

<http://quecentre2.neric.org/berlincentral/Login.aspx>

Log In Screen

The screenshot shows a login interface for the Berlin Central School District. At the top left, the word "Berlin" is written in a large, green, serif font, with "CENTRAL SCHOOL DISTRICT" in a smaller, black, sans-serif font below it. To the right of the logo, the text "Work Order/Preventive Maintenance Management System" is displayed in a small, black, sans-serif font. The main login area has a dark blue background. It contains a "Username:" label followed by a text input field containing "gadams@berlincentral.org". Below that is a "Password:" label followed by a text input field containing six dots. There are two buttons: a grey "Login" button and a blue "Forgot Password" link. At the bottom of the login area, there is a white banner with the Q Ware logo on the left and the text "Please visit our [Support Blog](#) and subscribe to receive Q Ware software email updates." on the right. The footer of the page is white and contains "Copyright © C&S Companies 2015" on the left and "Version: 2.1.3.2" on the right.

Username: Type your username. (your email address)

Password: Type your password. (first name – all lowercase) Click Login.

User Account Screen (Gear Icon – My Account)

Change Password

Password/Confirm Password: Type the desired password into both fields.

My Account

My Info | My Favorites

First Name:	<input type="text" value="Gloria"/>
Middle Name:	<input type="text" value="J"/>
Last Name:	<input type="text" value="Adams"/>
Username:	<input type="text" value="gadams@berlincentral.org"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Email Address:	<input type="text" value="gadams@berlincentral.org"/>
Phone Number:	<input type="text" value="-"/>
Extension:	<input type="text"/>
User Group:	Basic Requestor

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Set Favorites

Favorite Service Area: Users can choose a favorite service area. This is the service area that will be the default selection on forms where you must select a department. Make the selection from the drop down box.

Favorite Location: Users can choose a favorite location. This is the location that will be the default selection on forms where you must select a location. Users will only see locations they are associated with. Make the selections from the dropdown boxes.

My Account

My Info | My Favorites

Please select your favorite service area. This is the service area that will be the default selection on forms where you must select a department.

Favorite Service Area:

Please select your favorite location. This is the location that will be the default selection on forms where you must select an location.

Campus:

Building:

Floor:

Room:

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Update: Click the Update button to save any changes you have made.

Enter a Work Order (Work Orders – Create Work Order)

Work Order Contact: Automatically entered based on your login.

Building: Select the building in which the problem exists. This may be filled in if a user has selected a favorite building.

Floor: Select the floor or grounds where the problem exists. This may be filled in if a user has selected a favorite floor/ground.

Room: Select the room where the problem exists. This may be filled in if a user has selected a favorite room.

Location: Type the specific location where the problem exists. For example, in the corner of the room, under the sink, etc

Description: Type a detailed description of the problem.

Additional Information: There may be additional information required on the bottom half of the screen. Fill out as appropriate.

Save: Click the Update button to save and submit the work order you have entered.

Update Update And Print Print Return To List

Create New Work Order

Work Order Contact

Requested By: Adams, Gloria

In case of Emergency call Facilities Management.

Work Order Details

Details

Service Area: Maintenance

Campus: Berlin CSD

Building: Middle/High School

Floor: 1st Floor

Room: 101 - Music

Location: sample

Description:

This is just a sample work order

Words: 0 Characters: 0

Current Status: New

Additional Information

No additional information required.

Update Update And Print Print Return To List

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Check the Status of Your Work Orders (Work Orders – View My Work Orders)

This screen shows new or in progress work orders that you have put in the system.

Number: Indicates the number of a work order. Clicking the number of a work order will take you to the Update Work Order Screen for that work order.

Status: Indicates the current status of a work order (work orders that have been rejected or are closed will not appear).

Description: Shows the Problem Description as it was entered on the Request Screen and indicates any special condition boxes checked.

Location: Indicates the Building, Floor and Room of the work order as they were entered on the Request Screen.

Updated: Indicates the last person to act on the work order and the date/time the action took place.

Requested: Indicates the person who requested the work order and the date/time of the request.

January 18, 2018

Work Order/Preventive Maintenance Management System

Welcome Gloria Adams

Berlin
CENTRAL SCHOOL DISTRICT

Work Orders

Create New Work Order Search

Filter For: My Work Orders Filters: Type: Select Type Status: Select Status Bulk Operations Export Work Orders

	Number	Type	Status	Description	Location	Assets	Assigned To	Updated	Requested
<input type="checkbox"/>	00004	Regular	New	This is just a sample work order	Area: Maintenance Berlin CSD Middle/High School 1st Floor 101 - Music			Adams, Gloria Jan 18 2018 10:58AM	Adams, Gloria Jan 18 2018 10:58AM

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