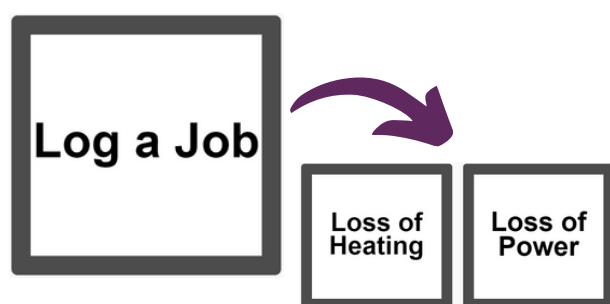Edge Hill University | Facilities Management

How to log a job on My**Jobs**

To access MyJobs go to the following webpage - www.edgehill.ac.uk/service/myjobs-fm/

We recommend using Google Chrome via a Desktop PC,
but mobile devices and other browsers are compatible (except Internet Explorer).

01

Log a Job → Loss of Heating | Loss of Power

Once you have signed in with your University username and password, you will see a screen of available tiles.

To log a job select the **'Log a Job'** tile.

You can also find quick tiles to log issues such as loss of heating or loss of power.

02

CREATE WORK ORDER
COMPLETE THE REQUIRED FIELDS TO RAISE A WORK ORDER FOR SERVICE

The tile will open a **'Create Work Order'** form. Complete the form by providing as much information as possible.

It is important that all required fields (highlighted in yellow) are completed.

03

Edge Hill University
2018-0000001

If you are using a mobile device (phone or tablet) you can simply scan the asset tag's barcode by clicking the **'Scan'** button. If not, you can type out the asset's barcode.

Using the asset tag's barcode means several fields will automatically populate, providing a more accurate location. If you cannot find an asset tag, move onto the next step and insert the fields manually.

04

If you can not locate an asset tag, click the dropdown arrow next to the **'Building'** field and select your building. You may be prompted to then choose the floor level and space.

You then need to choose the **'Category'** and **'Subcategory'** associated with this asset.

Additional fields (in yellow) may appear for you to add further information to or select from the drop-down list.

05

Add a brief description of the problem into the **'Problem Description'** field.

Once you have added text into the description, you have the option to upload an image via the **'Upload Document'** field (this is not a required field).

06

Finally, you need to type your name into the **'Requested By'** field. Once all the required fields (in yellow) have been completed you can click **'Save'**.

Once your job has been logged a message will appear informing you of this and the work order number. You will also receive an email.