WSU Spokane's New Work Request System
Tutorial (Draft)

What issue are you reporting? Click the relevant tile above.

Leaks/Smells Request:

Should we be contacting someone other than yourself regarding this request?

○ Yes
● No

If this field is blank, the phone number in your User Profile for ReADY is missing. Please update your user profile to add a number.

(509) 358-7760

Please Identify the Building, Floor, and Room Number:

Property

[▼]

Please describe the specific location of the issue (floor, room number, suite, stairwell, entrance, etc.):

[   ]

Cancel   Next ❯

On this next screen, you'll tell us the location of the issue.

Leaks/Smells Request:

Attachments are not required, however pictures are helpful to communicate your request.

Drop Files To Attach Or:

Browse

Leaks Or Smells
○ Leaks
○ Smells

Other/Additional Information:

[   ]

Cancel   ❮ Previous   Next ❯

Then you'll give us more detail about the issue and can attach a file, if necessary. Photos are supremely helpful!

Please click the **REVIEW** button below to confirm that the information being submitted is accurate.
Remember to click the **SUBMIT** button at the bottom of the next screen to submit your request.

Description

HEALTH SCIENCES BUILDING-WSU SPOKANE undefined Leaks: Stained or dripping ceiling tile | Just inside main door| Contact: Jeffrey Hedrick| Phone: (509) 358-7760

❮ Previous   Review

On the next two screens (just one shown here), you'll review the info and submit.

Once submitted, FacOps is on the case. Come back to ReADY at any time and click on the "Process" link to view requests, check order status, and communicate with us directly!

Home   **Process**   Setup   Notifications ⓪   Settings ▾

Request   [Filter Your Open Requests]   Clear

Awaiting Your Review   [1]   Today

Your Open Requests   [31]   Leaks/Smells
                               1146 Jeffrey Hedrick   01/30/2024

Note – you will first encounter a log-in screen when accessing ReADY. Like other WSU apps, you will log in using single sign-on.