

New Work Order and Inventory System

The Hyperlink to the site is found on our Technology web page. The web address is <http://www.bluechalkapps.com/menu/>



Welcome to the intranet!!!
Please logon with your user name and password below:

Username:	<input type="text"/>
Password:	<input type="password"/>
Org Code:	<input type="text" value="phmo"/>
	<input type="button" value="Login"/>

This site works best with **Internet Explorer**. It does seem to work fine with Netscape or Mozilla so you should not have a problem using either one. Just make sure you have the menu strip bar at top of page when in the program, if not then use IE.

Your **username** is the first 4 digits of your last name and the first 2 digits of your first name. **Ex. - huffra**

Your **password** is your last 4 digits of your SSN. **1234**
If by chance your last 4 digits do not work try the numbers 1234 because I used those as default until I had your correct SSN.

Org Code stands for Organizational code and that is: **phmo** which stands for Park Hills, MO

The following screen will appear once you log in.



Hello, Test1 !
Welcome to your organization's intranet site.



[Classroom Inventory System](#)
Add/Edit/Delete Items in Your Classroom Inventory



[Building Work Order System](#)
Request building/room repairs, report maintenance problems.



[Technology Work Order System](#)
Request computer repairs, report computer problems.

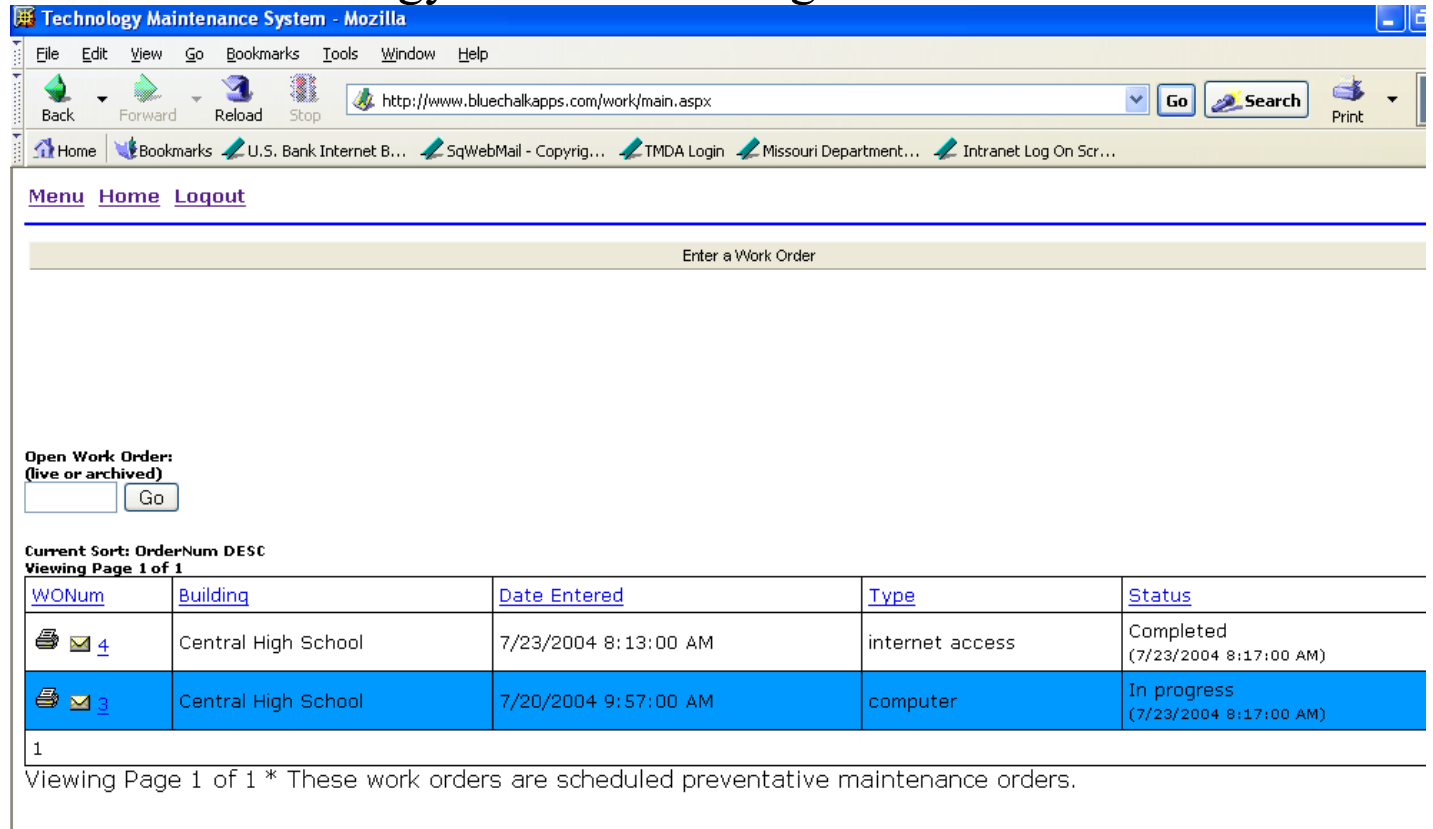
[Log Off](#)
Leave the intranet site.

