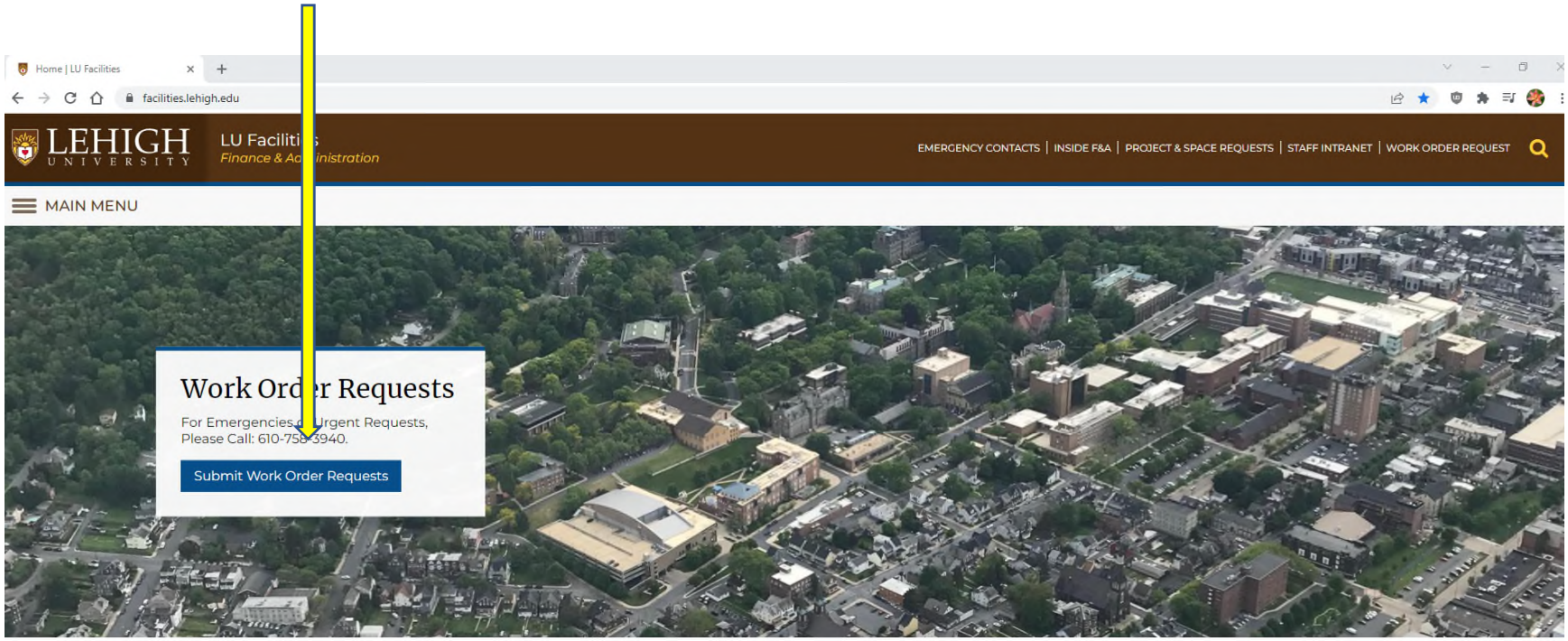
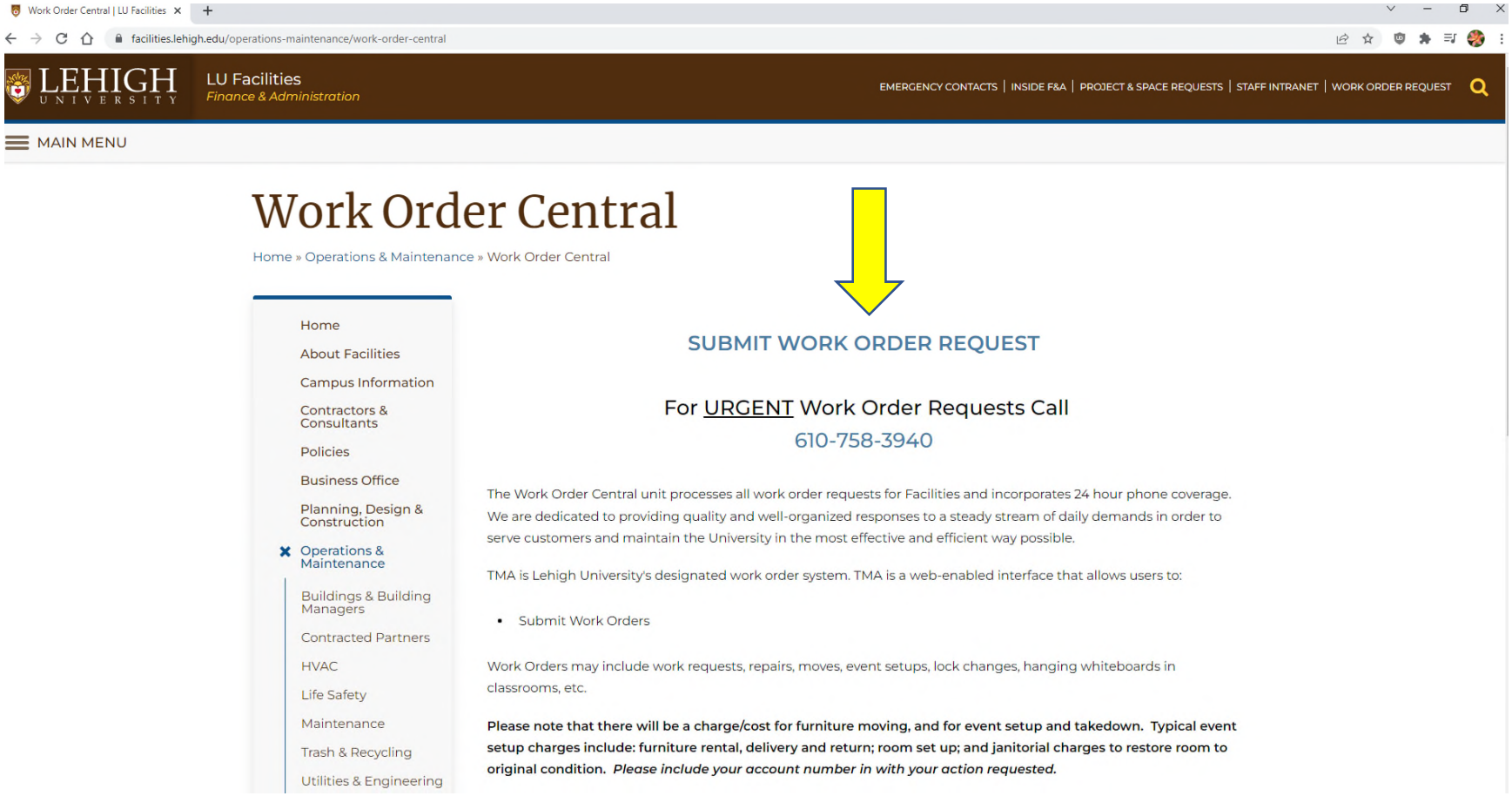
Click on the blue Submit Work Order Requests box



