

# WORQS Services Request

## Submitting a Services Request (WRS) in WORQS

# Services Request - WRS

- Make sure you have been given the WORQS Request Coordinator Role in the Department System
- Log into <https://utdirect.utexas.edu/webapps/worqs> using your UTEID and UTEID password.



# Services Request - WRS

WORQS Request Home Page - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/controller?command=requestHome

File Edit View Favorites Tools Help

Contribute Edit in Contribute Post to Blog

WORQS Request ... GoToMyPC Corporate... REQUIREMENTS Home - E-Request

THE UNIVERSITY OF TEXAS AT AUSTIN

UT DIRECT  
Work Order Request and Query System My Home My Bookmarks My 40 Acres SEARCH | UT HOME | SITEMAP | UTDIRECT HELP | LOGOFF

bookmark

**U.T. Austin**  
inbox

**NAVIGATION MENU**

- Qual Inbox
- WORQS Home
- Requestor Profile
- Submit New**
  - Request
  - Provisional Room
- Search For**
  - Work Requests
  - Capital Projects
  - CRIB Requests
  - Services Requests
- Cost Statements**
  - Account Bill History
  - DTN WO Charges
  - Monthly
  - Yearly
- Need Help?**
  - New WORQS Support
- Link To

**Submit New > Request**

**Maintenance/Trouble**  
[Zone Trouble Call](#) - Corrective action/routine maintenance.

**Electronic SR10 forms**  
**CRIB (Construct, Renovate, Install, Build)**  
[WRR - WORQS Request Rough Estimate](#)  
General estimates. No account number required.  
[WRP - WORQS Request Performance \(no estimate\)](#)  
Forego estimate and instantly approve CRIB work. Account number required.

**Services**  
[WRS - WORQS Request for Services](#) including:  
Furniture Repair, Non-event Moving Services, Non-Inventory Surplus, Recycling/Trash Pickup, Signage, Unlocking Buildings and/or Classrooms, and Unscheduled Custodial Services. Account number required.

**Event**  
*The WRE - WORQS Request for Events should be available in Fall 2009. Until then, please continue to use the paper SR10 form for all Event requests.*

**Other Service Providers - UT Austin**

|  |          |
|--|----------|
| <b>Environmental Health and Safety</b> | 471-3511 |
| <b>Housing and Food Service</b>        | 232-2895 |

Internet 100%

# Services Request - WRS Requestor

Services Request - Windows Internet Explorer  
https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

U.T. Austin  
inbox

NAVIGATION MENU

- Qual Inbox
- WORQS Home
- Requestor Profile

Submit New

- Request
- Provisional Room

Search For

- Work Requests
- Capital Projects
- CRIB Requests
- Services Requests

Cost Statements

- Account Bill History
- DTN WO Charges
- Monthly
- Yearly

Need Help?

- New WORQS Support

Link To

- FAMIS
- FCA Website
- FAMIS Help Center

Bug List

- New
- Search
- List All
- Admin

UT DIRECT  
Work Order Request and Query System

SEARCH | UT H

My Home My Bookmarks My 40

## WORQS Services Request

### Requestor Information

Make requestor the primary contact.

Name HAMRICK\_KRISTINA\_E  
Email KRISTINA.HAMRICK@AUSTIN.UTEXAS.EDU  
Department OFFICE OF CAMPUS PLANNING & FACILIT  
Phone 512-475-9786

### Contact Information

Make contact the primary contact.

⚠ Please select the Alternate Contact from the pop up window pick list.  
Search Alternate Contact List

Name  
Email  
Department  
Phone

### Location Information

⚠ The following 'Search' buttons open popup windows containing pick lists of valid criteria. \* represents a required field

\* Site Search Site List

💡 Enter the building abbreviation or number, or a portion of the building name, to limit the building search.

\* Building Search Building List

Floor Search Floor List

Room Search Room List

### Request Information

# Services Request - WRS Contact

Services Request - Windows Internet Explorer  
https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

THE UNIVERSITY OF TEXAS AT AUSTIN  
UT DIRECT  
Work Order Request and Query System

SEARCH | UT HOME | SITEMAP | UTDIRECT HELP | LOGOFF  
My Home | My Bookmarks | My 40 Acres | Edit Tabs

U.T. Austin  
inbox

NAVIGATION MENU  
Qual Inbox  
WORQS Home  
Requestor Profile  
Submit New Request  
Provisional Room  
Search For  
Work Requests  
Capital Projects  
CRIB Requests  
Services Requests  
Cost Statements  
Account Bill History  
DTN WO Charges  
Monthly  
Yearly  
Need Help?  
New WORQS Support  
Link To  
FAMIS  
FCA Website  
FAMIS Help Center  
Bug List  
New  
Search  
List All  
Admin

### WORQS Services Request

#### Requestor Information

Make requestor the primary contact.

Name HAMRICK\_KRISTINA\_E  
Email KRISTINA.HAMRICK@AUSTIN.UTEXAS.EDU  
Department OFFICE OF CAMPUS PLANNING & FACILIT  
Phone 512-475-9786

#### Contact Information

Make contact the primary contact.

Please select the Alternate Contact from the pop up window pick  
Search Alternate Contact List

Name FINNEGAN, KENNETH  
Email kfinnegan@austin.utex  
Department ITS  
Phone 512-471-4599

#### Location Information

The following 'Search' buttons open popup windows containing pick lists of valid criteria. \* represents a required field

\* Site Search Site List  
\* Building Search Building List  
Floor Search Floor List  
Room Search Room List

#### Request Information

# Services Request - WRS

## Contact

The screenshot shows a web browser window displaying the 'WORQS Services Request' page. The browser's address bar shows the URL: <https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest>. The page header includes 'THE UNIVERSITY OF TEXAS AT AUSTIN' and 'UT DIRECT Work Order Request and Query System'. The main content area is divided into sections:

- Requestor Information:** Includes fields for Name (HAMRICK\_KRISTINA\_E), Email (KRISTINA.HAMRICK@AUSTIN.UTEXAS.EDU), Department (OFFICE OF CAMPUS PLANNING & FACILIT), and Phone (512-475-9786).
- Contact Information:** Includes a radio button to 'Make contact the primary contact.', a warning icon, and a 'Search Alternate Contact List' button. A callout box points to this button.
- Location Information:** Includes a warning icon and instructions: 'The following 'Search' buttons open popup windows containing pick lists of valid criteria. \* represents a required field'. It contains search buttons for Site, Building, Floor, and Room.
- Request Information:** A section at the bottom of the page.

