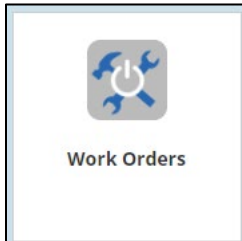


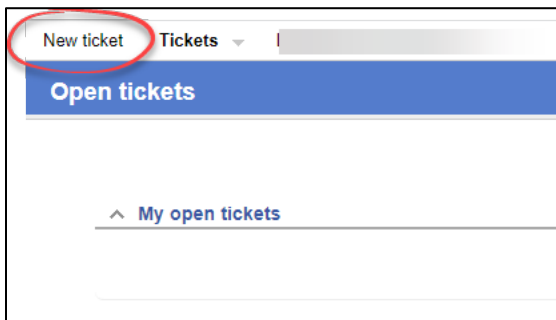
# Cuesta's Work Order System

## Creating a Work Order

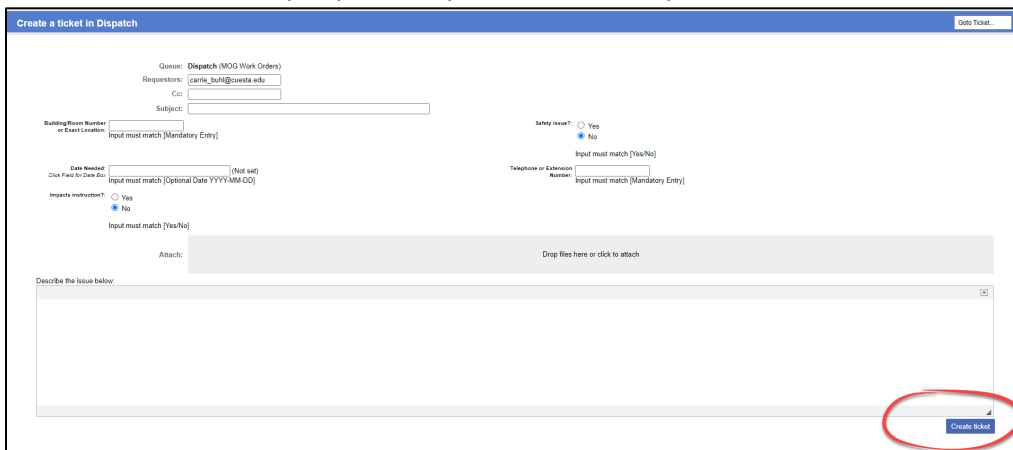
1. Login to [myCuesta](#)
2. Locate the Work Order service icon



3. Depending on the issue/support need, select one of the following:
  - Information Technology
  - Facilities
  - Reprographics
4. Select New Ticket.



5. Describe your issue/request by completing all applicable fields, then select Create Ticket.  
Note: To review tickets you previously created, select Open Tickets or Closed Tickets.

A screenshot of a web form titled "Create a ticket in Dispatch". The form contains several input fields and sections. At the top right is a "Close Ticket" button. The form fields include: "Current: Dispatch (MOG Work Orders)", "Requestor: Cuesta, Jodi@cuesta.edu", "Cn:", "Subject:", "Building/Room Number or Exact Location:" (with a note "Input must match (Mandatory Entry)"), "Date Needed:" (with a note "Input must match (Optional Date YYYY-MM-DD)"), "Impacts instruction?:" (with radio buttons for "Yes" and "No", and a note "Input must match (Yes/No)"), "Safety issue?:" (with radio buttons for "Yes" and "No", and a note "Input must match (Yes/No)"), "Telephone or Extension Number:" (with a note "Input must match (Mandatory Entry)"), and an "Attach:" section with a note "Drop files here or click to attach". At the bottom is a large text area labeled "Describe the issue below:". In the bottom right corner, there is a blue button labeled "Create Ticket" which is circled in red.

After you create a ticket you will receive an automated email with a ticket number for reference.