

SUPERVISORS

Submitting and Approving Requests

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

Log In Screen



The screenshot shows the login interface for the TST BOCES Work Order/PM System. At the top, the logo for TST BOCES is displayed, with the text 'TOMPKINS • SENECA • TIOGA' and 'Work Order/PM System' below it. The main area contains a 'Username:' field with the text 'user' and a 'Password:' field with four dots. A 'Login' button is positioned below the password field. At the bottom left, there is a 'Q Ware' logo. To the right of the logo, a message reads: 'Please visit our [Support Blog](#) and subscribe to receive Q Ware software email updates.' The footer contains the copyright information 'Copyright © C&S Companies 2015' and the version number 'Version: 2.1.2'.

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

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

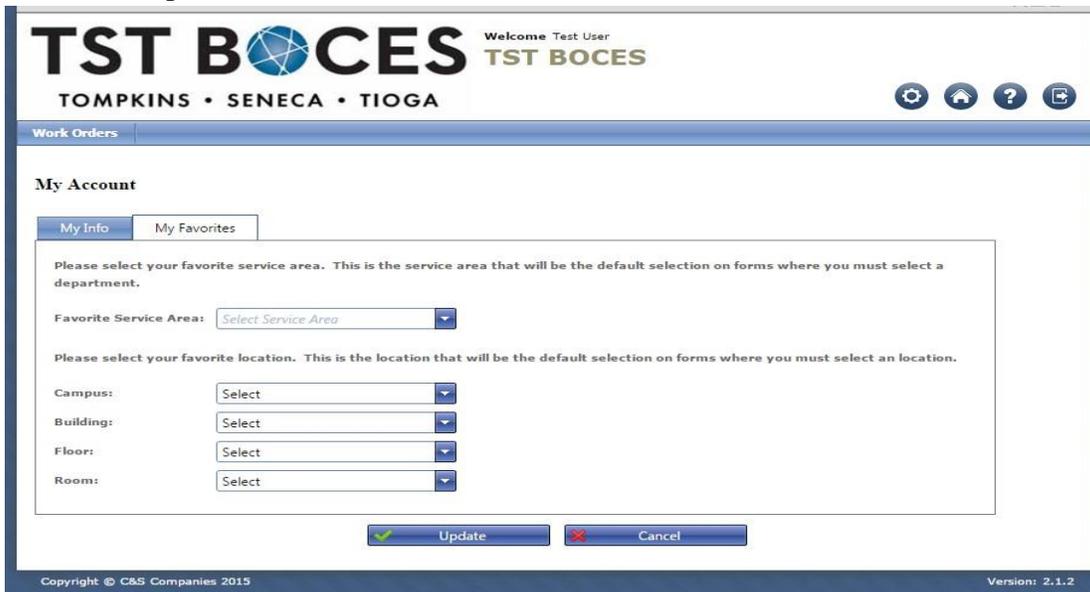
User Account Screen

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 'My Account' screen in the TST BOCES system. The top navigation bar includes the TST BOCES logo, the text 'Welcome Test User', and a 'TST BOCES' label. Below the logo, it says 'TOMPKINS • SENECA • TIOGA'. On the right side of the navigation bar, there are four icons: a gear, a home icon, a question mark, and a user profile icon. The main content area is titled 'My Account' and has two tabs: 'My Info' (selected) and 'My Favorites'. Below the tabs, there is a form with the following fields:

- A message: '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.'
- 'Favorite Service Area:' with a dropdown menu showing 'Select Service Area'.
- A message: 'Please select your favorite location. This is the location that will be the default selection on forms where you must select an location.'
- 'Campus:' with a dropdown menu showing 'Select'.
- 'Building:' with a dropdown menu showing 'Select'.
- 'Floor:' with a dropdown menu showing 'Select'.
- 'Room:' with a dropdown menu showing 'Select'.

At the bottom of the form, there are two buttons: 'Update' (with a green checkmark icon) and 'Cancel' (with a red X icon). The footer contains the copyright information 'Copyright © C&S Companies 2015' and the version number 'Version: 2.1.2'.

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

Work Orders: Create Work order

Work Order Contact: Automatically entered based on your login.

Service Area: Select Maintenance, Field Trip, or Fleet Vehicle using the drop down box

Building, Floor, Room: Select the building, floor, and room using the drop down boxes in which the problem exists. For fleet vehicle and field trip requests the building, floor and room is your classroom/office location. This may be filled in if a user has selected favorites.

Location: Type the specific location where the problem exists (ie: in the corner of the room, under the sink, etc)

Description: Type a detailed description of the problem or the reason you need a vehicle or bus.

Status: Change status to Supervisor Approved.

Additional Information for Field Trip and Vehicle requests: Fill in the designated boxes at the bottom of the screen. All fields require an entry.

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

The screenshot displays the TST BOCES Work Orders application. At the top, the logo for TST BOCES (Tompkins • Seneca • Tioga) is visible, along with a user greeting 'Welcome Test User' and navigation icons. The main header is 'Work Orders'. Below this is a toolbar with buttons for 'Update', 'Update And Print', 'Print', and 'Return To List'. The primary section is titled 'Create New Work Order'. It features a 'Work Order Contact' section with a 'Requested By' field containing 'User, Test' and a note: 'In case of Emergency call Facilities Management.' Below this are two tabs: 'Work Order Details' and 'Inventory'. The 'Work Order Details' tab is active, showing a 'Details' section with several dropdown menus: 'Service Area' (Maintenance), 'Campus' (TST BOCES Warren Rd), 'Building' (A-Roy Dexheimer Building), 'Floor' (1st Floor), and 'Room' (001 Lobby). A 'Location' text field contains 'sample'. To the right is a 'Description' text area with 'sample work order' and a character count of 'Words: 0 Characters: 0'. Below the description is a 'Current Status' field set to 'New'. At the bottom, there is an 'Additional Information' section with the text 'No additional information required.' and a second toolbar with 'Update', 'Update And Print', 'Print', and 'Return To List' buttons. The footer contains 'Copyright © C&S Companies 2015' and 'Version: 2.1.2'.

