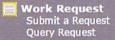


TMA iServiceDesk

Site Menu

Home



- Work Order
 Query a Work Order
- Key Request
 Submit a Request
 Submit Request Queue
- Minor Capital Project Request Submit a Request
- Other Options

Please select from list ▼

>>

Material Request
Catalog Search
View My Cart
Checkout

Search by Number
Work Order ▼

About TMA /ServiceDesk v6.1.3

Welcome to TMA iServiceDesk

TMA iServiceDesk is TMA's web-enabled interface that provides a userfriendly web forum to submit, query, and report on work requests. Requesters can be kept informed via e-mail or can query the status of their request or work order throughout the entire process.

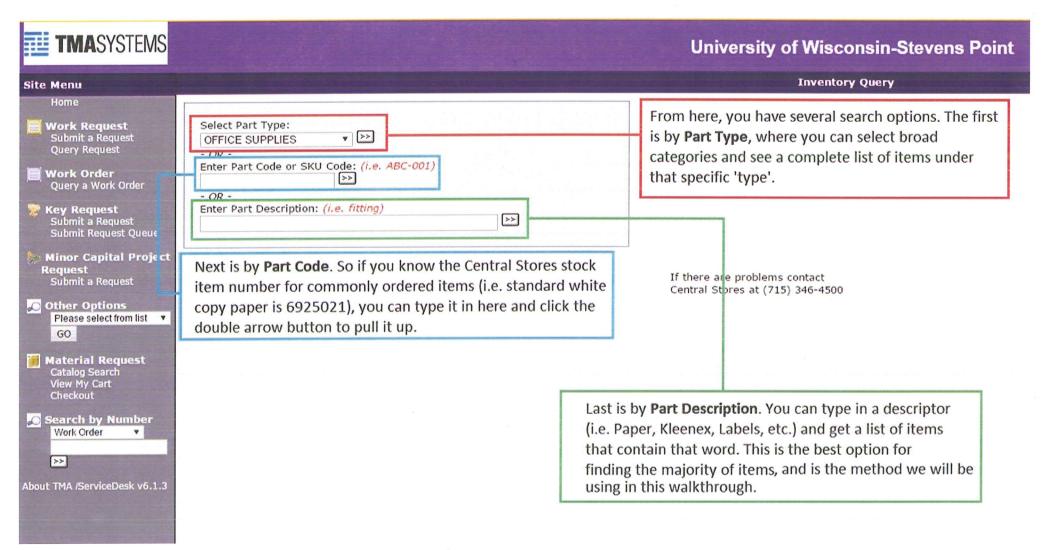
Additional functionality of TMA iServiceDesk includes the following:

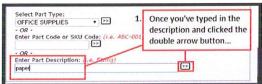
- · Submit work requests
- · List open and complete work orders
- · Ouery for selected work requests and work orders
- · Check status of work requests and work orders
- · Post a user-defined facility news page
- · Display emergency procedures and links to other sites
- Submit material requests via a standardized material request form including the ability for the user to designate where materials are to be delivered
- · Access an online catalog of supplies and materials
- Access, complete, and submit client satisfaction surveys for in-house technicians or contractors *
- · Submit project requests *
- · Submit key requests
- Run selected reports directly from the browser without having to log in to the TMA application
- · Make use of single user ID and Password (LDAP)

By using TMA iServiceDesk's open and modifiable HTML, you can create custom pages. iServiceDesk provides users with the ability to publish selected data to thousands of end users or clients at one facility or around the world.

* TMA Enterprise only

On the main TMA iServiceDesk page, select Catalog Search under the Material Request header to begin your Central Stores order.



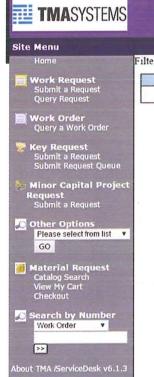


2. ...A list of results containing that part descriptor will pop up. It shows the Central Stores stock item number, the full description of the part, and the amount current available in stock. Click the Part Code (AKA the Central Stores stock item #) of the correct item you wish you order.

