

## Facilities Management System

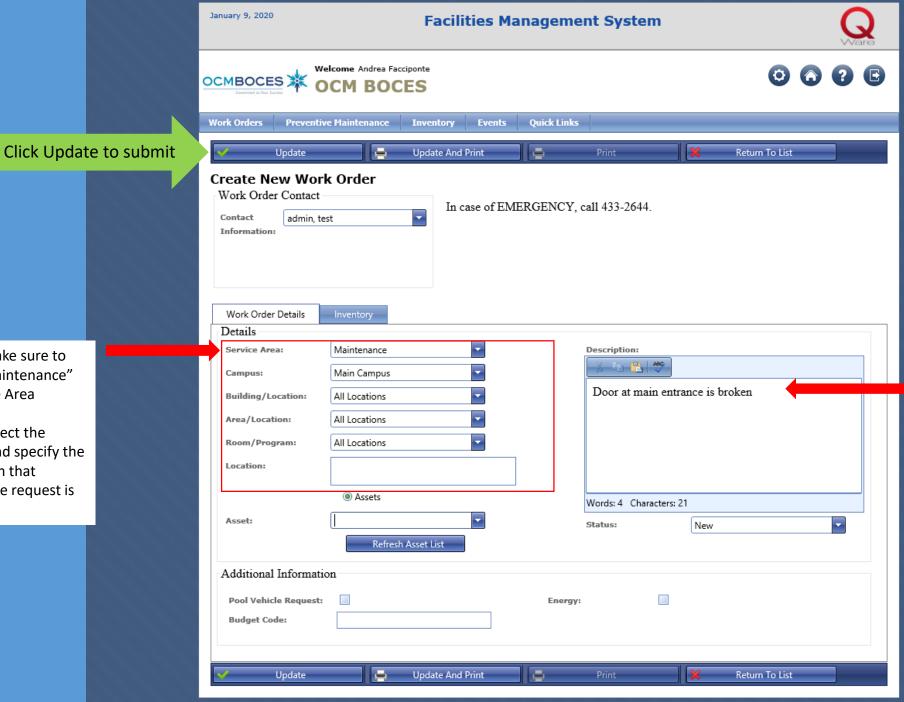
**QWare** 

How to Submit a Maintenance Service Request

## Log in using your QWare credentials

https://quecentre2.cnyric.org/ocmboces/Login.aspx?action=login			
	OCMBOCES ** Generalized to ther laneaus	OCM BOCES Facilities Management System	
	Userna Passwo 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.



Note:

- Please include as much detailed information as possible
- Once your request is submitted you should get a confirmation email from QueCentre, along with all future communications order

Step 3: Please include a detailed description of the issue.

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Step 1: Make sure to

select "Maintenance"

campus and specify the

campus the request is

for Service Area

Step 2: Select the

area within that

for

Version: 2.1.3.7

## **Additional Notes:**

- If an employee needs a badge and a key please submit two separate work orders (Badges should be placed under the Employee ID/Access Badge service area).

For any questions or concerns please contact:

Andrea Facciponte
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