

Step-by-Step Maintenance Tracker Use

Finding the Site on the Web

1. Click on the link at the M & O website.

OR

1. Go to the Cabrillo Home page (www.cabrillo.cc.ca.us)
2. Type **mno** in the “Address” bar (a.k.a. the “Location” or “Go To” bar) and press the enter key.

Becoming a New User

1. Once you reach the web site, you will read, “Welcome to Maintenance Tracker.” Click “Continue”.
2. On the next screen, click on the “New User” button.
3. If you have never signed up as a user before, click “Continue.” (If you have and you have forgotten your user ID or password, call the M & O office at 479-6465 for assistance.)
4. Enter the system password, which is “fixit.” Do **not** press the enter key. Click “Continue.” (Due to a bug in the program, if you click the enter button instead of clicking continue, the screen will go blank. If that happens, click the back button at the top left of the page. This will bring you back to the “Enter the System Password” page. Just click “Continue.”)
5. Fill in all the required information. The user ID must be between 3 and 8 characters long.
6. The site is the division under which your department belongs. For example, Maintenance and Operations would choose Business Services, because that is the larger heading that M & O goes under.
7. Click “Create My Login.”

How To Log In

1. Login with your user ID and password. (If you just became a new user, this would be the user ID and password that you just entered.)
2. Click “Continue.”
3. If your login was successful, it will tell you. Click the “Main Menu” button to go to the Main Menu.

How to Make a New Work Request

1. Click on “New Work Order Request” on the Main Menu.

2. Fill out all required fields completely and accurately. “Location” is a description of where exactly the work needs to be done- e.g. the right corner of the building.
“Availability” is when the classroom is available for repair.
Note: Please see “How to Use Maintenance Tracker” on the web page for a description of the different type codes.
3. Click “Submit.”

How to View Your Work Requests

1. On the Main Menu, click “View My Requests.”
2. Click on the glasses icon to view that particular request.
3. Click the “Main Menu” button on the top left corner in order to return to the main menu.

How to Search Your Requests

1. On the Main Menu, click “View My Requests.”
2. Type in any or all of the fields that you want to search by.
3. Click “Search.”
4. Click on the glasses icon to view further detail of a particular work request or click “Main Menu” to return to the main menu.

What are acceptable requests?

Acceptable requests are requests asking for maintenance work on the existing structures, not for special projects. Requests for projects will be rejected with a note that a budget number is required. If you choose to, you can edit and resubmit a rejected request with a budget number acquired from your division chair or an altered description of the work to be done.

Please call the M & O Office at 479-6465 with any questions or concerns.