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

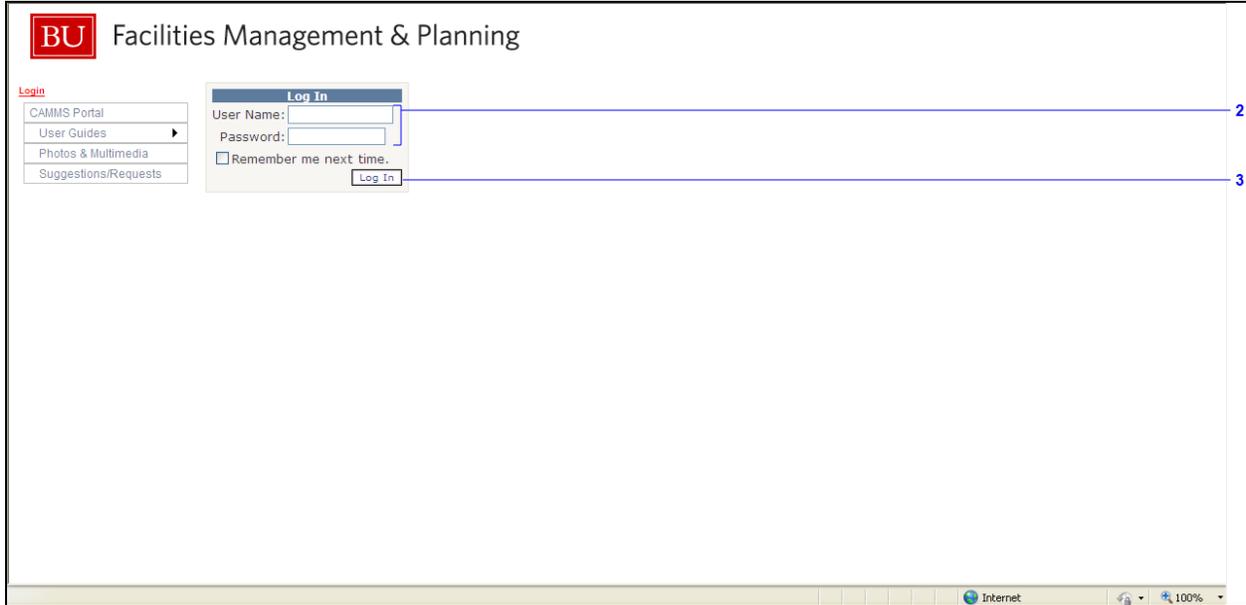At times you may need to use your scroll bar to view additional information.

Reports

None

BUworks Online Help

Procedure

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

Please Login

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

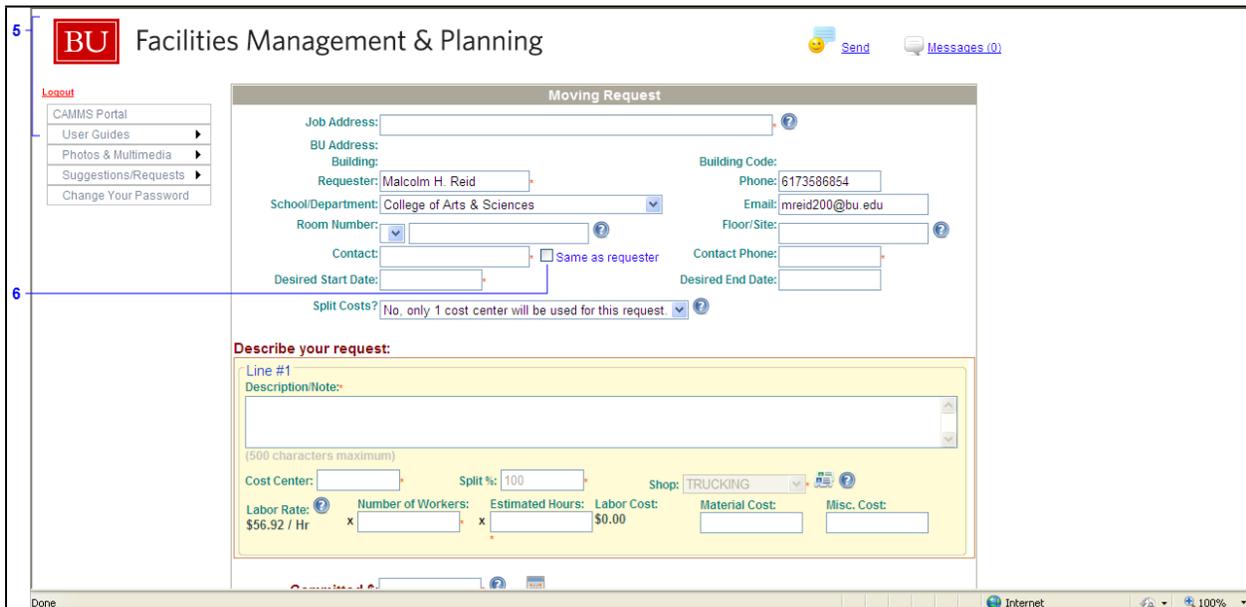| Field	R/O/C	Description
User Name:	Required	Unique CAMMS logon ID. **Example:** MREI **Username and Password are required**
Password: (CAMMS)	Required	A unique string of characters that allows system access. **Example:** Password

