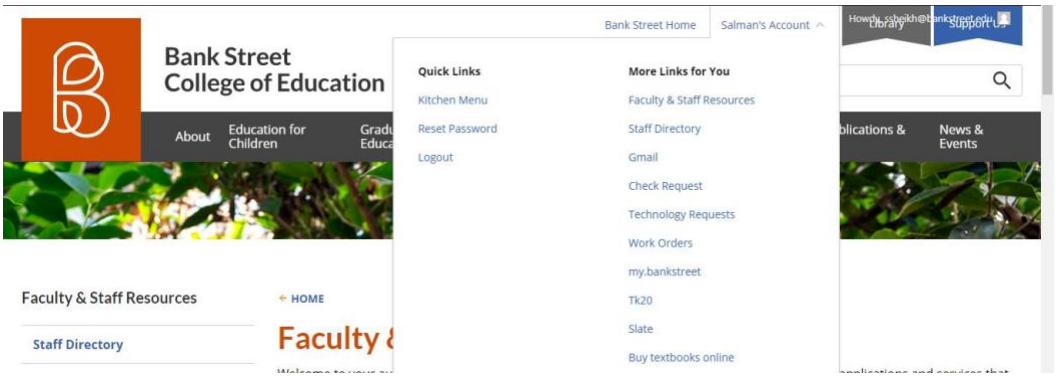
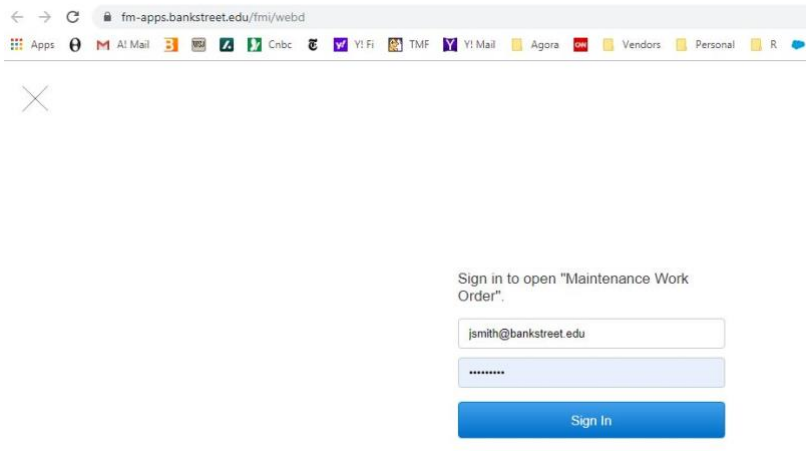
Instructions for using Maintenance Work Order

Salman Sheikh, 2019-11-15

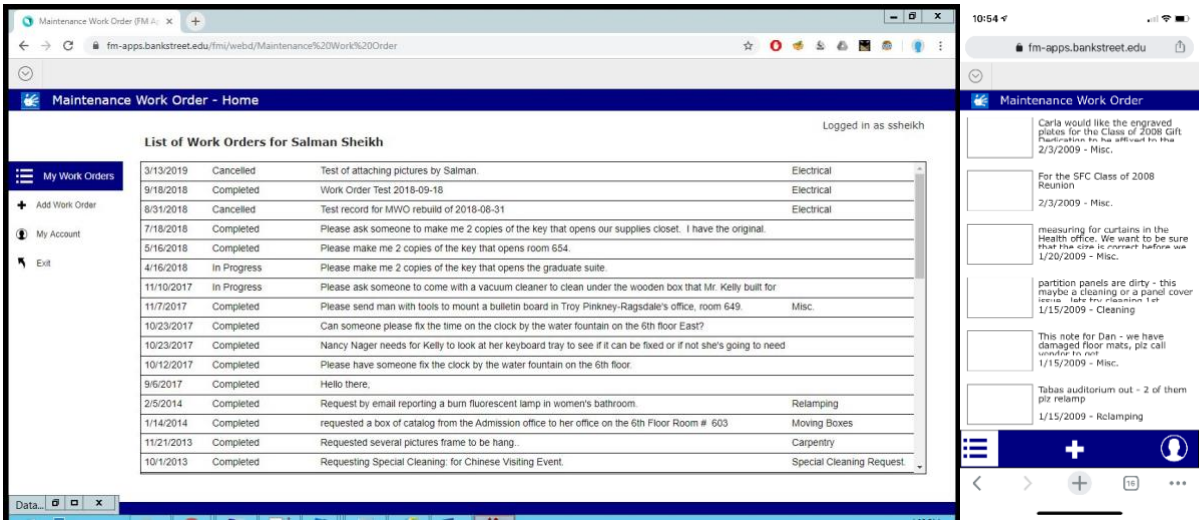
1. Log in to bankstreet.edu on either your computer or phone. From the drop down in the upper right, select “Work Orders”.



