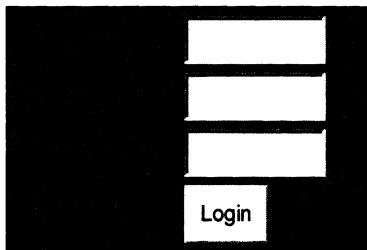


## Technology Work Order and Inventory System

The Hyperlink to the site is found on the District Web Page under "Staff Member".

The Web address is: [https://bluechalkapps.com/menu/secure\\_default.aspx](https://bluechalkapps.com/menu/secure_default.aspx)

Welcome to your organization's intranet site.  
Please logon with your user name and password below:

A screenshot of a login interface. It features a dark background with three white rectangular input fields stacked vertically. Below the bottom-most input field is a white rectangular button with the text "Login" centered on it.

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**:User name is :** your entire e-mail address

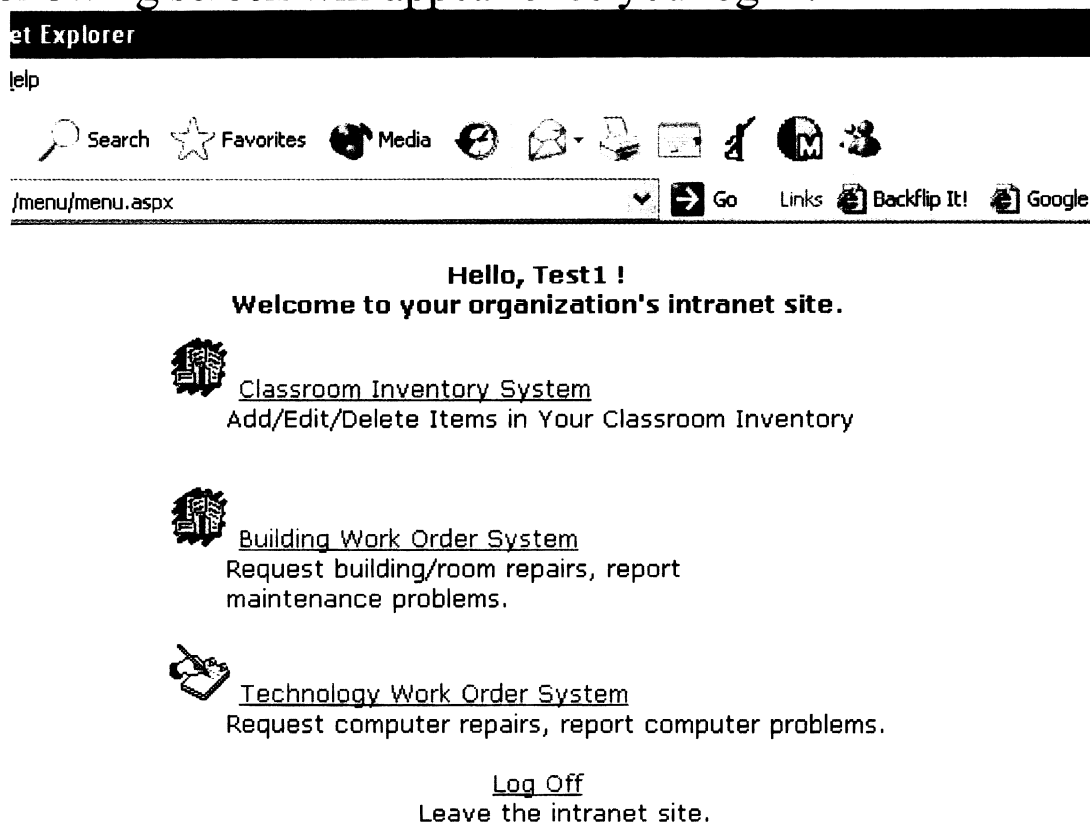
**Password:** e-mail password

**OrgCode:** PHMO

This site works in both Internet Explorer and Google Chrome:

If you use IE you must disable Pop-Up Blockers ( Tools – Pop-Up Blocker)

The following screen will appear once you log in.



The “Classroom Inventory System” link is to your classroom inventory. These were imported from what was entered at the end of last school year. You will need to place items in their respective categories of groups and items when you do your inventory at end of year and just add anything additional you receive this school year.

