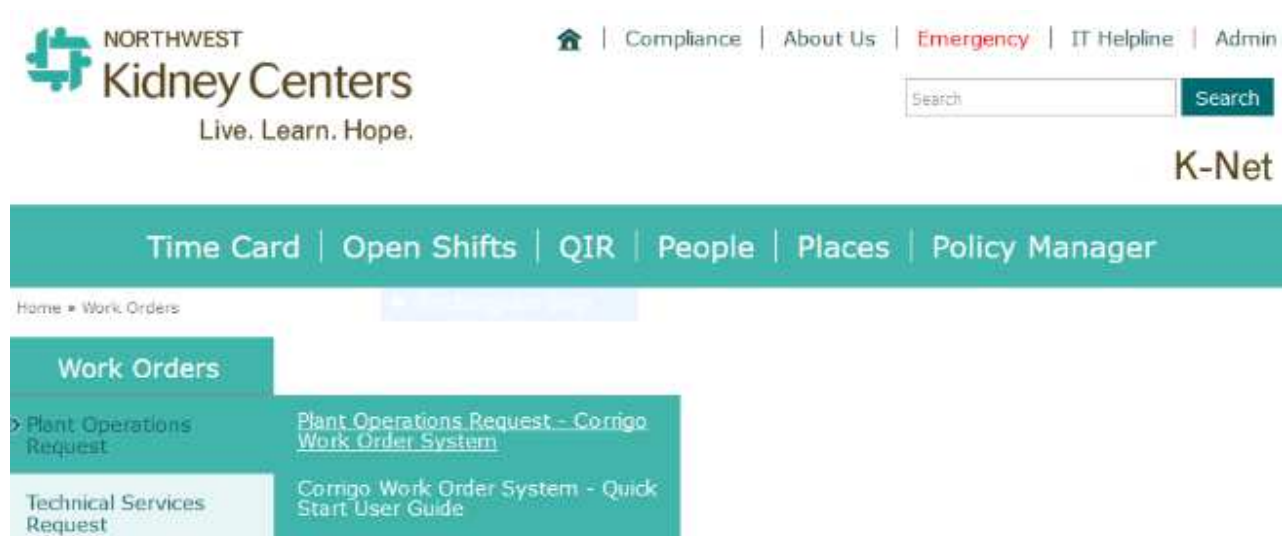


## Corrigo Quick Start User Guide

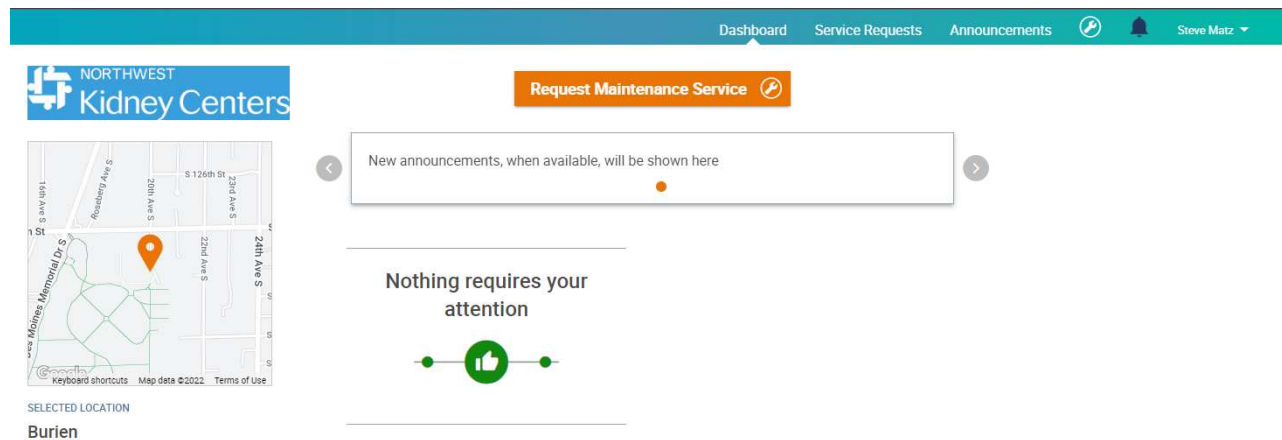
### Logging Into the Corrigo Work Order System

1. Go to KNET and click on Work Orders. Choose Plant Operations Request or Water Treatment Request.



### The Corrigo Main Screen

Below you can see the main Corrigo screen. From here you can view current work orders or place a new request.




