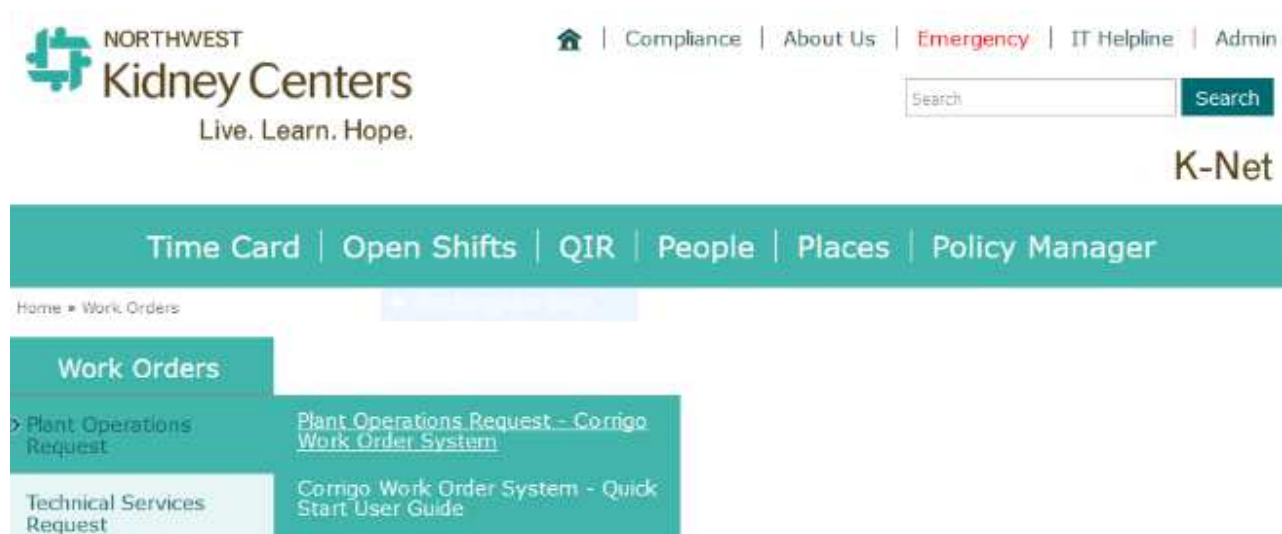


Corrigo Quick Start User Guide

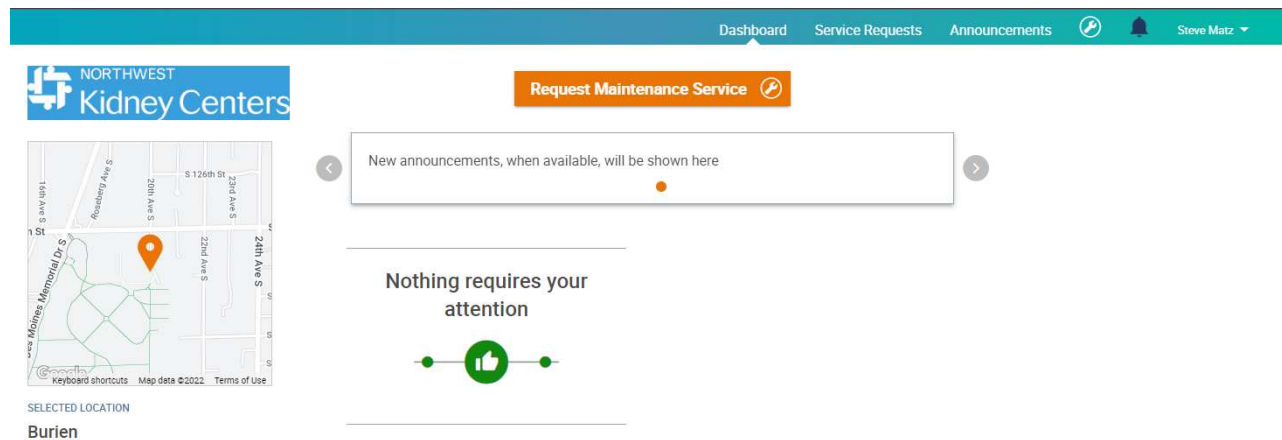
Logging Into the Corrigo Work Order System

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.




