

Introduction

Process and Trigger

Perform this procedure when you to create and submit a Facilities Service Request to Facilities Management and Planning.

Prerequisites

You know:

- type of service needed
- the address
- estimated number of workers and hours required
- cost center(s) to be charged

Menu Path

Use the following menu path to begin this transaction:

Portal Procurement → Place and Manage Orders → Facilities Service Request

Transaction Code

None

Tips and Tricks

At times you may need to use your scroll bar to view additional information.

Reports

None



Procedure

1. Start the transaction using the above menu path or transaction code.

Please Login

BU Facilitie	es Management &	Planning			
Legin CAMMS Portal User Guides ► Photos & Multimedia Suggestions/Requests	Log In User Name: Password: Remember me next time.				2 3
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2. As required, complete/review the following fields:

Field	R/O/C	Description
User Name:	Required	Unique CAMMS logon ID.
		MREI
		Important Username and Password are required
Password: (CAMMS)	Required	A unique string of characters that allows system access.
		Example: Password

3. Click the Log In button Log In .



CAMMS Home Page

	Split %: 50, Moving Request; Note/Description: Move stuff
	Space Change Projects
	Approvals & Action Items
	New FMP Service Request
	Event Setup Event Setup Set up & clean up on-campus events by Custodial Estimate Services. Catering & Conference services not included. Request a cost estimate and project time line. Free of charge.
	Moving Request moving services with FMP's trucks and movers. Department approval and funding required. Small Dollar Order Request any FMP services less than \$500. Funding is required but no approval needed.
	Key/Lock Request new or repair keys/locks. Department approval and funding required. Renovation/Update Request removation of existing space without changing current space size and intended use. Department approval and funding required.
	Vandalism Request any FMP services due to student vandalism. Housing Office use only. Department approval and funding required. Space-Change Renovation Request renovation that swill change current space size and intended use. Department approval and funding required.
	Existing FMP Service Requests
	View/Update Request View Actual Cost View, edit or delete your request in incomplete status. See current FIJP charges of your project in detail.
	Find out where your request is now.
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4. Click the Moving link label Moving

3rd-Party Work Order Entry

5 -	BU Facilitie	s Management & Planning 🥃 Send 🔍 Messages (0)	
	Logout	Moving Request	
6 -	CAMMS Portal User Guides Photos & Multimedia Suggestions/Requests Change Your Password	Job Address: BU Address: Building: Requester: Malcolm H. Reid School/Department: College of Arts & Sciences Room Number: Contact Desired Start Date: Split Costs? No. only 1 cost center will be used for this request.	
		Describe your request:	
		Line #1 DescriptionNote:	
		Cost Center: Split %: 100 Shop: TRUCKING M 😥	
		Labor Rate: Number of workers: Estimated Hours: Labor Cost: Material Cost: Misc. Cost: \$66.92 / Hr X \$0.00 Image: Solution of the solutio	
	Done	● Internet 4 100%	

5. As required, complete/review the following fields:

Field	R/O/C	Description
Job Address:	Required	The address where work is required.
		Example: 1010 Commonwealth Ave / (1010CO-1)



Field	R/O/C	Description	
Room Number:	Required	Room where work is required. Example:	

6. Click the Same as requester check box

3rd-Party Work Order Entry

BU Facilitie	s Management &	k Planning 🧧 Send 🤤 Messages (0)
Logout		Moving Request
CAMMS Portal User Guides Photos & Multimedia Suggestions/Requests Change Your Password	Job Address: 1010 C BU Address: 1010 CC Building: LEASE Requester: Malcol School/Department: Collego Room Number: 10 11 Contact: Malcol Desired Start Date: Split Costs? 4 Describe your reques Split Costs? 4 Line #1 DescriptionNote: 17 55 56.92 / Hr X	Moving Request DIMMONWEALTH AVE OIMMERCIAL Building Code: 930Q 1 H. Reid of Arts & Sciences Imal: Ima
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7. Click the Desired Start Date: 18.