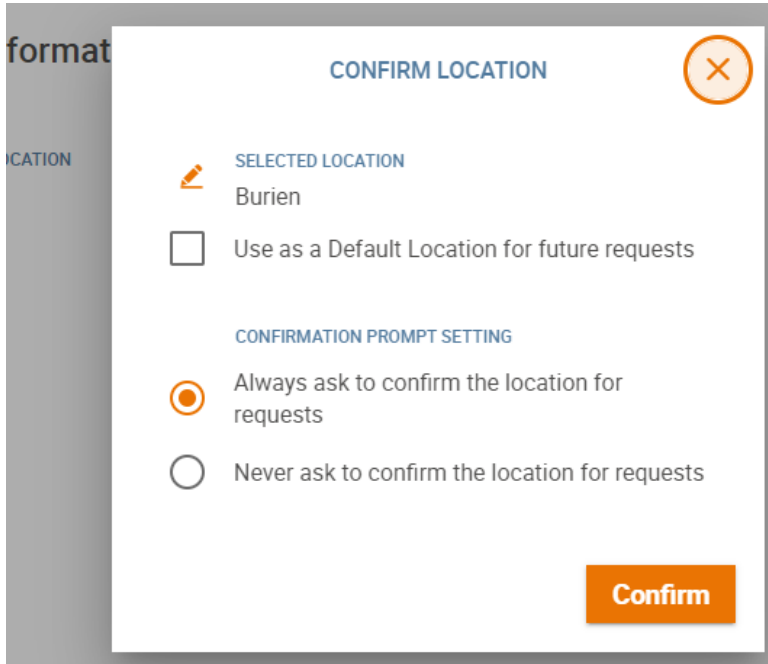
## Creating a Work Order

To create a new service request or work order, follow the instructions below.

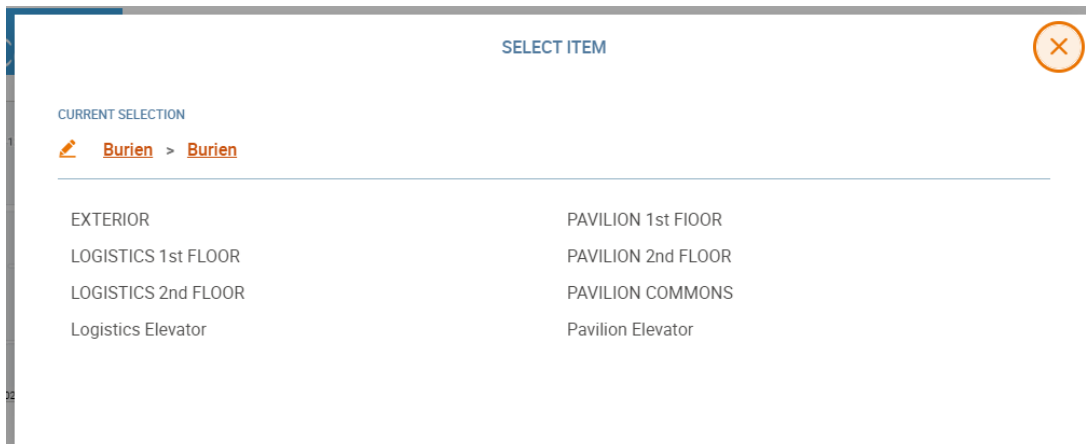
- a) Click on “Request Maintenance Service” from the Corrigo main screen.