The left sidebar contains a 'NAVIGATION MENU' with links such as 'Qual Inbox', 'WORQS Home', 'Requestor Profile', 'Submit New Request', 'Provisional Room', 'Search For' (with sub-links for Work Requests, Capital Projects, CRIB Requests, and Services Requests), 'Cost Statements' (with sub-links for Account Bill History, DTN WO Charges, Monthly, and Yearly), 'Need Help?' (with a link for New WORQS Support), 'Link To' (with links for FAMIS, FCA Website, and FAMIS Help Center), and 'Bug List' (with links for New, Search, List All, and Admin).


To add a Contact, click on the **Contact List** button. The **Alternate Contact List** dialog box will open.

# Services Request - WRS Contact

Alternate Contact Pick List - Microsoft Internet Explorer

Alternate Contact Pick List

[Close Window](#)

 Please enter the name (last, first) from which to begin searching.

Name:

Type in the name of a (Alternate) Contact (last, first) and click on the **Get Contact List** button.



# Services Request - WRS Contact

https://dpdev1.dp.utexas.edu - Alternate Contact Pick List - Microsoft Internet Explorer

Alternate Contact Pick List

*Close Window*

Please enter the name (last, first) from which to begin searching.

Name:

| Name                                | Department             | Campus Phone | Email Address                      |
|-------------------------------------|------------------------|--------------|------------------------------------|
| <a href="#">HAMRICK, DAVID S</a>    | UT PRESS               | 512-232-7627 | DAVE@UTPRESS.PPB.UTEXAS.EDU        |
| <a href="#">HAMRICK, GARY C</a>     | MATHEMATICS            | 512-471-1184 | HAMRICK@MATH.UTEXAS.EDU            |
| <a href="#">HAMRICK, KRISTINA E</a> | CAM PLN-FACILITIES MGT | 512-475-9786 | KRISTINA.HAMRICK@AUSTIN.UTEXAS.EDU |
| <a href="#">HAMRICK, REBECCA L</a>  | STUDENT ACTIVITIES     | 903-566-5645 |                                    |
| <a href="#">HAMRICK, UTAH L</a>     | MUSIC                  | 210-458-5324 | utahhamrick@yahoo.com              |
| <a href="#">HAMSHER, ANDREW D</a>   | ENGLISH                |              | WEDWAY17@HOTMAIL.COM               |
| <a href="#">HAMTAE, LEILA</a>       | FRENCH AND ITALIAN     |              |                                    |
| <a href="#">HAN, BING</a>           | FINANCE                | 512-232-6822 | Bing.Han@mcombs.utexas.edu         |
| <a href="#">HAN, BUMSOO</a>         | MECH & AERO ENG        | 817-272-1123 | BHAN@UTA.EDU                       |
| <a href="#">HAN, CHIEN-PAI</a>      | MATHEMATICS            | 817-272-3798 | CPHAN@UTA.EDU                      |

Done Internet

Click on the **Name** of the appropriate person to add them.

# Services Request - WRS

## Contact

The screenshot shows a web browser window displaying the 'WORQS Services Request' page. The browser's address bar shows the URL: <https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest>. The page header includes 'THE UNIVERSITY OF TEXAS AT AUSTIN' and 'UT DIRECT Work Order Request and Query System'. The main content area is titled 'WORQS Services Request' and is divided into several sections:

- Requestor Information:** Includes a radio button for 'Make requestor the primary contact.' and fields for Name (HAMRICK\_KRISTINA\_E), Email (KRISTINA.HAMRICK@AUSTIN.UTEXAS.EDU), Department (OFFICE OF CAMPUS PLANNING & FACILITIES), and Phone (512-475-9786).
- Contact Information:** Includes a radio button for 'Make contact the primary contact.' (highlighted by a callout box), a warning icon, and a 'Please select the Alternate Contact from' dropdown menu. Fields for Name, Email, Department, and Phone are also present.
- Location Information:** Includes a warning icon and instructions: 'The following "Search" buttons open popup windows containing pick lists of valid criteria. \* represents a required field'. It features search buttons for Site, Building, Floor, and Room.
- Request Information:** A section at the bottom of the page.

A callout box with a black border and white background is overlaid on the 'Contact Information' section. It contains the text: 'To make the Contact the Primary Contact, as opposed to the Requestor, choose the **'Make Contact the primary...'** radio button.' An arrow points from the text to the 'Make contact the primary contact.' radio button.

# Services Request - WRS

## Location

Services Request - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

File Edit View Favorites Tools Help

Contribute Edit in Contribute Post to Blog

REQUIREMENTS Services Request

THE UNIVERSITY OF TEXAS AT AUSTIN

UT DIRECT

Work Order Request and Query System

SEARCH | UT HOME | SITEMAP | UTDIRECT HELP | LOGOFF

My Home My Bookmarks My 40 Acres Edit Tabs

bookmark

U.T. Austin

inbox

NAVIGATION MENU

Qual Inbox  
WORQS Home  
Requestor Profile

Submit New  
Request  
Provisional Room

Search For  
Work Requests  
Capital Projects  
CRIB Requests  
Services Requests

Cost Statements  
Account Bill History  
DTN WO Charges  
Monthly  
Yearly

Need Help?  
New WORQS Support

Link To  
FAMIS  
FCA Website  
FAMIS Help Center

Bug List  
New  
Search  
List All  
Admin

**WORQS Services Request**

**Requestor Information**

Make requestor the primary contact.

Name HAMRICK\_KRISTINA\_E  
Email KRISTINA.HAMRICK@AUSTIN.UTEXAS.EDU  
Department OFFICE OF CAMPUS PLANNING & FACILITIES  
Phone 512-471-4599

**Contact Information**

Make contact the primary contact.

Please select the contact.

Name  
Email  
Department  
Phone 512-471-4599

**Location Information**

The following 'Search' buttons open popup windows containing pick lists of valid criteria. \* represents a required field

\* Site Search Site List

Enter the building abbreviation or number, or a portion of the building name, to limit the building search.

