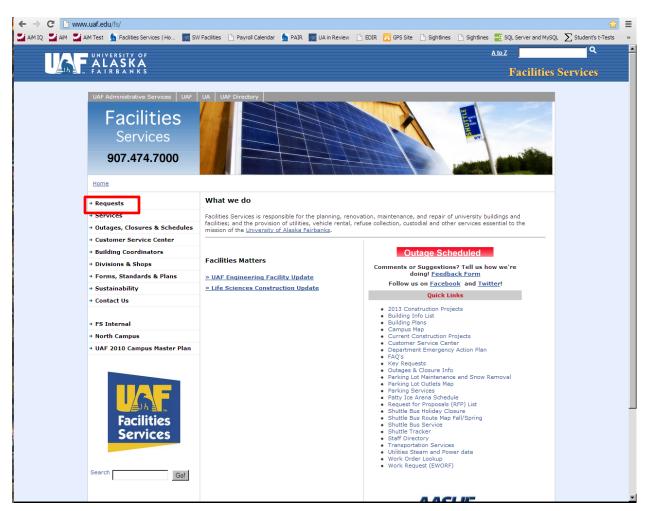


Entering an EWORF

Go to the Facilities Services website: www.uaf.edu/fs

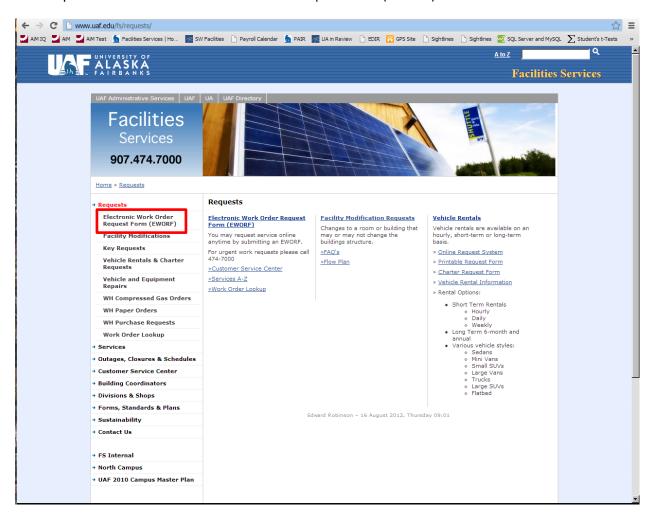
Click on Requests in the left column



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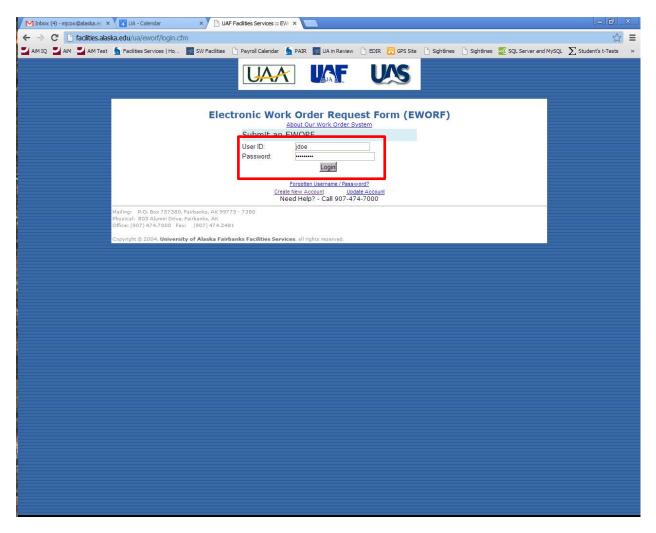
Once Expanded click on Electronic Work Order Request Form (EWORF) in the left column



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Enter your User ID and Password and click Login



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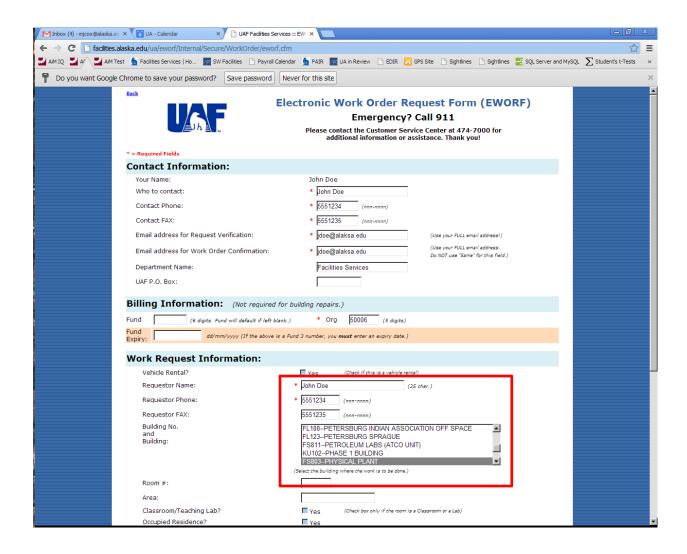
Complete the form the best you can