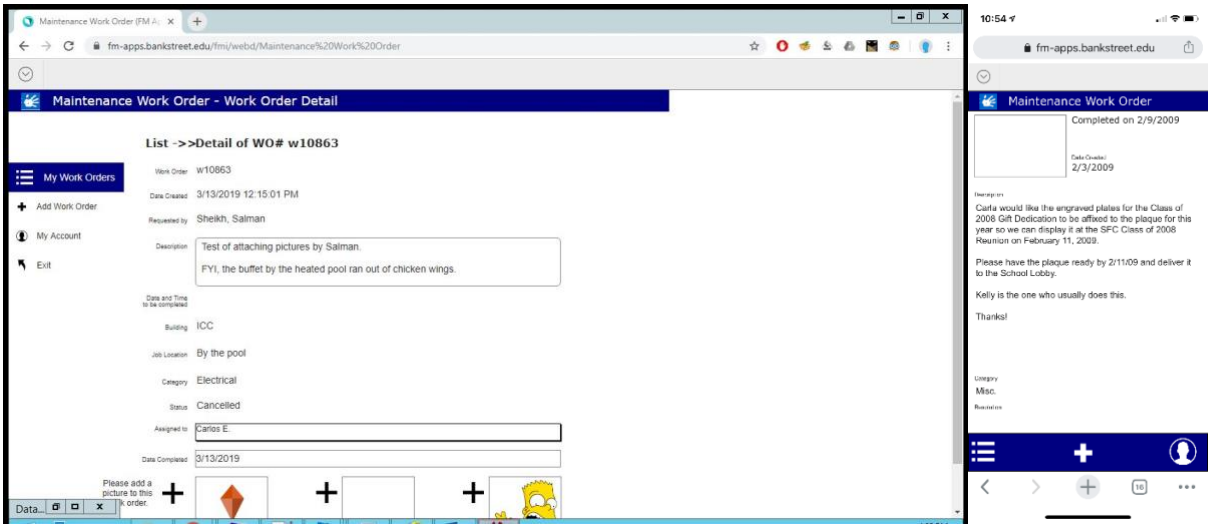
2. Log in again using your Bank Street username and password, same as for Bank Street Gmail and the Bank Street Web Site.



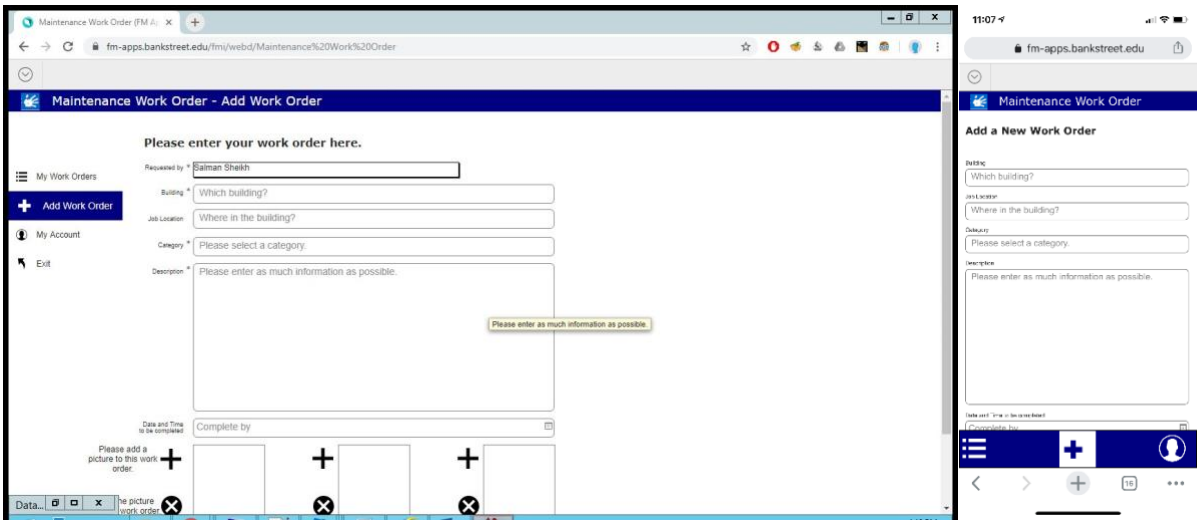
3. Once you log into Work Orders, you will see a list of your pre-existing work orders in the main pane.



