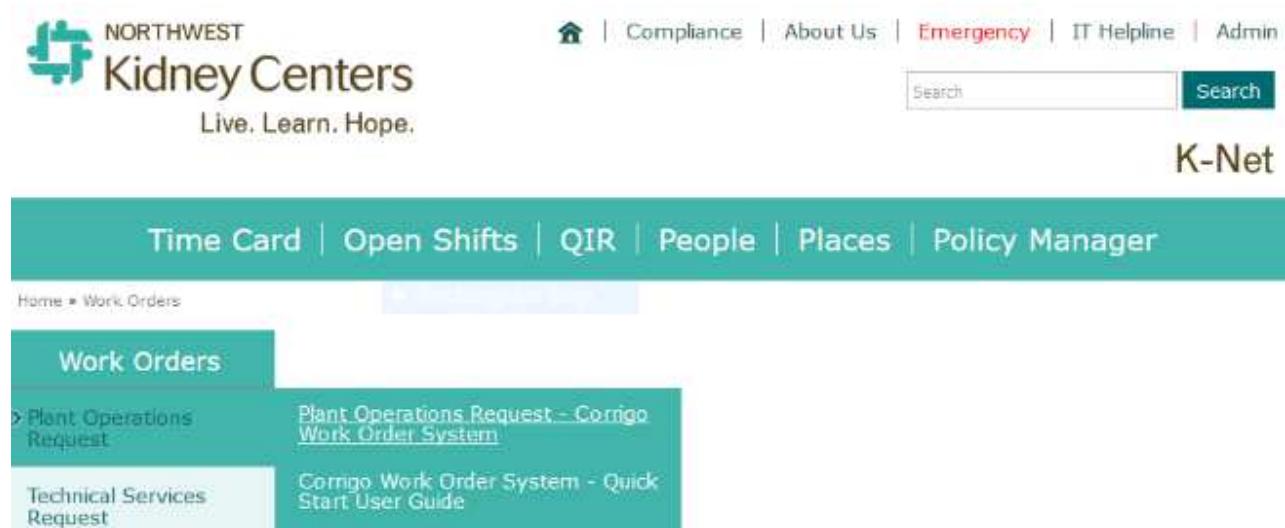


Corrigo Quick Start User Guide

Logging Into the Corrigo Work Order System

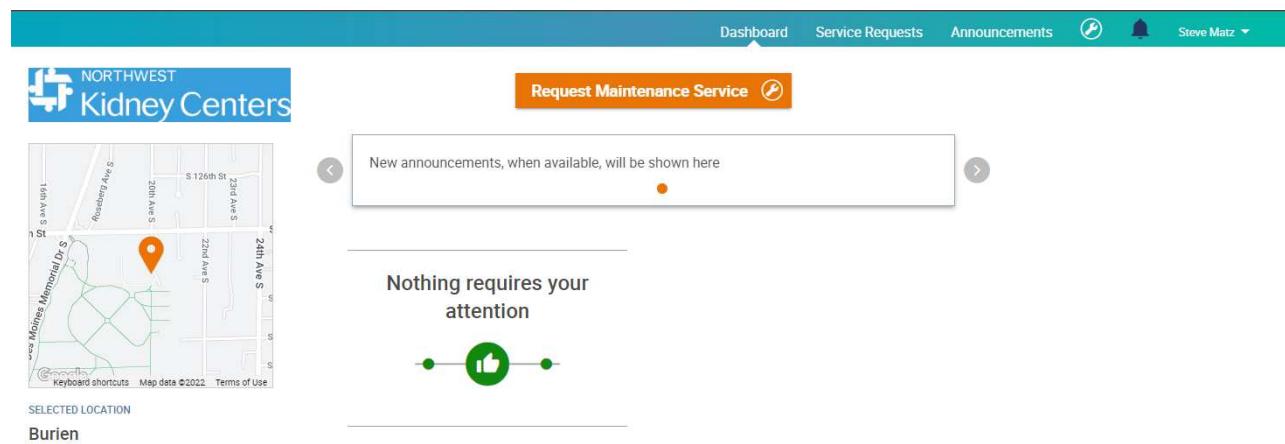
1. Go to KNET and click on Work Orders. Choose Plant Operations Request or Water Treatment Request.



The screenshot shows the K-Net homepage with the Northwest Kidney Centers logo and a navigation bar with links for Home, Compliance, About Us, Emergency (highlighted in red), IT Helpline, and Admin. A search bar and a 'Search' button are also present. Below the navigation is a teal header bar with links for Time Card, Open Shifts, QIR, People, Places, and Policy Manager. The main content area shows a breadcrumb path: Home > Work Orders. A sidebar on the left is titled 'Work Orders' and contains links for 'Plant Operations Request' (highlighted in red) and 'Technical Services Request'. The main content area shows a sub-menu for 'Plant Operations Request - Corrigo Work Order System' and a link for 'Corrigo Work Order System - Quick Start User Guide'.

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.



