

# Logging into Netfacilities

Go To:

<https://system.netfacilities.com>

1. Log in to Netfacilities

2. Use your email address  
and assigned password

3. Click Submit

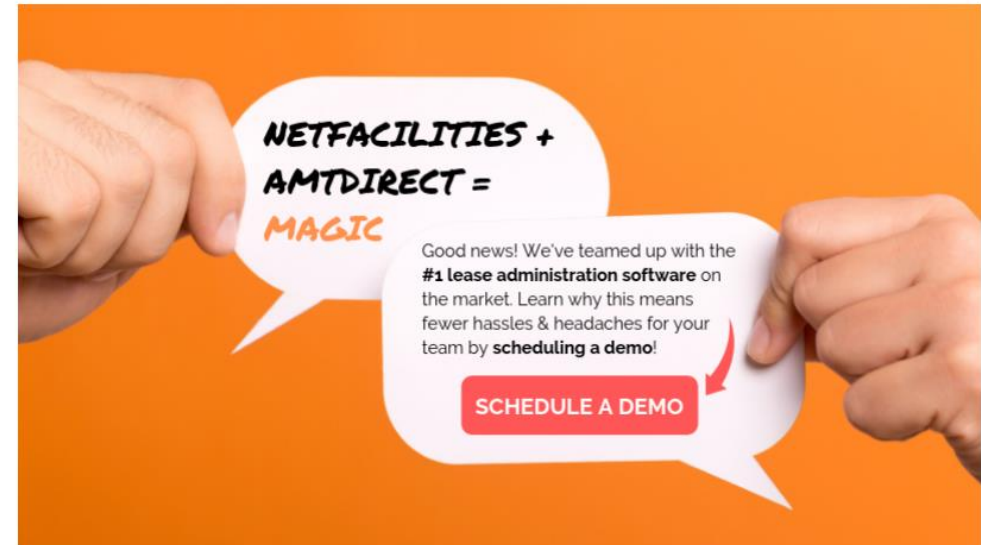


VERSION 2018.1

Forgot Your Password?

Remember Me

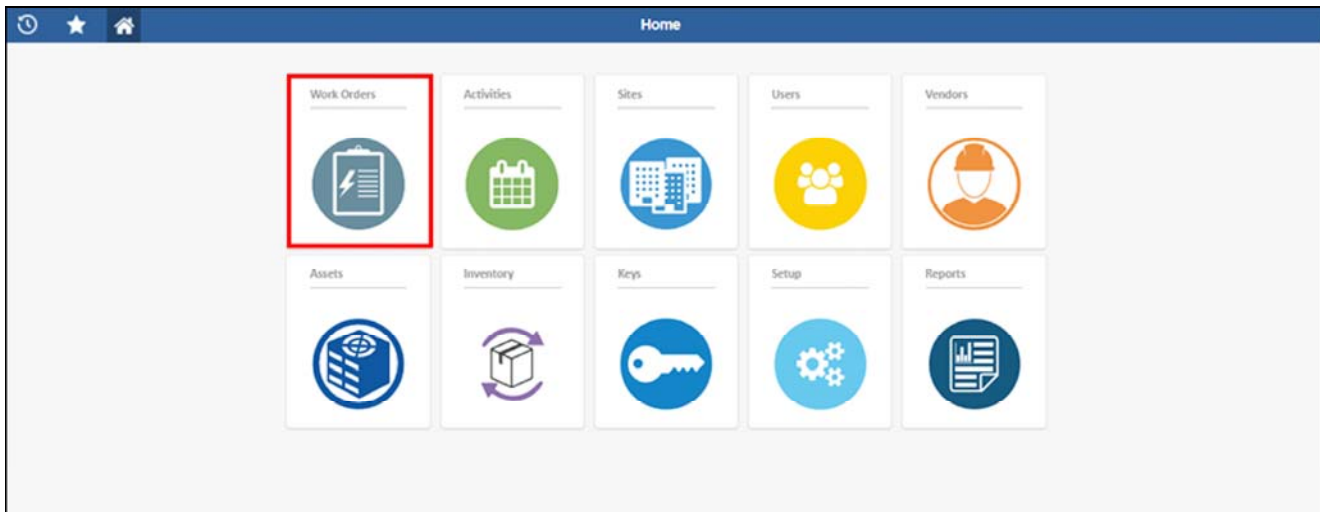
FOR AUTHORIZED USERS ONLY



## Create a Work Order - Basic User

To create a work order, log in to your NetFacilities account and click on the Work Orders tile on the Home page.

