

# “UIS WORK ORDERS” instructions for Residence Life

1. Go to <http://go.uis.edu/wo> and the following screen should appear.

The screenshot shows the 'University of Illinois Springfield' UIS Work Order form. It includes the following fields and options:

- Request \***: Text input field with placeholder 'Request'.
- C-FOP**: Text input field with placeholder 'C-FOP'.
- Category \***: Dropdown menu with placeholder 'Category'.
- Your UIS Email \***: Text input field with placeholder 'Your UIS Email'. Below it is the instruction: 'Separate multiple emails with a semicolon'.
- Short Description**: Text area with placeholder 'Short Description'.
- Your Name \***: Text input field with placeholder 'Your Name'.
- Filter By Building Group**: Dropdown menu with placeholder 'Start typing to search Filter By Building Group beyond 50'.
- Filter By Building**: Dropdown menu with placeholder 'Start typing to search Filter By Building Group beyond 50'.
- Location(s) \***: Text input field with placeholder 'Start typing to search Location(s) beyond 50'.
- Files**: File upload section with a 'Choose Files' button, 'No file chosen' text, and a '10 MB File Size Limit' note.

2. **Request\*** - Title your Work Request with a brief location and issue of the problem such as ‘Bedroom Light’ or ‘Kitchen Outlet’:

**Examples**    FRH 315 – Shower  
                  CL 407 – Stove

### Location Abriviations

Founders Residence Hall	= FRH
Lincoln Residence Hall	= LRH
Trillium Court	= TR
Marigold Court	= MG
Pennyroyal Court	= PR
Foxglove Court	= FG
Sunflower Court	= SF
Clover Court	= CL
Larkspur Court	= LS
Bluebell Court	= BB

3. **C-FOP** – Please IGNORE & SKIP this entry.
4. **Category\*** - Please select ‘Residence Life (Housing)’. Selecting anything else may delay your work request significantly.

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5. **Your UIS Email\*** - Enter your @uis.edu email address. If you want to place your personal email address here you may do so AFTER you put in your UIS email and a ‘;’. You may also include your roommates as well for issues concerning all residents in the unit.
6. **Short Description** – This is where you would a brief but detailed description of the problem such as ‘Desk drawer in Bedroom B is hard to operate’ or ‘The overhead light in the hallway by B/C bedroom is out’. \* Location of issue is very important.

*\*Not all items inside your residency will be handled by one person. Plumbers do not handle electrical work and carpenters do not handle plumbing issues so, **please submit individual work orders for each maintenance issue you may have.***

7. **Your Name\*** - Please enter your full name (first name and last name). If we have any questions, we may be reaching out to you.
8. **Filter By Building Group** – Please select ‘Residential’
9. **Filter By Building** – Please select the appropriate building that you live in. You may have to type to find your correct location as the drop down only shows the first 50 entries.
10. **Locations(s)\*** - Please select the appropriate unit that you live in. You may have to type to find your correct location as the drop down only shows the first 50 entries.\*\* If you make a mistake you can hit the x to delete the unit.

*\*\*Once you have done this before and know your room as the system wishes to call it, you can skip the ‘**Building Group**’ and ‘**Filter By Building**’ and just begin typing in ‘**Location(s)**’.*

11. **Files** – You may choose to include files such as pictures in this section.
12. **Submit** – Finally click this button to submit the work order request.