AssetWORKS
Integrated Workplace Management Systems
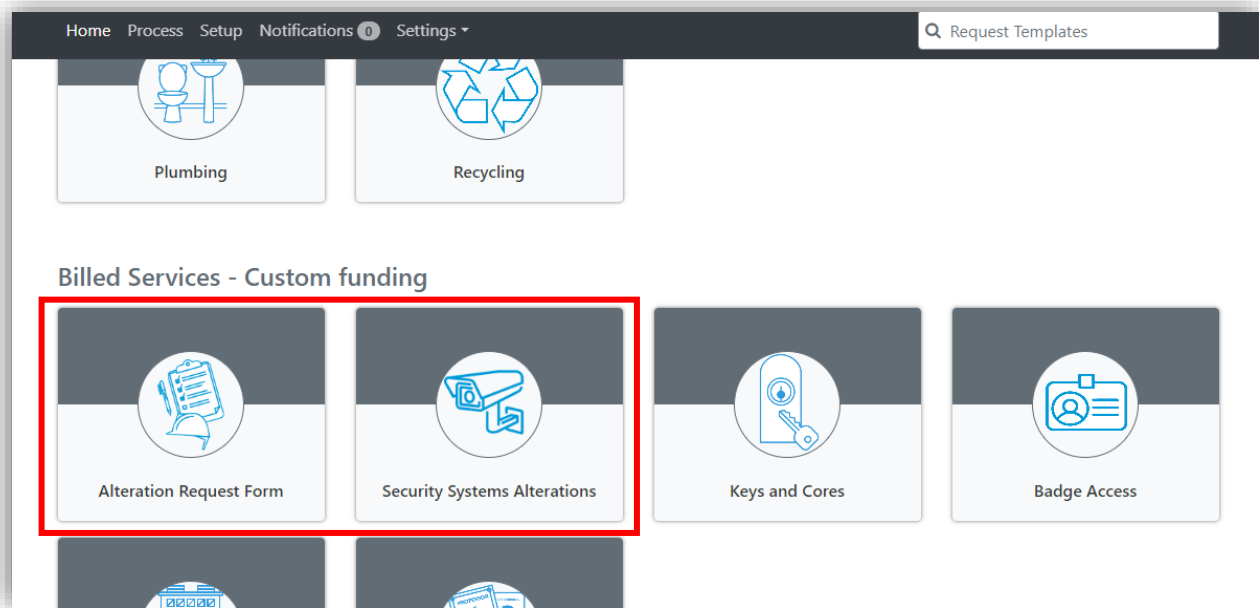
ReADY- Submit Alteration Request
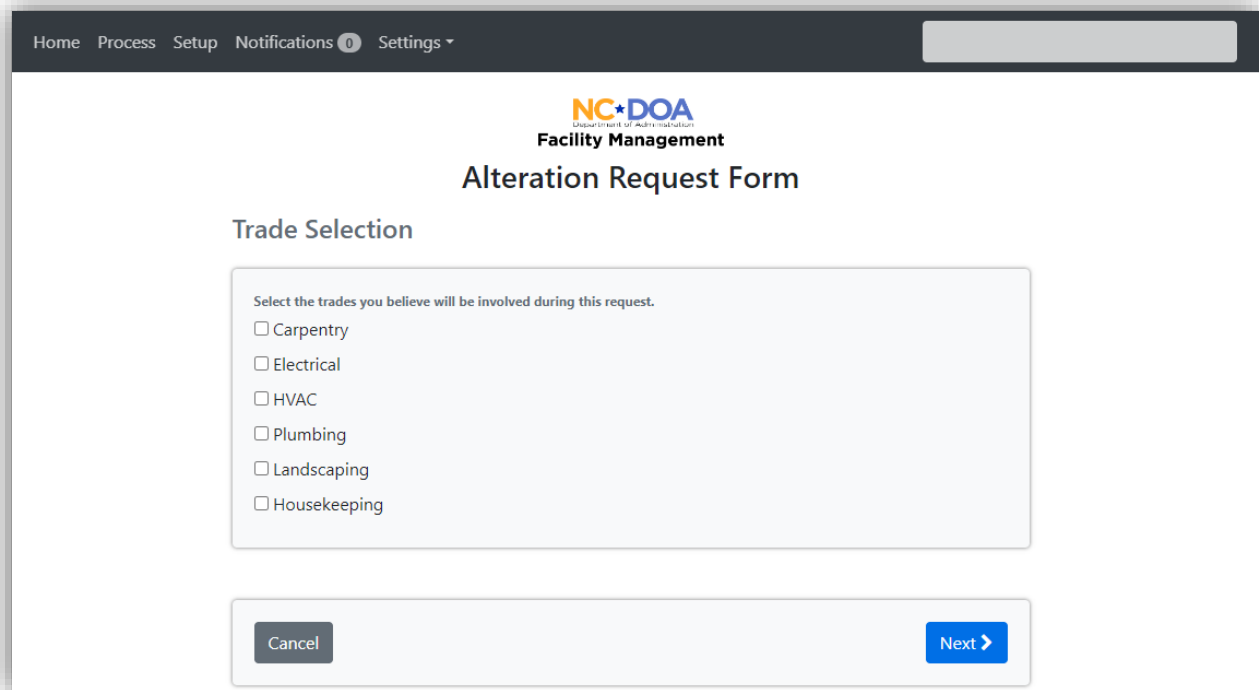
END USER TRAINING GUIDE

October 30, 2023

Submit Alteration Request

1) To submit an Alteration request, select the Alteration Request tile from the Home page (Security Systems Alteration will only display if you have Security Building Coordinator rights).

2) Select the checkbox(es) on the type(s) of trade for the work to be requested.

AssetWORKS
IWMS

3) A required comment box will appear for each checked box. Fill in the work information for each shop.

4) Select the Next button.

5) Verify your contact details

a. Enter the 2-digit department number that will be responsible for funding. The departmental accounts will be filtered to this department on the next page.
b. Follow the link if you are unsure what your department code should be.

6) Enter a brief summary (project name) for all the work requested on the first page. Then select any special considerations with the check boxes.

7) Select the location.
   a. Property is required. Click in the box and begin to type the name of the property
   b. Floor or Floor / Room number are optional.

Location Details

Select the location for alteration request.

Property   Help
(RCC106) ADMINISTRATION BUILDING - 116 WEST JONES STREET   ▼

Floor
(Select One)   ▼

8) Enter Additional location details.

Additional location details   Help
Example: Floor # 2, Room 202, in back corner

9) When complete, select the Next button.

Cancel   ❮ Previous   Next ❯

10) On this page, Select the departmental account for funding.

Home Process Setup Notifications 0 Settings ▾

NC★DOA
Department of Administration
Facility Management

Alteration Request Form

Funding Details

Departmental account to fund this request

Account Management   Help

Work Order Description
Alteration Request for the following work types: CARP,ELECT,HVAC At ADMINISTRATION BUILDING - 116 WEST JONES STREET - Location Details: Basement , large situation room.

11) Enter the billing details.

   a.   Select the Review button to review all details and submit the request.

12) Select the Submit button after reviewing all the details on the final page.

13) The process is complete.