

## Facilities Management WebTMA Mobile Work Order Requests

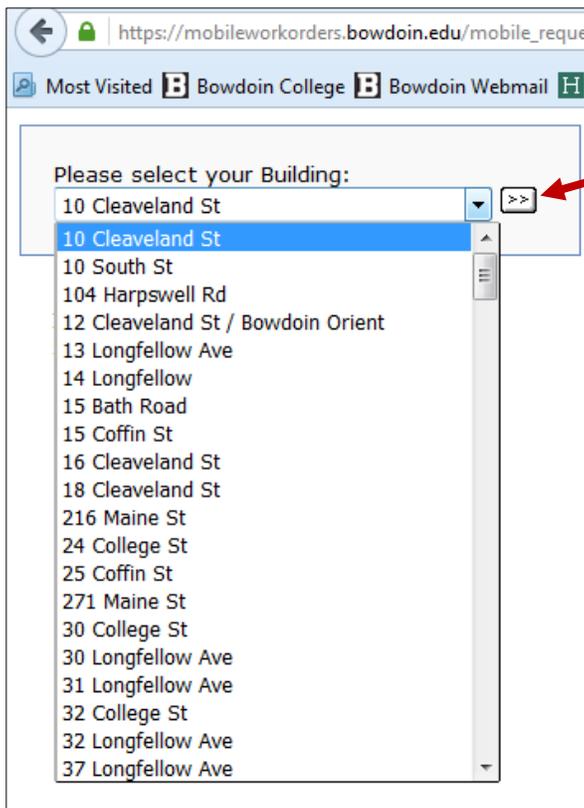
To submit a service request from a mobile device make sure you are connected to the internet and using your browser navigate to <https://bowdoin.webtma.com/app/request/>

Use you Bowdoin provided user name and password. Do not include “@bowdoin.edu” after your user name.

Tap on “**Submit a Request**”



Tap on the arrow to see a list of buildings. Select a building and tap the >> button.



The “Department” field will auto populate after the building is selected.

Tap on the arrow under **Area:** to see a list of spaces. Select a space.

https://mobileworkorders.bowdoin.edu/mobile\_buildin

Most Visited Bowdoin College Bowdoin Webmail

Name:  
Sharon King

Phone #:  
725-3413

E-mail Address:  
sking@bowdoin.edu

Department:  
Facilities Mgt - Office

Area:  
001-Basement/Laundry, Basement/Laundry  
002-Storage, Storage  
101-LivingRm, Living Room  
102-Sunrm/Office, Sunroom/Office  
103-DiningRm, Dining Room  
104-Kitchen, Kitchen  
105-Mudrm, Mudroom  
201-Bathrm, Bathroom  
202 Closet, Closet  
203 A Closet, Closet  
203-Bedrm, Bedroom  
204 A Closet, Closet  
204-Bedrm, Bedroom  
205 A Closet, Closet  
205-Bedrm, Bedroom  
Attic, Attic  
Entry E, Entry East  
Entry N, Entry North  
Garage, Garage

Type the information in the request box. To attach files to the request, tap the Browse button and select the file(s). Tap the Submit button when you're done.

https://mobileworkorders.bowdoin.edu/mobile\_buildin

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Name:  
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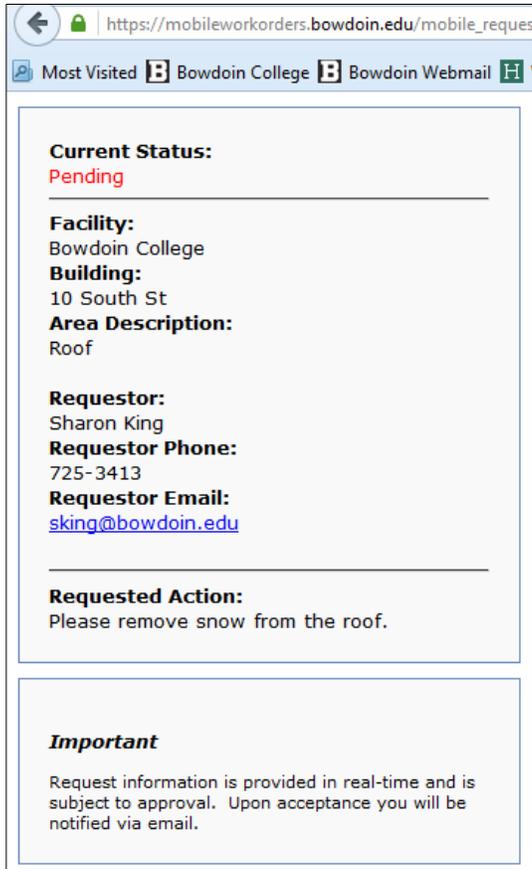
Area:  
Roof, Roof

Request: (Authorizes Entry unless indicated below)  
Please remove snow from the roof.

Browse... No file selected.

Submit

You will receive confirmation showing the request status as Pending. You will also receive email updates as the status of your request changes.



The image shows a screenshot of a mobile web browser displaying a work order request page. The browser's address bar shows the URL [https://mobileworkorders.bowdoin.edu/mobile\\_reques](https://mobileworkorders.bowdoin.edu/mobile_reques). Below the address bar, there are two tabs: 'Most Visited' and 'Bowdoin College', and another tab for 'Bowdoin Webmail'. The main content area is divided into two sections. The first section, titled 'Current Status:', shows the status as 'Pending' in red text. Below this, there are several fields: 'Facility:' (Bowdoin College), 'Building:' (10 South St), and 'Area Description:' (Roof). The 'Requestor:' field lists Sharon King, with 'Requestor Phone:' (725-3413) and 'Requestor Email:' ([sking@bowdoin.edu](mailto:sking@bowdoin.edu)). The second section, titled 'Requested Action:', contains the text 'Please remove snow from the roof.' Below this is an 'Important' section with a disclaimer: 'Request information is provided in real-time and is subject to approval. Upon acceptance you will be notified via email.'

**Current Status:**  
Pending

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**Facility:**  
Bowdoin College

**Building:**  
10 South St

**Area Description:**  
Roof

**Requestor:**  
Sharon King

**Requestor Phone:**  
725-3413

**Requestor Email:**  
[sking@bowdoin.edu](mailto:sking@bowdoin.edu)

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**Requested Action:**  
Please remove snow from the roof.

**Important**

Request information is provided in real-time and is subject to approval. Upon acceptance you will be notified via email.

If you have questions or need assistance please contact the Work Order Controller at 207.725.3333.