BU Facilities Management & Planning	Messages (0)
Logout Moving Request	
Lease Moving Request CAMMS Portal Job Address: [010 COMMONWEALTH AVE (1010C0-1) LEASED COMMERCIA Building Code: 9300 Photos & Muttimedia > BU Address: 1010 COMMONWEALTH AVE (1010C0-1) LEASED COMMERCIA Building Code: 9300 Suggestions/Requests > Change Your Password School/Department/ College of Arts & Sciences Email: mreid/200@bu ee Room Number: 106 @ Floor/Site: Floor/Site: Contact: Malcolm H. Reid @ Same as requester Contact Phone: 6173566654 Desired Start Date: [06 @ Floor/Site: 500/characters Split Costs? No. only 1 cost center will be used for this request. Su # to Tu We Describe your request: 26 # 28 28 3 # 5 6 5 do 10 ± 12 13 Line #1 Describe your request: 26 # 28 28 21 ± 2 3 1 ± 2 3 (500 Characters maximum) Cost Center: Ship: Today. June Ship: TUCKING * 5 & 5 & 0.00 Misc. Co Sis6.52 / Hr x x x \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	du 2011 e Th Fr Sa 20 1 2 7 8 9 3 14 15 16 0 21 22 23 7 8 9 4 5 6 e 29, 2011
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- 8. Click the **Desired End Date**: **18**.
- 9. Click the Split Costs? selection Arrow .

3rd-Party Work Order Entry

BU Facilitie	es Management & Planning 🥏 Send 🥥 Messages (0)
Loqout	Moving Request
CAMMS Portal CAMMS Portal User Guides Photos & Multimedia Suggestions/Requests Change Your Password 11	MoVing Request Job Address: 1010 COMMONWEALTH AVE (1010C0-1) LEASED COMMERCI/. Building: LEASED COMMERCIAL Building: Code: 9300 Protect Colspan="2">Requester Contact Malcolm H. Reid Bosiche Colspan="2">Building: Code: 9300 Protect Colspan="2">Bosiche Colspan="2">Building: Code: 9300 Protect Colspan="2">Bosiche Colspan="2">Bosiche Colspan="2">Contact Phone: 6173566854 Contact Malcolm H. Reid Desired Start Date: 7/18/2011 Desired End Date: 7/18/2011 Desired End Date: 7/18/2011 Desired End Date: 7/18/2011 Split Costs into 2 cost centers. No. only 1 cost center will be used for this request. Ves. split the costs into 2 cost centers. No. only 1 cost center will be used for this request. Ves. split the costs into 2 cost centers. No. only 1 cost center will be used for this request. Ves. split the costs into 2 cost centers. Cost center: Ves. split the costs into 2 cost centers. Cost center: Ves. split the costs into 2 cost centers.
Done	😜 Internet 🖓 👻 🔍 100°

10. Select Yes, split the costs into 2 cost centers. Yes, split the costs into 2 cost centers.

11. As required, complete/review the following fields:

Field R/O/C	Description
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Field	R/O/C	Description
Description / Note: * Required! in Line #1 Area	Required	A text description of the required work. Example: Move large conference table and chairs from Room 106 to Room 204.
Cost Center: in Line #1 Area	Required	An organizational unit or activity within a controlling area that represents a clearly delimited location where revenue and costs occur. Organization divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs.
		Example: 1202020000
Split %: in Line #1 Area	Required	The % of cost to be applied to a Cost Center. Example: 50
Number of Workers: * in Line #1 Area	Required	The number of personnel required to complete a task. Example:
Estimated Hours: in Line #1 Area	Required	The amount of time, in hours, required to complete a task. Example:
Description / Note: * Required! in Line #2 Area	Required	A text description of the required work. Example: See note for Line 1 above.
Cost Center: in Line #2 Area	Required	An organizational unit or activity within a controlling area that represents a clearly delimited location where revenue and costs occur. Organization divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs.
		Example: 1202060000
Split %: in Line #2 Area	Required	The % of cost to be applied to a Cost Center. Example: 50



