

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.

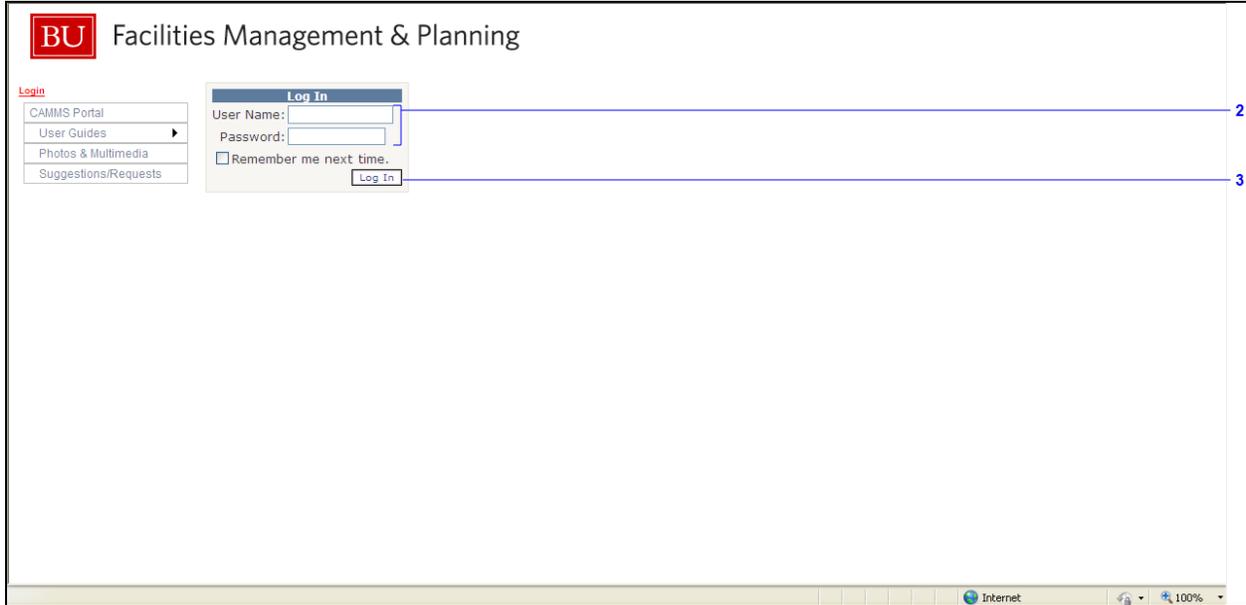
Reports

None

Procedure

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

Please Login

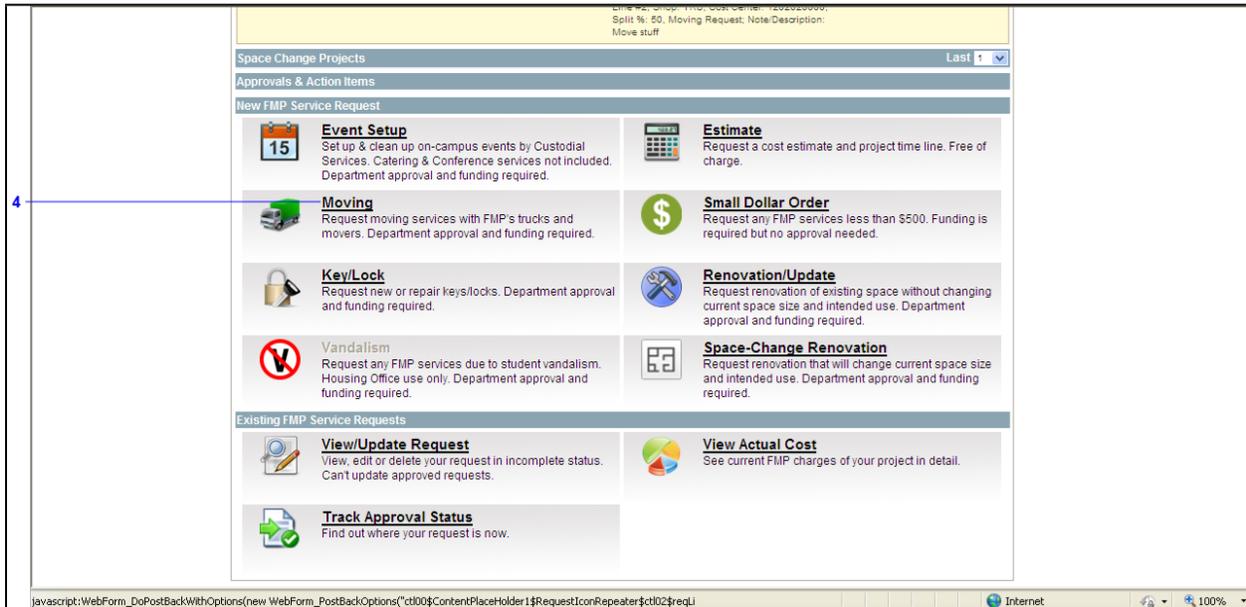


2. As required, complete/review the following fields:

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

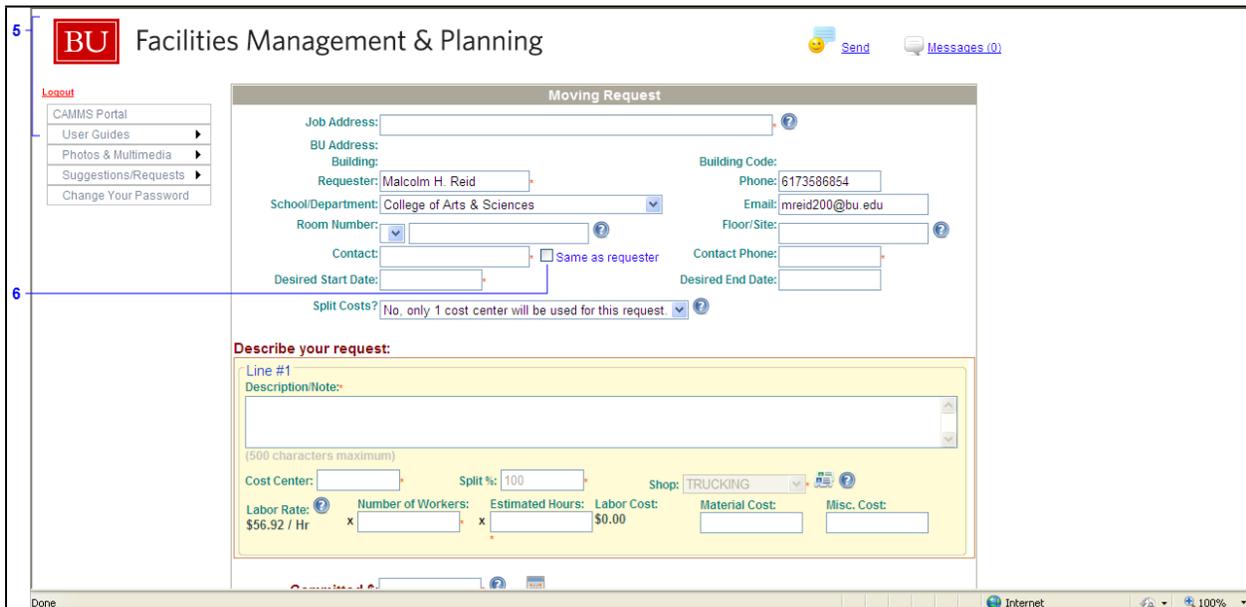
3. Click the **Log In** button | [Log In](#) |.

CAMMS Home Page



- Click the **Moving** link label **Moving**.

3rd-Party Work Order Entry



- 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 .