Then click on the Work Order tab.



On the Create Work Order screen, the user must fill out the required information in order to submit or output the work order.

1. If you are creating this work order on behalf of another user, type their name into the On Behalf Of search bar and click the arrow button to the immediate right.
2. Select a Site from the dropdown menu.  
**Note:** If there is only one Site under the Domain, it will auto populate in the field.
3. Select a Sub-Site from the dropdown menu.
4. Select an Area from the dropdown menu, if applicable.
5. Type in a detailed description of the location.
6. Select the date and time from the respective pickers. This date will be recorded in the audit trail.

7. Select the Service Type from the dropdown menu.
8. Choose a Symptom/Task from the dropdown menu if available.  
If none is listed, or the available tasks aren't appropriate, leave the selection as Custom Symptoms/Tasks.
9. Type in a detailed account of the Service Description in the available text field.
10. If Class control has been enabled choose the appropriate selection from the dropdown menu.

Once the required information has been entered, click the Submit button.

The work order will then be routed to the reviewer/approver so that they can approve or deny the work order.

## Editing Fields

### Symptoms & Tasks

To add, edit, or remove the available Symptoms & Tasks, click on the button to the right of the field.

The screenshot displays the 'Work Order Management' interface. The 'Create Work Order' form is visible, with several fields for user selection, site information, and service details. The 'SYMPTOMS & TASKS' dropdown menu is currently set to 'Custom Symptoms/Tasks'. A small icon to the right of this dropdown is circled in red, indicating the button used to edit or add symptoms and tasks.

Click the Add New button in the pop-up, fill in the required fields, and then click the Update button to add a new Symptom & Task. Click the Edit or Delete buttons to edit or delete an existing Symptom & Task.

The screenshot shows a web application interface for 'Work Order Management'. At the top, there are navigation tabs: Dashboard, Overview, Work Order (selected), Schedules, Invoices, History, and Site Map. Below the navigation is a 'Create Work Order' section with a search box for 'ON BEHALF OF' and a search button. The main content area is titled 'Symptoms & Tasks' and contains a table with columns: TASK ID, SITES, SERVICES, SYMPTOM / TASK, DESCRIPTION, PUBLIC, and ACTION. The table has one row with the following data:

TASK ID	SITES	SERVICES	SYMPTOM / TASK	DESCRIPTION	PUBLIC	ACTION
58857	All	Preventive Maintenance	5000 Mile Oil Change	<ol style="list-style-type: none"> <li>1. Park vehicle on level surface, engage parking brake and turn off engine. If necessary, raise front of vehicle by driving it onto a ramp or by jacking it up and supporting it with jack stands.</li> <li>2. Open hood.</li> <li>3. Locate engine oil dipstick and remove (helps oil flow when draining).</li> <li>4. Once vehicle is safely and securely supported, put on safety glasses, crawl under vehicle and locate engine's oil pan. (See owner's manual for reference.)</li> <li>5. Locate oil drain plug, which is a long bolt head at bottom of pan. The drain plug allows the oil to drain out of the pan. (Note: some vehicles have two drain plugs.)</li> <li>6. Remove a cap screw with the removal of which the oil pan drain</li> </ol>	No	Edit Delete

At the bottom right of the table, it says '1 - 7 of 7 items'.

## Classifications

To add, edit, or remove the available Classifications, click on the button to the right of the field.

