

How to submit technology work order

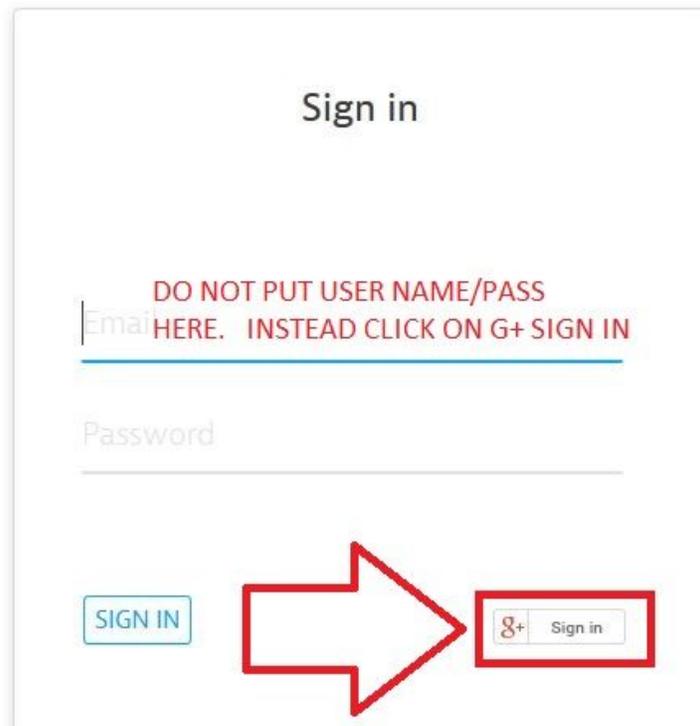
<http://woboe.samanage.com>

Samanage is district's technology work order system. It's a replacement for Zendesk. Please follow the steps below to login and submit your technology work orders.

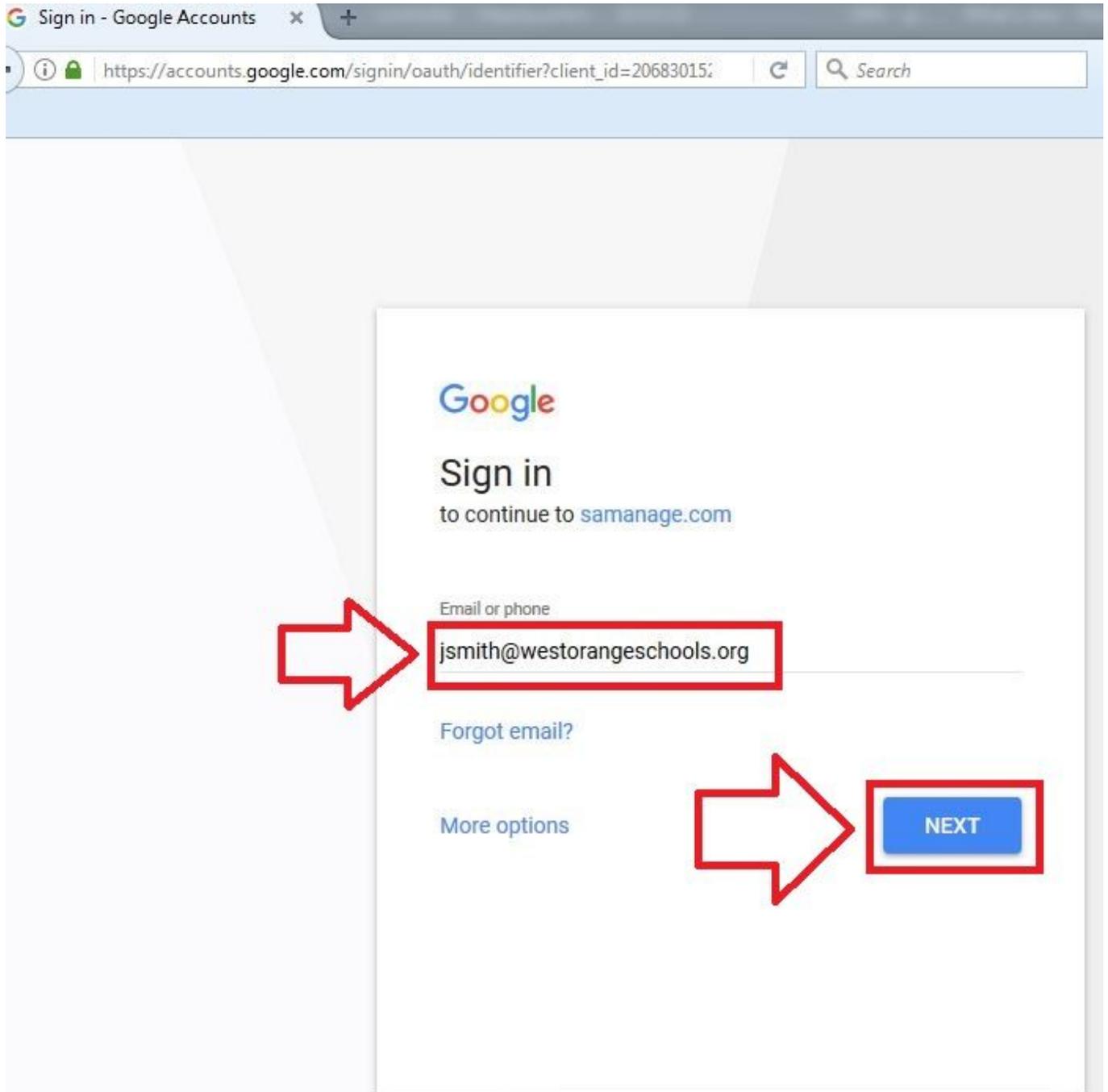
- 1) Go to <http://woboe.samanage.com>
 - a) You can also click on the link on district's web site under - For Staff, Tech Support/Work Orders



woboe



2) Enter your **@westorangeschools.org** username and click **NEXT**



3) Click **ALLOW**



Hi CO

 coguest@westorangeschools.org

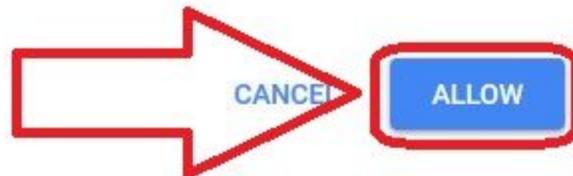
samanage.com wants to

- View users on your domain



Allow samanage.com to do this?

You may review this app's [terms of service](#) and [privacy policies](#). You can remove this or any other app connected to your account in [My Account](#)



4) Fill in all the required field and click **Create new incident**

The screenshot shows the 'New Incident' form. The 'Title' field is highlighted with a red box. The 'Description' field is a large text area with a rich text editor toolbar, also highlighted with a red box. The 'Category' dropdown is set to 'Select', 'Priority' is 'Medium', 'Computer Name' and 'Room #' are empty text boxes, and the 'Site' dropdown is set to 'Select'. All these fields are highlighted with red boxes. The 'Create New Incident' button is highlighted with a red box and a red arrow pointing to it.

5) You can see all your submitted requests under **My Requests**

The screenshot shows the 'My Requests' page. The table below has the following data:

#	STATE	TITLE	CATEGORY	SUBCATEGORY	ASSIGNED TO	REQUESTED BY	PRIORITY	DUE DATE
14	New	my computer won't boot High School	Computer Issue	Desktop	WOHS Support	CO Guest	Medium	

At the bottom of the page, it says 'Displaying 1' and 'Results'.

There are mobile apps for SAmange as well. You can download it from the app store or google play.



Samanage
Samanage

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