**Request Maintenance Service** 

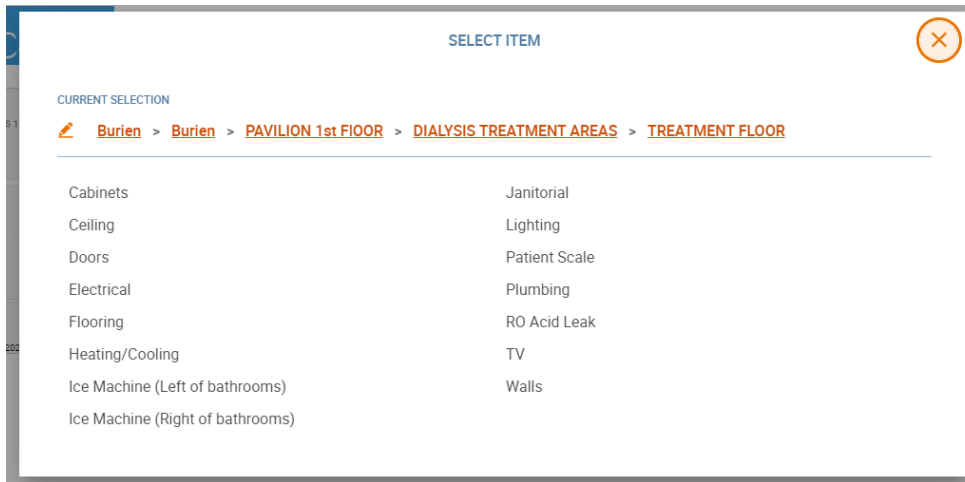
- b) A window will pop up to confirm the location you wish to place the work order for. If it is correct click confirm. If it is not click on the  icon which will let you switch to a different location.



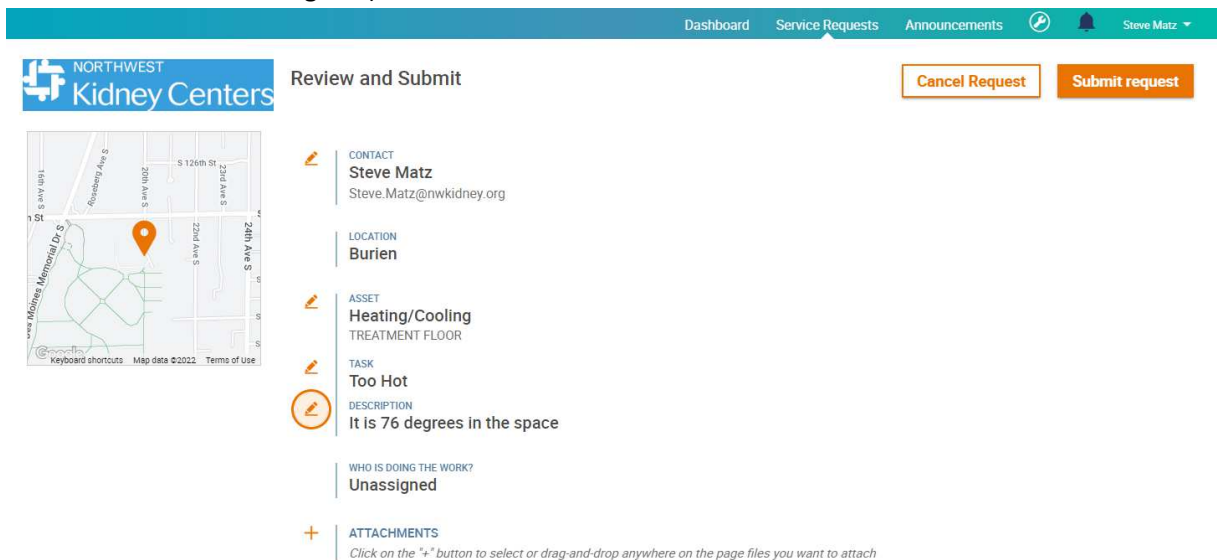
- c) A window will pop up prompting you to select the area of the building you are requesting help with. Click on the area of the building. (In our example we are at Burien and select Pavilion 1<sup>st</sup> Floor)




