

FACILITIES MANAGEMENT SERVICE REQUEST

If you have any questions, please call 725 - 3333

Notes

If your WebTMA window is blank or will not open, you must allow pop ups for this website.

You need your Bowdoin UserID and password to enter a request.

Required fields are in

Your _____ are pre-filled. You may change these fields if you would like.

The screenshot shows a web form for submitting a service request. The form includes several input fields and checkboxes. Key elements visible include:

- A "Last Modified" timestamp.
- A "Put your name here" label above a text input field.
- A "requestor Email:" label above a text input field.
- A "Request Copy To:" field with the value "copy1@bowdoin.edu; copy2@bowc".
- A "Notify Me" checkbox that is checked.
- A "Requestor nav" menu at the bottom left with a "Tutorials" link.
- Partial text at the bottom right: "Enter project code here".

Notes

You can copy other people on the Service Request as well. Separate individual email addresses with a semi-colon (;) and a space before the next email address is added.

As a default, you will receive an email when the request is received, turned into a work order, and then when the work order is completed.

If you wish NOT to receive an email, uncheck the box.

The image shows a screenshot of a web-based service request form. The top portion of the page is heavily corrupted with horizontal lines of various colors. Below the corruption, the form contains the following elements:

- A "Last Modified" timestamp and a small profile picture.
- A text input field with the placeholder text "Put your name here".
- A "Requester E-mail" label followed by a text input field containing "copy1@bowdoin.edu; copy2@bowc".
- A "Notify Me" label followed by a checked checkbox.
- A "Requester nav" menu with a "Tutorials" link.

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Requester E-mail: [Red Circle]

Request Copy To: copy1@bowdoin.edu; copy2@bowdoin.edu

Notify Me

Requester nav

Tutorials

Notes

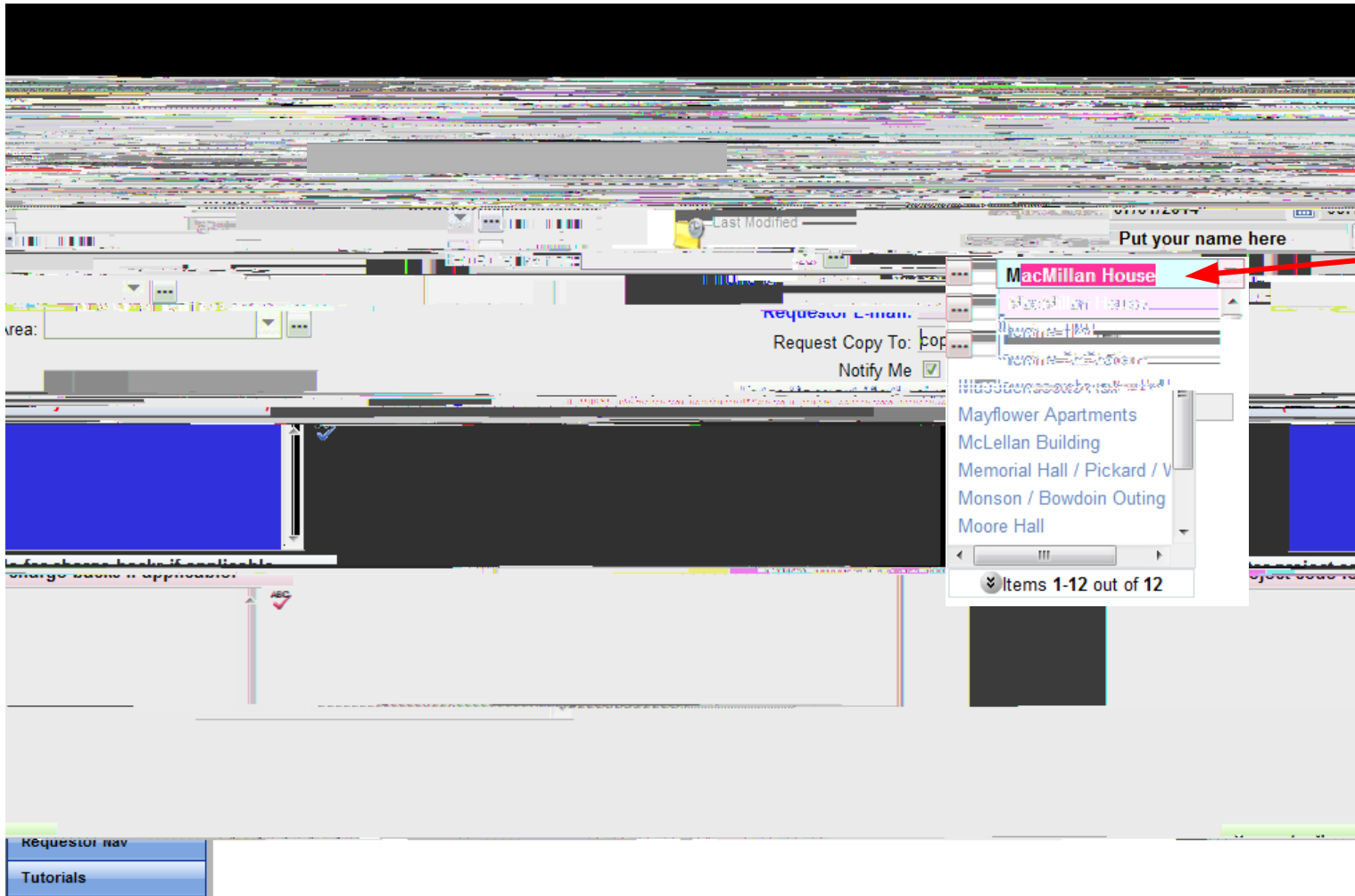
Enter in the Building Name

If you enter in a floor code, then your list of rooms will narrow down.

The Area is the room number. Most rooms have a number, but are also named where appropriate.

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You can start typing the building name, or click on the drop down arrow.

If you have a name in the field, you need to clear it out to see the entire list again!

Notes

If you want to print a copy of the Serv