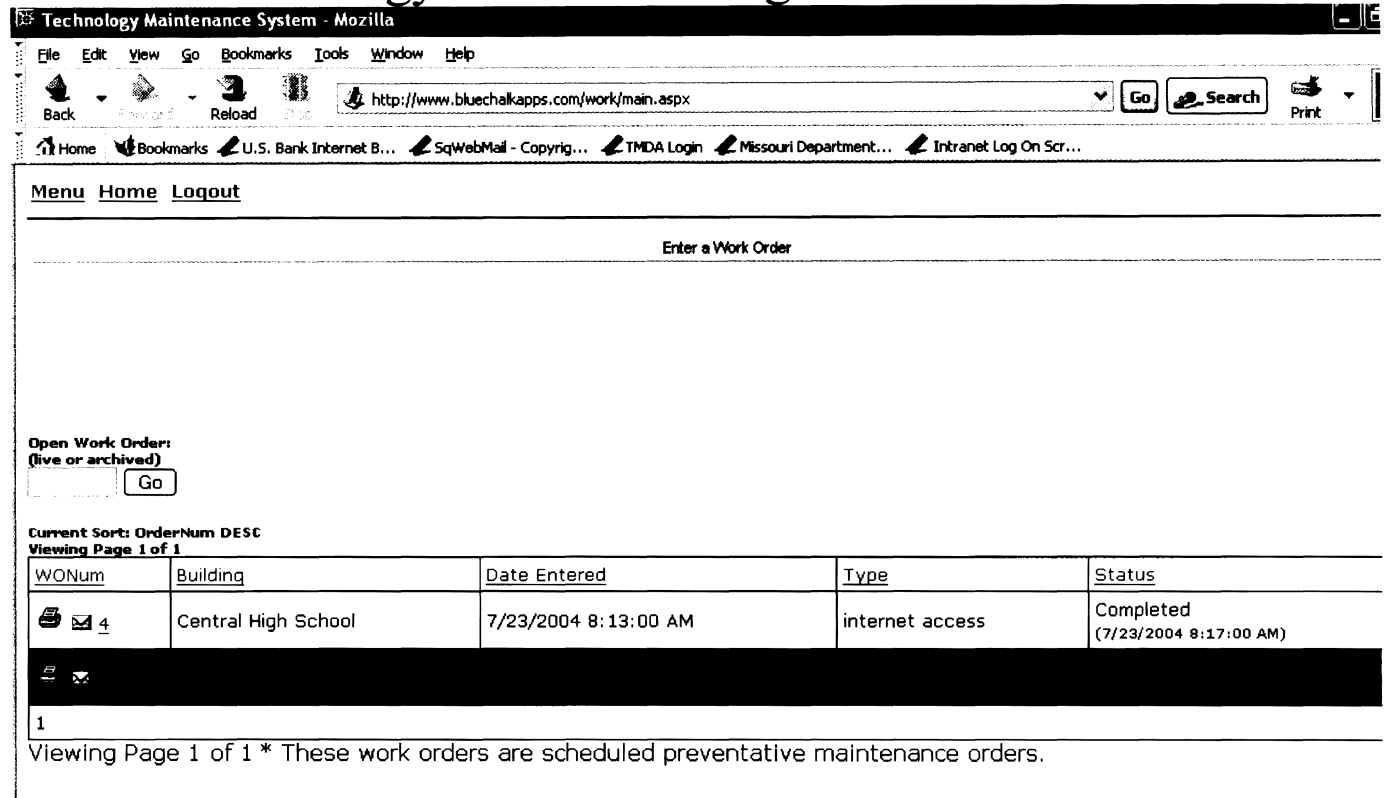
---

As of now the “Building Work Order System” shows up but may not in the future. This link is for Building Maintenance work orders and should be submitted by building administrators only at this time.

---

The "Technology Work Order System" link takes you to our new system for sending in a technology work order and lets you see if it has been assigned and the status of your request.

## View of Technology Work Order Page



Technology Maintenance System - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload <http://www.bluechalkapps.com/work/main.aspx> Go Search Print



Home Bookmarks U.S. Bank Internet B... SqWebMail - Copyrig... TMDA Login Missouri Department... Intranet Log On Scr...