\* Building Search Building List

Floor Search Floor List

Room Search Room List

**Request Information**

Done

Internet

100%

# Services Request - WRS Location

The screenshot displays the 'WORQS Services Request' web application. The browser window title is 'Services Request - Windows Internet Explorer'. The address bar shows the URL: <https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest>. The page header includes 'THE UNIVERSITY OF TEXAS AT AUSTIN' and 'UT DIRECT' logo. The navigation menu on the left includes 'U.T. Austin', 'NAVIGATION MENU', 'Qual Inbox', 'WORQS Home', 'Requestor Profile', 'Submit New Request', 'Provisional Room', 'Search For', 'Work Requests', 'Capital Projects', 'CRIB Requests', 'Services Requests', 'Cost Statements', 'Account Bill History', 'DTN WO Charges', 'Monthly', 'Yearly', 'Need Help?', 'New WORQS Support', 'Link To', 'FAMIS', 'FCA Website', 'FAMIS Help Center', 'Bug List', 'New', 'Search', 'List All', and 'Admin'. The main content area is titled 'WORQS Services Request' and contains three sections: 'Requestor Information', 'Location Information', and 'Request Information'. The 'Requestor Information' section includes a form with fields for Name (HAMRICK\_KRISTINA\_E), Email (KRISTINA.HAMRICK@AUSTIN.UTEXAS.EDU), Department, and Phone. The 'Location Information' section includes a warning icon and text: 'The following "Search" buttons open popup windows containing pick lists of valid criteria. \* represents a required field'. It contains several search buttons: '\* Site Search Site List', '\* Building Search Building List', 'Floor Search Floor List', and 'Room Search Room List'. A callout box with a black border and white background contains the text: 'Site: Click on the Search Site List button to fill in the Site information. The Site List will open in a new window.' An arrow points from the callout box to the 'Search Site List' button. The browser status bar at the bottom shows 'Done', 'Internet', and '100%' zoom level.

# Services Request - WRS

## Location

https://dpdev1.dp.utexas.edu - Site List - Microsoft Internet Ex...

Site List

*Close Window*

Selecting the site description will close this window and populate the selection.

| Description                   | Value |
|-------------------------------|-------|
| BEE CAVES COMPLEX             | BEE   |
| BRACKENRIDGE FIELD LAB        | BFL   |
| JOHNSON WILDFLOWER CENTER     | JWC   |
| LAKE TRAVIS TEST STATION      | LTS   |
| PICKLE RESEARCH CENTER        | PRC   |
| UNIVERSITY ELEM SCHOOL CAMPUS | USX   |
| UT MAIN CAMPUS                | UTM   |
| UT SYSTEM                     | SYS   |

Done Internet

Click on the appropriate  
**Site Description.**

# Services Request - WRS

## Location

Services Request - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

File Edit View Favorites Tools Help

Contribute Edit in Contribute Post to Blog

Services Request x GoToMyPC Corpora... REQUIREMENTS Home - E-Request

**Cost Statements**  
Account Bill History  
DTN WO Charges  
Monthly  
Yearly

**Need Help?**  
New WORQS Support

**Link To**  
FAMIS  
FCA Website  
FAMIS Help Center

**Bug List**  
New  
Search  
List All  
Admin

**Name** STEWART, SUE A  
**Email** SUE.STEWART@AUSTIN.UTEXAS.EDU  
**Department** CAM PLN-FACILITIES MGT  
**Phone** 512-232-2013

**Location Information**  
⚠ The following 'Search' buttons open popup windows containing **represents a required field**

\* **Site** UT MAIN CAMPUS: UTM Search Site List

💡 Enter the building abbreviation or number, or a portion of the search.

\* **Building** Search Building List

**Floor** Search Floor List

**Room** Search Room List

**Request Information**

\* **Service Type**

**Document Summary** Optional text to make Inbox Summary distinct.

\* **Detailed Description of Work** (Including special requirements or instructions)

Internet 100%

**Building:** Type in the building number or part of the building name in the text field and click on the **Search Building List** button. You may also leave the building field blank and click on the Search Building List button.

# Services Request - WRS

## Location

https://dpdev1.dp.utexas.edu - Building List - Microsoft Internet ...

Building List Close Window

⚠ Selecting the Building Name will close this window and populate the selection.

| Building Name                      | Abbrev. | Site | Building Number |
|------------------------------------|---------|------|-----------------|
| 12" REFLECTOR DOME BLDG.           | K14     | BEE  | 3008            |
| BUNKER A                           | K02     | BEE  | 3012            |
| BUNKER B                           | K03     | BEE  | 3013            |
| BUNKER C                           | K04     | BEE  | 3014            |
| CARETAKER'S HOUSE                  | K08     | BEE  | 3002            |
| COMFORT STATION                    | K13     | BEE  | 3007            |
| DBL. 9" REFR. DOME BLDG.           | K15     | BEE  | 3009            |
| GUARD HOUSE                        | K07     | BEE  | 3001            |
| HRC FILM INSPECTION BLDG.          | K18     | BEE  | 3023            |
| KUT BACKUP GENERATOR BUILDING      | K09     | BEE  | 3003            |
| KUT-FM AUXILIARY TRANSMITTER BLDG. | K17     | BEE  | 3022            |
| KUT-FM TRANSMITTER BLDG.           | K01     | BEE  | 3011            |
| OUTSIDE AREA ADJACENT TO BEE BLDG  | BEE_EXT | BEE  | BEE_EXT         |
| POLICE ACADEMY                     | KP5     | BEE  | 3010            |
| POLICE ACADEMY STG. BLDG.          | KP4     | BEE  | 3015            |
| PORTABLE METAL BUILDING            | K06     | BEE  | 3019            |
| ROLL-OFF DOME BUILDING             | K16     | BEE  | 3020            |
| SENTRY BUILDING                    | K11     | BEE  | 3005            |
| SOUTH MACHINE SHOP BLDG            | K12     | BEE  | 3006            |
| STOCK SHED                         | K05     | BEE  | 3018            |
| SYSTEM POLICE PISTOL RANGE         | KP3     | BEE  | 3021            |
| WELDING & SHEET METAL SHOP BLDG    | K10     | BEE  | 3004            |

Click on the **Building Name** to add the building information to the request.

# Services Request - WRS

## Location

Services Request - Windows Internet Explorer  
https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

File Edit View Favorites Tools Help  
Contribute Edit in Contribute Post to Blog

REQUIREMENTS Services Request

**new WORQS Support**

Link To  
FAMIS  
FCA Website  
FAMIS Help Center

Bug List  
New  
Search  
List All  
Admin

**Location Information**  
⚠ The following 'Search' buttons open popup windows containing pick lists of valid criteria. \* represents a required field

\* Site UT MAIN CAMPUS: UTM Search Site List

💡 Enter the building abbreviation or number, or a portion of the building name, to limit the building search.