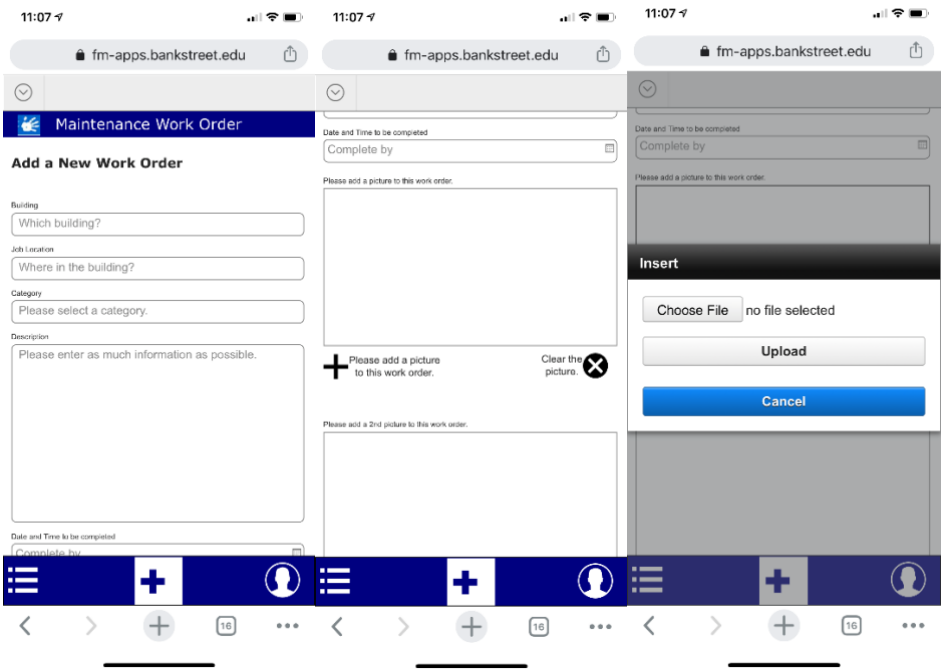
4. Click on any of these work orders to see more detail.



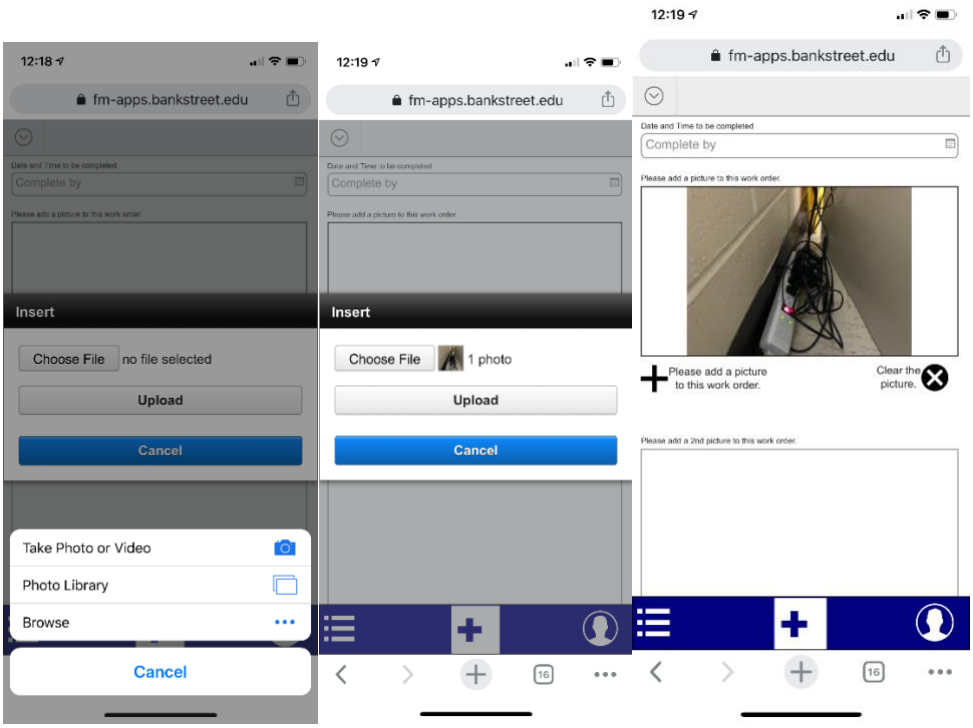
5. Open a new work order from the menu in the left pane. Press Submit when done.
    a. Pro Tip #1: For best results, add pictures to your work order.



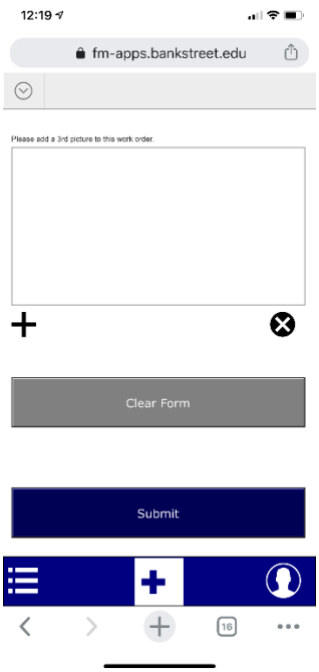
    b. Pro Tip #2: You can add pictures from your phone. See the following screenshots.



    c. Scroll half way down the page. Hit the Plus sign to add a picture to this work order. You will be prompted to choose a file.



d. You can take a picture or you can add from your saved photos.



i. Hit “Submit” when ready.

6. Click on the icon for “My Account” to see your contact information. This information flows to us from the HR system.