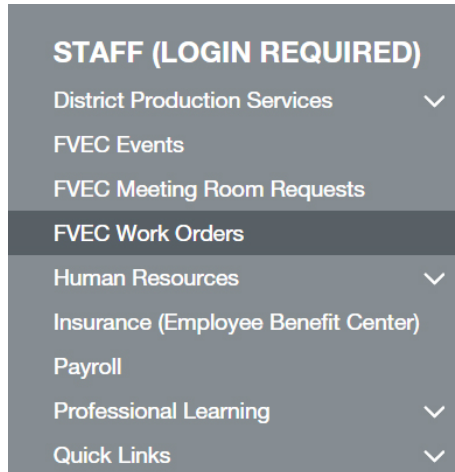


1. Background: The District is deploying a new Work Order system for FVEC and the six school campuses. The system is provided, hosted and supported by rSchoolToday. Our school websites will have links where you can enter new Work Orders.
2. Procedure:
 - a. Navigate to the District website: ***www.d214.org***.
 - b. Click through to the ***Staff (Login Required)*** section. NOTE: You may be prompted to login, use your NetID.



- c. Click on ***FVEC Work Orders*** from the navigation menu.
- d. From the rSchoolToday screen, you'll be prompted to login with their **NetID**:

A screenshot of the rSchoolToday login page for rWork Orders. The page features the rSchoolToday logo at the top, followed by the text "Website Applications for Education". Below this is the heading "rWork Orders". The login form consists of two input fields: "Username:" with the placeholder text "first.last" and "Password:" with the placeholder text "NetID Password". A "Login" button is positioned below the password field, and a link for "Forgot your password?" is located at the bottom of the form.

- e. After login, click on the **+ Create New Work Order** button:

Welcome requestor rSchoolToday™ rWork Orders [Sign Out](#)

[Work Orders](#) [Help](#)

Work Orders

Show Saved Query:

Filter by Approver:

Filter by Workers:

New Approved Assigned Completed Cancelled Rejected

Search:

<< Select New Viewing Options

ID	Status	Start Date	Location	Description	Priority	Approver's Notes	Assigned to	Requester/Date/Time	Last Edited	Delete
No Work Orders.										

< >

Page 0 of 0

Item per page:

- f. You'll be prompted for **Work Order** details, fill in the *Required fields
- i. Building: Buffalo Grove High School
 - ii. Category of Request:
 1. BGHS Custodial requests
 2. BGHS Grounds requests
 3. BGHS Maintenance requests
 4. BGHS Package deliveries
 5. BGHS Setup request
 6. BGHS Supplies Custodian only
 7. BGHS Table requests
 - iii. Priority: Select one
 - iv. Description: Tell us about the request
- g. Click **Submit & Exit**

Welcome requestor

rSchoolToday® rWork Orders

Sign Out

Work Orders

Help

New Work Order

Requester:* **Requestor Requestor**

Email: requestor@d214.org

Phone: (847) 718 4123

Building:* Buffalo Grove High School

Location: - Select - Optional

Category of Request:* - Select -

Description:*

ID#: ----

Created on: 01/12/2016 at 3:59 PM CST

Status: New

Approval Route:

Upload a PDF/JPG/PNG file: Choose File No file chosen (File size limit: 4MB)

Priority: - Select - Optional

Completion: ASAP - or - Desired Start Date: / / 2016 Optional

Desired Completion Date: / / 2016 Optional

Assign Staff to this Work Order

Staff Person	Work Type	Pay Rate	Date Worked	Hours	Cost
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No workers were added.

\$0.00

Materials	Cost	Expense Code
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No materials were added.

Notes:

Cancel

Submit & Add Another

Submit & Exit