As a follow-up to the email that was sent on January 10, 2013 the Work Control Center is pleased to announce that starting tomorrow, February 1, 2013, you can add an Activity Code to your selected FOAP.

You will continue to select the FOAP part of your number in the Account field (1) from the list provided when you click the magnifying glass. Type your Activity Code in the Activity Code field (2). The Activity Code field was previously the Reference field. Below is an example of where the fields are located on the entry screen. If you have any questions please call Gene Giles at 1-4210 or Jessica Velazquez at 1-4453.

![Customer Request Screen](image_url)

- **Transaction:** 214492
- **Account:** 100000 54900 71150 65
- **Problem Code:** OTHER
- **Description:** REPAIR VACUUM CLEANER IN JANITOR CLOSET
- **Activity Code:** 
- **Location:** UND
- **Region:** UND
- **Facility:** ON CAMPUS
- **Property:** 1059
- **Location:** MAINTENANCE CENTER
- **Desired Date:** Feb 27, 2013
- **Activity Code**