

FACILITIES MANAGEMENT SERVICE REQUEST

If you have any questions, please call 725 - 3333

Notes

If your WebTMA window is blank or will not open, you must allow pop ups for this website.

You need your Bowdoin UserID and password to enter a request.

Required fields are in

Your _____ are pre-filled. You may change these fields if you would like.

The screenshot shows a web form for submitting a service request. The form includes several input fields and checkboxes. Key elements visible include:

- A "Last Modified" timestamp.
- A "Put your name here" label above a text input field.
- A "requestor Email" label above a text input field.
- A "Request Copy To:" label with the value "copy1@bowdoin.edu; copy2@bowc".
- A "Notify Me" checkbox that is checked.
- A "Requestor nav" menu at the bottom left with a "Tutorials" link.
- A "Requestor" label above a text input field.
- A "Request" label above a text input field.
- A "Request Date" label above a text input field.
- A "Request Description" label above a large text area.
- A "Request Category" label above a dropdown menu.
- A "Request Status" label above a dropdown menu.
- A "Request Priority" label above a dropdown menu.
- A "Request Location" label above a dropdown menu.
- A "Request Type" label above a dropdown menu.
- A "Requester" label above a dropdown menu.
- A "Requester ID" label above a dropdown menu.
- A "Requester Password" label above a dropdown menu.
- A "Requester Email" label above a dropdown menu.
- A "Requester Phone" label above a dropdown menu.
- A "Requester Address" label above a dropdown menu.
- A "Requester City" label above a dropdown menu.
- A "Requester State" label above a dropdown menu.
- A "Requester Zip" label above a dropdown menu.
- A "Requester Country" label above a dropdown menu.
- A "Requester Date of Birth" label above a dropdown menu.
- A "Requester Gender" label above a dropdown menu.
- A "Requester Marital Status" label above a dropdown menu.
- A "Requester Education" label above a dropdown menu.
- A "Requester Occupation" label above a dropdown menu.
- A "Requester Industry" label above a dropdown menu.
- A "Requester Company" label above a dropdown menu.
- A "Requester Job Title" label above a dropdown menu.
- A "Requester Department" label above a dropdown menu.
- A "Requester Division" label above a dropdown menu.
- A "Requester Building" label above a dropdown menu.
- A "Requester Room" label above a dropdown menu.
- A "Requester Floor" label above a dropdown menu.
- A "Requester Office" label above a dropdown menu.
- A "Requester Desk" label above a dropdown menu.
- A "Requester Phone Number" label above a dropdown menu.
- A "Requester Fax Number" label above a dropdown menu.
- A "Requester Email Address" label above a dropdown menu.
- A "Requester Website" label above a dropdown menu.
- A "Requester Social Media" label above a dropdown menu.
- A "Requester LinkedIn" label above a dropdown menu.
- A "Requester Facebook" label above a dropdown menu.
- A "Requester Twitter" label above a dropdown menu.
- A "Requester YouTube" label above a dropdown menu.
- A "Requester Instagram" label above a dropdown menu.
- A "Requester Snapchat" label above a dropdown menu.
- A "Requester TikTok" label above a dropdown menu.
- A "Requester Other" label above a dropdown menu.

Notes

You can copy other people on the Service Request as well. Separate individual email addresses with a semi-colon (;) and a space before the next email address is added.

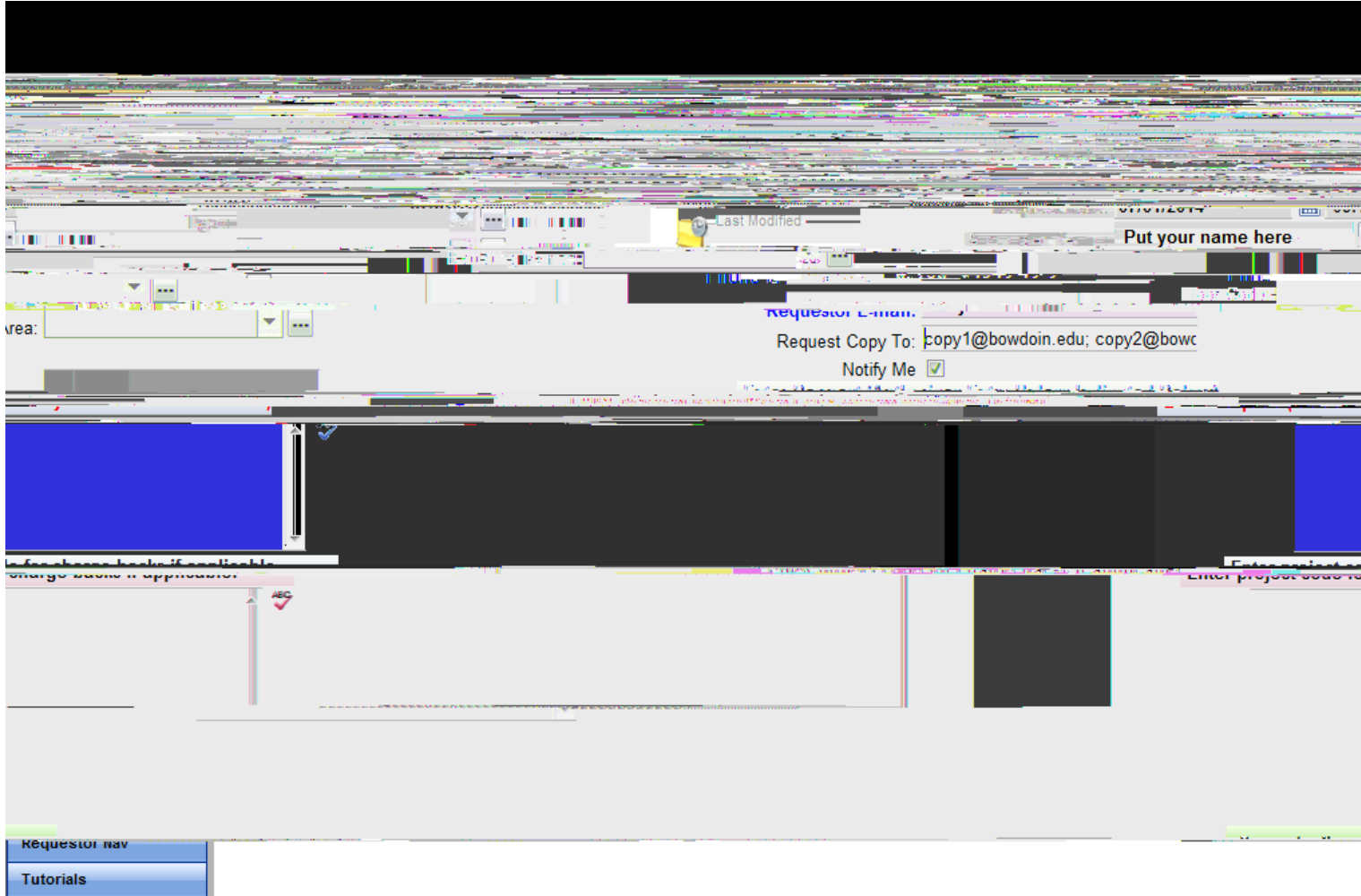
As a default, you will receive an email when the request is received, turned into a work order, and then when the work order is completed.

If you wish NOT to receive an email, uncheck the box.

The image shows a screenshot of a web-based service request form. The top portion of the page is heavily corrupted with horizontal lines of various colors. Below the corruption, the form contains the following elements:

- A "Last Modified" timestamp and a small profile picture.
- A text input field with the placeholder text "Put your name here".
- A "Requester E-mail" field containing the text "Request Copy To: copy1@bowdoin.edu; copy2@bowc".
- A "Notify Me" checkbox that is checked.
- A "Requester nav" menu with a "Tutorials" link.

