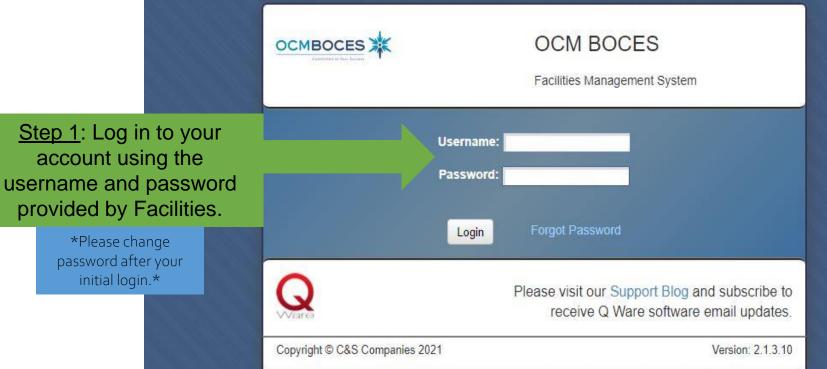


Facilities Management System (Qware CMMS)
Walkthrough

How to Submit a Maintenance Request

* Each department has authorized users who can submit requests. All requests require supervisor approval. *

https://edu.quecentre.com/ocmboces/Login



Please change password after your initial login.

> If you do not have an account, and have been designated as the user for your department, please have your supervisor contact Andrea Facciponte at: afacciponte@ocmboces.org.

Step 2: Click on the "Work Orders" tab in the menu bar at the top of the page.

Other menu tabs may vary depending on your authorized access.

Events











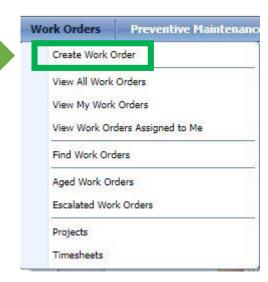
Work Orders

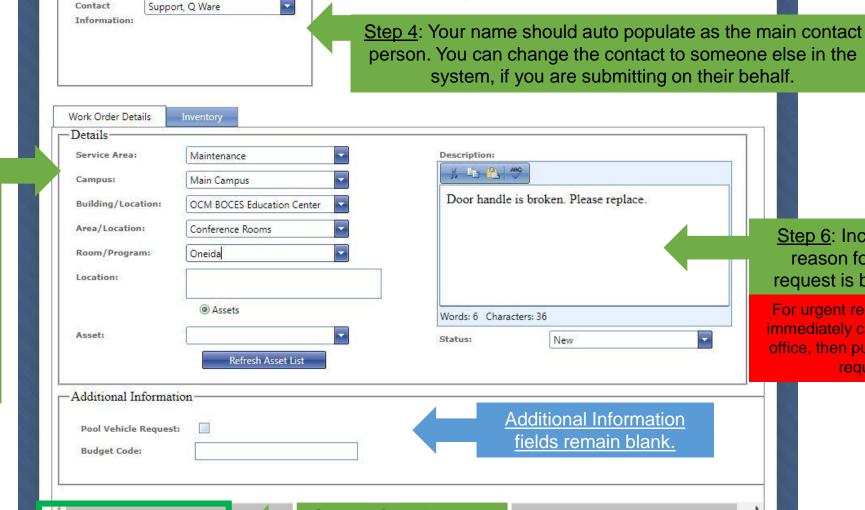
Preventive Maintenance

Inventory

Quick Links

Step 3: Select "Create Work Order" from the drop down menu.





Select the "Maintenance" service area and fill in all location fields. *You will not be able to submit the order unless all

details are filled

in.*

Step 5:

Work Order Contact-

Update

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Step 6: Include a brief reason for why the request is being made.

For urgent requests please immediately call the facilities office, then put in the formal request.

Step 7: Click "update" to submit.

In case of EMERGENCY, call 433-2644.

Version: 2.1.3.10

Return To List

CONTACT

Facilities - Operations & Maintenance 6820 Thompson Road Bldg. C Syracuse, NY 13221

> P: (315) 433-2644 F: (315) 433-2633