St Andrew's College myBuildings QRG
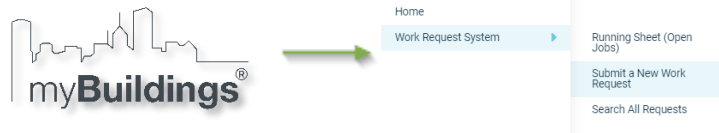**Quick Reference Guide for Staff and Residents**

1. HOW TO REPORT AN ISSUE / LOGGING A WORK REQUEST

Maintenance issues and requests are logged using myBuildings Work Requests.   The Works team access your Work Requests for action.

- Access your Application portal
- Open AssetWhere FM
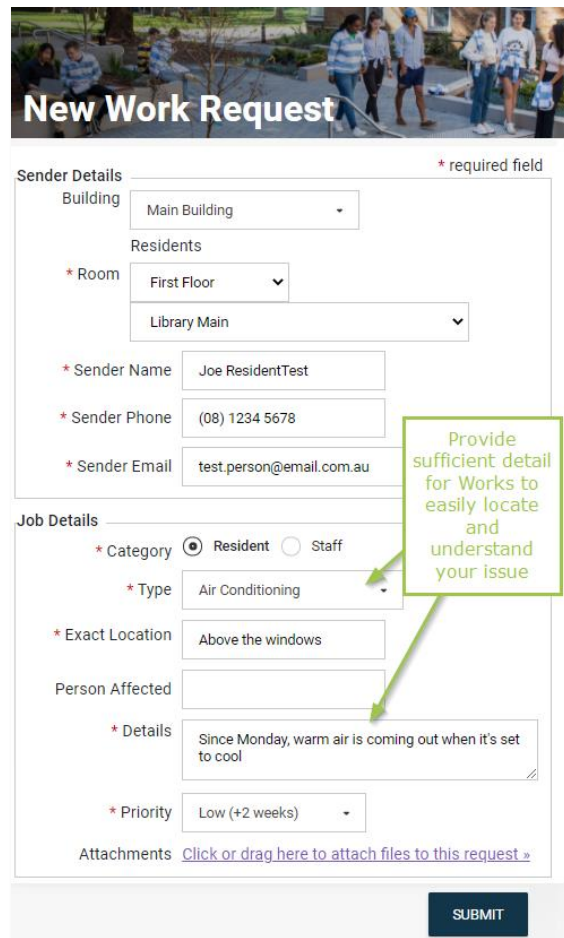- MENU: *Work Request System > Submit a New Work Request*

Complete the Work Request with as much detail about the issue as possible. This helps Works staff locate and identify the issue as efficiently as possible.

- *Building*: where issue is located
- *Sender details:* your contact details
- *Type*: select from a list including Air Conditioning, Electrical, Flooring etc.
- *Priority:* indicate a reasonable priority

Check all mandatory/required fields have been completed.

Click **Submit** to finalise.

2. VIEW ACTIVE WORK REQUESTS

Keep track of your Open/Active Work Requests in the Running Sheet

Open the Running Sheet
- MENU:
  Work Request System >Running Sheet (Open Jobs)
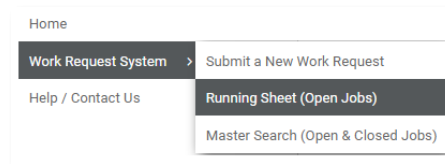
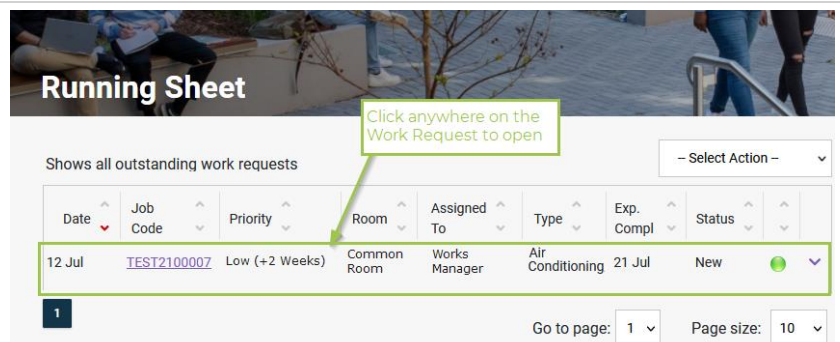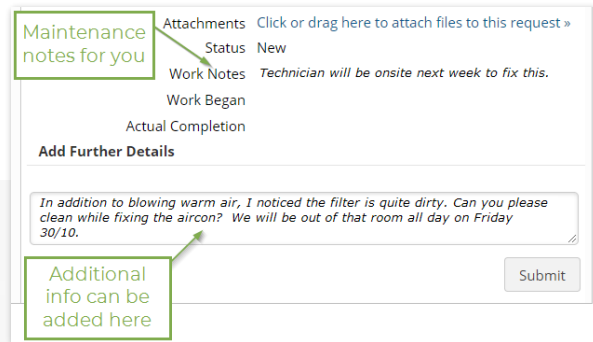- Click the Job Code or anywhere on the Work Request to open

Open existing Requests to view any Work Notes the Facilities team have added.