\* Building FC1: FACILITIES COMPLEX BLDG. 1 - #0550 0550 Search Building List

Floor Search Floor List

Room Search Room List

**Request Information**

\* Service Type

Document Summary Optional

\* Detailed Description of Work (Including special req

Attachment: ⚠ You may attach a document related to the request.  
The accepted file types are: gif, jpg, pdf, tif, and txt.  
Browse...

Requested Service Date Format: 'MM/DD/YYYY'

\*Overtime Authorization

⚠ I authorize overtime charges that may result from this request.

⚠ I DO NOT authorize overtime charges that may result from this request.

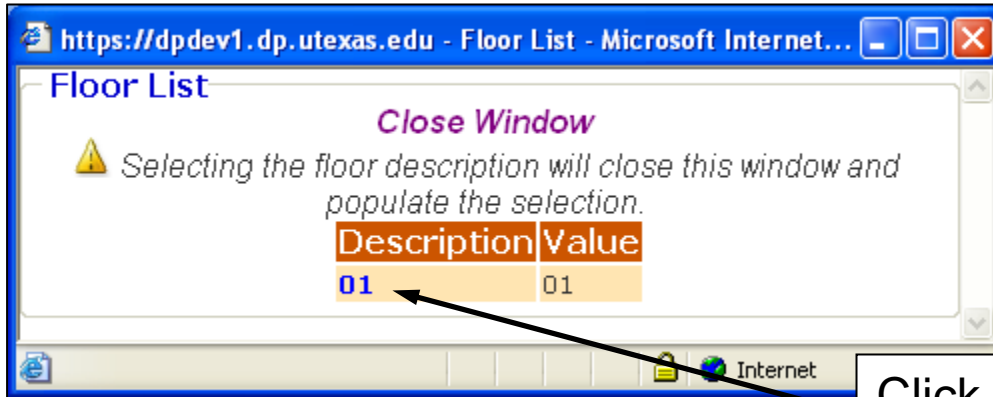
Dates/Times Work Cannot be Done in Location:  
(Example: "Monday, 12/21/2003, 11am-2pm.")

Done Internet 100%



# Services Request - WRS

## Location



Click on the appropriate  
**Floor Description.**

# Services Request - WRS

## Location

Services Request - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

File Edit View Favorites Tools Help

Contribute Edit in Contribute Post to Blog

Services Request x GoToMyPC Corpora... REQUIREMENTS Home - E-Request

**New WORQS Support**

- Link To
- FAMIS
- FCA Website
- FAMIS Help Center

**Bug List**

- New
- Search
- List All
- Admin

**Location Information**

**⚠** The following 'Search' buttons open popup windows containing pick lists of valid criteria \*  
**represents a required field**

\* **Site** UT MAIN CAMPUS: UTM Search Site List

**💡** Enter the building abbreviation or number, or a portion of the search.

\* **Building** FC1: FACILITIES COMPLEX BLDG. 1 - #055005 Search Building List

**Floor** 01: 01 Search Floor List

**Room** Search Room List

**Request Information**

\* **Service Type** [Dropdown]

**Document Summary** [Text] *Optional text to make Inbox Summary distinct.*

\* **Detailed Description of Work** (Including special requirements or instructions)

[Text Area]

Internet 100%

If applicable, click on the **Search Room List** button and select a room number.

# Services Request - WRS

## Location

Room List - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/Controller.jsp?command=roomList&listName=

**Room List**

[Close Window](#)

⚠ Selecting the room description will close the selection.

| Description            | Value  |
|------------------------|--------|
| <a href="#">1.100</a>  | 1.100  |
| <a href="#">1.102</a>  | 1.102  |
| <a href="#">1.102A</a> | 1.102A |
| <a href="#">1.102B</a> | 1.102B |
| <a href="#">1.102C</a> | 1.102C |
| <a href="#">1.102D</a> | 1.102D |
| <a href="#">1.102E</a> | 1.102E |
| <a href="#">1.102F</a> | 1.102F |
| <a href="#">1.102G</a> | 1.102G |
| <a href="#">1.104</a>  | 1.104  |

Done Internet 100%

Click on the Room Number  
Description.

# Services Request - WRS

## Request Information

Services Request - Windows Internet Explorer  
https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

File Edit View Favorites Tools Help  
Contribute Edit in Contribute Post to Blog

REQUIREMENTS Services Request

**Location Information**  
⚠ The following 'Search' buttons open popup windows containing pick lists of valid  
\* **Site** UTM MAIN CAMPUS: UTM Search Site List  
💡 Enter the building abbreviation or number, or a portion of the building name, to  
\* **Building** FC1: FACILITIES COMPLEX BLDG. 1 - #0550 Search Building List  
Floor Search Floor List  
Room Search Room List

**Request Information**  
\* **Service Type** [Dropdown]  
Document Summary  
\* **Detailed Description of**  
Furniture Repair  
Request for Moving Services (non-event related)  
Signage  
Surplus (Non-Inventory)  
Trash Pickup  
Unlock Building and/or Classrooms  
Unscheduled Custodial Services

Attachment: ⚠ You may attach a document related to the request.  
The accepted file types are: gif, jpg, pdf, tif, and txt.  
Browse...

Requested Service Date [Date Picker] Format: 'MM/DD/YYYY'

\* **Overtime Authorization**  
 ⚠ I authorize overtime charges that may result from this request.  
 ⚠ I DO NOT authorize overtime charges that may result from this request.

**Dates/Times Work Cannot be Done in Location:**  
(Example: "Monday, 12/21/2003, 11am-2pm.")

Done Internet 100%

Choose a **Service Type** from the dropdown box.

# Services Request - WRS

## Request Information

Services Request - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

File Edit View Favorites Tools Help  
Contribute Edit in Contribute Post to Blog

REQUIREMENTS Services Request

**Link To**  
FAMIS  
FCA Website  
FAMIS Help Center

**Bug List**  
New  
Search  
List All  
Admin

**Location Information**  
The following 'Search' buttons open popup windows containing:  
\* **Site** UT MAIN CAMPUS: UTM Search Site List  
Enter the building abbreviation or number, or a portion of the:  
\* **Building** FC1: FACILITIES COMPLEX BLDG. 1 - #0550055  
Floor Search Floor List  
Room Search Room List

**Request Information**  
\* **Service Type** Unlock Building and/or Classrooms  
**Document Summary** Unlock SER Optional text to make Inbox Summary distinct.  
\* **Detailed Description of Work (Including special requirements or instructions)**  
Please unlock SER 3.200, 3.201, and 3.203 at 7pm on May 15.