Lehigh University COVID-19 Precautions

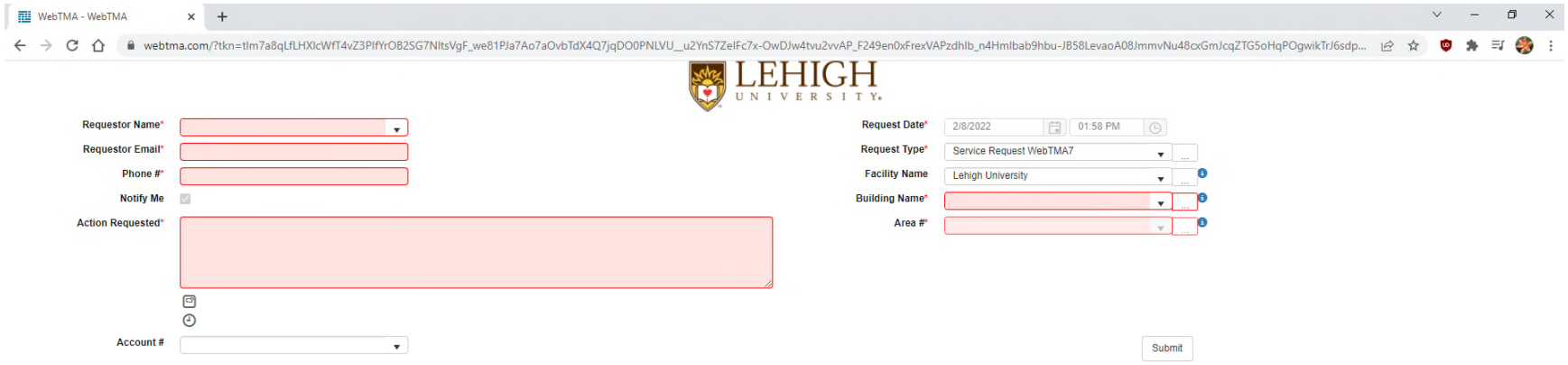
- Lehigh University COVID-19 Resources

Click on SUBMIT WORK ORDER REQUEST

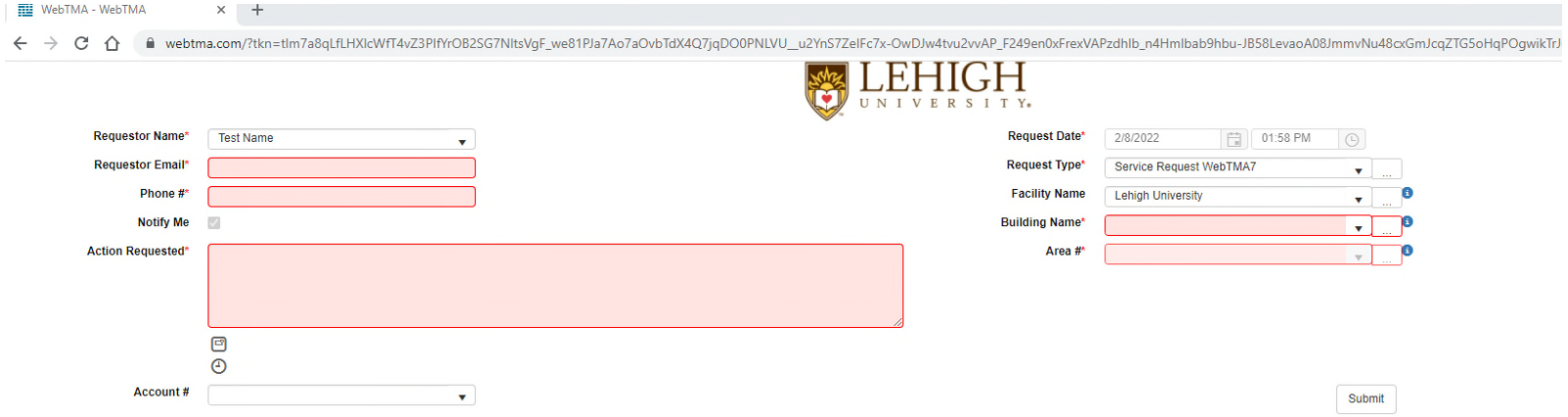


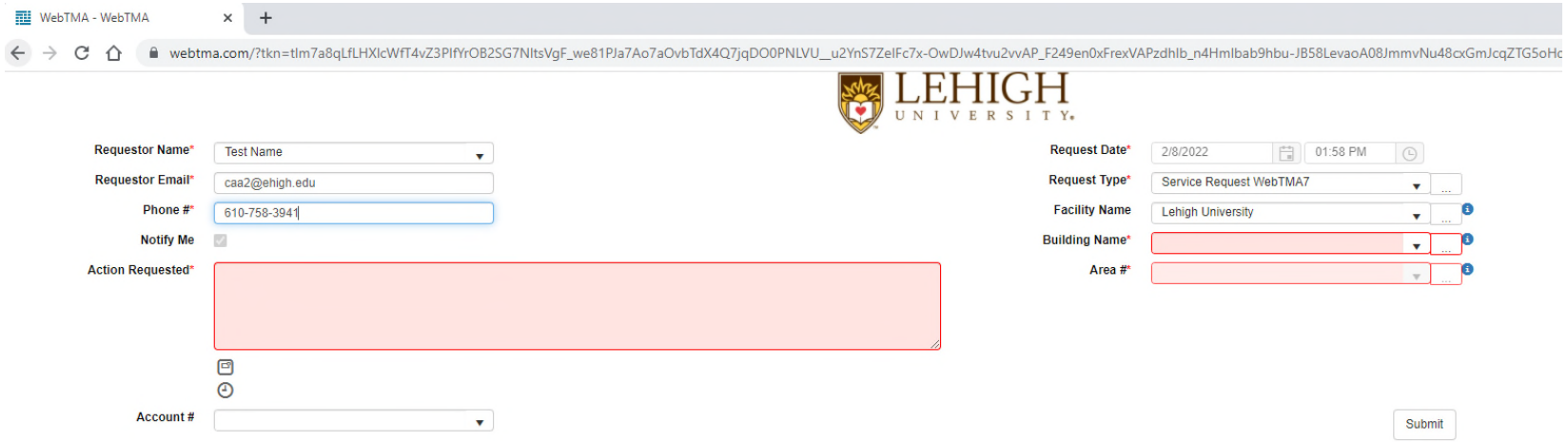
Complete this form.

