

Effective Tuesday November 10, 2009 a new web-based work order system will be implemented.

The existing work-order system will be disabled on Monday November 9, 2009.

The new work order system is a web-based system called WebTMA.

The web link for the new system is www.webtma.net. The new link will be posted on the Physical Plant's home page as well as the Finance and Administration home page.

The first time you log into WebTMA you will have to disable the popup blocker before you will be allowed to view the website. If you have internet explorer 8 you may experience screen display/distortion problems. TMA is working on a fix for this problem. If you experience a display problem you can try using a different browser such as Firefox.

You will have to contact Physical Plant at 257-3267 to set a new log-in ID and password for WebTMA.

The new work request form will have several mandatory fields that must be completed before you can submit your request. The mandatory fields are highlighted. After completing all required fields, you must click on the save icon to submit your work request. If you do not save your request, the system will not generate your request, and you will have to start over.

After you submit your request you will receive an email from WebTMA confirming your request has been successfully submitted. The Physical Plant will review your request and determine if the request will be accepted as a work order. You will receive an email telling you that your request has been accepted. Once the work has been completed, you will receive two final emails telling you that the work was completed and that your work order has been closed.

If your request is rejected by Physical Plant, you will receive an email telling you that it was rejected along with a reason for the rejection.

All key requests must still be submitted using the Key Request Form.

The key request form is posted on the Physical Plant home page and the Finance and Administration home page.