




<p><b>New Workorder</b> to submit a new WO. <b>Workorders</b> menu or tile to see all WOs and their statuses. Use <b>New Workorders Today</b> section to see all WOs submitted today.</p>	<p><b>Facilities Resources – My Workspace</b> to see all your assigned WOs and tasks, your discussions and documents. <b>Knowledgebase</b> to manage the knowledgebase, <b>Portal Content</b> to manage Employee Portal content.</p>	<p><b>Facilities Resources</b> menu for WO related activities including facilities, assets, change requests, equipment, vendors, and contractors and to manage offsite <b>Facilities Staff</b>.</p>	<p>See <b>Staff Announcements</b>, <b>Calendar Links</b> for Facilities department related information.</p>
<p>Use <b>Staff</b> menu to access project management team collaboration tools such as tasks, documents, calendar, and to manage links.</p>	<p>See <b>How To Guides</b> for helpful how-to and informational documents about the SP Facilities Portal application.</p>	<p><b>Reports</b> tile for seeing workorders sorted by different views; <b>Dashboard</b> for accessing Power BI reports if your company has that Power BI enabled.</p>	<p><b>Team Links</b> tiles to access the Office 365 Group Services as setup by your administrator.</p>