Step-By-Step Instructions on How to Use the OrgSync Maintenance Work Order System

As of Friday, July 1, 2016, all Penn State Schuylkill Maintenance Campus Work Orders (non-housing) will be submitted via OrgSync. In order to submit a work order, faculty and staff should follow the steps listed below:

**Step 1:** Access the Maintenance Campus Work Order system by visiting [https://goo.gl/f4jAcr](https://goo.gl/f4jAcr).

**Step 2:** Read the information provided then click on the green “Begin Form” button.

**Step 3:** Fill out the work order form. Required fields include Contact Information, Date and Time of Submission, Department, Building, Room, Area, Detailed Work Description, and Desired Completion Date.

If needed, please provide any documentation, photos, etc. in the Upload Supporting Documentation section of the form.

**Step 4:** Click on the white “Previous” button if you need to make any changes to the work order or green “Finish” button to submit the work order.

**Step 5:** You will receive an email shortly after submitting the work order confirming that the work order was received.

**Step 6:** When the work is finished by the Maintenance Office, you will receive an email stating the work order has been completed.
Penn State Schuylkill Maintenance Campus Work Order

Campus Work Order

Contact Information REQUIRED
First Name ________________________________ Middle Initial __________________________ Last Name ________________________________

Email Address ________________________________

Phone Number ________________________________

Address ________________________________

City __________________________ State ______ Zip ______

Date and Time of Submission REQUIRED
Date ____________ Time ______

Department REQUIRED
- Select - __________________________

Building REQUIRED
- __________________________

If You Selected "Other", Please Type Location Below

Room REQUIRED

Area REQUIRED
i.e. hall, office, bathroom, etc.

Detailed Work Description REQUIRED
Please explain what work needs done in detail.

Upload Supporting Documentation
If applicable, please upload any supporting documentation here (i.e. quotes, floor plans, photos, etc.).
The maximum size of a file upload is 20MB.

Desired Completion Date REQUIRED

Continue
Step 4

Penn State Schuylkill Maintenance Campus Work Order

You're Almost Done

To review or change any of your answers, use the "Previous" button. To submit your form, click "Finish."

This form is not submitted until you press "Finish."

Step 5

OrgSync

Form Submitted

You submitted the form Penn State Schuylkill Maintenance Campus Work Order in Maintenance and Facilities

Thank you for submitting a Maintenance Campus Work Order. Your request was received by the Maintenance Office and will be completed in a timely manner. If you have any questions, please contact the Maintenance Office at 570-385-6134.

View Submission

Step 6

OrgSync

Form Submission Approved

Your form submission Penn State Schuylkill Maintenance Campus Work Order has been approved in Maintenance and Facilities

Your recent Maintenance Campus Work Order has been completed. If you have any questions, please contact the Maintenance Office at 570-385-6134.

View Submission