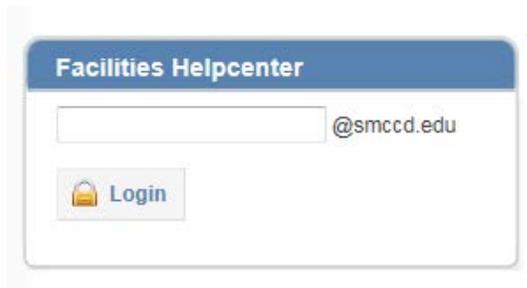


# How do I request assistance from Facilities?

<http://smccd.edu/portal/>

Log into the Facilities Helpcenter

1)



Facilities Helpcenter

Login

2)



Bugs and Comments

Work Order Request

Cañada College

**Skyline College**

College Of San Mateo

San Mateo District Office

My Past Work Order Requests

BIM genie

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3)



Skyline College (Select Different Site)

Doctor, John

doctorj@smccd.edu

(650) 738-4166

21 - MAINTENANCE OFFICE

Level 1

10 - Office

Test!

Submit Work Order Request



Attach photos or files:

Upload Photo

Browse...

Browse...

My Past Work Order Requests

BIM genie

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# Email notification – work order received

**From:** "[no-reply@onuma.com](mailto:no-reply@onuma.com)" <[no-reply@onuma.com](mailto:no-reply@onuma.com)>

**Date:** September 13, 2018 at 2:00:14 PM PDT

**To:** [DoctorJ@smccd.edu](mailto:DoctorJ@smccd.edu)

**Subject:** Bldg # 21 Space # 10 - Maintenance Task assigned for Skyline College

The work order administrator, Karen Pinkham ([Pinkhamk@smccd.edu](mailto:Pinkhamk@smccd.edu)), has assigned (A) the following Maintenance Task to you:

Request Number:17126-59640

Priority: -

Location:

21 - MAINTENANCE OFFICE

Level 1

10 - Office

Description of Location:

Work Order Request Description:

Test!

Assignment Details

Issue Type:

Department:

Trade: Facilities Manager

By clicking on the link to access BIM Genie and the task assignment page, you have read and accept the provisions as set forth in the End User License Agreement (EULA) of the ONUMA System:

<https://www.onuma.com/plan/OpsEula.php>

Please click on the link below to access the Task Assignment page:

<https://www.onuma.com/wo/technician.php?sysID=137&siteID=282&workOrderID=59640&email=DoctorJ%40smccd.edu>

# Email notification – work order completed

**From:** [no-reply@onuma.com](mailto:no-reply@onuma.com)

**Date:** September 13, 2018 at 2:01:02 PM PDT

**To:** [doctorj@smccd.edu](mailto:doctorj@smccd.edu)

**Subject:** Facilities Work Order Completed - Skyline College

This email is to notify you that the work order submitted on September 13, 2018 has been completed.

Request Number:17126-59640

Building: 21 - MAINTENANCE OFFICE

Floor: Level 1

Space: 10 - Office

Description of the issue: Test!

You can confirm or decline the completion of the requested work order on the following page:

<https://www.onuma.com/plan/workOrderStatus.php?sysID=137&siteID=282&requestEmail=doctorj%40smccd.edu&workOrderID=59640>

Please take a moment to take a short survey to tell us how we did:

<https://www.surveymonkey.com/s/wo-request-sanmateo>

Thank you for allowing us to serve you,

Your Facilities Team

Facilities Excellence