**Attachment:** You may attach a document related to the request.  
The accepted file types are: gif, jpg, pdf, tif, and txt.  
\\flint\information\_m Browse...

**Requested Service Date** Format: 'MM/DD/YYYY'

**\*Overtime Authorization**  
 I authorize overtime charges that may result from this request.  
 I DO NOT authorize overtime charges that may result from this request.

**Dates/Times Work Cannot be Done in Location:**  
(Example: "Monday, 12/21/2003, 11am-2pm.")

Enter the **Document Summary**, if applicable and the **Detailed Description of Work (required)**.

# Services Request - WRS


## Request Information

Services Request - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest



File Edit View Favorites Tools Help  
Contribute Edit in Contribute Post to Blog

REQUIREMENTS Services Request

**Attachment:**  You may attach a document related to the request.  
The accepted file types are: gif, jpg, pdf, tif, and txt.  
\\Flint\information\_m

**Requested Service Date**   Format: 'MM/DD/YYYY'

**\*Overtime Authorization**

-  I authorize overtime charges that may result in...
-  I DO NOT authorize overtime charges that may...

**Dates/Times Work Cannot be Done in Location:**  
(Example: "Monday, 12/21/2003, 11am-2pm.")

**Routing Information**  
Route

**Funding Information**  
\*\* Departmental Account   (First six digits of Account Number required for Search.)  
\*\* Account Number is required for final approval  
Provide additional funding instructions if necessary.

**Disclaimer:** Services Request must be received by Construction Services at least 2 business days prior to Services execution date. Facilities Services and PMCS may not be able to accommodate late requests.  
 \* I have read and accept the terms of the Disclaimer.

Internet 100%

**Attachment:** Attach a document if necessary, and fill in the **Requested Service Date**.

# Services Request - WRS

## Request Information

Services Request - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

File Edit View Favorites Tools Help  
Contribute Edit in Contribute Post to Blog

REQUIREMENTS Services Request

Requested Service Date  Format: 'MM/DD/YYYY'

**Overtime Authorization**

I authorize overtime charges that may result from this request.  
 I DO NOT authorize overtime charges that may result from this request.

Dates/Times Work Cannot be Done in Location:  
(Example: "Monday, 12/21/2003, 11am-2pm.")

**Routing Information**  
Route

**Funding Information**  
\*\* Departmental Account  Search Account List (First  
for Search.)  
\*\* Account Number is required for final approval  
Provide additional funding instructions if necessary.

**Disclaimer:** Services Request must be received by Construction Services at least 2 business days prior to Services execution date. Facilities Services and PMCS may not be able to accommodate late requests.  
 \* I have read and accept the terms of the Disclaimer.

Logoff  
Comments to: WORQS Help Desk  
Facilities Administrative Services  
©The University of Texas at Austin 2005  
Last updated: 23 Apr, 2009 (v 2.3.442)  
Web Privacy Policy | Accessibility

**Overtime Authorization:**  
Select 'I Authorize...' or 'I DO NOT Authorize...'. This information is required.

# Services Request - WRS

## Request Information

Services Request - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

File Edit View Favorites Tools Help  
Contribute Edit in Contribute Post to Blog

REQUIREMENTS Services Request

Requested Service Date  Format: 'MM/DD/YYYY'

**\*Overtime Authorization**

I authorize overtime charges that may result from this request.  
 I DO NOT authorize overtime charges that may result from this request.

**Dates/Times Work Cannot be Done in Location:**  
(Example: "Monday, 12/21/2003, 11am-2pm.")

**Routing Information**

Route

**Funding Information**

**\*\* Departmental Account**   (First six digits of Account Number required for Search.)  
**\*\* Account Number is required for final approval**

Provide additional funding instructions if necessary.

**Disclaimer:** Services Request must be received by Construction Services at least 2 business days prior to Services execution date. Facilities Services and PMCS may not be able to accommodate late requests.  
 **\* I have read and accept the terms of the Disclaimer.**

Logoff  
Comments to: [WORQS Help Desk](#)  
[Facilities Administrative Services](#)  
©The University of Texas at Austin 2005  
Last updated: 23 Apr, 2009 (v 2.3.442)  
[Web Privacy Policy](#) | [Accessibility](#)

**Dates/Times Work Cannot be Done: Enter unavailable dates and times, if applicable.**



# Services Request - WRS

## Routing Information

The screenshot shows a web browser window titled "Services Request - Windows Internet Explorer". The address bar shows the URL: <https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes a search box with "Live Search" and various navigation icons. The browser's address bar shows "REQUIREMENTS" and "Services Request" tabs. The browser's status bar shows "Done" and "Internet".

The main content area of the browser displays a form for a Services Request. The form includes the following fields and sections:

- Requested Service Date**: A text input field with a calendar icon and the format "MM/DD/YYYY".
- \*Overtime Authorization**: Two radio button options:
  - I authorize overtime charges that may result from this request.
  - I DO NOT authorize overtime charges that may result from this request.
- Dates/Times Work Cannot be Done in L**: A text input field with an example: "(Example: "Monday, 12/21/2003, 11am-2p)".
- Routing Information**: A section with a "Route" dropdown menu currently set to "FASV". An arrow points from a callout box to this dropdown.
- Funding Information**: A section with a "Departmental Account" input field, a "Search Account List" button, and a note: "(First six digits of Account Number required for Search.)". Below this is a note: "\*\* Account Number is required for final approval".
- Disclaimer**: A text block stating: "Services Request must be received by Construction Services at least 2 business days prior to Services execution date. Facilities Services and PMCS may not be able to accommodate late requests." Below this is a checkbox: " \* I have read and accept the terms of the Disclaimer."
- Buttons**: Three buttons at the bottom: "Save Document Only", "Save & Approve (Route)", and "Cancel Request".

A callout box with a black border and white background is positioned over the "Routing Information" section. It contains the text: "Route: The approval route the document will take. Most requestors will only have one." An arrow points from the callout box to the "Route" dropdown menu.