3. Click the **Log In** button ⎸ Log In ⎸.

CAMMS Home Page
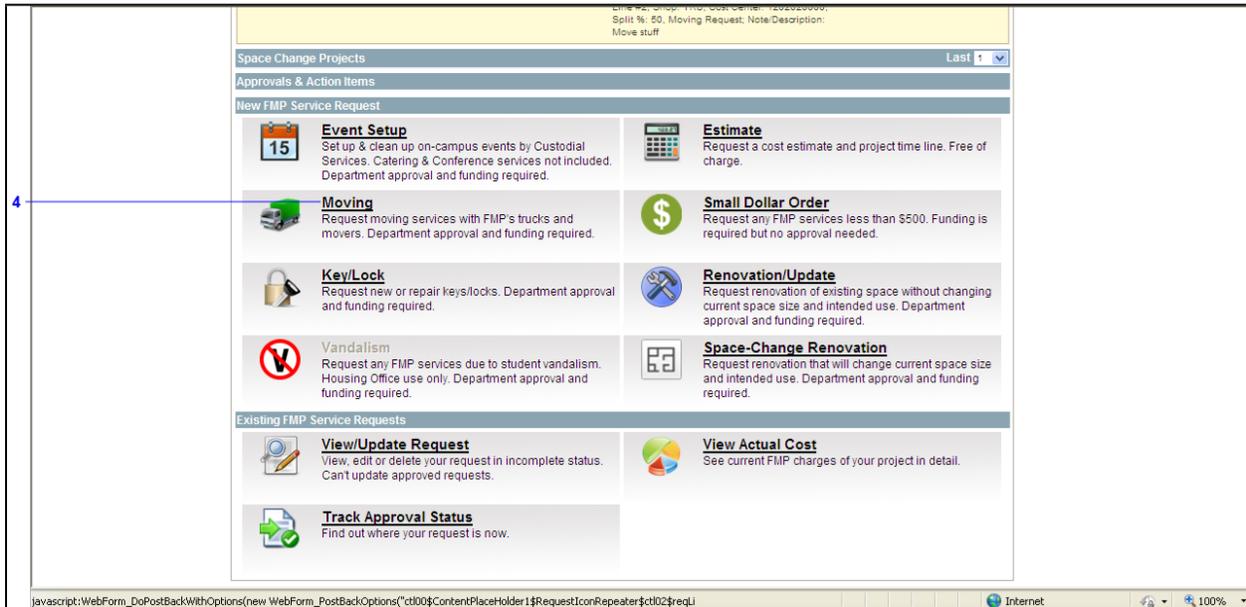
4.   Click the **Moving** link label **Moving** .