The “Classroom Inventory System” link is to your classroom inventory. These were imported from what was entered at the end of last school year. You will need to place items in their respective categories of groups and items when you do your inventory at end of year and just add anything additional you receive this school year.

As of now the “Building Work Order System” shows up but may not in the future. This link is for Building Maintenance work orders and should be submitted by building administrators only at this time.

The “Technology Work Order System” link takes you to our new system for sending in a technology work order and lets you see if it has been assigned and the status of your request.

View of Technology Work Order Page



Technology Maintenance System - Mozilla

File Edit View Go Bookmarks Tools Window Help

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Enter a Work Order

Open Work Order:
(live or archived)

Current Sort: OrderNum DESC
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WONum	Building	Date Entered	Type	Status
4	Central High School	7/23/2004 8:13:00 AM	internet access	Completed (7/23/2004 8:17:00 AM)
3	Central High School	7/20/2004 9:57:00 AM	computer	In progress (7/23/2004 8:17:00 AM)

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Viewing Page 1 of 1 * These work orders are scheduled preventative maintenance orders.

It shows work orders and you can see when entered and their status.

To submit a new work order click on bar at top that says “Enter a Work Order”.

Work Order Entry Screen - Mozilla

Use this screen enter a work order request. You will be emailed a confirmation with your work order number. Depending on the system settings, other copies of the work order may be emailed to administrators and technicians.

Location of equipment (in room):

Room Number:

Type of Problem:

Building:

Please Describe Problem In Detail:

Submit

The above box will pop up and you will fill in the boxes and click on submit at bottom left.

- Location of equipment means where in the room is it located such as Row 2 Computer 1 if you have a lab or on desk, etc.
- Room Number for your class room number.
- Type of Problem: You can choose from drop down menu If your problem is not listed just choose Other. I will add other problems as they arise to be able to choose from.
- Building: Choose your campus from the drop down menu.
- A dialog box is available to describe your problem.
- Click on Submit button.

View of Classroom Inventory page

Classroom Inventory System - Mozilla

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Enter an Inventory Item Reports ▾

-Filter By Building- ▾ -Filter By Group- ▾ -Filter By Item Type- ▾

-Filter By Faculty- ▾ Clear

Current Filter: None
Current Sort: GroupName,ItemName ASC
Viewing Page 1 of 4

ID #	Details	Delete	Count	Name/Title	Group	Item Type	Estimated Value (each)	Total Estimated Value
13331	Details/Edit	Delete	21	Student's Mathematics	Books	Textbooks	\$0.00	\$0.00
13334	Details/Edit	Delete	2	Blue Magnetic Boards	Books	Textbooks	\$0.00	\$0.00
13335	Details/Edit	Delete	24	Judy original mini-clocks	Books	Textbooks	\$0.00	\$0.00
13336	Details/Edit	Delete	1	Month-by-month Phonics	Books	Textbooks	\$0.00	\$0.00
13330	Details/Edit	Delete	1	computer table	Books	Textbooks	\$0.00	\$0.00
13332	Details/Edit	Delete	15	Geoboards	Books	Textbooks	\$0.00	\$0.00
13333	Details/Edit	Delete	1	Trash can	Books	Textbooks	\$0.00	\$0.00
13337	Details/Edit	Delete	16	Reading Posters	Books	Textbooks	\$0.00	\$0.00
13338	Details/Edit	Delete	21	Student's desk	Books	Textbooks	\$0.00	\$0.00
13339	Details/Edit	Delete	24	Blue Student chairs	Books	Textbooks	\$0.00	\$0.00

1 2 3 4

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You click on tool bar at left top that says Enter an Inventory item and fill in boxes with your info. First choice is to choose an Item Type.

Inventory Entry Screen - Microsoft Internet Explorer

Use this screen enter items into your personal inventory.

Item Type: --Select an Item Type-- ▾

Submit

Then you will see the following screen with many fields to fill in. Not all fields are applicable to the item, just fill in what you know. Different items will have different fields on some. If you have new item names you would like me to include just email me the names of the items.

Inventory Entry Screen - Microsoft Internet Explorer

Use this screen enter items into your personal inventory.

Item Type: Textbooks

Building: --Select A Building--

Title:

ISBN#: ISBN Search

Publisher:

Author:

Copyright:

Purchase Count:

Current Count:

Funding Source:

Purchase Price (each):

Estimated Value (each):

Install/Purchase Date:

Vendor:

Location:

Sublocation:

Room: