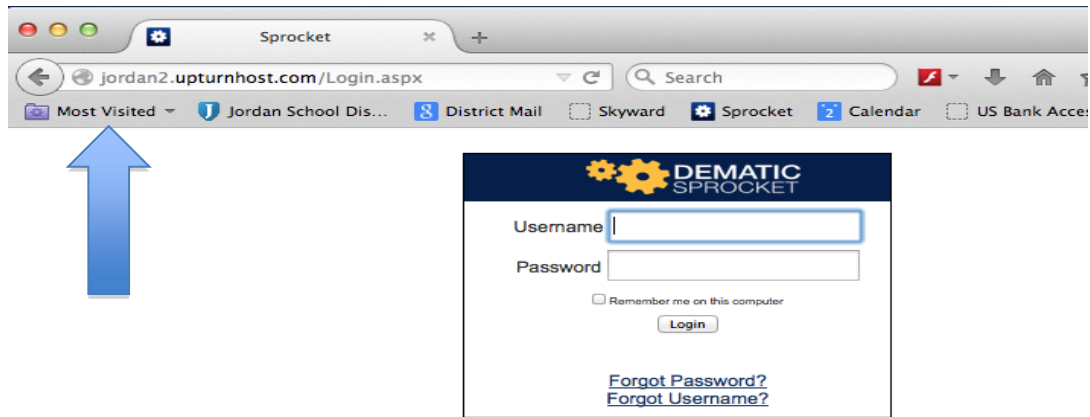


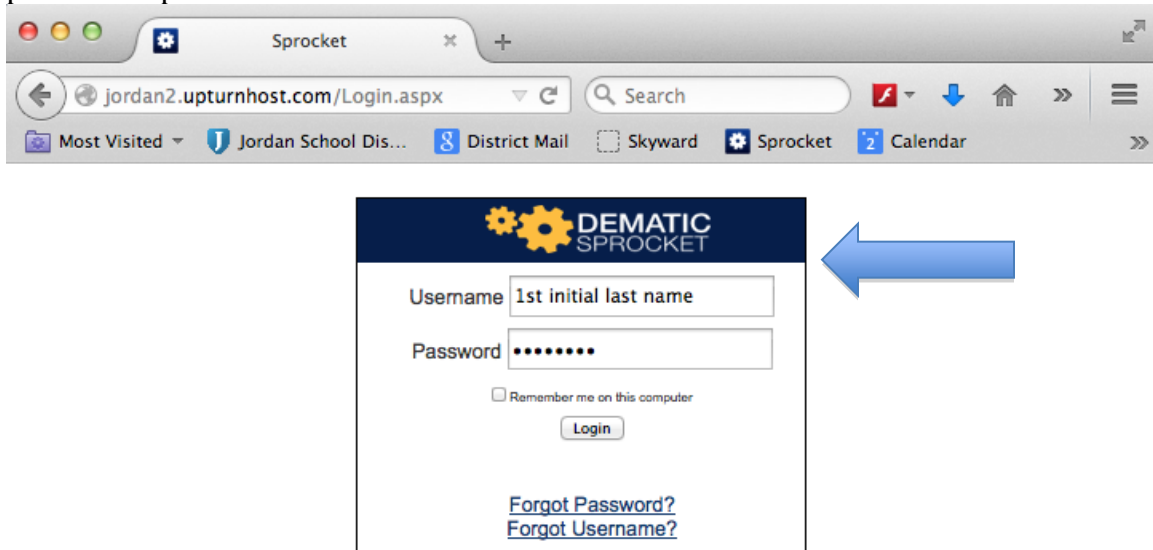
## HOW TO SUBMIT A SPECIAL PROJECT REQUEST

Use Mozilla Firefox as your web browser.

Web address is [jordan2.upturnhost.com](http://jordan2.upturnhost.com)



Enter password – user name is first name initial and last name (no spaces) and password sprocket.



Click blue button – “New Work Order”.

Jordan School District  
Work Management

SprocketPortal My Requests My Work Orders **New Work Order**

Report  Add Widget

Report

Report:

AutoRun:

4.0.4.8 BUILD 141208 Sprocket 2.0 Testing

Request type should be “Special Project” and Request code should be “Special Project.” (If this is not the case, click the drop down arrow on Request Type and select Special Project.)

Jordan School District

Work Management Inspections Reporting Inventory Administration Scheduling

SprocketPortal Manage Overview My Requests My Work Orders **New Work Order** Time Materials Dashboard

New Work Order

- Add / Assign Employee
- Assign Action Log
- Escalation
- Add Inspections
- History

Request Type

Request Code

Special Notes

RequestedBy

Contact

Contact Phone

Description

Location

Funding Source

serif 16px

SprocketPortal My Requests My Work Orders **New Work Order**

## New Work Order

- ⚙ Add / Assign Employee
- ⚙ Assign Action Log
- ⚙ Escalation
- ⚙ Add Inspections
- ⚙ History

Request Type:

Request Code:

Special Notes:

RequestedBy:

Contact:

Contact Phone:

Description:

Location:

Funding Source:

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**Submit Work Order**

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Enter contact name – person to contact at your school about the project.  
 Enter the contact phone number.  
 Enter your school location – 3 digit number i.e. 175.  
 In the bottom blue/white box give a description of what you would like done.  
 At the bottom of work order, click Submit.

School District

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Manage Overview My R

Order

Employee

Log

S

### Dispatching Results

Work Order Identifier: SP14\_145094  
 Employee: DBOURGEOIS  
 Supervisor: DBOURGEOIS

[Close](#)

[Close and Clear](#)      [My Work Orders](#)  
[Close and New](#)      [Details for Work Order](#)

Dispatch Actions ▾

Contact: Peggy Margetts  
 Contact Phone: 801-567-8753

Sprocket will automatically assign the project a number and notify Dan Bourgeois to come and assess the project for estimate.

Jordan School District

JORDAN J

PMARGETTS | My Account | Logout  
12/22/2014 12:15 PM

Work Management Inspections Reporting Inventory Administration Scheduling

SprocketPortal Manage Overview My Requests My Work Orders New Work Order Time Materials Dashboard

### My Open Requests

Refresh Search Dispatch Actions ▾ Saved Searches Export

New Work Order

Page size: 100		Showing 1 items in 1 pages. Total Results 1										
Work Order Identifier	Date Opened	Actions	Work Order Status	Description	Request	Work Type	Account	Location	Shop	Craft	Escalation Score	Estimated Hours
<input type="checkbox"/> <a href="#">SP14_145094</a>	12/22/2014 12:00:00 AM		Awaiting Estimate Assessment	CAUTION - NOT FOR SCHOOL USE	SPECIAL PROJECT			JSD-NORTH-098			0	1

Page size: 100 Showing 1 items in 1 pages. Total Results 1