3rd-Party Work Order Entry

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:** 106

6. Click the **Same as requester** check box ☐ .

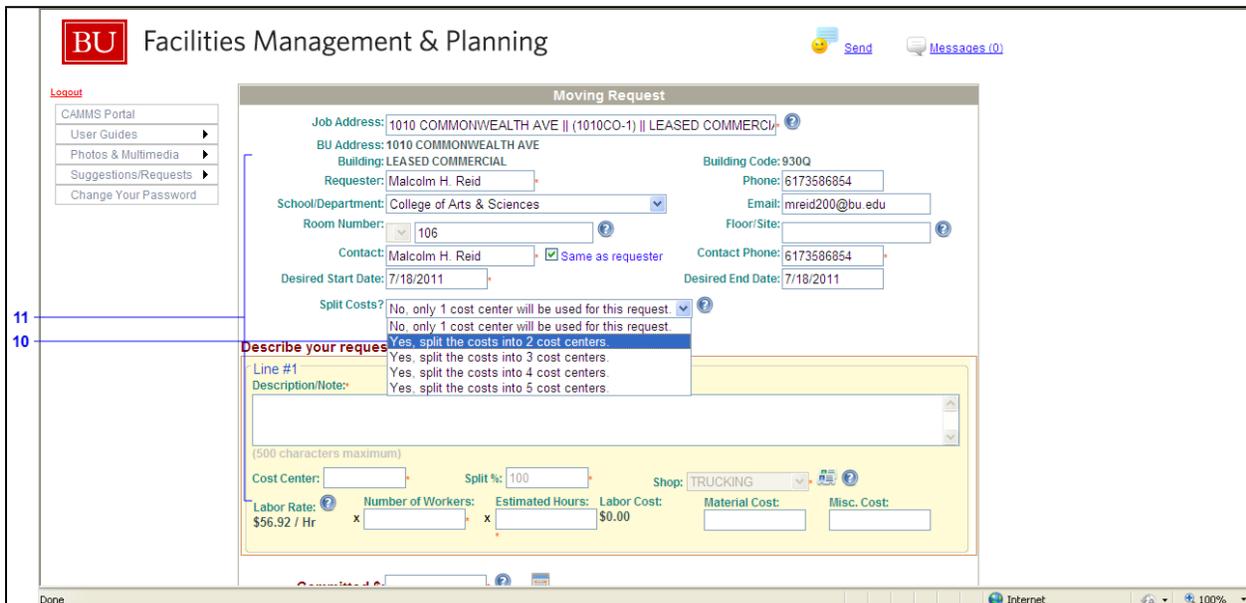**3rd-Party Work Order Entry**

7. Click the **Desired Start Date**: 18 .

3rd-Party Work Order Entry
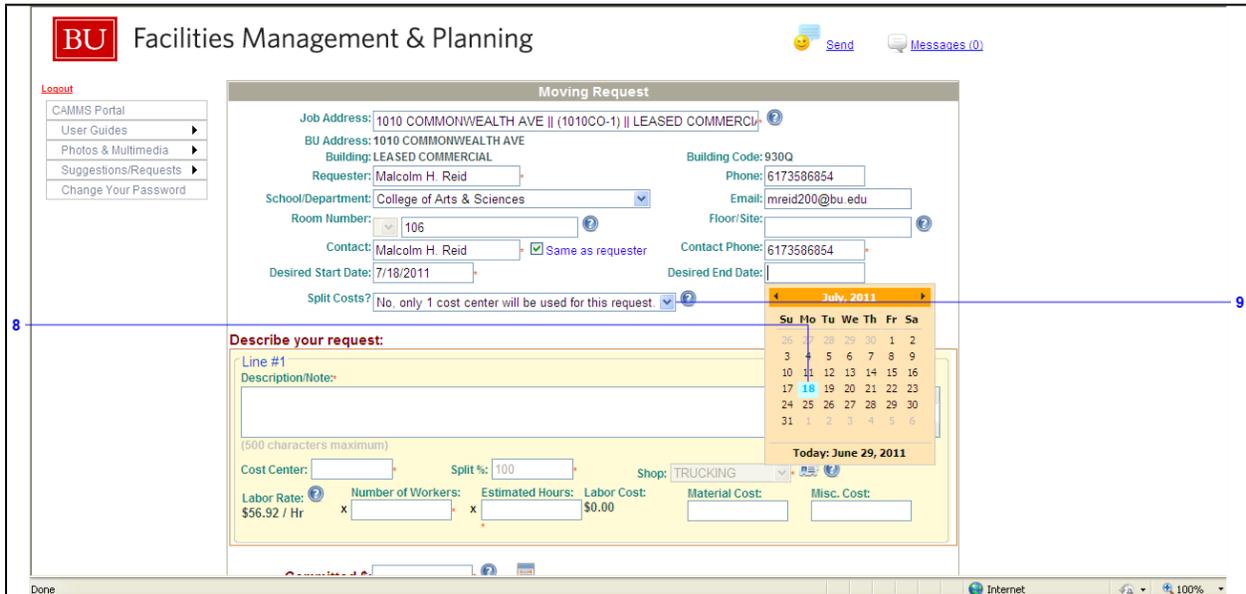
8. Click the **Desired End Date**: 18 .

9. Click the **Split Costs?** selection Arrow .

3rd-Party Work Order Entry

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

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:** 2
Estimated Hours: in Line #1 Area	Required	The amount of time, in hours, required to complete a task. **Example:** 3
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

3rd-Party Work Order Entry

12.

Click the **Calculate Committed Amount** icon .

3rd-Party Work Order Entry

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... .
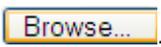
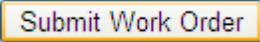**15.** Browse to the upload file, in this example the file is **Move Request_Special Instructions for Moving Table**.

16. Click the **Open** button Open .

3rd-Party Work Order Entry

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].

3rd-Party Work Order Entry

20. Click **Logout** *Logout* .

Notice the options:

- Print Work Order
- Enter Another W/O

Results and Next Steps

You have submitted a Facilities (FM) Service Request.