Add any updates to the issue or any information that will assist the Works Team to better understand your issue:

- Click in **Add Further Details**
- Add information required
- Click Submit

The Property/Facilities team will be notified.

Maintenance notes for you

Attachments	Click or drag here to attach files to this request »
Status	New
Work Notes	Technician will be onsite next week to fix this.
Work Began	
Actual Completion	

Add Further Details

In addition to blowing warm air, I noticed the filter is quite dirty. Can you please clean while fixing the aircon? We will be out of that room all day on Friday 30/10.
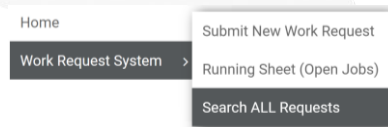
Additional info can be added here

Submit

3. VIEW AND SEARCH CLOSED WORK REQUESTS

Search ALL Requests to get a list of Closed and Open Work Requests. Search results can be exported.

Open the Search:

- MENU:
  Work Request System > Search ALL Requests
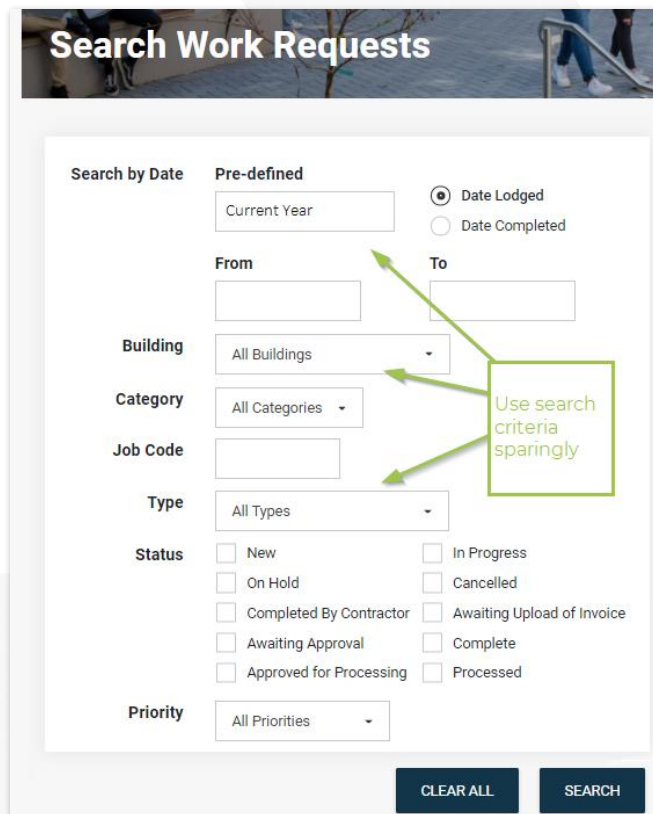
Home

Work Request System >

Submit New Work Request

Running Sheet (Open Jobs)

Search ALL Requests

Once open, select your Search criteria:

- Choose a *Pre-defined* period eg Current Year, Last Month, etc
  OR
  Enter a date range directly
- Optional: Select a *Building*
- Click *Search*

Search Work Requests

Search by Date	Pre-defined	⦿ Date Lodged
	Current Year	○ Date Completed
	From	To
Building	All Buildings ▾	
Category	All Categories ▾	Use search criteria sparingly
Job Code		
Type	All Types ▾	
Status	☐ New	☐ In Progress
	☐ On Hold	☐ Cancelled
	☐ Completed By Contractor	☐ Awaiting Upload of Invoice
	☐ Awaiting Approval	☐ Complete
	☐ Approved for Processing	☐ Processed
Priority	All Priorities ▾	

CLEAR ALL   SEARCH

4. HELP

Use the Contact information below for assistance with myBuildings

In myBuildings, how do I...?	Contact Works Dept for assistance with how to use myBuildings.
How do I query the progress of my Work Request?	Open the Work Request you logged and use the "Add Further Details" area to enter your query. For urgent updates, contact Works Dept on **(02) 9565 7309**, ensuring you have the Work Request number ready to reference.