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Part List

		Part List	
Home Fil	tered by paper		
Work Request	Part Code	Description	Avail
Submit a Request Query Request	1110022	VAC BAGS, PAPER PK 10 GR≠ 3ZJH8	15
Work Order	1116012	TOILET PAPER/TISSUE, JUMBO XLARGE 2-PLY	103
Query a Work Order	1116014	TOILET PAPER/TISSUE, SOFPULL CENTERPULL	8
Key Request	1116070	PAPER TOWEL ROLL, CORMATIC (6/CASE)	120
Submit a Request Submit Request Queue	4123056	SANDPAPER 80 GRIT	47
Minor Capital Project	6925015	COPY PAPER, TAN 8.5"×11" 20≠ MULTIPURPOSE	54
Request	692501	COPY PAPER, ORCHID 8.5"x11" 20# MULTIPURPOSE	23
Submit a Request	6925020	COPY PAPER, IVORY 8.5"×11" 20≠ MULTIPURPOSE	128
Other Options Flease select from list	6925021	COPY PAPER, WHITE 8.5"x11" 20# MULTIPURPOSE	3369
GO	6925022	COPY PAPER, BLUE 8.5" × 11" 20# MULTIPURPOSE	74
Material Request	6925023	COPY PAPER, YELLOW 8.5" × 11" 20# MULTIPURPOSE	69
Catalog Search View My Cart	6925024	COPY PAPER, GREEN 8.5" x 11" 20# MULTIPURPOSE	59
Checkout	6925025	COPY PAPER, PINK 8.5" x 11" 20= MULTIPURPOSE	45
Search by Number	6925026	COPY PAPER, BUFF 8.5" x 11" 20= MULTIPURPOSE	25
Work Order	6925027	COPY PAPER, GOLD 8.5" x 11" 20≠ MULTIPURPOSE	24
>>	6925028	LEGAL SIZE COPY PAPER, WHITE 8.5"x14" 20# MULTIPURPOSE	493
oout TMA /ServiceDesk v6.1.3	6925049	WRAPPING PAPER, BROWN 18" ROLL 40≠	3
	6925050	WRAPPING PAPER, BROWN 24" ROLL 50≠	8
Section Section 1	6925051	WRAPPING PAPER, BROWN 30" ROLL 50≠	9
	6925054	WRAPPING PAPER, WHITE 36" ROLL 40≠	11
	6925090	COPY PAPER, WHITE 11"x17" 20≠ MULTIPURPOSE	242
	6925120	COPY PAPER, SALMON 8.5" x 11" 20≠ MULTIPURPOSE	22
	6925188	COPY PAPER, TERRA GREEN 8.5" × 11" 60≠ MULTIPURPOSE	3
	6925190	COPY PAPER, LIFT-OFF LEMON 8.5" x 11" 60# MULTIPURPOSE	6
	6925192	COPY PAPER, COSMIC ORANGE 8.5" x 11" 60≠ MULTIPURPOSE	14
	6951208	FIBER PAPER, 1/8" THICK X 24" WIDE 007036-PAPR-M-EACH	52
	6951210	FIBER PAPER, 1/16" THICK X 24" WIDE 007037-PAPR-M-EACH	22
	6951212	THINFIRE SHELF PAPER 41" WIDE	78

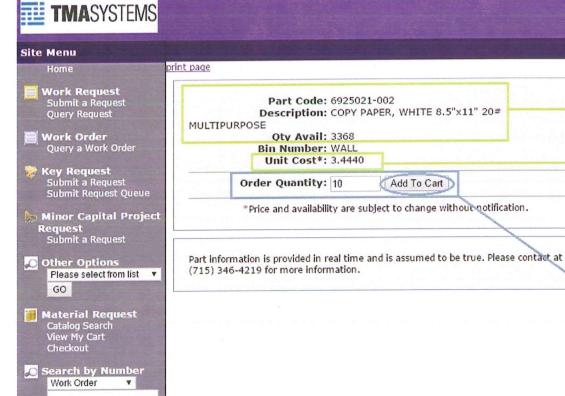


Warehouse Locations for Part

Filtered by 6925021 - COPY PAPER, WHITE 8.5"x11" 20# MULTIPURPOSE

SKU Code	Warehouse	Available	
6925021-002	General Central Stores	3368	

The part has now been filtered out from the search result list. Click the item number again.



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About TMA iServiceDesk v6.1.3

Part Code: 6925021-002

Oty Avail: 3368

Unit Cost*: 3,4440

Bin Number: WALL

Order Quantity: 10

Description: COPY PAPER, WHITE 8.5"x11" 20#

*Price and availability are subject to change without notification.

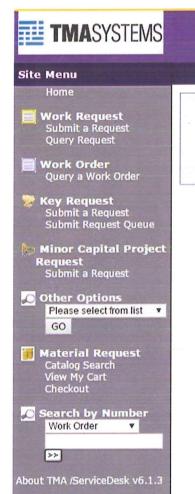
Add To Cart

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SKU # 6925021-002 - COPY PAPER, WHITE 8.5"x11" 20# MULTIPURPOSE

On the resulting page, you will see once again the Part Code, full description, quantity available, as well as the price per unit (which is accurate, as it is pulled straight from our live inventory system.)

Enter the amount you'd like to order (in this case, 10 reams of paper, which is 1 full case) and click Add To Cart.