1. **Requestor Name** – Type your name. Not all names are listed. If your name appears, select it, otherwise just type your name and tab or click on the next line to continue to fill in.



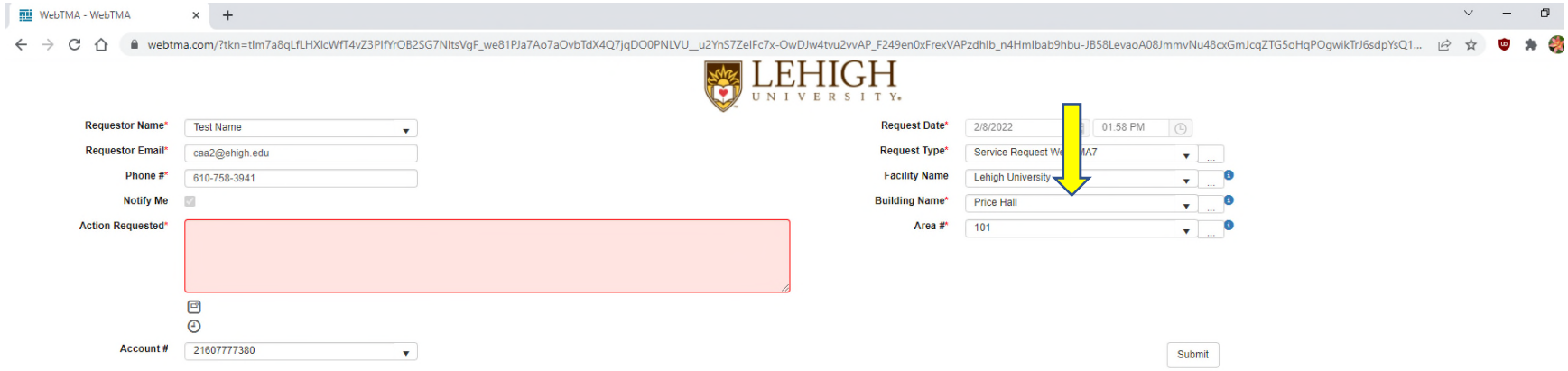
SAMPLE


WebTMA - WebTMA
webtma.com/?tkn=tlm7a8qLfLHXlcWfT4vZ3PlfYrOB2SG7NltsVgF_we81PJa7Ao7aOvbTdX4Q7jqDO0PNLVU__u2YnS7ZelFc7x-OwDJw4tvu2vvAP_F249en0xFrexVAPzdhlb_n4HmIbab9hbu-JB58LevaoA08JmmvNu48cxGmJcqZTG5oHqPOgwikTrJ
LEHIGH UNIVERSITY.
Requestor Name*
Test Name
Requestor Email*
Phone #*
Notify Me
Action Requested*
Account #
Request Date*
2/8/2022
01:58 PM
Request Type*
Service Request WebTMA7
Facility Name
Lehigh University
Building Name*
Area #*
Submit


