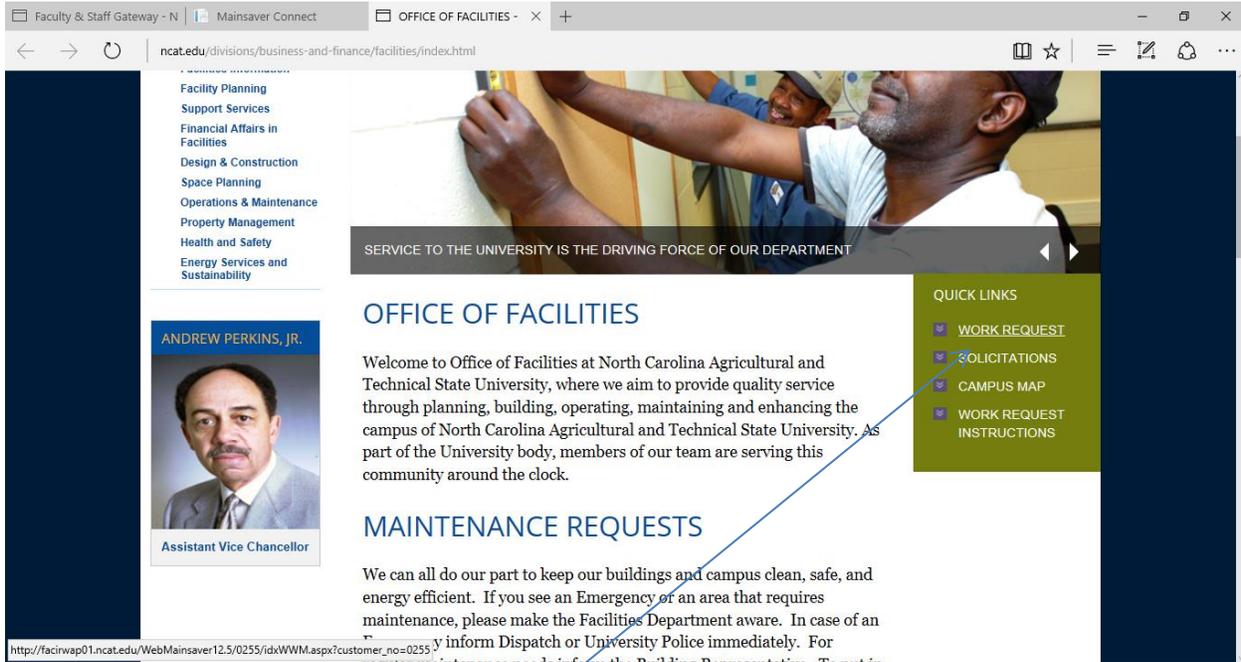


NCA&T Mainsaver Connect Instructions

- **Work Request Creation**

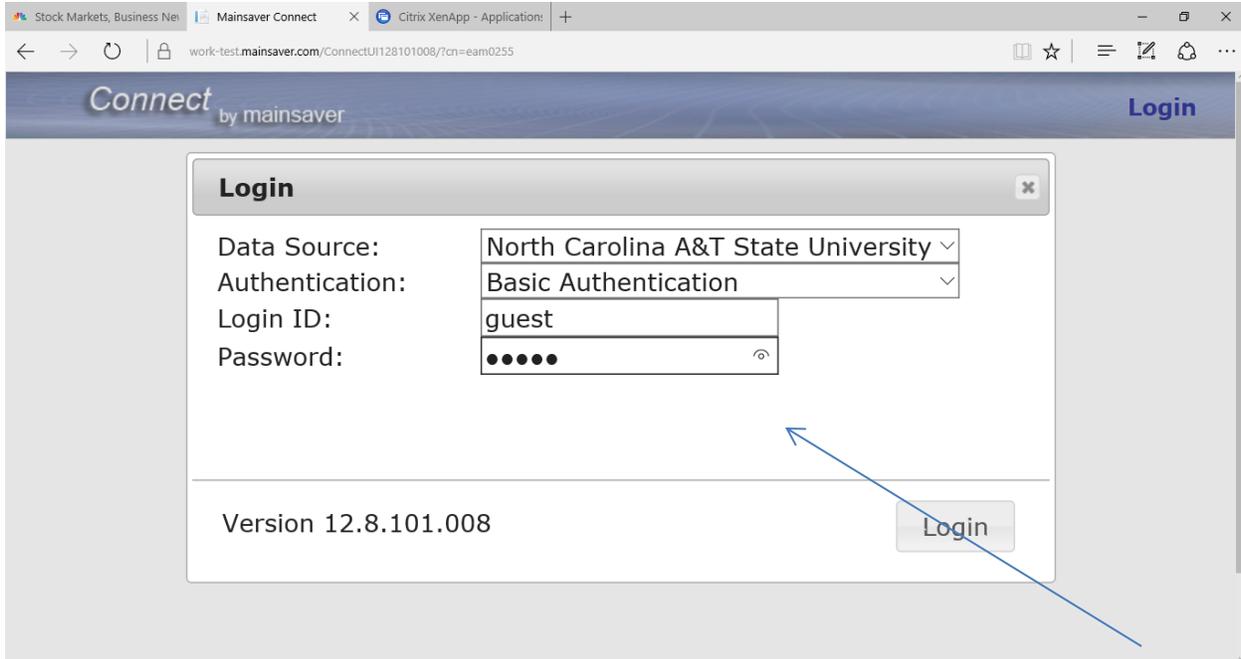


Link is available under Facilities webpage.