View Your Cart

Search for Parts

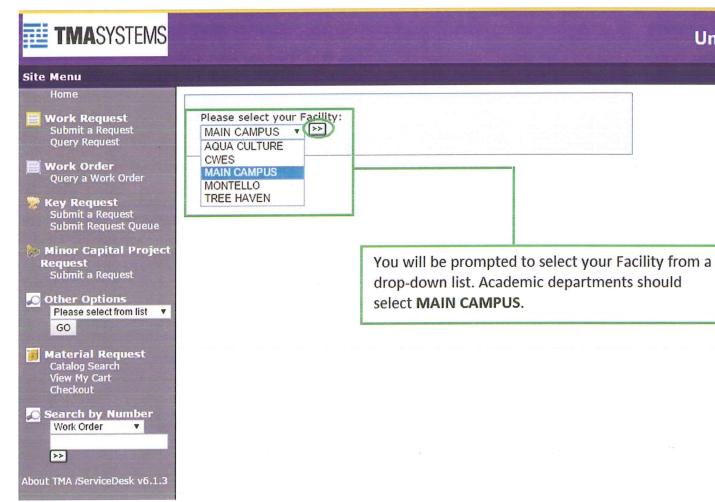
University of Wisconsin-Stevens Point

Item has been added to your cart

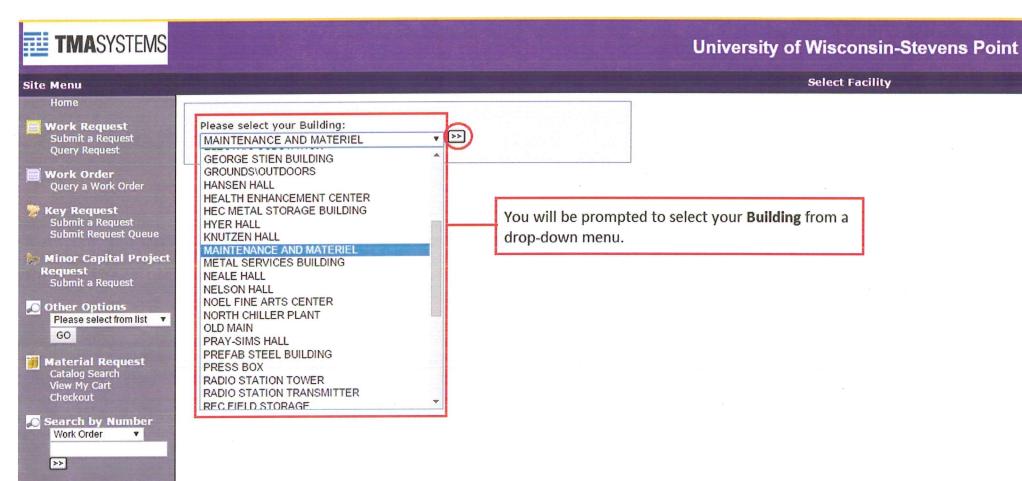
Once you've added the part to your cart, you will be given the option to View Your Cart, if you want more than one item you can Search for Parts again, or you can click Checkout to complete your order.

Checkout

In this example, we will be choosing to **Checkout** at this point.



Select Facility



About TMA iServiceDesk v6.1.3



Final Checkout

Site Menu
Home
Work Request Submit a Request Query Request
Work Order Query a Work Order
> Key Request Submit a Request Submit Request Queue
Minor Capital Project Request Submit a Request
Other Options Please select from list GO
Material Request Catalog Search View My Cart Checkout
Search by Number Work Order
About TMA /ServiceDesk v6.1.3

Name: Eva Hathaway
Phone #: 715-346-3897

E-mail Address: ehathawa@uwsp.edu

Multiple emails allowed (ex: spointer@uwsp.edu; point@uwsp.edu)

Department: Central Stores Revolving 136

Account #: 155150

Delivery To: 170 M&M Building (ex: MAIN 102)

Comment:

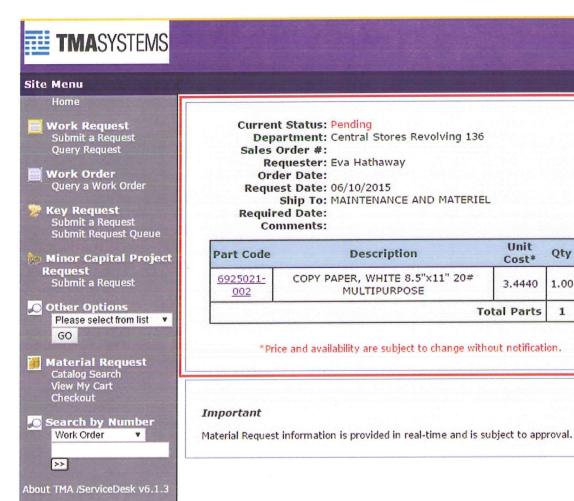
Submit

*Price and availability are subject to change without notification.

Fill out the required fields on the **Final Checkout** page. The department can be selected from a drop-down menu; all other fields must be manually entered.

Having a room number and building name in the **Deliver To** field insures accurate delivery by the Central Stores student staff.

The **Comment** field can be used to type any other notes or questions, just as with the previous Central Stores ordering system. Once completed, please click the **Submit** button.



Material Request Number # 10067

print page

The final page shows your complete order information, as well as your Material Request Number. Thank you for reading about the new Central Stores ordering system, and please contact us at extension 4500 if you have any questions!

Unit

RM

\$3.444

Qty

1.00

1