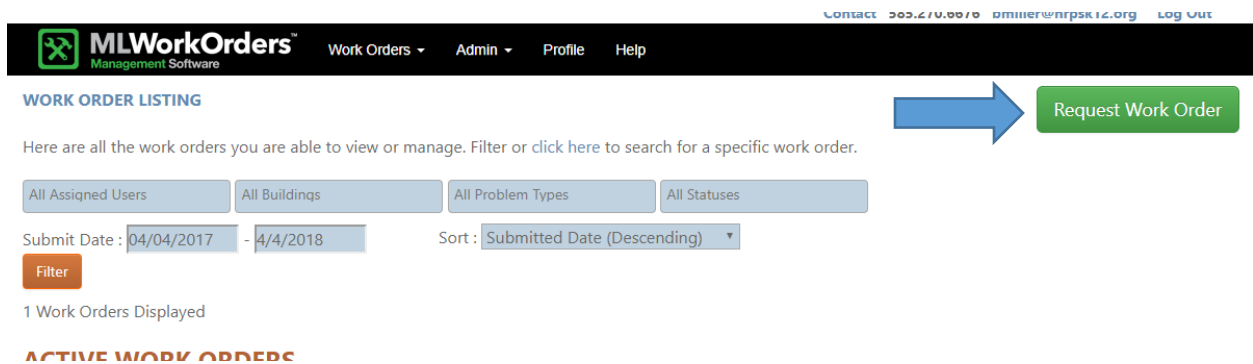
Website: <https://ma5.mlworkorders.com>

Username: Email Address

Password: 12345

Requesting A Work Order

Step 1. Once logged in select the green “Request A Work Order” green tab, to get started,



MLWorkOrders™ Management Software

Work Orders ▾ Admin ▾ Profile Help

WORK ORDER LISTING

Here are all the work orders you are able to view or manage. Filter or click [here](#) to search for a specific work order.

All Assigned Users All Buildings All Problem Types All Statuses

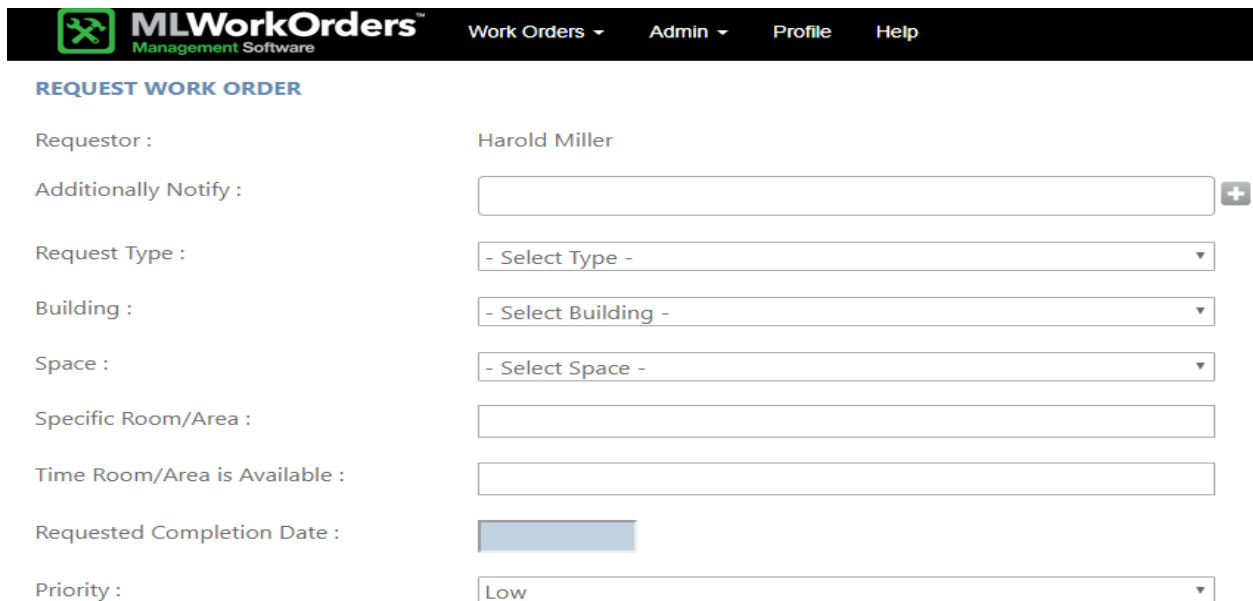
Submit Date : 04/04/2017 - 4/4/2018 Sort : Submitted Date (Descending) ▾

Filter

1 Work Orders Displayed

ACTIVE WORK ORDERS

Step 2: Complete necessary information by entering the building, the space and the purpose and/or problem type. Enter any necessary notes and/or upload a photo as well.



