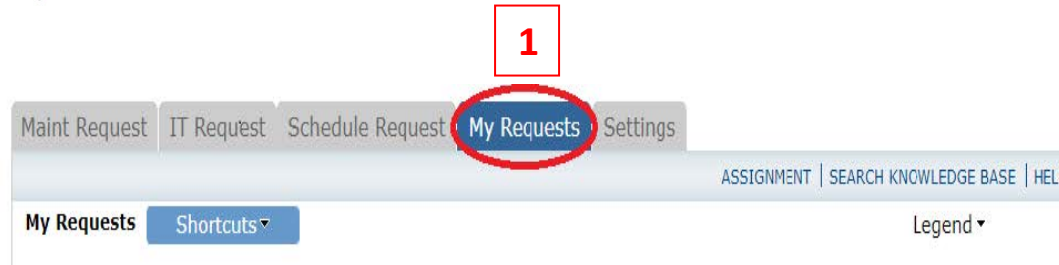




Cornwall Central School District

IT Department

To print a single work order:



1. Click on "My Requests" at the top of the page (see above)
2. Type the number of the work order (see circled example below) you would like to print into the search bar
3. Click 'GO'; you should now only see that single work order in the results
4. Click the print icon to print the single work order

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "

Search this results for: Show All **4**

1 - 10 of total **20** listed **3**

Previous 10 Next 10

Status	Location	Action Taken	Complete Date
WOID	Building	Assigned To	
Area	Description	Request Date	
Area Number		Type	
Purpose			
New Request 1288 Classroom Qww	EB Elementary School Test	No Action Note Main Technician, Evan 1/6/2017 1:21:41 PM Glass\Window Repairs	
New Request 1283 Classroom Test	Eleanor Harper Concert Hall Athletic Field Gate House Test	No Action Note Comptroller Admin, Evan 1/5/2017 9:43:14 AM	
New Request 1063 Classroom 234	EB High School Test	No Action Note Comptroller Admin, Evan 10/18/2016 11:56:59 AM	

Request Totals

- 12 New Request
- 3 Complete
- 3 Closed Work Orders
- 1 Declined
- 1 Deferred