



“How-To” Submit a Maintenance Order

BY THE OFFICE OF RESIDENCE LIFE

FUTURE STUDENTS CURRENT STUDENTS VISITORS & NEIGHBORS ALUMNI & PARENTS FACULTY & STAFF

MESSIAH UNIVERSITY

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FALCONlink

FIND, FILTER, FAVORITE

Submit A Maintenance Work Order ×

FILTER BY TOPIC ▾

 Submit a Maintenance Work Order 

1) Start at FalconLink
Search “Submit A Maintenance Work Order”

Maintenance Work Order Request

Requestor: Email Address:

Phone:
Enter "N/A" if you do not wish provide a telephone number.

Building:

Area:

Equipment Tag #:

Request:

Submit Request

2) You'll land on this screen.

Falcon Link Work Order Form

https://apex.messiah.edu/apex/f?p=1213:10:27281193740318:::

Getting Started Apple Music Deuteronomy 28 | NRS... Google Bergen Classes

Maintenance Work Order Request

Requestor: Sam Arnold Email Address: sa1249@messiah.edu

Phone: N/A
Enter "N/A" if you do not wish provide a telephone number.

Building:

Area:

Equipment Tag #:

Request:

- Larsen Student Union
- Lenhart
- Mann Property
- Martin/Issachar's Loft
- Melhorn House
- Mellinger
- Mill House
- Miller
- Mountain View
- Murray Library
- Naugle
- Old Main
- Orchard Hill
- Reeser Garage
- Schrag House
- Smith**
- Sollenberger Res.
- Sollenberger Sports Center

Submit Request

3) Go to the "Building" drop down and find Smith

Falcon Link Work Order Form

https://apex.messiah.edu/apex/f?p=1213:10:27281193740318::NO::P10_BUILDING:46

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Maintenance Work Order Request

Requestor: Sam Arnold Email Address: sa1249@messiah.edu

Phone: N/A
Enter "N/A" if you do not wish provide a telephone number.

Building: Smith

Area: [dropdown menu]

Equipment Tag #: [input field]

Request: [dropdown menu]

- A (Section - A)
- A101 (Student Apartment - A101)
- A102 (Student Apartment - A102)
- A103 (Student Apartment - A103)**
- A104 (Student Apartment - A104)
- A1FL (1st Floor - A1FL)
- A201 (Student Apartment - A201)
- A202 (Student Apartment - A202)
- A203 (Student Apartment - A203)
- A204 (Student Apartment - A204)
- A2FL (2nd Floor - A2FL)

4) Go to the “Area” drop down and find your apartment.
i.e. Smith A 103

Falcon Link x Work Order Form x +

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Maintenance Work Order Request

Requestor: Email Address:

Phone:
Enter "N/A" if you do not wish provide a telephone number.