Field	R/O/C	Description
Number of Workers: * in Line #2 Area	Required	The number of personnel required to complete a task.
		Example: 2
Estimated Hours: in Line #2 Area	Required	The amount of time, in hours, required to complete a task.
		Example: 3

Contact: Malcolm H. Reid V Same as requester Contact Phone: 6173586	6854 *
Desired Start Date: 7/18/2011 Desired End Date: 7/18/20	11
Yes, split the costs into 2 cost centers.	
Describe ways as much	
Describe your request:	
Cline #1	
Move large conference table and chairs from Doom 106 to Doom 204	
Hove large configurate cable and charls from Room 100 to Room 201.	
	~
(435 characters left)	
Cost Center: 120202000 Split %: 50 Shop: TRUCKING V	
Labor Rato: 10 Number of Workers: Estimated Hours: Labor Cost: Material Cost:	Misc. Cost:
\$56.92 / Hr x 2 x 3 = 341.52	
r Line #2	
Description/Note:*	
See note for Line 1 above.	
(474 characters left)	
Cost Cost Cost or 1202060000 B Solit Mr E0	
Shop: TRUCKING Shop: TRUCKING Shop: TRUCKING	
Labor Rate: Window of Workers: Estimated Hours: Labor Cost: Material Cost:	Misc. Cost:
\$56.92 / Hr	
12 Committed S:	
WorkOrderEntry3rd.aspx?type=MO	🌍 Internet 🥢 😽 🔍 100% 💌

12.

Click the Calculate Committed Amount icon



	\$56.92 / Hr × 2 × 3 = 341.52	6
	veschpionwole:	
	Jee Hote Tot Like I above.	
	N	
	(500 characters maximum)	
	Cost Center: 1202060000 Split %: 50 Shop: TRUCKING 🔍 💭 🖗	
	Labor Rate: 10 Number of Workers: Estimated Hours: Labor Cost: Material Cost: Misc. Cost:	
	\$56.92 / Hr x 2 + x 3 = 341.52	
	Committed \$:683.04 • 🔮 📰	
	NOTE PAG:	
12		
10		
	(250 characters maximum)	
14		
	C Attachments	
	File to Attach: Browse Attach	
	Additional email address(es) you want this W/O sent, separated by a comma(s).	
	Cancel Submit Work Order	
	💽 Internet 🥡 🗸 100% 🝷	

13. As required, complete/review the following fields:

Field	R/O/C	Description
Note Pad:	Required	Field for additional explanatory text.
		Example: Please see attached document.



This is the total commitment. This dollar amount should be your diligent estimate of the service cost.

The actual charge may be different.

- 14. Click the Browse ... button Browse...
- **15.** Browse to the upload file, in this example the file is **Move Request_Special Instructions for Moving Table**.
- 16. Click the Open button Open



		\$56.92 / Hr X 2 3 = 341.52	
		Line #2 DescriptionNote:*	
		See note for Line 1 above.	
		(500 characters maximum) Cost Center: 1202060000 Split %: 50 Shop: TRUCKING V 💯 🕐	
		Labor Rate: Labor Rate: Number of Workers: Estimated Hours: Labor Cost: Material Cost: Material Cost: \$56.92 / Hr x 2 x 3 = 341.52 Material Cost: Mate	
		Committed \$:[663.04	
	Note Pad:		
		Please see attached document.	
		(221 characters left)	
		Attachments File to Attach	17
18 -		Additional email address(es) you want this W/O sent, separated by a comma(s).	
		Cancel Submit Work Ord	er 19
	, WorkOrderEntry3rd.aspx?type=MO		🜍 Internet 🦓 🔹 🔍 100% 🔹

17. Click the **Attach** button Attach

18. As required, complete/review the following fields:

Field	R/O/C	Description
Additional email address(es) you want this W/O sent, separated by a comma(s).	Required	BU e-mail address Example: Jones@bu.edu

19. Click the Submit Work Order button Submit Work Order





20. Click Logout .



Notice the options:

- Print Work Order
- Enter Another W/O



Results and Next Steps

You have submitted a Facilities (FM) Service Request.