Fleet Vehicle

Work Orders Preventive Maintenance Inventory Quick Links

Update Update And Print Print Return To List

Create New Work Order

Work Order Contact

Contact Information:

In case of Emergency call Facilities Management.

Work Order Details Inventory

Details

Service Area:

Campus:

Building:

Floor:

Room:

Location:

Asset:

Description:

Words: 0 Characters: 0

Status:

Additional Information

Requested Start Date:

Home Town of Residence:

Signout Time:

Return Date:

Destination:

Signin Time:

Field Trip

Additional Information

School Bus Needed?:

Driver Needed?:

Nurse Needed?:

Number of ambulatory students:

Number of students in motorized wheelchairs:

Rain Date:

Person on bus in charge of event:

Estimated arrival time back at BOCES:

Trip destination and address:

List any equipment to be transported on bus:

If no, indicate mode of travel:

If no, include driver's name:

Number of staff riding on the bus:

Number of students in manual wheelchairs:

Trip Date:

Trip return date:

Begin loading at BOCES (time):

Preferred Loading Area:

If a BOCES bus is not available, contract bus?:

Instructional goals/objectives:

Font Name Real... **B** *I* U

Words: 0 Characters: 0

Approving a Request:

1. You will receive a message in your email that a “request” awaits your approval.
2. Click on the link in your email.
3. Sign in.

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

Username: supervisor
Password:
Login

Please visit our Support Blog and subscribe to receive Q Ware software email updates.

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4. Click on the Work Order tab
5. Click View All. Click on the number that corresponds with your email.
6. To Search for the work order click on “Search”.

Work Orders Preventive Maintenance Inventory Quick Links

Create New Work Order Search

Filter For: All Work Orders Filters: Type: Select Type Status: Select Status Bulk Operations Export Work Orders

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Number	Type	Status	Description	Location	Assets	Assigned To	Updated	Requested
04319	Regular	Facilities Dept Approved	lof service wash and clean.	Area: Maintenance TST BOCES Warren G-Facilities Mainten Grounds Grounds	Car #4 / 19395	Thomas, Michael	Slack, Paul Dec 7 2015 1:14PM	Slack, Paul Dec 7 2015 1:13PM
04318	Regular	Facilities Dept Approved	Install united way and holiday signs in front of B-building.	Area: Maintenance TST BOCES Warren A II Buildings Grounds Grounds		Hulbert, Jason	Dexter, Lisa Dec 4 2015 4:06PM	Hammond, Michael Dec 4 2015 11:20AM

7. Type the work order number in the box and click “Apply Filters”

Apply Filters Reset Selections Cancel

Work Order Filters Additional Details

Work Order Numbers: 04129

Description:

Requested Date: After Before

Date Worked:

Completed Date:

Sliding Dates: Select

Type: All items checked

Assets: Select Asset

Parts: Select Part

Service Area: Select Service Area

Location: Filter By Location

Requested By: Select Requester

Assigned To User Grp: Select Assigned To Group

Assigned To: Select Assignee

Assigned By: Select Assigned By

Worked On By: Select Worked On By

Statuses Not Included: Cancelled, Closed, Deleted, Rejected

Statuses Included: Completed, Facilities Dept Approved, New, On Hold

Hint: To move an item, drag to the other window or highlight it and click arrow. (Ctrl + Left-Click to select multiple)
Note: An empty "Statuses Included" box will include all Work Order Statuses in result.

Apply Filters Reset Selections Cancel

8. That work order will be the only one listed on your screen.
9. Click on the number.

Create New Work Order		Search							
Filter For:	All Work Orders	Filters: Type:	Select Type	Status:	Select Status	Bulk Operations		Export Work Orders	
Number	Type	Status	Description	Location	Assets	Assigned To	Updated	Requested	
<input type="checkbox"/> 04129	Regular	New	Please change light bulbs in my office	Area: Maintenance TST BOCES Warren G-Facilities Mainten 2nd Floor 023			Dexter, Lisa Nov 2 2015 1:18PM	Dexter, Lisa Nov 2 2015 1:18PM	

10. The work order will appear. Review and click on “Supervisor Approved” or “Supervisor Denied”
11. You may add comments in the comment box
12. Click Update
13. An email will automatically be sent to the requester with an approved or denied status of their request. An email is also sent to the Facilities Department with the request. You and the requestor will receive another email with “Facilities Approved” or “Denied”. You will also receive and email when the work order has been closed.

Edit Regular Work Order 04129

Work Order Contact

Requested By: Dexter, Lisa
On November 02, 2015
at 1:18 PM

In case of Emergency call Facilities Management.

[Cancel this request](#)

Work Order Details | Communication | Inventory | History

Details

Service Area: Maintenance

Campus: TST BOCES Warren Rd

Building: G-Facilities Maintenance

Floor: 2nd Floor

Room: 023

Location:

Assets

Asset:

Description:

Please change light bulbs in my office

Words: 7 Characters: 38

Status: Supervisor Approved

Assign to:

Additional Information

No additional information required.

Comments

Current Charges

User	Date	Hrs	OT
No records to display.			

Please do not fill in the “Assigned to” or “Current Charges” boxes.