

Facilities Ancillary Services Best Practice

Granting User Staff Access to the Work Order System

INTRODUCTION (Purpose and Importance)

The purpose of this best practice is to provide instructions on how to add users and provide staff access to the work order system.

Providing staff access to the work order system:

- Login onto utilities
- Security Module
- Page will be blank – click on Module
- User management
- New
- Type in user name: (first name initial and last name – example: bbrown)
- Choose user group
- Ok
- Send link to user with their username and password

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