The screenshot shows the Corrigo main screen. At the top, there is a navigation bar with links for Dashboard, Service Requests, Announcements, a profile icon for Steve Matz, and a bell icon. The Northwest Kidney Centers logo is on the left. In the center, there is a 'Request Maintenance Service' button with a circular icon. Below it is a box for announcements with arrows to scroll through. A map of a facility with a selected location marked is on the left. A message at the bottom says 'Nothing requires your attention' with a thumbs-up icon.

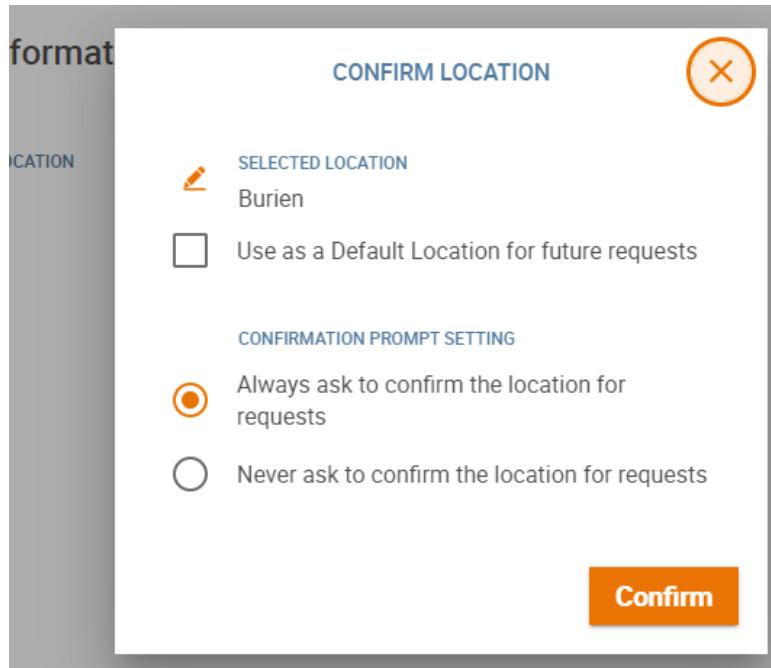
Creating a Work Order

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

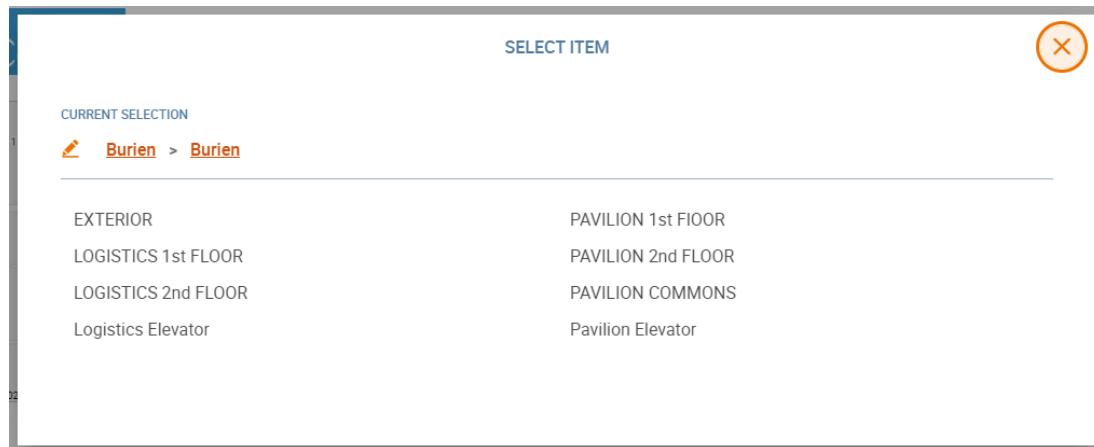
- a) Click on “Request Maintenance Service” from the Corigo main screen.



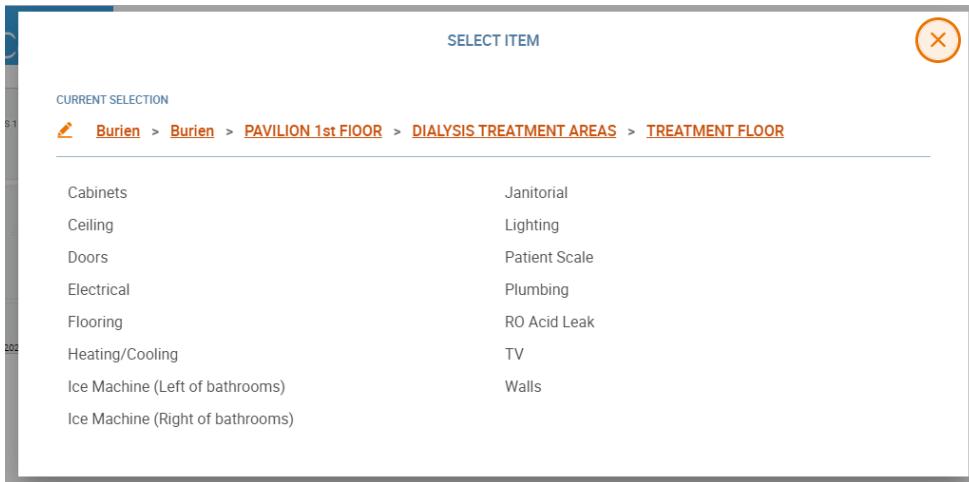
- b) A window will pop up to confirm the location you wish to place the work order for. If it is correct click confirm. If it is not click on the icon which will let you switch to a different location.