MLWorkOrders™ Management Software

Work Orders ▾ Admin ▾ Profile Help

REQUEST WORK ORDER

Requestor : Harold Miller

Additionally Notify : +

Request Type : - Select Type - ▾

Building : - Select Building - ▾

Space : - Select Space - ▾

Specific Room/Area :

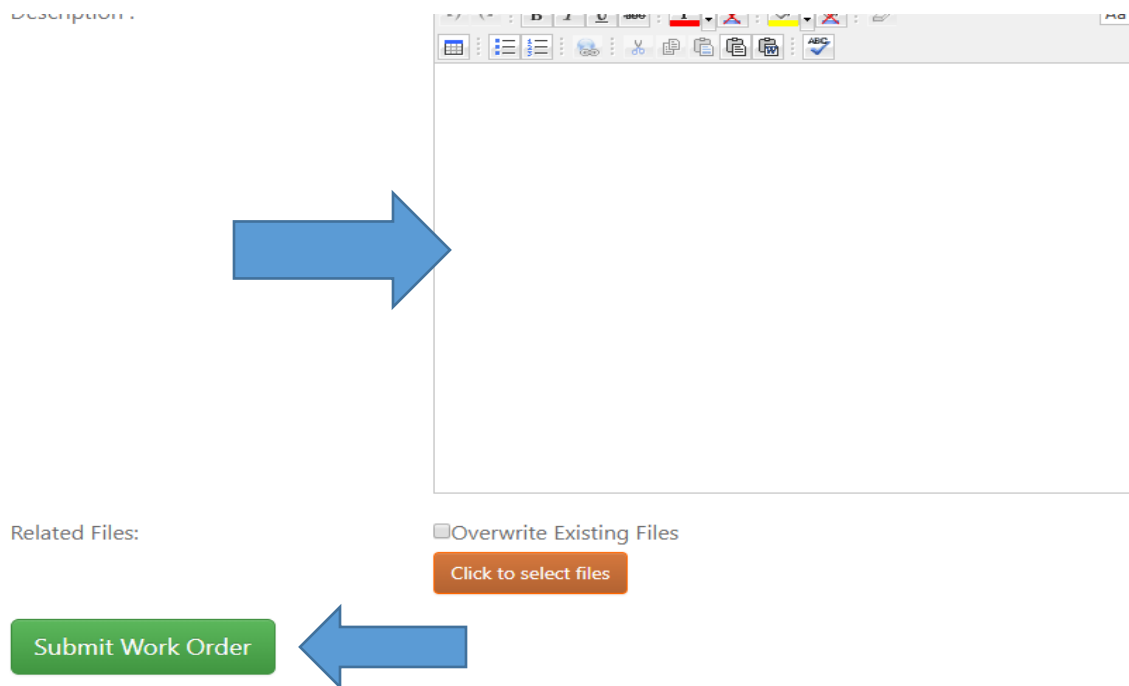
Time Room/Area is Available :

Requested Completion Date :

Priority : Low ▾

Step 3: Enter any necessary notes and then select the green “Submit Work Order” this will go to Wayne to assign appropriate personnel to complete.

Description:



Related Files:

☐ Overwrite Existing Files

Click to select files

Submit Work Order

Updating and Completing a Work Order Assigned to You

Step 1: Once logged in you are able to see the work orders that have been assigned to you.

Here are all the work orders you are able to view or manage. Filter or [click here](#) to search for a specific work order.

All Assigned Users All Buildings All Problem Types All Statuses

Submit Date : 04/04/2017 - 04/03/2018 Sort : Submitted Date (Descending) ▼


Filter

1 Work Orders Displayed

ACTIVE WORK ORDERS

	Building / Space	Priority	Problem Type	Submitted	Assigned To	Complete By
WO #2	Middle School / Bathroom - Boys Bathroom near central office	Medium		Michael Connelly 03/29/2018 06:46 AM	Harold Miller	
Description:	Needs Soap in Dispenser					

Step 2: If you click on the Yellow WO number the details of that work order will be displayed.


WORK ORDER #2 


Mark Complete

Requestor : Michael Connelly
Date Submitted : 3/29/2018
Priority : Medium
Purpose : Supplies / Warehouse
Problem Type :
Budget Code :
Assigned To : Harold Miller
Additionally Notify :


Status : Active
Time Room/Area is Available :
Building : Middle School
Space : Bathroom - Boys Bathroom near central office
Request Type : Maintenance
Pending Approval By : N/A
Complete By:
Days Open : 5


Description : Needs Soap in Dispenser

Notes : 
Please try to complete within 24 hours.

PROCEDURE: 
No Procedure on this Work Order

Step 3: Expand Notes section and indicate a note that it was completed, then select “Mark Complete” once it is completed.


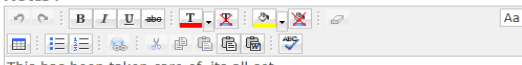

WORK ORDER #2 

Mark Complete 

Requestor : Michael Connelly
Date Submitted : 3/29/2018
Priority : Medium
Purpose : Supplies / Warehouse
Problem Type :
Budget Code :
Assigned To : Harold Miller
Additionally Notify :

Status : Active
Time Room/Area is Available :
Building : Middle School
Space : Bathroom - Boys Bathroom near central office
Request Type : Maintenance
Pending Approval By : N/A
Complete By:
Days Open : 5

Description : Needs Soap in Dispenser

Notes : 

This has been taken care of, its all set. 

Helpful Training Video Links

 [MLW - Submitting a Work Order \(3\).mp4](#) 3MB [Download](#) 

 [Completing Work Orders.webm](#) 15MB [Download](#) 

 [Approving and Assigning Work Orders.webm](#) 16MB [Download](#) 