

Facilities Management System

QWare

How to Submit an Employee ID/Access Card Work Order

Log in using your QWare credentials

https://c	juecentre2.cnyric.oi	g/ocmboces/Login.aspx?actio	n=logout
	OCMBOCES ** Committed to New Institute	OCM BOCES Facilities Management System	
	Userna Passw Login		
	Copyright © C&S Companies 2018	Please visit our Support Blog and subscribe to receive Q Ware software email updates. Version: 2.1.3.7	

<u>Note:</u> All Administrative Council members should have login credentials. If you do not have your own credentials, please notify Andrea Facciponte, <u>afacciponte@ocmboces.org</u>, so that we can set you up with your own personal account.

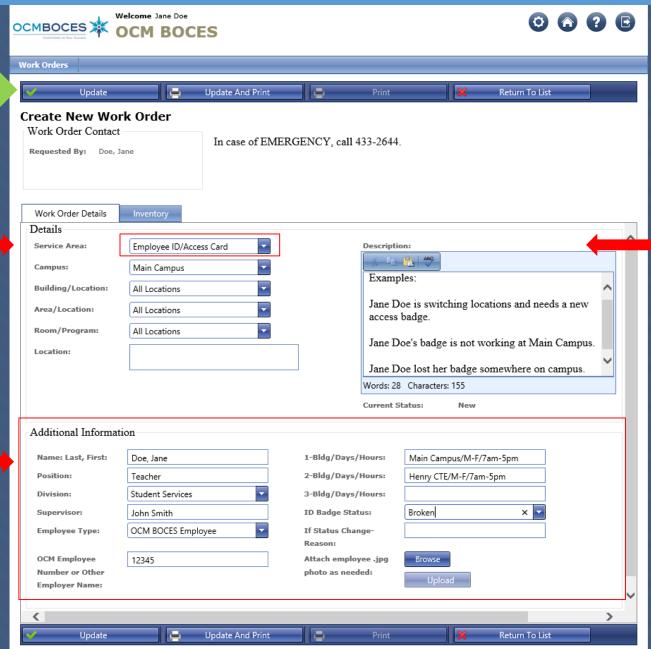


Step 1: Make sure to select "Employee ID/Access Card" for Service Area

Step 2: Select the Campus and locations within that campus the employee needs access

Step 4: All additional information is needed in order for a request to be fulfilled.

If the employee is new, or returning, please attach a headshot photo.



Step 3: Please include a detailed description of the situation regarding employee's ID and/or scheduled access

Note: Your work order request will be kicked back to you if:

- Employee number is not included
- Building, hours, and locations are not mentioned
- Reason for work order is missing
- Photo is not attached for a new or returning employee

Additional Notes:

- If an employee needs a badge and a key please submit two separate work orders (Keys are considered a Maintenance Service Request).

For any questions or concerns please contact:

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