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

Log In Screen

Berlin
CENTRAL SCHOOL DISTRICT

Work Order/Preventive Maintenance
Management System

Username: gadams@berlincentral.org

Password: ••••••

Login   Forgot Password

Please visit our Support Blog and subscribe to receive Q Ware software email updates.
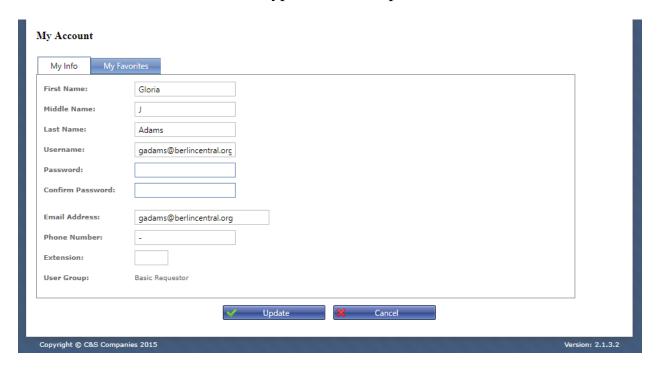
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Username: Type your username. (your email address)
Password: Type your password. (first name – all lowercase) Click Login.

User Account Screen (Gear Icon – My Account)

Change Password

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

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.

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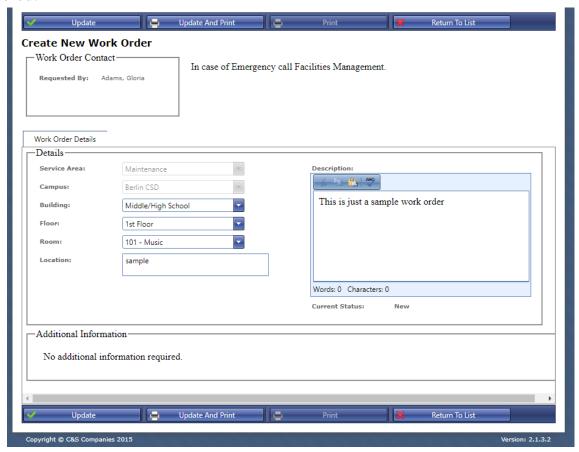
Room: Select the room where the problem exists. This may be filled in if a user has selected a favorite room.

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.

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.