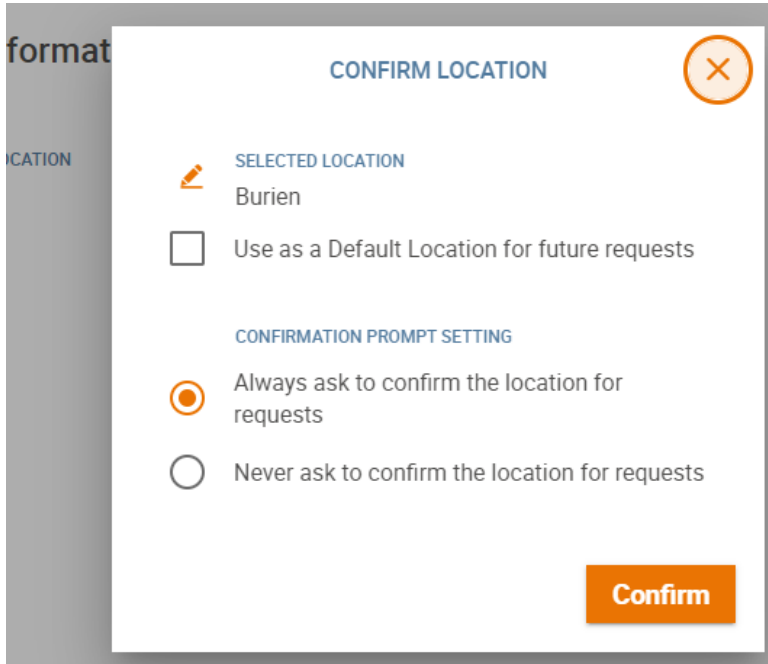
Creating a Work Order

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

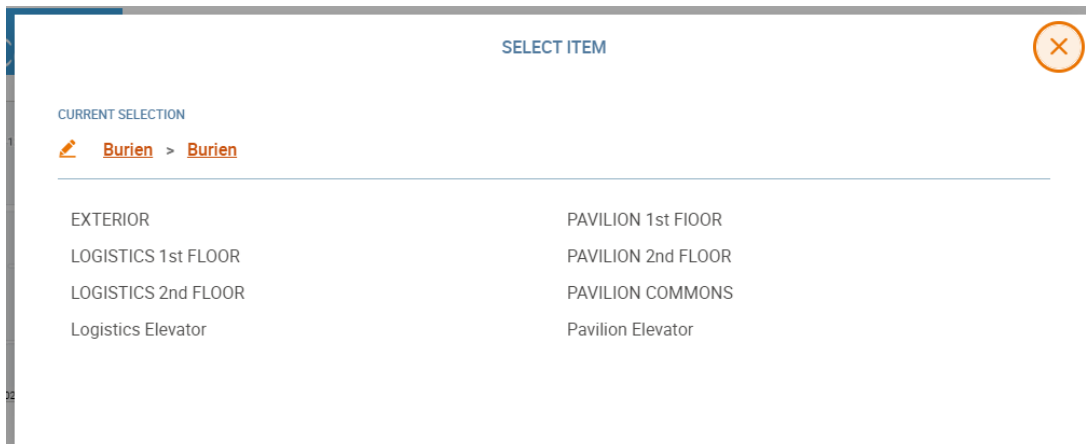
- a) Click on “Request Maintenance Service” from the Corrigo main screen.

Request Maintenance Service 

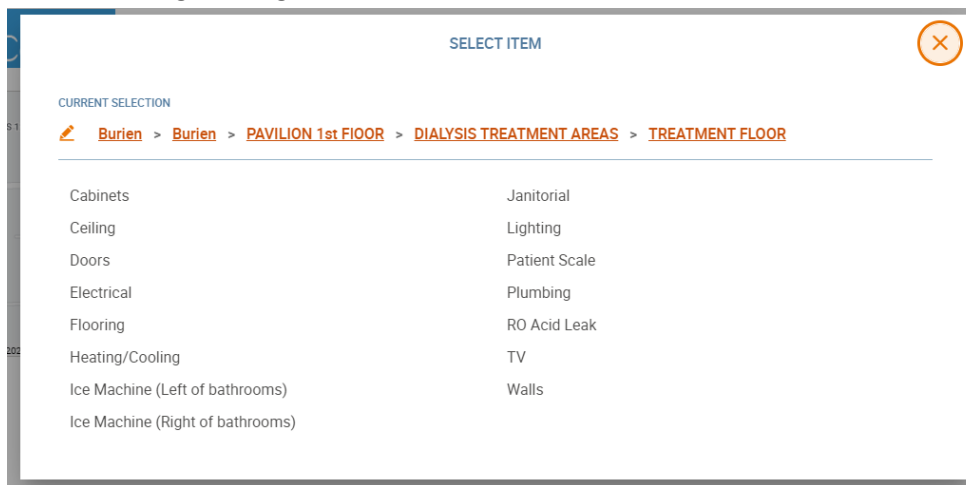
- b) A window will pop up to confirm the location you wish to place the work order for. If it is correct click confirm. If it is not click on the  icon which will let you switch to a different location.



