



Facilities Management System

QWare

How to Submit a Maintenance Service Request

Log in using your QWare credentials

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

OCMBOCES
Committed to Your Success

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.

Click Update to submit

Create New Work Order

Work Order Contact

Contact: admin, test

In case of EMERGENCY, call 433-2644.

Work Order Details Inventory

Details

Service Area: Maintenance

Campus: Main Campus

Building/Location: All Locations

Area/Location: All Locations

Room/Program: All Locations

Location:

Description:

Door at main entrance is broken

Words: 4 Characters: 21

Status: New

Additional Information

Pool Vehicle Request: Energy:
Budget Code:

Note:

- Please include as much detailed information as possible
- Once your request is submitted you should get a confirmation email from QueCentre, along with all future communications for the specified work order

Step 1: Make sure to select "Maintenance" for Service Area

Step 2: Select the campus and specify the area within that campus the request is for

Step 3: Please include a detailed description of the issue.

Additional Notes:

- If an employee needs a badge and a key please submit two separate work orders (Badges should be placed under the Employee ID/Access Badge service area).

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

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