Logoff  
Comments to: WORQS Help Desk  
Facilities Administrative Services  
©The University of Texas at Austin 2005  
Last updated: 23 Apr, 2009 (v 2.3.442)  
Web Privacy Policy | Accessibility

# Services Request - WRS

## Funding Information

The screenshot shows a web browser window titled "Services Request - Windows Internet Explorer". The address bar contains the URL: <https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest>. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows "Contribute", "Edit in Contribute", and "Post to Blog". The browser's address bar shows "REQUIREMENTS" and "Services Request".

The form contains the following sections:

- Requested Service Date**: A text input field.
- \*Overtime Authorization**: A section with two radio buttons labeled "I aut" and "I DC".
- Dates/Times Work Cannot be Done**: A text input field with the example text "(Example: 'Monday, 12/21/2003, 11a)".
- Routing Information**: A section with a "Route" dropdown menu set to "FASV".
- Funding Information**: A section with a "Departmental Account" text input field, a "Search Account List" button, and a note "(First six digits of Account Number required for Search.)". Below this is a note "\*\* Account Number is required for final approval" and a text area for "Provide additional funding instructions if necessary.".

A callout box with a black border and orange text is overlaid on the "Departmental Account" field. The text in the callout box reads: "Departmental Account: Fill in at least the first six numbers of the account to be used to pay for the work and click on the Search Account List button." Two arrows point from the callout box to the "Departmental Account" field and the "Search Account List" button.

At the bottom of the form, there is a "Disclaimer" section with the text: "Services Request must be received by Construction Services at least 2 business days prior to Services execution date. Facilities Services and PMCS may not be able to accommodate late requests." Below the disclaimer is a checkbox labeled "\* I have read and accept the terms of the Disclaimer." and three buttons: "Save Document Only", "Save & Approve (Route)", and "Cancel Request".

The browser's status bar at the bottom shows "Done" and "Internet". The bottom right corner of the browser window contains the following text: "Logoff", "Comments to: WORQS Help Desk", "Facilities Administrative Services", "©The University of Texas at Austin 2005", "Last updated: 23 Apr, 2009 (v 2.3.442)", "Web Privacy Policy | Accessibility", and "100%".

# Services Request - WRS

## Funding Information

Services Request - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

File Edit View Favorites Tools Help

Contribute Edit in Contribute Post to Blog

REQUIREMENTS Services Request

Requested Service Date  Format: 'MM/DD/YYYY'

**\*Overtime Authorization**

I authorize overtime charges that may result from this request.

I DO NOT authorize overtime charges that may result from this request.

**Dates/Times Work Cannot be Done in Location:**  
(Example: "Monday, 12/21/2003, 11am-2pm.")

**Routing Information**

Route

**Funding Information**

**\*\* Departmental Account**  Search Account

for Search.)

**\*\* Account Number is required for final approval**

Provide additional funding instructions if necessary.

**Disclaimer:** Services Request must be received by Construction Services at least 2 business days prior to Services execution date. Facilities Services and PMCS may not be able to accommodate late requests.

**\* I have read and accept the terms of the Disclaimer.**

Logoff  
Comments to: WORQS Help Desk  
Facilities Administrative Services  
©The University of Texas at Austin 2005  
Last updated: 23 Apr, 2009 (v 2.3.442)  
Web Privacy Policy | Accessibility

Done Internet 100%

Provide any **additional funding instructions** in the text box provided, if necessary.

# Services Request - WRS

Services Request - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

File Edit View Favorites Tools Help

Contribute Edit in Contribute Post to Blog

REQUIREMENTS Services Request

Requested Service Date  Format: 'MM/DD/YYYY'

**\*Overtime Authorization**

I authorize overtime charges that may result from this request.

I DO NOT authorize overtime charges that may result from this request.

**Dates/Times Work Cannot be Done in Location:**  
(Example: "Monday, 12/21/2003, 11am-2pm.")

**Routing Information**

Route

**Funding**  
\*\* Department Account  
Provide ad of Account Number required

**Disclaimer:** Services Request must be received by Construction Services at least 2 business days prior to Services execution date. Facilities Services and PMCS may not be able to accommodate late requests.

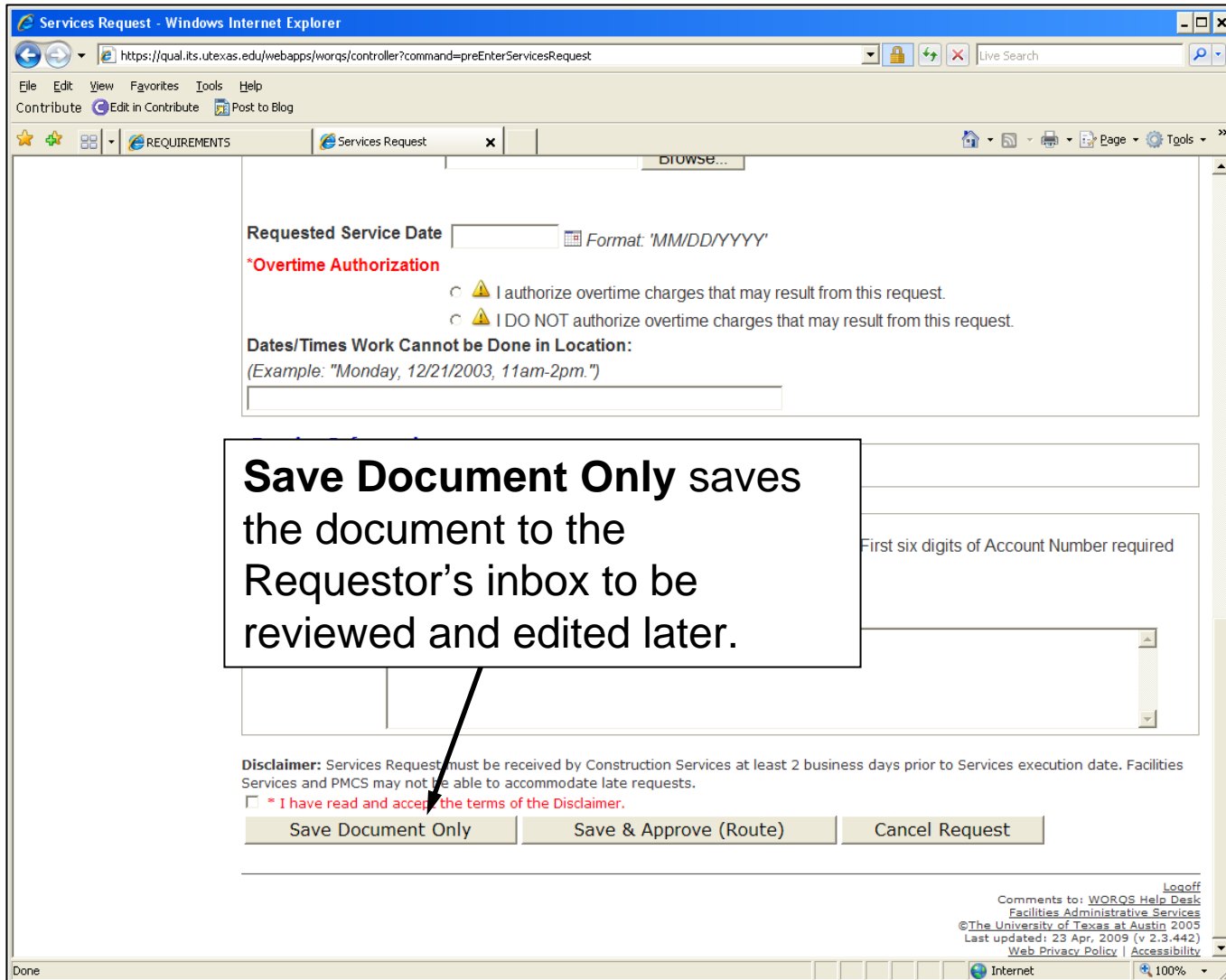
\* I have read and accept the terms of the Disclaimer.