Or type the following into the browser address area;

work.mainsaver.com/0255-con

(create favorite and shortcut)

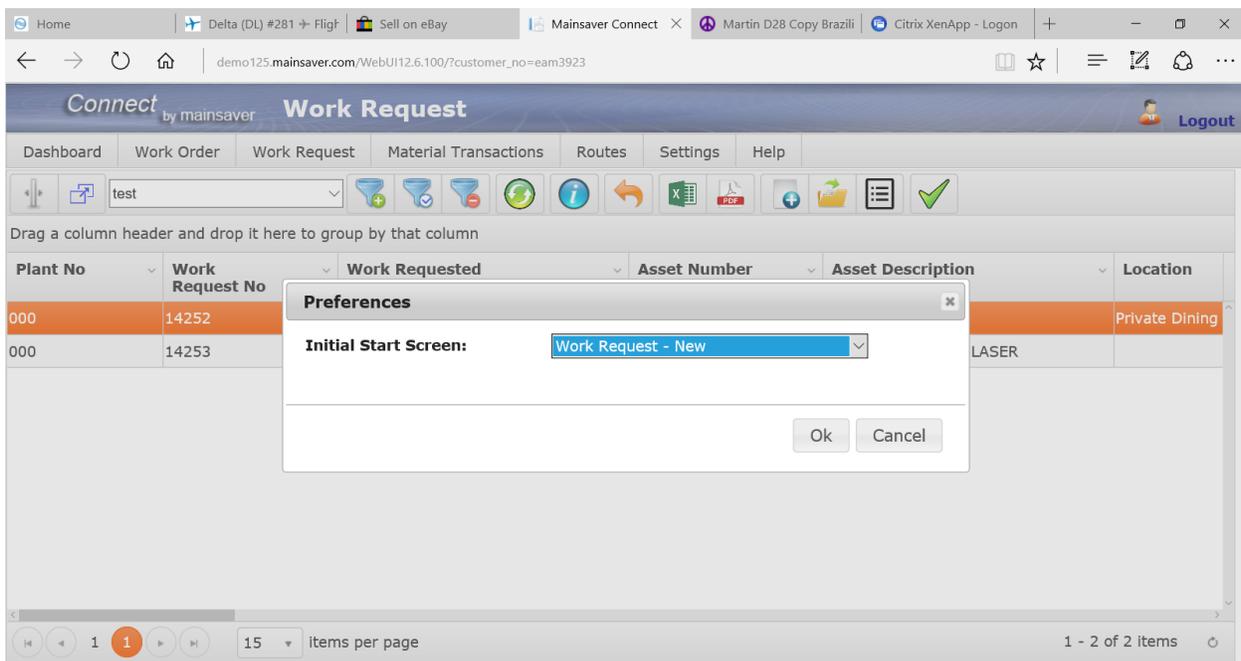


User will need to enter Login ID and Password assigned by the Dispatch Office .

Click Login.

1. Settings – Preferences

- a. For current user, set start screen as work request list or work request new.



2. Work Request – New

Press New icon or from 'Work Request' menu select 'New'.

The screenshot shows the 'Work Request' section of the Mainsaver Connect application. The navigation menu includes Dashboard, Work Order, Work Request, Material Transactions, Routes, Settings, and Help. A search bar contains the text 'test'. Below the search bar, there are several icons for actions like adding, deleting, and refreshing. A table displays the following data:

Plant No	Work Request No	Work Requested	Asset Number	Asset Description	Location
000	14252	Work order for Friday 3/28/14. Prese...			Private Dining
000	14253	TASK: Test RESULT: 90 DEGREE F T...	N-001536	M-300 ENGRAVING LASER	

At the bottom of the table, there is a pagination control showing '1' of '2' items and '15' items per page.

Fill out required (red) columns and any others as applicable.

Press save icon when all data is filled out.

The screenshot shows the 'New Work Request' form. A red arrow points to the 'New' icon in the top left corner. The form contains the following fields:

- Contact Information:**
 - Originator: Prince Rogers Nelson
 - Phone: (empty)
 - Email: purpleone@music.com
- Work Request Information:**
 - Location: 139 - Dehuguley
 - Work Type: SI - SAFETY ISSUES
 - Work Requested: Carpet squares coming loose in office 9923
- Priority:** 4 - ROUTINE
- Safety?:**
- Due Date:** 06/02/2017 08:10
- Asset Description:** (empty)
- Work Group:** (empty)
- Building or Equipment Number:** (empty)

A blue arrow points to the save icon (a blue circle with a white checkmark) in the bottom right corner of the form.

Use magnifying glass to lookup asset data if applicable

New Work Request

Contact Information
Originator:
Phone:

Work Request Information
Location:
Work Requested: *

Priority: Work Group:
Safety? Building or Equipment Number:
Due Date:
Asset Description:

Work Request Created
Work Request 4 was created.
Ok

User will receive message when work request is saved. Press Red X to exit work request screen.

Work Request

Work Requests Not Approved

Drag a column header and drop it here to group by that column

W...	Work Requested	Originator	Bui...	Asset Description	Location	Priorit
4	Carpet squares coming loose in office...	Prince Rogers Nelson			139	4
3	install parking sign PORSCHE PARKIN...	Jim Brady	150	New Student Health		4

15 items per page 1 - 2 of 2 items

User may select 'List' under Work Request menu to see open or recent work requests.