WebTMA - WebTMA
webtma.com/?tkn=tlm7a8qLfLHXlcWfT4vZ3PlfYrOB2SG7NltsVgF_we81PJa7Ao7aOvbTdX4Q7jqDO0PNLVU__u2YnS7ZelFc7x-OwDJw4tvu2vvAP_F249en0xFrexVAPzdhlb_n4HmIbab9hbu-JB58LevaoA08JmmvNu48cxGmJcqZTG5oHc
LEHIGH UNIVERSITY.
Requestor Name*
Test Name
Requestor Email*
caa2@ehigh.edu
Phone #*
610-758-3941
Notify Me
Action Requested*
Account #
Request Date*
2/8/2022
01:58 PM
Request Type*
Service Request WebTMA7
Facility Name
Lehigh University
Building Name*
Area #*
Submit

2. **BUILDING NAME** – Start typing your building name. This will start narrowing down the list until you find a match to click on. If this is for an outside event, most of those locations are listed under Campus Grounds as the building. Area # - refers to the room number, or if Campus Grounds refers to a location.

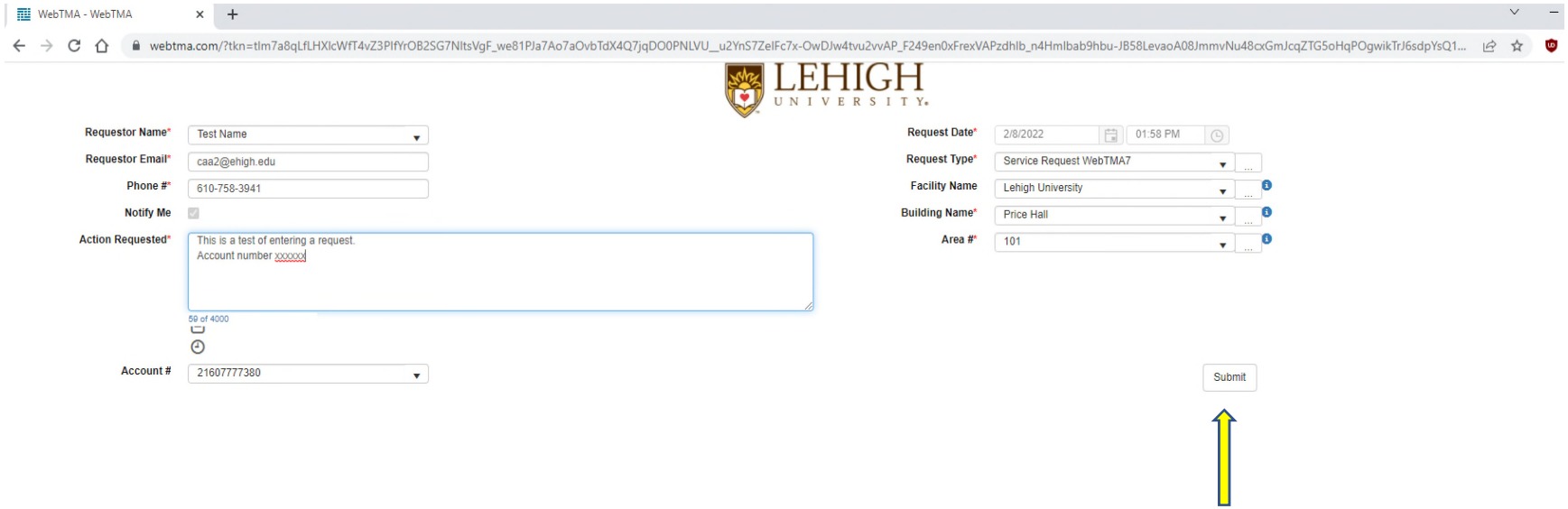
3. **AREA #** - Start typing your room number.



4. **ACTION REQUESTED** - This is a description of what you need done. For an event or a special request, please include your banner index. Even if you enter the account #, it doesn't always transfer to us, so the best practice is to include it here.

Please remember for events to include the DATE and TIME of your event.
When you need the items delivered and when we can pick them up.

5. **Account #** - (6 digit Banner Index) – DO NOT ENTER YOUR LIN # . Our system defaults to the building account number (index). For events or special requests you can type over this number. When using a department account (index) number, the 77380 that comes up after your account number is the sub account (which means work order charges). This must remain in the field or it will not transfer to us.



YOU CAN NOW PRESS OR CLICK THE SUBMIT BUTTON