Logoff  
Comments to: WORQS Help Desk  
Facilities Administrative Services  
©The University of Texas at Austin 2005  
Last updated: 23 Apr, 2009 (v 2.3.442)  
Web Privacy Policy | Accessibility

Done Internet 100%

Check that you have read and accept the **Disclaimer**. This is also required information.

# Services Request - WRS



Services Request - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

File Edit View Favorites Tools Help

Contribute Edit in Contribute Post to Blog

REQUIREMENTS Services Request

Requested Service Date  Format: 'MM/DD/YYYY'

**\*Overtime Authorization**

I authorize overtime charges that may result from this request.

I DO NOT authorize overtime charges that may result from this request.

**Dates/Times Work Cannot be Done in Location:**  
(Example: "Monday, 12/21/2003, 11am-2pm.")

First six digits of Account Number required

**Disclaimer:** Services Request must be received by Construction Services at least 2 business days prior to Services execution date. Facilities Services and PMCS may not be able to accommodate late requests.

\* I have read and accept the terms of the Disclaimer.

Save Document Only Save & Approve (Route) Cancel Request

Logoff  
Comments to: WORQS Help Desk  
Facilities Administrative Services  
©The University of Texas at Austin 2005  
Last updated: 23 Apr, 2009 (v 2.3.442)  
Web Privacy Policy | Accessibility

Done Internet 100%

# Services Request - WRS

Services Request - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

File Edit View Favorites Tools Help

Contribute Edit in Contribute Post to Blog

REQUIREMENTS Services Request

Requested Service Date  Format: 'MM/DD/YYYY'

**\*Overtime Authorization**

I authorize overtime charges that may result from this request.

I DO NOT authorize overtime charges that may result from this request.

**Dates/Times Work Cannot be Done in Location:**  
(Example: "Monday, 12/21/2003, 11am-2pm.")

**Save & Approve (Route)**  
saves the document and routes it to the next approver/approval desk.

Route  
Route

Fund  
\*\* Dep  
Accou

Provid

digits of Account Number required

**Disclaimer:** Services Request must be received by Construction Services at least 2 business days prior to Services execution date. Facilities Services and PMCS may not be able to accommodate late requests.

\* I have read and accept the terms of the Disclaimer.

Save Document Only Save & Approve (Route) Cancel Request

Logoff  
Comments to: WORQS Help Desk  
Facilities Administrative Services  
©The University of Texas at Austin 2005  
Last updated: 23 Apr, 2009 (v 2.3.442)  
Web Privacy Policy | Accessibility

Done Internet 100%

# Services Request - WRS

Services Request - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/controller?command=preEnterServicesRequest

File Edit View Favorites Tools Help

Contribute Edit in Contribute Post to Blog

REQUIREMENTS Services Request

Requested Service Date  Format: 'MM/DD/YYYY'

**\*Overtime Authorization**

I authorize overtime charges that may result from this request.

I DO NOT authorize overtime charges that may result from this request.

**Dates/Times Work Cannot be Done in Location:**  
(Example: "Monday, 12/21/2003, 11am-2pm.")

**Routing Information**

Route

**Funding Information**

**\*\* Departmental Account**  Required

for Search.)

**\*\* Account Number is required**

Provide additional funding instructions if necessary

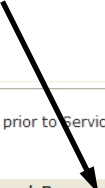
**Disclaimer:** Services Request must be received by Construction Services at least 2 business days prior to Services execution date. Facilities Services and PMCS may not be able to accommodate late requests.

**\* I have read and accept the terms of the Disclaimer.**

Logoff  
Comments to: WORQS Help Desk  
Facilities Administrative Services  
©The University of Texas at Austin 2005  
Last updated: 23 Apr, 2009 (v 2.3.442)  
Web Privacy Policy | Accessibility

Done Internet 100%

**Cancel Request cancels the request.**



# Services Request - WRS

Services Request - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/saveServicesServlet?command=saveServicesRequest

THE UNIVERSITY OF TEXAS AT AUSTIN

UT DIRECT Work Order Request and Query System

SEARCH | UT HOME | SITEMAP | UTDIRECT HELP | LOGOFF

My Home My Bookmarks My 40 Acres Edit Tabs

bookmark

U.T. Austin

inbox

NAVIGATION MENU

- Qual Inbox
- WORQS Home
- Requestor Profile

Submit New

- Request
- Provisional Room

Search For

- Work Requests
- Capital Projects
- CRIB Requests
- Services Requests

Cost Statements

- Account Bill History
- DTN WO Charges
- Monthly
- Yearly

Need Help?