All fields with a red asterisk are required

Enter the billing information. If you are unsure of the billing leave blank

Ensure the work request section is completed

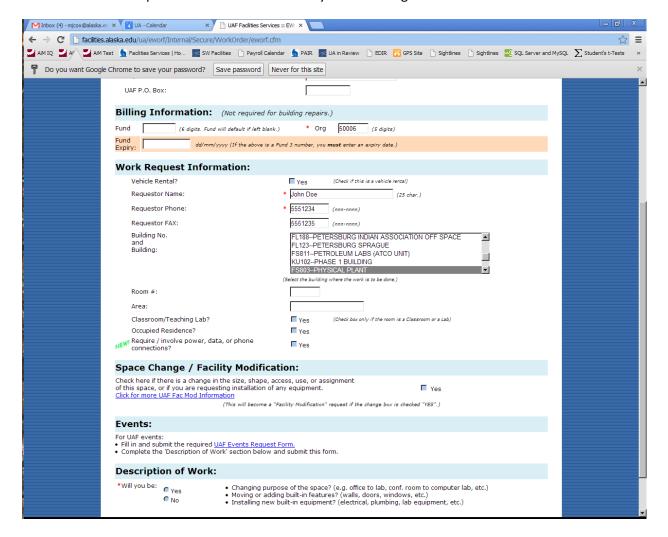
Select the building in which the work is needed from the drop down list . The buildings are listed in alphabetical by building name



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Scroll down and complete the form to the best of your knowledge

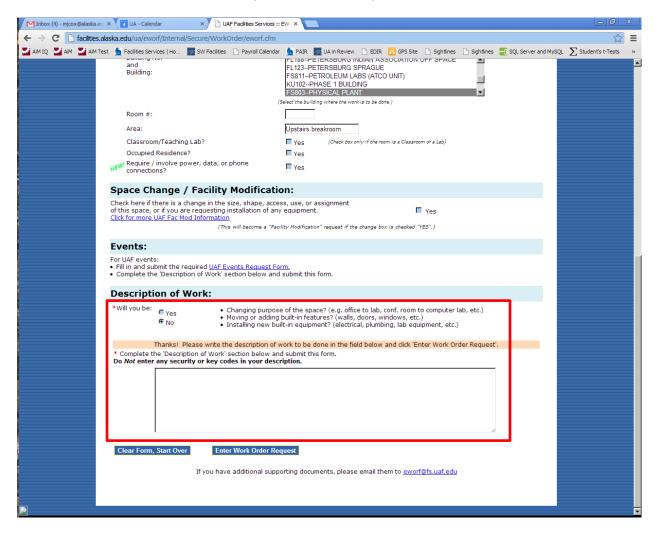


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You must answer yes or no to the question of description of work

The bottom field is a free form field for you to describe the problem that needs to be fixed

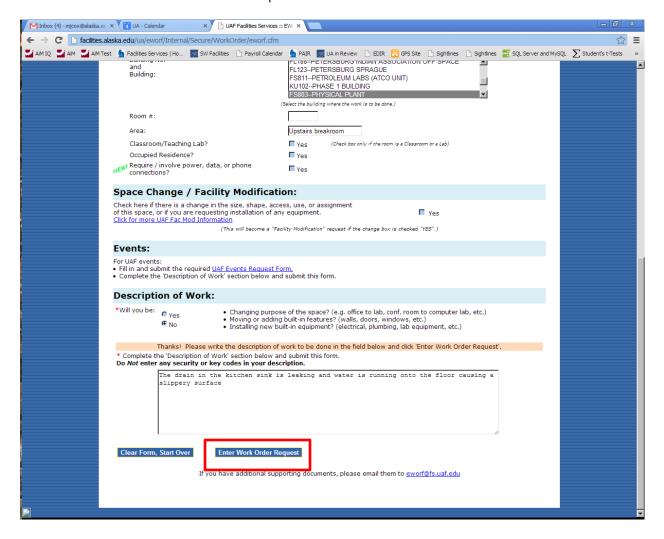


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Describe in as much detail as you can about the issue in the field. This will provide Facilities Services with the information needed to work on the issue. If information is missing or needed, you will be contacted for further information.

When finished click Enter Work Order Request



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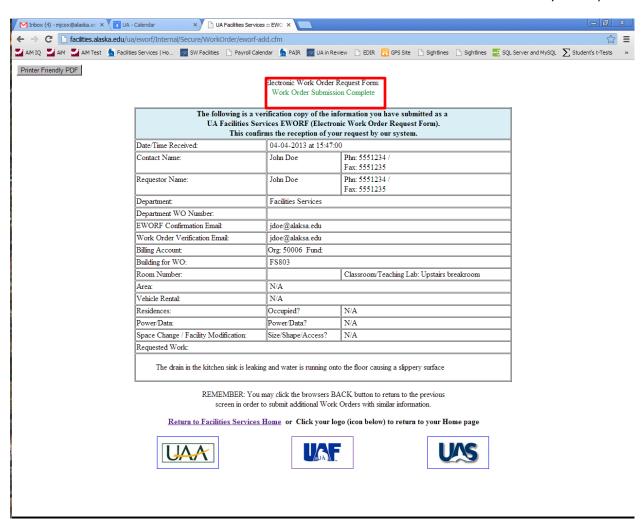


You will receive a confirmation that your EWORF has been successfully completed along with a summary of your request

You will received two emails after your EWORF has been entered

The first email is verification that your request was received by Facilities Services Customer Service

The second email will be a confirmation email that will contain the work order number for your request



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