

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.

The screenshot shows the 'Customer Request' entry screen. At the top, there is a header with a user icon, the title 'Customer Request', a 'View:' dropdown menu, and icons for help, a prohibition sign, and a printer. Below the header, the main form is divided into several sections:

- Transaction Summary:** Transaction ID **214492** (highlighted in yellow), Created By **JVELAZQU**, Date Created **Feb 01, 2013 08:16 AM**, and Request Status **OPEN** (circled in red).
- Request Details:** Problem Code **OTHER**, Description **REPAIR VACUUM CLEANER IN JANITOR CLOSET** (circled in red).
- Work Order:** Desired Date **Feb 27, 2013**, and Activity Code field (circled in red and labeled with a large red '2').
- Requestor:** Organization **54000** (BUILDING SERVICES), Requestor **JANE NIELSON**, Contact, Contact Phone, and Contact Email fields.
- Accounts:** Account **100000 54900 71150 65** (circled in red and labeled with a large red '1'), Subcode **NA-1**, and a list of options including 'BUILDING SERVICES EQUIP REPAIR' and 'NA-1'.
- Location:** Region **UND**, Facility **ON CAMPUS**, Property **1059**, and Location **100A**.