

## Technology Work Orders

To submit a work order:

- Enter the address [www.bluechalkapps.com](http://www.bluechalkapps.com).
- Use your Novell login and password (the one you enter when turning on your computer) and use the Org Code *pvmo*.
- Click on ***Technology Work Order System***.
- Click on ***Enter a Work Order***.
- Fill out the boxes on the screen for ***location of equipment*** (where in the room, which computer if you have more than one) and ***room number***.
- Select ***type of problem*** and ***building*** from the drop down menu.
- Describe the problem in the text box giving as much detail as possible.
- Click submit.
- You can go back in and check the status of work orders.
- You will receive an email when the work order is completed or the status has changed.