

Introduction

The SP Facilities Employee Portal by SP Marketplace is a self-service portal where Facilities customers (employees) can submit workorders, access a knowledgebase and easily find resources that the Facilities group wishes to present.

Facilities Employee Portal - End User

A. Create New Workorder

1. Click the **Workorder** tile
2. Enter a **Title**
3. Select a **Category**
4. Select a **Subcategory**
5. Enter a detailed **Description**
6. Click the **Save** button

B. Check Workorder Status

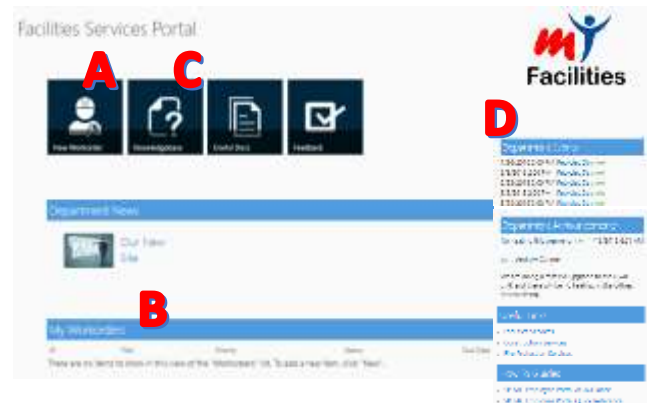
1. View your WO's under **My Workorders**
2. Sort and filter by clicking column heading
3. Click on the WO Title to open

C. Search the Knowledgebase

1. Click the **Knowledgebase** tile to search for your specific issue

D. Other Resources

1. Check the **Dept Events** section for latest announcements
2. Check the **Dept Announcements** section for latest announcements
3. Check the **Useful Docs** section for reference guides, etc
4. Check the **Useful Links** section for links to training tutorials, etc



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