- New WORQS Support

Link To

- FAMIS
- FCA Website
- FAMIS Help Center

Bug List

- New
- Search

## WORQS Services Request

Document ID: V0WRS999939 [Routing Status](#)

**You have successfully approved your document V0WRS999939.**

Select an Action

### Requestor Information

Requestor is the primary contact.

|            |                            |
|------------|----------------------------|
| Name       | HAMRICK_KRISTINA_E         |
| Email      | KRISTINA.HAMRICK@AUSTIN.UT |
| Department | OFFICE OF CAMPUS PLANNING  |
| Phone      | 512-475-9786               |

### Contact Information

|            |  |
|------------|--|
| Name       |  |
| Email      |  |
| Department |  |
| Phone      |  |

### Location Information

|          |                                   |
|----------|-----------------------------------|
| Site     | UTM - UT MAIN CAMPUS              |
| Building | 0550 - FACILITIES COMPLEX BLDG. 1 |
| Floor    |                                   |
| Room     |                                   |

### Request Information

Upon **Save and Route**, as long as the Requestor is not on the final approval desk, they will see a **message** similar to this. It includes the DEFINE Document ID. Ex. V0WRS999939



# Services Request - WRS

The screenshot displays the 'WORQS Services Request' web application. The browser window title is 'Services Request - Windows Internet Explorer'. The address bar shows the URL: <https://qual.its.utexas.edu/webapps/worqs/saveServicesServlet?command=saveServicesRequest>. The page header includes 'THE UNIVERSITY OF TEXAS AT AUSTIN' and 'UT DIRECT Work Order Request and Query System'. The main content area features a 'Routing Status' link, which is highlighted by a callout box. The callout box contains the text: 'To check where the document is in the routing path, click on the **Routing Status** link.'

**U.T. Austin**  
inbox

**NAVIGATION MENU**

- Qual Inbox
- WORQS Home
- Requestor Profile
- Submit New
  - Request
  - Provisional Room
- Search For
  - Work Requests
  - Capital Projects
  - CRIB Requests
  - Services Requests
- Cost Statements
  - Account Bill History
  - DTN WO Charges
  - Monthly
  - Yearly
- Need Help?
  - New WORQS Support
- Link To
  - FAMIS
  - FCA Website
  - FAMIS Help Center
- Bug List
  - New
  - Search

**WORQS Services Request**  
Document ID: VOWRS999939 [Routing Status](#)

*You have successfully approved your document VOWRS999939.*

Select an Action

**Requestor Information**  
Requestor is the primary contact.

|            |                            |
|------------|----------------------------|
| Name       | HAMRICK_KRISTINA_E         |
| Email      | KRISTINA.HAMRICK@AUSTIN.UT |
| Department | OFFICE OF CAMPUS PLANNING  |
| Phone      | 512-475-9786               |

**Contact Information**

|            |  |
|------------|--|
| Name       |  |
| Email      |  |
| Department |  |
| Phone      |  |

**Location Information**

|          |                                   |
|----------|-----------------------------------|
| Site     | UTM - UT MAIN CAMPUS              |
| Building | 0550 - FACILITIES COMPLEX BLDG. 1 |
| Floor    |                                   |
| Room     |                                   |

**Request Information**

# Services Request - WRS

Services Request - Windows Internet Explorer

https://qual.its.utexas.edu/webapps/worqs/saveServicesServlet?command=saveServicesRequest

File Edit View Favorites Tools Help

Contribute Edit in Contribute Post to Blog

Home - E-Request Services Request

THE UNIVERSITY OF TEXAS AT AUSTIN

UT DIRECT Work Order Request and Query System SEARCH | UT HOME | SITEMAP | UTDIRECT HELP | LOGOFF

My Home My Bookmarks My 40 Acres Edit Tabs bookmark

U.T. Austin inbox

### WORQS Services Request

Document ID: VOWRS999940 [Routing Status](#)

*This document was successfully submitted as FAMIS request number SR314052 You have successfully approved your document VOWRS999940.*

#### Requestor Information

Requestor is the primary contact.

|            |                           |
|------------|---------------------------|
| Name       | HAMRICK_KRISTINA_E        |
| Email      | KRISTINA.HAMRICK@AUSTIN.U |
| Department | OFFICE OF CAMPUS PLANNING |
| Phone      | 512-475-9786              |

#### Contact Information

|            |  |
|------------|--|
| Name       |  |
| Email      |  |
| Department |  |
| Phone      |  |

#### Location Information

|          |  |
|----------|--|
| Site     | USX - UNIVERSITY ELEM SCHOOL CAMPUS        |
| Building | 1256 - UNIV. ELEM. SCH. SECOND GRADE BLDG. |
| Floor    |  |
| Room     |  |

Done Internet 100%

Upon **Final approval**, the approver will see a similar message. It includes the **DEFINE Document ID** and the **Service Request Number**.

# Services Request - WRS

**FW: VOWRS999984 was final approved in Qual and submitted to Project Management & Construction Services - Me...**

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

This message was AutoForwarded.  
Extra line breaks in this message were removed.

From: ECS-SPECIAL WORQS [worqs@austin.utexas.edu]  
To: Hamrick, Kristina E  
Cc:  
Subject: FW: VOWRS999984 was final approved in Qual and submitted to Project Management & Construction Services

---

From: JPARKER@AUSTIN.UTEXAS.EDU[SMTP:JPARKER@AUSTIN.UTEXAS.EDU]  
Sent: Tuesday, April 28, 2009 12:27:12 PM  
To: Parker, Judith A  
Subject: VOWRS999984 was final approved in Qual and submitted to Project Management & Construction Services by a Rule

VOWRS999984 was submitted as request number SR314039  
Summary: null Move GOL 2.306A  
Site: UT MAIN CAMPUS  
Building: GOLDSMITH HALL  
Floor: 02  
Room: 2.306A  
Final Approved by: JEFFREY S EVELYN (This is the person logged into WORQS when the document was final approved.)  
On this Date: Tue Apr 28 12:27:12 CDT 2009

Upon final approval, the requestor will receive an automatic email containing the **DEFINE Document ID, Service Request number, Summary, Location Information, the final approver's name and the date and time of the final approval.**

# Services Request - WRS

- Other WORQS Help Documents are available here:

<http://www.utexas.edu/facilities/fis/famishelpcenter/support/>

- If you have questions about the WORQS Services Request system, email Kristy Elliott Hamrick at [kristina.hamrick@austin.utexas.edu](mailto:kristina.hamrick@austin.utexas.edu)