- 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 1st Floor)

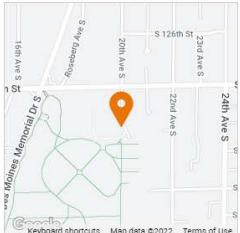


d) As you click on the area of the building the window changes to new options until you drill down to the specific area in the building. (In our example we have drilled down to the clinic treatment floor) We will select “Heating/Cooling” and then “Too Hot”.



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).

Review and Submit

 NORTHWEST Kidney Centers

 **CONTACT**
Steve Matz
Steve.Matz@nwkidney.org

 **LOCATION**
Burien

 **ASSET**
Heating/Cooling
TREATMENT FLOOR

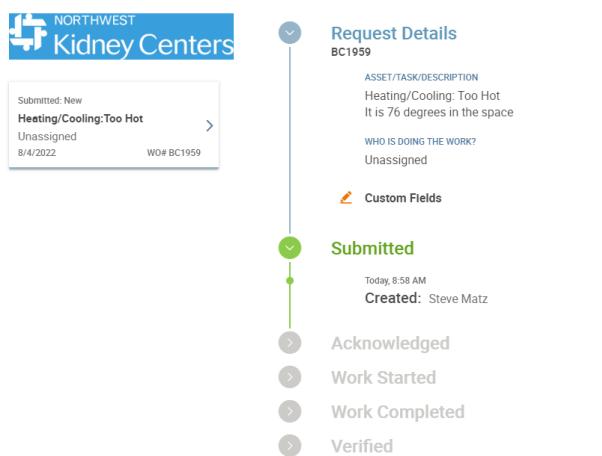
 **TASK**
Too Hot

 **DESCRIPTION**
It is 76 degrees in the space

WHO IS DOING THE WORK?
Unassigned

 **ATTACHMENTS**
Click on the '+' button to select or drag-and-drop anywhere on the page files you want to attach

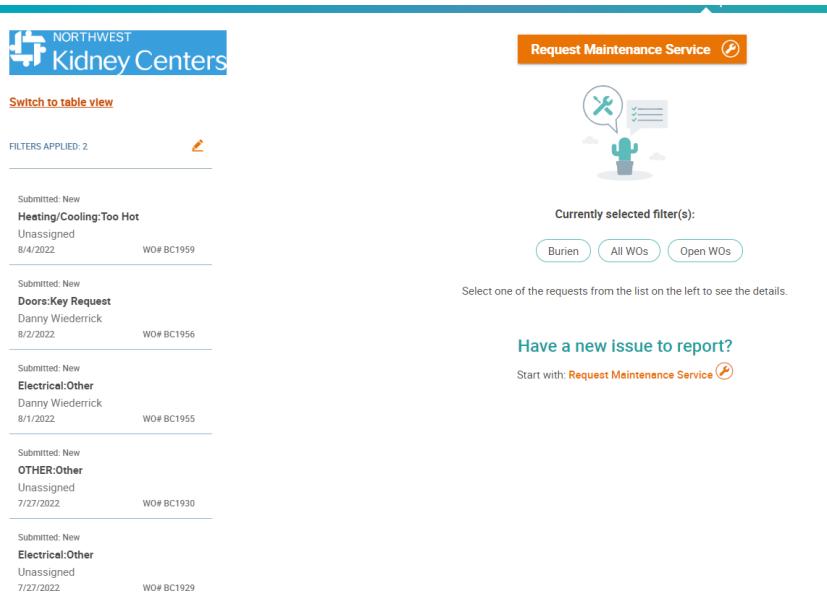
f) From there just click on the  icon and it will give you the work order number (BC1959)



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.



Switch to table view

FILTERS APPLIED: 2

Currently selected filter(s):

Burien All WOs Open WOs

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

| Request Type | Description | Submitted By | Date | WO# |
|--------------------------|--------------------------|------------------|-----------|------------|
| Heating/Cooling: Too Hot | Heating/Cooling: Too Hot | Unassigned | 8/4/2022 | WO# BC1959 |
| Doors: Key Request | Doors: Key Request | Danny Wiederrick | 8/2/2022 | WO# BC1952 |
| Electrical: Other | Electrical: Other | Danny Wiederrick | 8/1/2022 | WO# BC1955 |
| OTHER: Other | OTHER: Other | Unassigned | 7/27/2022 | WO# BC1930 |
| Electrical: Other | Electrical: Other | Unassigned | 7/27/2022 | WO# BC1929 |