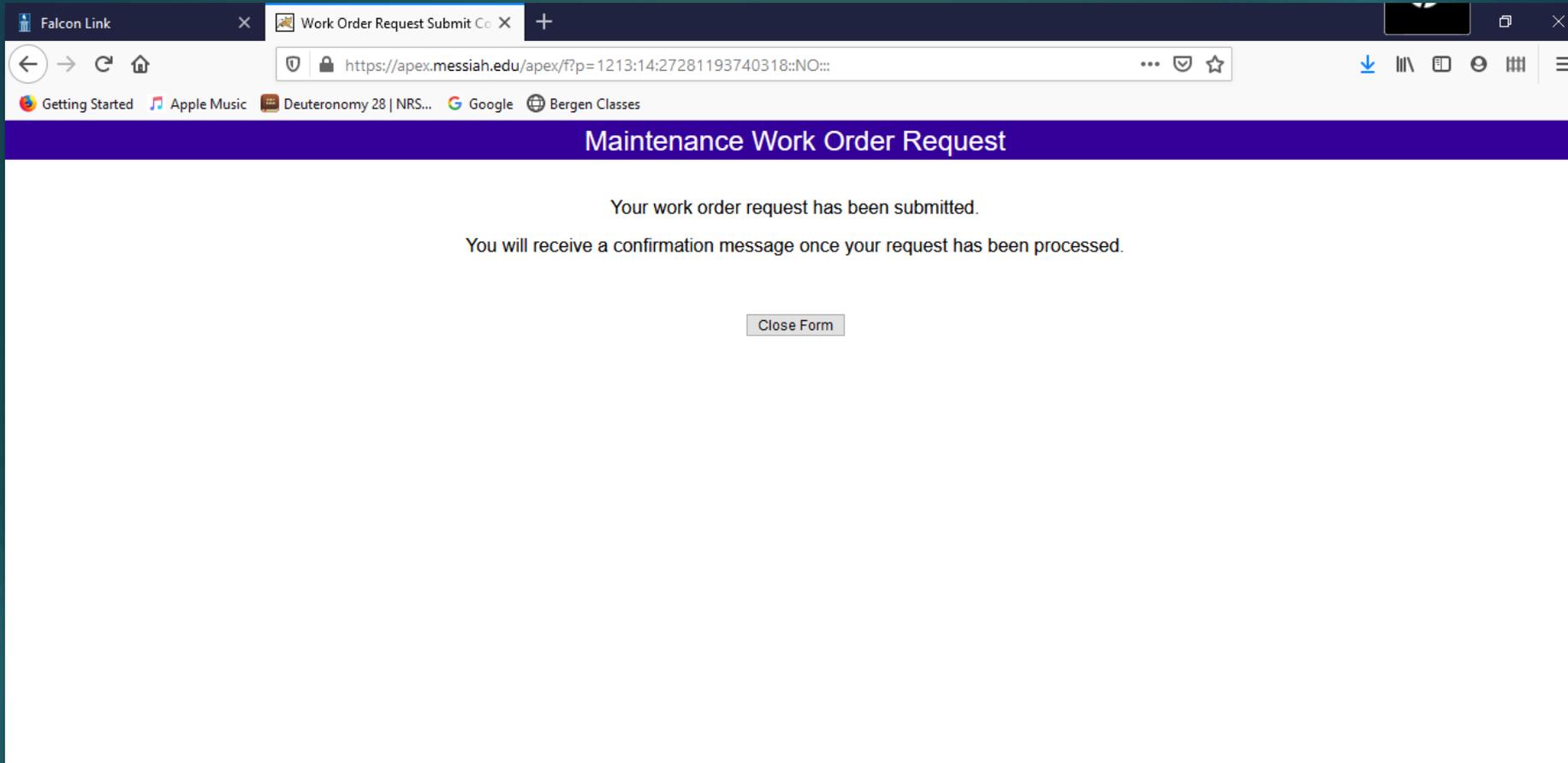
Building:

Area:

Equipment Tag #:

Request:
Write specific details of what is broken:
ie. Towel Rack in Bathroom behind the Door is hanging by one screw.

5) Add the description of what is broken.
Be specific and detailed.



6) Hit "Submit", You will receive a confirmation email.

Service Request # 50856 has been submitted



webtma@tmasystems.com

Sun 8/2/2020 9:39 PM

To: Arnold, Sam



Service Request # 50856 has a status of Created as of Aug 2 2020 9:39PM. The action requested is as follows:

Requester: Sam Arnold

Phone: N/A

Location ID:

Building: Smith

Area #: A103

Tag #:

Action: This is a Test, I am putting together a "How-To"

Write specific details of what is broken:

ie. Towel Rack in Bathroom behind the Door is hanging by one screw.

Submitted by Arnold, Samson

[Reply](#)

[Forward](#)

Type here to search



9:40 PM
8/2/2020

7) Here is the confirmation email example.



8) You will receive two additional emails. One that says a Maintenance Worker “Accepted the Job” and one notifying you that the work order has been “Completed”

We recommend you save these emails in case you need to reference it.