[Menu](#) [Home](#) [Logout](#)

[Enter a Work Order](#)

Open Work Order:  
(live or archived)

Current Sort: OrderNum DESC  
Viewing Page 1 of 1

WONum	Building	Date Entered	Type	Status
  4	Central High School	7/23/2004 8:13:00 AM	internet access	Completed (7/23/2004 8:17:00 AM)

1

Viewing Page 1 of 1 \* These work orders are scheduled preventative maintenance orders.

It shows work orders and you can see when entered and their status.

To submit a new work order click on bar at top that says “Enter a Work Order”.

Work Order Entry Screen - Mozilla

Use this screen enter a work order request. You will be emailed a confirmation with your work order number. Depending on the system settings, other copies of the work order may be emailed to administrators and technicians.

Location of equipment (in room):

Room Number:

Type of Problem:

Building:

Please Describe Problem In Detail:

The above box will pop up and you will fill in the boxes and click on submit at bottom left.

- Location of equipment means where in the room is it located such as Row 2 Computer 1 if you have a lab or on desk, etc.
- Room Number for your class room number.
- Type of Problem: You can choose from drop down menu If your problem is not listed just choose Other. I will add other problems as they arise to be able to choose from.
- Building: Choose your campus from the drop down menu.
- A dialog box is available to describe your problem.
- Click on Submit button.

# View of Classroom Inventory page

Classroom Inventory System - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Reload http://www.bluechalkapps.com/classinvent/main.aspx Go Search Print

Home Bookmarks U.S. Bank Internet B... SqWebMail - Copyrig... TMDA Login Missouri Department... Intranet Log On Scr...

Menu Home Logout

Enter an Inventory Item Reports

-Filter By Building- -Filter By Group- -Filter By Item Type-  
 -Filter By Faculty- Clear

Current Filter: None  
 Current Sort: GroupName,ItemName ASC  
 Viewing Page 1 of 4

ID #	Details	Delete	Count	Name/Title	Group	Item Type	Estimated Value (each)	Total Estimated Value
13331	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	21	Student's Mathematics	Books	Textbooks	\$0.00	\$0.00
13335	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	24	Judy original mini-clocks	Books	Textbooks	\$0.00	\$0.00
13330	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	1	computer table	Books	Textbooks	\$0.00	\$0.00
13333	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	1	Trash can	Books	Textbooks	\$0.00	\$0.00
13338	<a href="#">Details/Edit</a>	<a href="#">Delete</a>	21	Student's desk	Books	Textbooks	\$0.00	\$0.00

1 2 3 4  
 Viewing Page 1 of 4

You click on tool bar at left top that says Enter an Inventory item and fill in boxes with your info. First choice is to choose an Item Type.

Inventory Entry Screen - Microsoft Internet Explorer

Use this screen enter items into your personal inventory.

Item Type: --Select an Item Type--

Submit

Then you will see the following screen with many fields to fill in. Not all fields are applicable to the item, just fill in what you know. Different items will have different fields on some. If you have new item names you would like me to include just email me the names of the items.

Inventory Entry Screen - Microsoft Internet Explorer

Use this screen enter items into your personal inventory.

<b>Item Type:</b>	<input type="text" value="Textbooks"/>	
<b>Building:</b>	<input type="text" value="--Select A Building--"/>	
<b>Title:</b>	<input type="text"/>	
<b>ISBN#:</b>	<input type="text"/>	<input type="button" value="ISBN Search"/>
<b>Publisher:</b>	<input type="text"/>	
<b>Author:</b>	<input type="text"/>	
<b>Copyright:</b>	<input type="text"/>	
<b>Purchase Count:</b>	<input type="text" value="0"/>	
<b>Current Count:</b>	<input type="text" value="0"/>	
<b>Funding Source:</b>	<input type="text"/>	
<b>Purchase Price (each):</b>	<input type="text" value="0.00"/>	
<b>Estimated Value (each):</b>	<input type="text" value="0.00"/>	
<b>Install/Purchase Date:</b>	<input type="text"/>	
<b>Vendor:</b>	<input type="text"/>	
<b>Location</b>	<input type="text"/>	
<b>Sublocation:</b>	<input type="text"/>	
<b>Room:</b>	<input type="text"/>	