

*If you have any questions, please call 725 - 3333*

## Notes

- If your WebTMA window is blank or will not open, you must allow pop ups for this website.
- You need your Bowdoin UserID and password to enter a request.
- Required fields are in **RED**
- Your *Name, Phone number, and email* are pre-filled. You may change these fields if you would like.

The screenshot shows the WebTMA Service Request interface. The top navigation bar includes 'File' and 'Help' menus, and a 'New Window' button. The main header displays 'WebTMA POWERED BY TMA SYSTEMS' and 'Bowdoin'. Below the header is a toolbar with various icons for file operations like 'Add', 'Edit', 'Copy', 'Delete', 'First', 'Prev', 'Next', 'Last', 'Search', 'Print', 'Help', 'Save', and 'Cancel'. The left sidebar contains an 'Action Menu' with 'Linked Documents' and 'Last Modified' options, and a 'Requestor Nav' section with 'Tutorials'.

The main content area is titled 'Identity' and contains the following fields:

- Requestor Information:**
  - Request Date:** 07/01/2014 08:19
  - Requestor Name:** Put your name here
  - Phone #:** Put your phone here
  - Requestor E-mail:** Put your email here
  - Request Copy To: copy1@bowdoin.edu; copy2@bowdoin.edu
  - Notify Me
- Enter Request (Authorizes Entry Unless Indicated Below):** A large text area for the request description.
- Enter project code for charge backs if applicable:** A text area for project codes.

On the right side, there is a section for 'Service Request' with the following fields:

- Service Request Type:** Dropdown menu
- Building Name:** Dropdown menu
- Floor Code:** Dropdown menu
- Area:** Dropdown menu

A blue banner at the top right of the form area says: 'Click the SAVE button above to complete the request'.

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## Notes

- You can copy other people on the Service Request as well. Separate individual email addresses with a semi-colon (;) and a space before the next email address is added.
- As a default, you will receive an email when the request is received, turned into a work order, and then when the work order is completed.
- If you wish NOT to receive an email, uncheck the *Notify Me* box.

File Help New Window

**WebTMA** POWERED BY TMA SYSTEMS **Service Request** **Bowdoin**

Home Logout Add Edit Copy Delete First Prev Next Last Search Print Help Save Cancel

**Action Menu**

Linked Documents

Last Modified

**Identity**

**Requestor Information**

Request Date: 07/01/2014 08:19

Requestor Name: Put your name here

Phone #: Put your phone here

Requestor E-mail: Put your email here

Request Copy To: copy1@bowdoin.edu; copy2@bowdoin.edu

Notify Me:

Enter Request (Authorizes Entry Unless Indicated Below)

Enter project code for charge backs if applicable.

**Service Request**

Type: [Dropdown]

Building Name: [Dropdown]

Floor Code: [Dropdown]

Area: [Dropdown]

Click the **SAVE** button above to complete the request

Requestor Nav

Tutorials

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File Help New Window

**WebTMA** POWERED BY TMA SYSTEMS **Bowdoin**

Service Request

Home Logout Add Edit Copy Delete First Prev Next Last Search Print Help Save Cancel

**Action Menu**

Linked Documents

Last Modified

**Identity**

**Requestor Information**

Request Date: 07/01/2014 08:19

Requestor Name: Put your name here

Phone #: Put your phone here

Requestor E-mail: Put your email here

Request Copy To: copy1@bowdoin.edu; copy2@bowdoin.edu

Notify Me

Enter Request (Authorizes Entry Unless Indicated Below)

Enter project code for charge backs if applicable.

**Service Request**

Click the SAVE button above to complete the request

Service Request Type: Green

Building Name: Standard

Floor Code:

Area:

Items 1-2 out of 2

Requestor Nav

Tutorials

## Notes

- We have two types of requests: Green or Standard.
- Standard service requests are for routine services, maintenance, and repairs
- Green Service request should be related to sustainability (room too hot, door open, lights on, etc.) or request an energy efficient bulb for your desk lamp

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File Help New Window

**WebTMA** POWERED BY TMA SYSTEMS **Bowdoin**

Home Logout Add Edit Copy Delete First Prev Next Last Search Print Help Save Cancel

**Action Menu**

- Linked Documents
- Last Modified

**Identity**

**Requestor Information** Click the SAVE button above to complete the request

**Request Date:** 07/01/2014 08:19

**Requestor Name:** Put your name here

**Phone #:** Put your phone here

**Requestor E-mail:** Put your email here

Request Copy To: copy1@bowdoin.edu; copy2@bowdoin.edu

Notify Me

**Enter Request (Authorizes Entry Unless Indicated Below)**

Enter project code for charge backs if applicable.

**Service Request Type:** [Dropdown]

**Building Name:** [Dropdown] [Red Circle]

**Floor Code:** [Dropdown]

**Area:** [Dropdown]

Requestor ID#

Tutorials

## Notes

- Enter in the Building Name
- If you enter in a floor code, then your list of rooms will narrow down.
- The Area is the room number. Most rooms have a number, but are also named where appropriate.

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File Help New Window

**WebTMA** Service Request **Bowdoin**  
POWERED BY TMA SYSTEMS

Home Logout Add Edit Copy Delete First Prev Next Last Search Print Help Save Cancel

**Action Menu**

- Linked Documents
- Last Modified

**Identity**

**Requestor Information**

Request Date: 07/01/2014 08:19

Requestor Name: Put your name here

Phone #: Put your phone here

Requestor E-mail: Put your email here

Request Copy To: copy1@bowdoin.edu; copy2@bowdoin.edu

Notify Me

**Enter Request (Authorizes Entry Unless Indicated Below)**

**Enter project code for charge backs if applicable.**

**Click the SAVE button above to complete the request**

Service Request Type:

Building Name: **MacMillan House**

Floor Code:

Area:

- MacMillan House
- Maine Hall
- Maine St Station
- Massachusetts Hall
- Mayflower Apartments
- McLellan Building
- Memorial Hall / Pickard / V
- Monson / Bowdoin Outing
- Moore Hall

Items 1-12 out of 12

## Notes

- You can start typing the building name, or click on the drop down arrow.
- If you have a name in the field, you need to clear it out to see the entire list again!

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## Notes

- If you want to print a copy of the Service Request, click File before saving.
- To attach a photo, click on Linked Documents, click Add Document, and save specifying type.

The screenshot shows the WebTMA Service Request interface. The top navigation bar includes 'File' and 'Help' menus, and a 'Save' button circled in red. The main form area is titled 'Service Request' and contains several sections: 'Requestor Information' with fields for Request Date (07/01/2014), Requestor Name, Phone #, Requestor E-mail, and Request Copy To; 'Service Request' section with dropdowns for Type, Building Name, Floor Code, and Area; and two large text input areas for 'Enter Request (Authorizes Entry Unless Indicated Below)' and 'Enter project code for charge backs if applicable.' A red arrow points from the 'File' menu to the 'Save' button. Another red arrow points from the 'Linked Documents' section to the 'Add Document' button. A yellow callout box on the right contains the text: 'TO SUBMIT THE REQUEST, CLICK ON THE SAVE BUTTON!'.