

Submitting a Fleet Vehicle Request

<http://quecentre2.cnyric.org/tstboces/Login.aspx>


Log In Screen

TST BOCES TST BOCES
TOMPKINS • SENECA • TIOGA Work Order/PM System

Username:

Password:

Login

 Please visit our [Support Blog](#) and subscribe to receive Q Ware software email updates.

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Username: Type your username. (same as your network username)

Password: Type your password. (same as your network password) Click Login.

User Account Screen

Gear Icon – My Account

Set Favorites

Favorite Service Area: Users can choose a favorite service area. This is the service area that will be the default selection on forms where you must select a department. Make the selection from the drop down box.

Favorite Location: Users can choose a favorite location. This is the location that will be the default selection on forms where you must select a location. Users will only see locations they are associated with. Make the selections from the dropdown boxes.

The screenshot shows the TST BOCES user interface. At the top, the logo 'TST BOCES' is displayed with 'TOMPKINS • SENECA • TIOGA' below it. To the right, it says 'Welcome Test User' and 'TST BOCES'. There are four icons: a gear, a home icon, a question mark, and a document icon. Below the header is a 'Work Orders' tab. The main content area is titled 'My Account' and has two tabs: 'My Info' and 'My Favorites'. The 'My Favorites' tab is active. It contains the following text: 'Please select your favorite service area. This is the service area that will be the default selection on forms where you must select a department.' Below this is a dropdown menu labeled 'Favorite Service Area:' with the text 'Select Service Area'. The next text is: 'Please select your favorite location. This is the location that will be the default selection on forms where you must select an location.' Below this are four dropdown menus: 'Campus:' with 'Select', 'Building:' with 'Select', 'Floor:' with 'Select', and 'Room:' with 'Select'. At the bottom of the form are two buttons: 'Update' (with a green checkmark icon) and 'Cancel' (with a red X icon). The footer contains 'Copyright © C&S Companies 2015' on the left and 'Version: 2.1.2' on the right.

Update: Click the Update button to save any changes you have made.

Enter a Fleet Vehicle Request

Work Orders: Create Work order

Work Order Contact: Automatically entered based on your login.

Service Area: Select Fleet Vehicle using the drop down box

Campus: Select your location: TST BOCES Warren Road or TST BOCES Off Campus

Building, Floor, Room: Select the building, floor, and room in which you are located using the drop down boxes. This may be filled in if a user has selected favorites.

Location: N/A

Description: Type a brief description of your vehicle request.

Status: Status stays as “new”

Additional Information: Fill out this section as appropriate. No box can be left blank. Use N/A if not applicable.

Save: Click the Update button to save and submit the request you have created

Work Order Details **Inventory**

Details

Service Area:	<input type="text" value="Fleet Vehicle"/>		Description:	<div style="border: 1px solid #ccc; padding: 5px;"><p>Words: 0 Characters: 0</p></div>
Campus:	<input type="text" value="Select"/>		Current Status:	New
Building:	<input type="text" value="Select"/>			
Floor:	<input type="text" value="Select"/>			
Room:	<input type="text" value="Select"/>			
Location:	<input type="text"/>			

Additional Information

Requested Start Date:	<input type="text"/>	Return Date:	<input type="text"/>
Home Town of Residence:	<input type="text"/>	Destination:	<input type="text"/>
Signout Time:	<input type="text"/>	Signin Time:	<input type="text"/>

Routing of your Fleet Vehicle Request

Once your request has been submitted it is routed to your supervisor's email for approval. Your supervisor will review it, add comments if necessary, and then approve or deny it. You will get an email stating that your request has been "supervisor approved" or "denied". If approved by your supervisor it is routed to the Facilities Department. The Facilities department will approve or deny the request. If approved, you will receive an email indicating the vehicle assigned. If denied, you will receive an email to indicate that.

Check the Status of Your Fleet Vehicle Request

Work Orders – View My Work Orders

This screen shows new or in progress work orders that you have put in the system.

Number: Indicates the number of a work order. Clicking the number of a work order will take you to the Update Work Order Screen for that work order.

Status: Indicates the current status of a work order (work orders that have been rejected or are closed will not appear).

Description: Shows the request as it was entered on the Request Screen and indicates any special condition boxes checked.

Location: Indicates the Building, Floor and Room of the work order as they were entered on the Request Screen.

Updated: Indicates the last person to act on the work order and the date/time the action took place.

Requested: Indicates the person who requested the work order and the date/time of the request.

The screenshot displays the 'Work Orders' management interface. At the top, there is a header with the TST BOCES logo and the text 'TOMPKINS • SENECA • TIOGA'. Below the header, there is a navigation bar with 'Work Orders' selected. The main content area features a table with the following columns: Number, Type, Status, Description, Location, Assets, Assigned To, Updated, and Requested. A single work order is listed with the number 04191, Type Regular, Status New, and Description 'sample work order'. The location is 'Area: Maintenance TST BOCES Warren A-Roy Dexheimer Bldg 1st Floor 001 Lobby'. The updated and requested dates are 'Nov 19 2015 8:37AM'. The interface also includes a search bar, a 'Create New Work Order' button, and various filter and export options.

Number	Type	Status	Description	Location	Assets	Assigned To	Updated	Requested
04191	Regular	New	sample work order	Area: Maintenance TST BOCES Warren A-Roy Dexheimer Bldg 1st Floor 001 Lobby			User, Test Nov 19 2015 8:37AM	User, Test Nov 19 2015 8:37AM