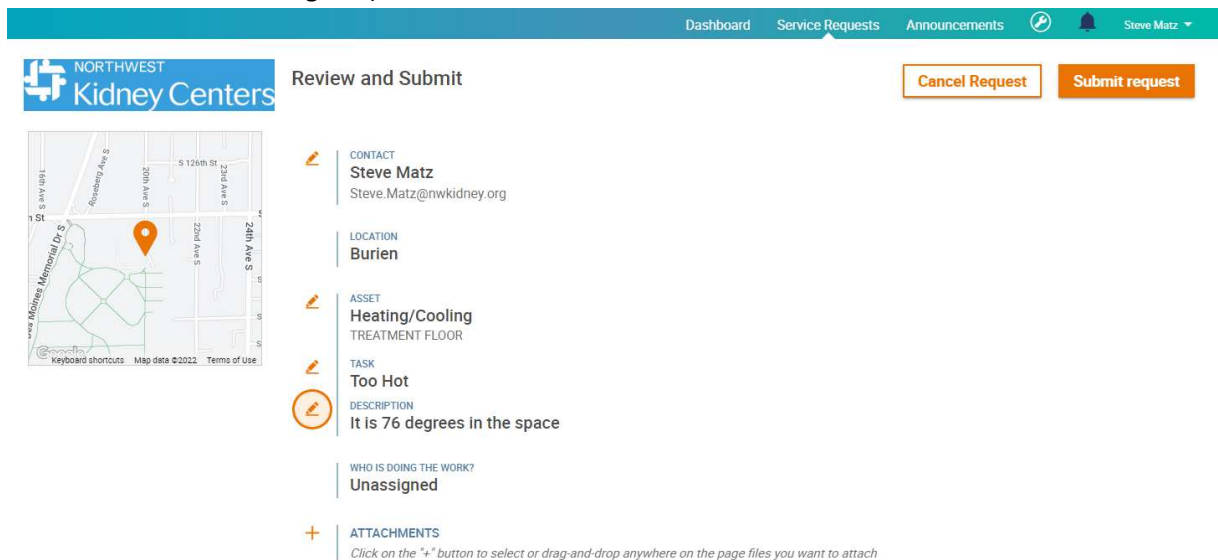
- c) A window will pop up prompting you to select the area of the building you are requesting help with. Click on the area of the building. (In our example we are at Burien and select Pavilion 1st Floor)




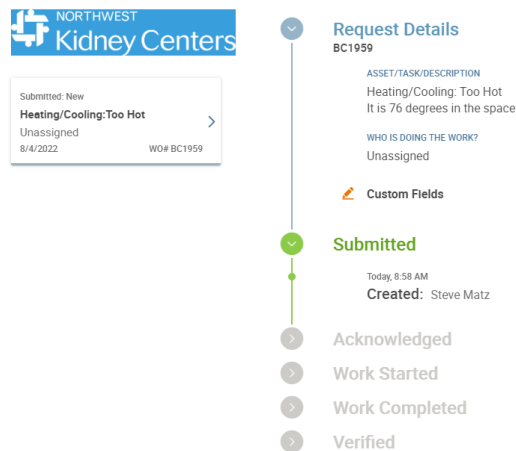
- d) As you click on the area of the building the window changes to new options until you drill down to the specific area in the building. (In our example we have drilled down to the clinic treatment floor) We will select “Heating/Cooling” and then “Too Hot”.



- 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).




- 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

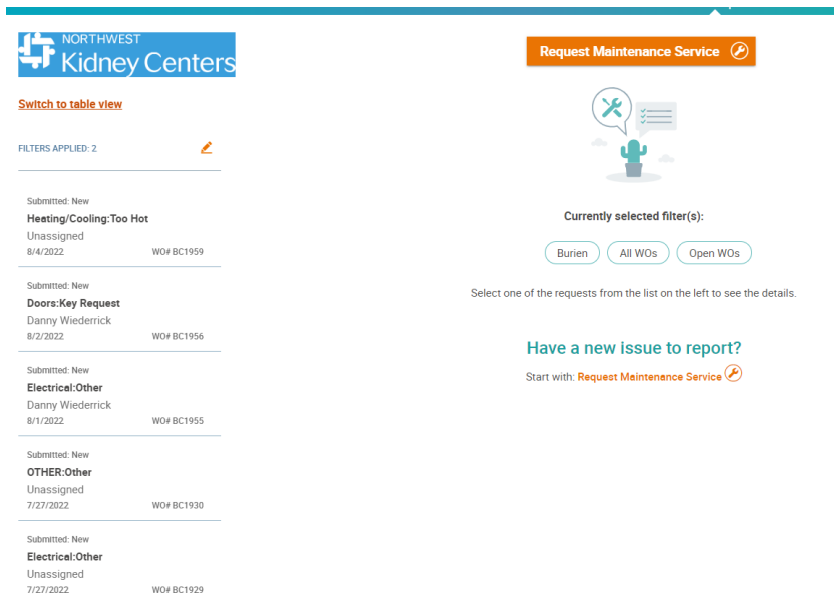
Submitted
Today, 8:58 AM
Created: Steve Matz

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):
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**