



Facilities Management System

QWare

How to Submit an Employee ID/Access Card Work Order

Log in using your QWare credentials

<https://quecentre2.cnyric.org/ocmboces/Login.aspx?action=logout>



OCMBOCES  OCM BOCES
Facilities Management System

Username:


Password:

Login [Forgot Password](#)

 Please visit our [Support Blog](#) and subscribe to receive Q Ware software email updates.

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Note: All Administrative Council members should have login credentials. If you do not have your own credentials, please notify Andrea Facciponte, afacciponte@ocmboces.org, so that we can set you up with your own personal account.

OCMBOCES  Welcome Jane Doe
 OCM BOCES

Work Orders

Update Update And Print Print Return To List

Create New Work Order

Work Order Contact
 Requested By: Doe, Jane In case of EMERGENCY, call 433-2644.

Work Order Details Inventory

Details

Service Area: Employee ID/Access Card
 Campus: Main Campus
 Building/Location: All Locations
 Area/Location: All Locations
 Room/Program: All Locations
 Location:

Description:
 Examples:
 Jane Doe is switching locations and needs a new access badge.
 Jane Doe's badge is not working at Main Campus.
 Jane Doe lost her badge somewhere on campus.
 Words: 28 Characters: 155
 Current Status: New

Additional Information

Name: Last, First: Doe, Jane
 Position: Teacher
 Division: Student Services
 Supervisor: John Smith
 Employee Type: OCM BOCES Employee
 OCM Employee Number or Other Employer Name: 12345

1-Bldg/Days/Hours: Main Campus/M-F/7am-5pm
 2-Bldg/Days/Hours: Henry CTE/M-F/7am-5pm
 3-Bldg/Days/Hours:
 ID Badge Status: Broken
 If Status Change-Reason:
 Attach employee .jpg photo as needed: Browse Upload

Update Update And Print Print Return To List

Click Update to submit

Step 1: Make sure to select "Employee ID/Access Card" for Service Area

Step 2: Select the Campus and locations within that campus the employee needs access

Step 4: All additional information is needed in order for a request to be fulfilled.

If the employee is new, or returning, please attach a headshot photo.

Step 3: Please include a detailed description of the situation regarding employee's ID and/or scheduled access

Note: Your work order request will be kicked back to you if:

- Employee number is not included
- Building, hours, and locations are not mentioned
- Reason for work order is missing
- Photo is not attached for a new or returning employee

Additional Notes:

- If an employee needs a badge and a key please submit two separate work orders (Keys are considered a Maintenance Service Request).

**For any questions or concerns please
contact:**

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