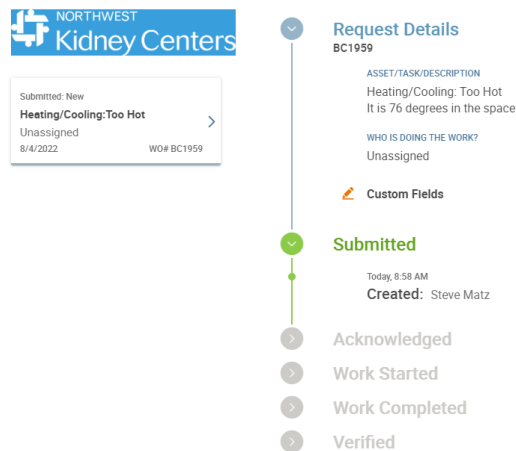
- d) As you click on the area of the building the window changes to new options until you drill down to the specific area in the building. (In our example we have drilled down to the clinic treatment floor) We will select “Heating/Cooling” and then “Too Hot”.



- e) From here you can click on the **+** icon to add a description or an attachment. (In our example we add the comment that it is 76 degrees).




- f) From there just click on the  icon and it will give you the work order number (BC1959)



**Request Details**  
BC1959

ASSET/TASK/DESCRIPTION  
Heating/Cooling: Too Hot  
It is 76 degrees in the space

WHO IS DOING THE WORK?  
Unassigned



 Custom Fields

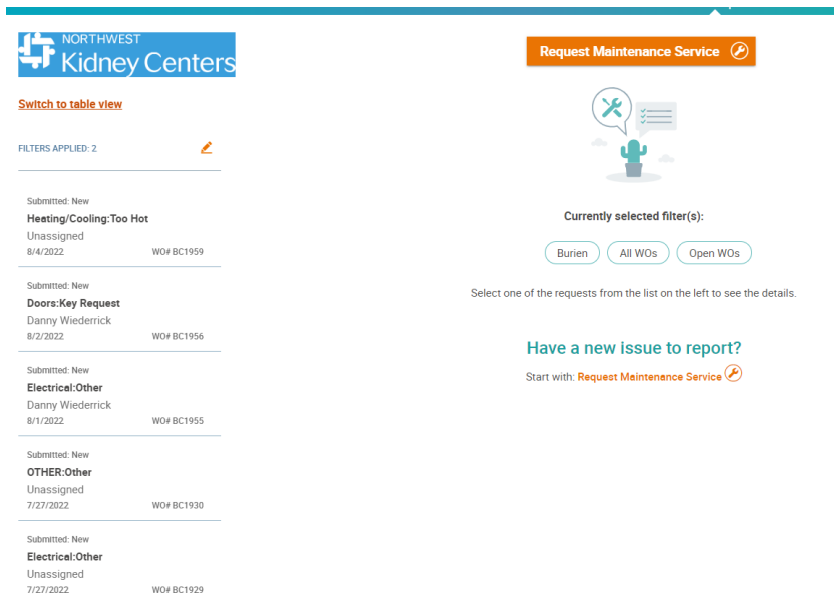
**Submitted**  
Today, 8:58 AM  
Created: Steve Matz

Acknowledged  
Work Started  
Work Completed  
Verified

## Viewing Current Work Orders in the System

To view or check the status of a current work order, follow the instructions below.

- a) Select  at the top of the screen. Corrigo will automatically select your default location and be set to viewing all open WOs for that location. You can change these filters by clicking on the  icon to switch to a different building or to look at closed work orders.



**Service Requests**

Switch to table view

FILTERS APPLIED: 2

Submitted: New  
**Heating/Cooling: Too Hot**  
Unassigned  
8/4/2022  
WO# BC1959

Submitted: New  
**Doors: Key Request**  
Danny Wiederrick  
8/2/2022  
WO# BC1956

Submitted: New  
**Electrical: Other**  
Danny Wiederrick  
8/1/2022  
WO# BC1955

Submitted: New  
**OTHER: Other**  
Unassigned  
7/27/2022  
WO# BC1930

Submitted: New  
**Electrical: Other**  
Unassigned  
7/27/2022  
WO# BC1929

**Request Maintenance Service**

Currently selected filter(s):

Select one of the requests from the list on the left to see the details.

**Have a new issue to report?**  
Start with: **Request Maintenance Service**