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Requester E-mail: [Red Circle]

Request Copy To: copy1@bowdoin.edu; copy2@bowdoin.edu

Notify Me

Requester nav

Tutorials

Notes

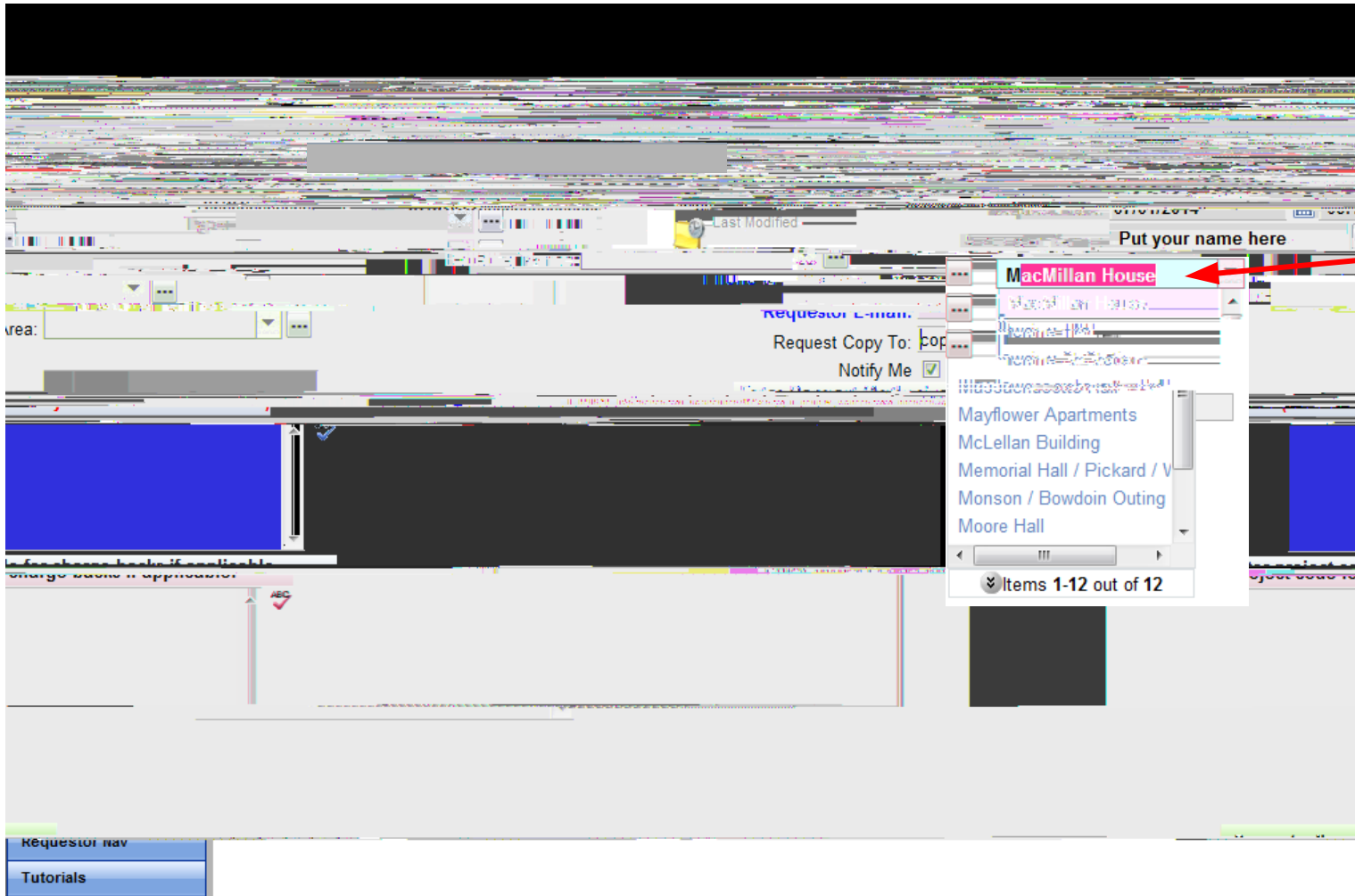
Enter in the Building Name

If you enter in a floor code, then your list of rooms will narrow down.

The Area is the room number. Most rooms have a number, but are also named where appropriate.

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You can start typing the building name, or click on the drop down arrow.

If you have a name in the field, you need to clear it out to see the entire list again!

Notes

If you want to print a copy of the Serv

