## HOW TO SUBMIT A SPECIAL PROJECT REQUEST

Use Mozilla Firefox as your web browser. Web address is jordan2.upturnhost.com

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

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Click blue button – "New Work Order".

Jordan School District		
Work Manag	gement	
SprocketPortal	My Requests My Work Orders	New Work Order
Report	Add Widget	
Report		
Report:		٩
AutoRun:		
Save		

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Request sype 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 Repor	ting Inventory Administration Scheduling								
SprocketPortal Manage Overview My Requests	My Work Orders New Work Order Time Materials Dashboard								
New Work Order									
Add / Assign Employee	Request Type								
Assign Action Log	Request Code ADA-Not for school use Q Special Notes Card Access Scheduling Curd Card Access Scheduling								
Escalation	Facility Maintenance     Facility Scheduling Department								
Add Inspections	RequestedBy								
History	Contact     Special Projects       Travel Request       Contact Phone       Vandalism/Accidents       Work Order       Description       CAUTION - NOT FOR SCHOOL USE       Location       Funding Source								
	Submit Work Order								

SprocketPortal My Requests My Work Orders	New Work Order
New Work Order	
<ul> <li>Add / Assign Employee</li> <li>Assign Action Log</li> </ul>	Request Type     Special Projects       Request Code     SPECIAL PROJECT       Special Notes
Escalation	
Add Inspections	RequestedBy PMARGETTS Q 🔆 O
History	Contact Peggy Margetts
	Contact Phone 801-567-8753
	Location JSD-NORTH-098
	Funding Source
.0.4.8 BUILD 141208 Sprocket 2.0 Testing	Submit Work Order

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.

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Manage Overview My R	Dispatching Results						
Jraer	Work Order Identifier: Employee:	SP14_145094 DBOURGEOIS					
mployee	Supervisor:	DBOURGEOIS	_				
_og	Close and Clear Close and New	My Work Orders Details for Work Order	- 11	-			
	Dispatch	Actions					
S							
	Contact	Peggy Marge	itts				
	Contact Phone	801-567-875	3				

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

Jordan School Distric Work Management Inspections Printing Inventory Administration Scheduling													
S	procketPortal	Manage Ove	rview My F	Requests M	ly Work Order	s New Wo	ork Orde	r Time	Materials Dasht	oard			
My Open Requests													
Refresh         Search         Dispatch Actions ▼         Saved Searches         Export													
New Work Order													
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
	<u>SP14 145094</u> 0	12/22/2014 12:00:00 AM	Q 💆 🚔	Awaiting Estimate Assessment	CAUTION - NOT FOR SCHOOL USE	SPECIAL PROJECT			JSD-NORTH-098			0	1
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