

MyPage is a quick and easy way to review all of the service and work order requests made against the building your login is connected to. To view MyPage, you will need to log into webtma instead of iService Desk. The url for webtma is www.webtma.net.

1. Login to webtma using your iService Desk User Name as your Login ID.
2. Enter the same password you use for iService Desk.
3. The "Client" is always "uwm."
4. MyPage will display two tabs for each building.

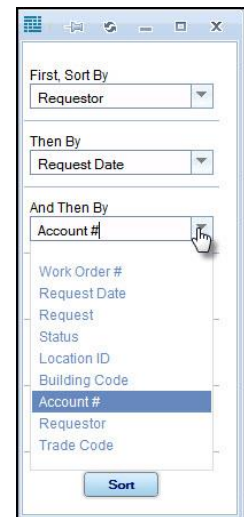


Work Order #	Request Date	Request	Status	Location ID	Building Code	Account #	Requestor	Trade Code
FS-17572	03/19/2014 09:01	DETAILED_DESCRIPTION : Confidential bin and key	Created	ZSPH-508	ZSPH	FS700100A1-2i	Margaret Robinson	FS-CUSTODIAL
FS-17806	06/19/2014 14:23	DETAILED_DESCRIPTION : Quote - motion sensor light - perhaps solar powered - we are having vagrants defecate in the dumpster enclosure and by the backup generator.	Reviewed		ZSPH	FS700100A1-2i	Margaret Robinson	FS-ELECTRICAL
FS-18346	07/18/2014 13:48	Maintenance support for Zilber	Created		ZSPH	FS026088A1-2i		FS-OPERATION
FS-18563	07/23/2014 12:45	DETAILED_DESCRIPTION : Same or similar design as Peck's Kenilworth patio benches - 3 10-12' section mounted to patio concrete walls between lights - 2 on West, 1 on East. Pictures of space available. Desired completion Aug 12.	Reviewed		ZSPH	FS700100A1-2i	Margaret Robinson	FS-CARPENTRY
FS-18564	07/23/2014 12:45	Arch Design and Small Area Redo. DETAILED_DESCRIPTION : Re arrange 530's reception desk and put in back door opening - WWW side of space. Note:	Not	ZSPH-530	ZSPH	FS700100A1-2i	Margaret Robinson	FS-CARPENTRY

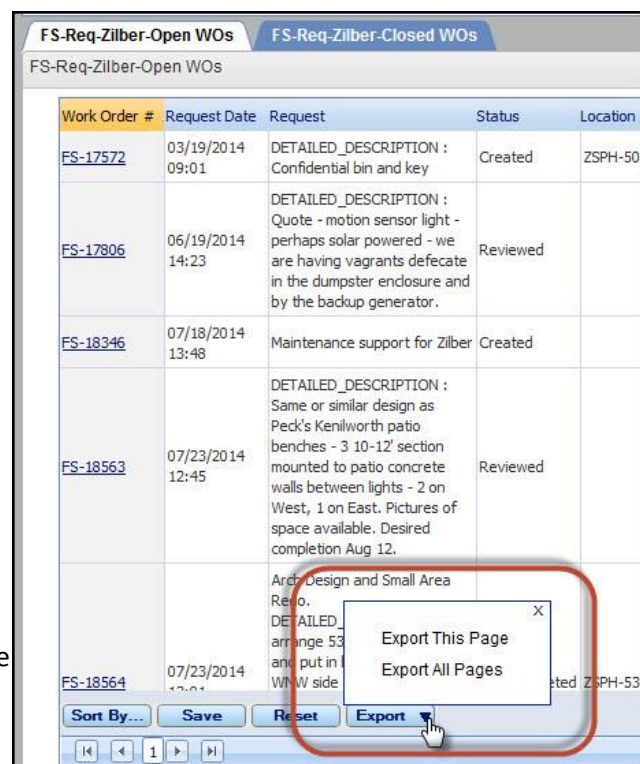
- a. One tab will show open work orders (requests and chargeable.)
- b. The second tab will show closed work orders (WOs).
- c. The columns are defined as follows:
 - Work Order # - Work order number assigned by webtma used to track work orders
 - Request Date – Date and time request was made

- Request – Description of request
 - Status – Current Status
 - Location ID – Building and room location
 - Building Code – Building
 - Account # - Account work from work order is being billed to.
5. The information on the page can be sorted by any column by clicking on the the top of the column.
 6. The information can also be sorted by clicking on the “Sort By” button towards the bottom left.

- a. “Sort by” will allow you to sort by multiple sorting criteria by clicking on the drop down arrow.
- b. Click on the name of the column you want to sort by first in the first box.
- c. Continue to add sorting criteria by entering a column name in as many boxes as you want to sort by.
- d. Lastly, click the “Sort” button.



7. MyPage information can also be exported to EXCEL.
8. Click on the “Export” button to export the page you are viewing.
9. Clicking the down arrow of the “Export” button will allow you to choose between exporting the page you are viewing and exporting all pages.
10. Click directly on the export you would like.

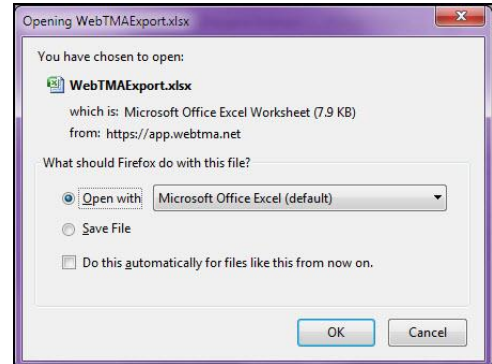


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WEBTMA Requestor MyPage

January 12, 2015

11. Next click on the radio button of either “Open with” or “Save File.”
12. Click “OK” and the information will download to an EXCEL spreadsheet or be saved to a file.
13. To view the closed work orders, click on the tab description ending in “Closed WOs.”



14. Each page holds information for 250 work orders.



- a. To move to the next page, click on the number of the desired page or use the single arrow to move through one page at a time.
- b. Use the first and last arrow button to go to the first and last page.

15. Please use the logout button in the upper left corner to logout.