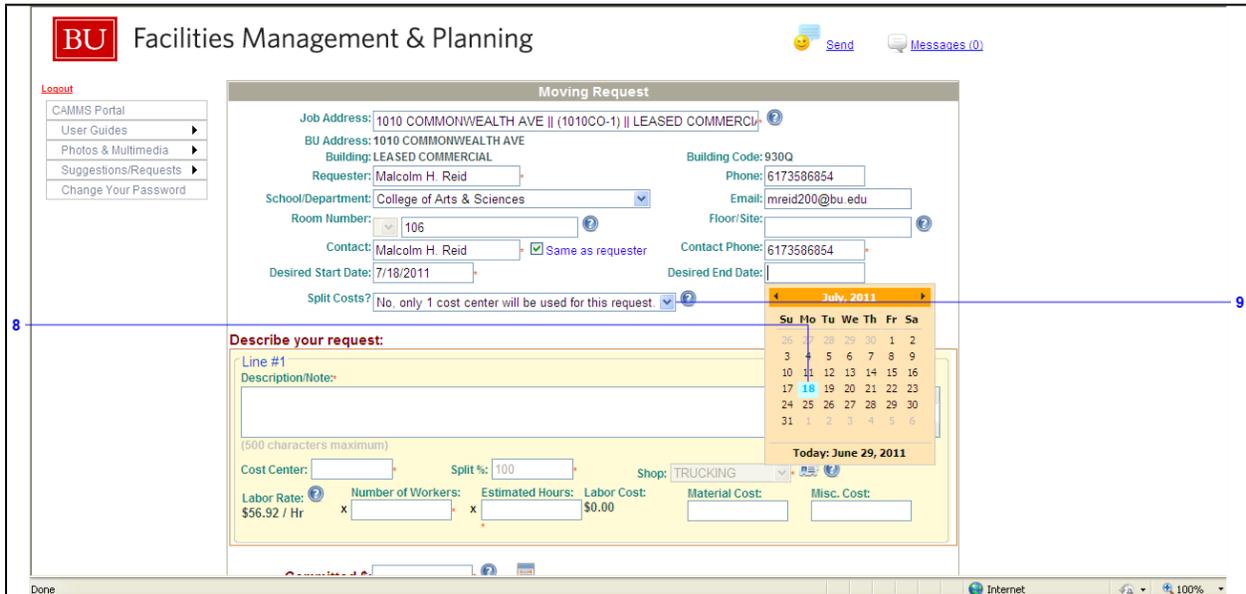
3rd-Party Work Order Entry

The screenshot shows the 'Moving Request' form in the BU Facilities Management & Planning system. The form is partially filled out with the following information:

- Job Address:** 1010 COMMONWEALTH AVE II (1010CO-1) II LEASED COMMERCIAL
- BU Address:** 1010 COMMONWEALTH AVE
- Building:** LEASED COMMERCIAL
- Requester:** Malcolm H. Reid
- Phone:** 6173586854
- School/Department:** College of Arts & Sciences
- Room Number:** 106
- Contact:** Malcolm H. Reid
- Checkboxes:** Same as requester
- Calendar:** A calendar for July 2011 is open, showing the 18th as the selected date.
- Costs:** Labor Rate: \$56.92 / Hr; Labor Cost: \$0.00

