

Open Google Chrome and click onto "Yardi Maintenance" in bookmarks bar

Enter Username: WWCStaff

Enter Password: F00thills! (use zeros for the "O"), Press LOGIN



This is the Work Order home page.

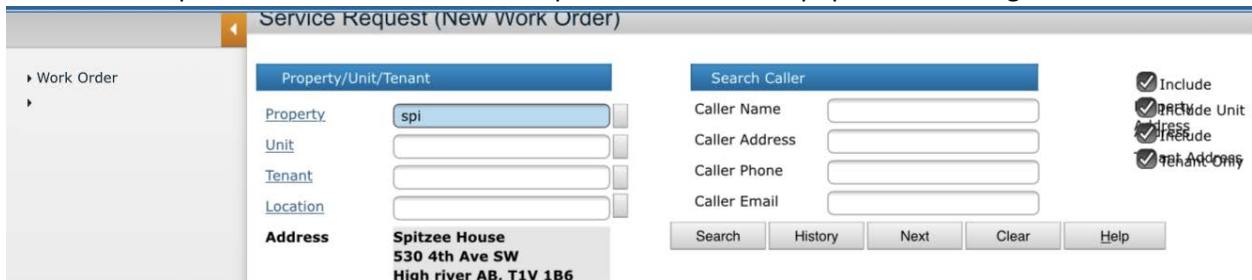


Scroll over the word Work Order in the left column with cursor and then click left mouse button once. This takes you to the Work Order screen.



Step One: Property – start typing the name of the property (Spitzee House).

Notice the drop down menu – click on the drop down menu and it populates building name and address.



Step Two: Unit – start typing the number (101). Notice the drop down menu – click on the drop down menu and it populates, removes building name.



Step Three: Hit search to find the resident information.

Property/Unit/Tenant

Property: spi
Unit: 101
Tenant:
Location:
Address: 530-4 Ave SW
High River AB, T1V 1B6

Select

Select	Property	
<input type="checkbox"/>	spi (Spitzee House, 530 4th Ave SW, High river, AB T1V 1B6)	101 (530-4 T1V 1B6)

Search Caller

Caller Name:
Caller Address:
Caller Phone:
Caller Email:

Search History Next Clear Help

Include
 Exclude Unit
 Exclude
 Exclude

Step Four: Select resident information box. Notice how it populates the resident information. **Hit Next**

Property/Unit/Tenant

Property: spi
Unit: 101
Tenant: t0000983
Location:
Address: 530-4 Ave SW
High River, AB T1V 1B6

Select

Select	Property	
<input checked="" type="checkbox"/>	spi (Spitzee House, 530 4th Ave SW, High river, AB T1V 1B6)	101 (530-4 T1V 1B6)

Search Caller

Caller Name: Patrick Webber
Caller Address: 530-4 Ave SW, High River, AB
Caller Phone: (403) 652-3354
Caller Email:

Search History Next Clear Help

Now you are in the main area to enter work order details.

Service Request (New Work Order)

Property/Unit/Tenant

Property: spi
Unit: 101
Tenant: t0000983
Location:
Address: 530-4 Ave SW
High River AB, T1V 1B6

Search Caller

Caller Name: Patrick Webber
Caller Address: 530-4 Ave SW, High River, AB
Caller Phone: (403) 652-3354
Caller Email:

Search History Next Clear Help

New WO Unit History

Brief Description:
Priority:
Asset:
Template:
Employee:
Category:
SubCategory:
Ok to Enter?
Requester Name:
User defined 2:
User defined 3:
User defined 4:
User defined 5:
User defined 6:
User defined 7:
Problem Description:
Access Notes:

Save New Call Same Caller Close Clear Print

Step 5: Priority, **Step 6:** Category, **Step 7:** Subcategory, **Step 8:** Name, **Step 9:** Ok to enter?
Step 10: Problem Description, **Step 11:** Access Notes, **Step 12:** Save

Brief Description:
Priority: Low
Asset:
Template:
Employee:
Category: Plumbing
SubCategory: Toilet
Ok to Enter?
Requester Name: Jeri
User defined 2:
User defined 3:
User defined 4:
User defined 5:
User defined 6:
User defined 7:
Problem Description: Plugged
Access Notes: After 10 am please.