The screenshot shows the 'Create Work Order' form in the 'Work Order Management' application. The form is divided into several sections:

- ON BEHALF OF:** Search a user to create a work order for.
- SITE:** Choose a Site (dropdown menu).
- SUB-SITE:** Choose a Sub-Site (dropdown menu).
- AREA:** Choose a Building Area (dropdown menu).
- LOCATION DESCRIPTION:** < Description of service area/location > (text area).
- DATE & TIME:** 7/12/2018 (calendar icon).
- SERVICE TYPE:** First choose a site (dropdown menu).
- SYMPTOMS & TASKS:** Custom Symptoms/Tasks (dropdown menu).
- SERVICE DESCRIPTION:** < Enter description of service needed or choose a preset task description if available. > (text area).
- CLASSIFICATION:** Choose One (dropdown menu) with an 'Add New Record' button circled in red to its right.

A 'Submit' button is located at the bottom left of the form.

Click the Add New Record button to add another Classification to the dropdown menu.

Click the Edit or Delete buttons to edit or delete an existing Classification.

**Work Order Classification**

NAME	ACTIVE	ACTION
GL# 1002	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
GL# 1003	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

## Recurring Schedule

To put the work order on a recurring schedule, click the link on the upper right-hand side of the web page.

**Work Order Management**

Dashboard Overview **Work Order** Schedules Invoices History Site Map

Create Work Order [Recurring Schedule](#) [Add to Shortcuts](#)

ON BEHALF OF: Search a user to create a work order for

SITE: Choose a Site

SUB-SITE: Choose a Sub-Site

AREA: Choose a Building Area

LOCATION DESCRIPTION: < Description of service area/location >

DATE & TIME: 7/12/2018

SERVICE TYPE: First choose a site

SYMPTOMS & TASKS: Custom Symptoms/Tasks

SERVICE DESCRIPTION: < Enter description of service needed or choose a preset task description if available. >

[Submit](#)

## Add to Shortcuts

For easier access to the Create Work Order page, a user can add it to their Shortcuts. Click on the Add to Shortcuts link on the upper right-hand side of the web page.

Work Order Management

Dashboard Overview **Work Order** Schedules Invoices History Site Map

Create Work Order Recurring Schedule Add to Shortcuts

ON BEHALF OF  
Search a user to create a work order for >>

SITE  
Choose a Site

SUB-SITE  
Choose a Sub-Site

AREA  
Choose a Building Area

LOCATION DESCRIPTION  
< Description of service area/location >

DATE & TIME  
7/12/2018

SERVICE TYPE  
First choose a site

SYMPTOMS & TASKS  
Custom Symptoms/Tasks

SERVICE DESCRIPTION  
< Enter description of service needed or choose a preset task description if available. >

CLASSIFICATION  
Choose One

Submit

Then enter a name for the new Shortcut and click the Submit button.

Work Order Management

Dashboard Overview **Work Order** Schedules Invoices History Site Map

Create Work Order Recurring Schedule Add to Shortcuts

ON BEHALF OF  
Search a user to create a work order for >>

SITE  
Choose a Site

SUB-SITE  
Choose a Sub-Site

AREA  
Choose a Building Area

LOCATION DESCRIPTION  
< Description of service area/location >

DATE & TIME  
7/16/2018

SERVICE TYPE  
First choose a site

SYMPTOMS & TASKS  
Custom Symptoms/Tasks

SERVICE DESCRIPTION  
< p

CLASSIFICATION  
Choose One

Submit

**Add to Shortcuts** [X]

Name: Create Work Order

Submit

Users can find their Shortcuts by hovering over the Star icon in the upper left-hand corner of the web page.

Work Order Management

Dashboard Overview **Work Order** Schedules Invoices History Site Map

Create Work Order Recurring Schedule Add to Shortcuts

ON BEHALF OF  
Search a user to create a work order for >>

SITE  
Choose a Site

SUB-SITE  
Choose a Sub-Site

AREA  
Choose a Building Area

LOCATION DESCRIPTION  
< Description of service area/location >

DATE & TIME  
7/12/2018

SERVICE TYPE  
First choose a site

SYMPTOMS & TASKS  
Custom Symptoms/Tasks

CLASSIFICATION  
Choose One

SERVICE DESCRIPTION  
< Enter description of service needed or choose a preset task description if available. >

Submit