

## Facilities Management WebTMA Mobile Work Order Requests

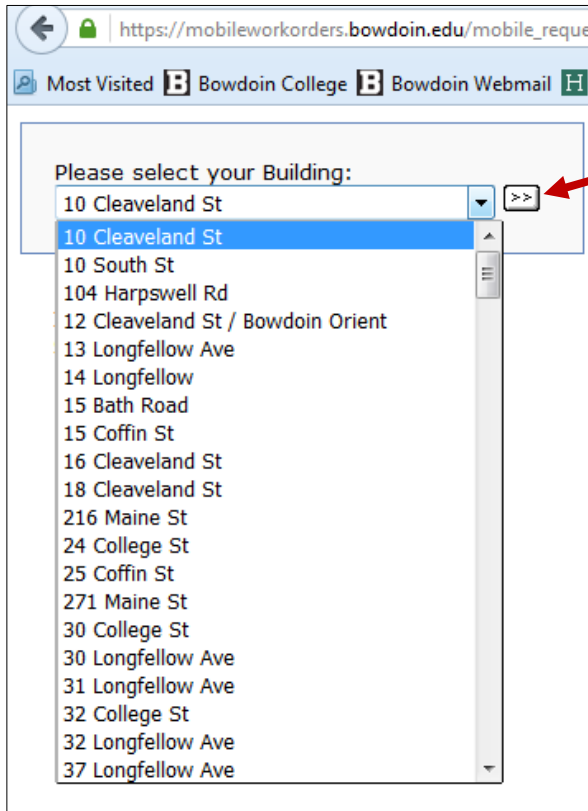
To submit a service request from a mobile device make sure you are connected to the internet and using your browser navigate to [mobileworkorders.bowdoin.edu](https://mobileworkorders.bowdoin.edu). It's recommended that you create a bookmark to easily access this site from your device in the future.

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.

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**Name:**  
Sharon King

**Phone #:**  
725-3413

**E-mail Address:**  
sking@bowdoin.edu

**Department:**  
Facilities Mgt - Office

**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.

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

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**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.