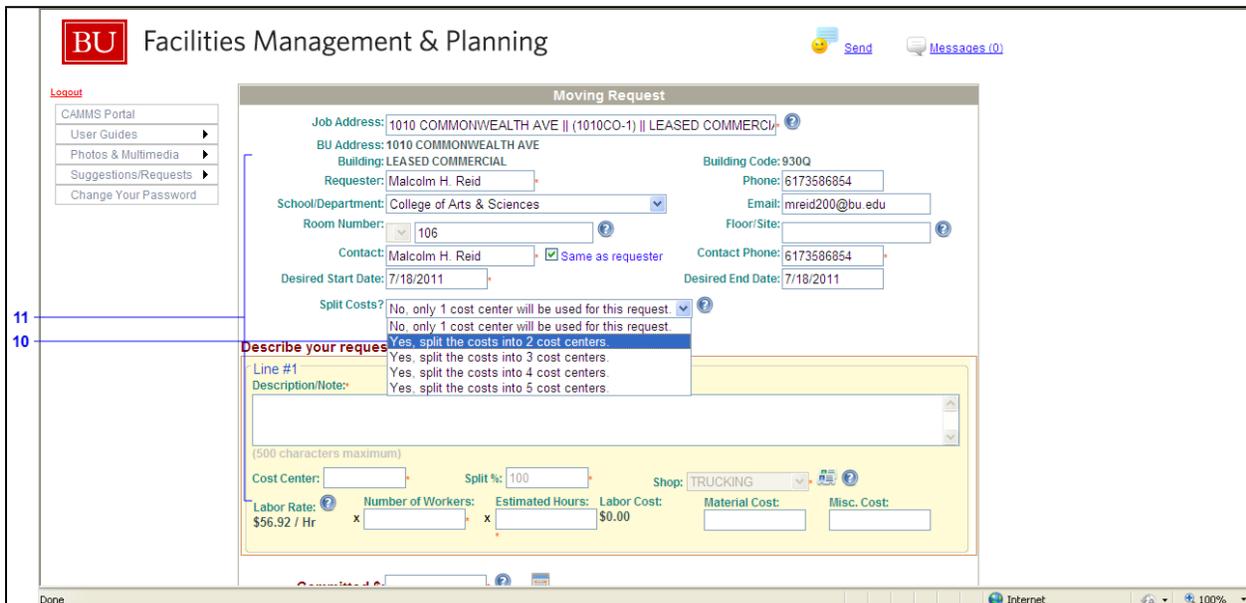
7. Click the **Desired Start Date:** 18.

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
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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: 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

Contact: [Malcolm H. Reid] Same as requester Contact Phone: [6173586854]
 Desired Start Date: [7/18/2011] Desired End Date: [7/18/2011]
 Split Costs? [Yes, split the costs into 2 cost centers]

Describe your request:

Line #1
 Description/Note:
 Move large conference table and chairs from Room 106 to Room 204.
 (435 characters left)
 Cost Center: [1202020000] Split %: [50] Shop: [TRUCKING]
 Labor Rate: \$56.92 / Hr Number of Workers: x [2] Estimated Hours: x [3] Labor Cost: = 341.52 Material Cost: Misc. Cost:

Line #2
 Description/Note:
 See note for Line 1 above.
 (474 characters left)
 Cost Center: [1202060000] Split %: [50] Shop: [TRUCKING]
 Labor Rate: \$56.92 / Hr Number of Workers: x [2] Estimated Hours: x [3] Labor Cost: = 341.52 Material Cost: Misc. Cost:

Committed \$: []

WorkOrderEntry3rd.aspx?type=MO

12. Click the **Calculate Committed Amount** icon .

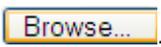
3rd-Party Work Order Entry

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 .

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

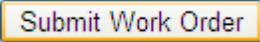
16. Click the **Open** button .

3rd-Party Work Order Entry

17. Click the **Attach** button .

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 .

3rd-Party Work Order Entry

The screenshot shows a web browser window titled "Print Work Order" with a sub-header "Enter Another W/O". The main content area displays the following information:

BOSTON UNIVERSITY
Facilities Management and Planning
120 ASHFORD STREET, BOSTON, MA 02215

3RD-PARTY WORK ORDER

Work Order Information

Requester:	Malcolm H. Reid	Date/Time:	6/29/2011
Phone #:	6173586854	Status:	In Progress
Shop:	TRU	Reference #:	
Assigned To:	SHOP	Building Code:	930Q
Priority:	5	Funding Source:	3rd-Party
Desired Start Date:	7/18/2011	Opened By:	Malcolm H. Reid
Desired End Date:	7/18/2011	Committed:	

Job Location

Building Name:	LEASED COMMERCIAL
BU Address:	1010 COMMONWEALTH AVE
Room:	106

Navigation buttons at the top of the window include "Print", "Save", "Home", "Back", "Forward", "Find", "Zoom", "Sign", and "Messages (0)".

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.