
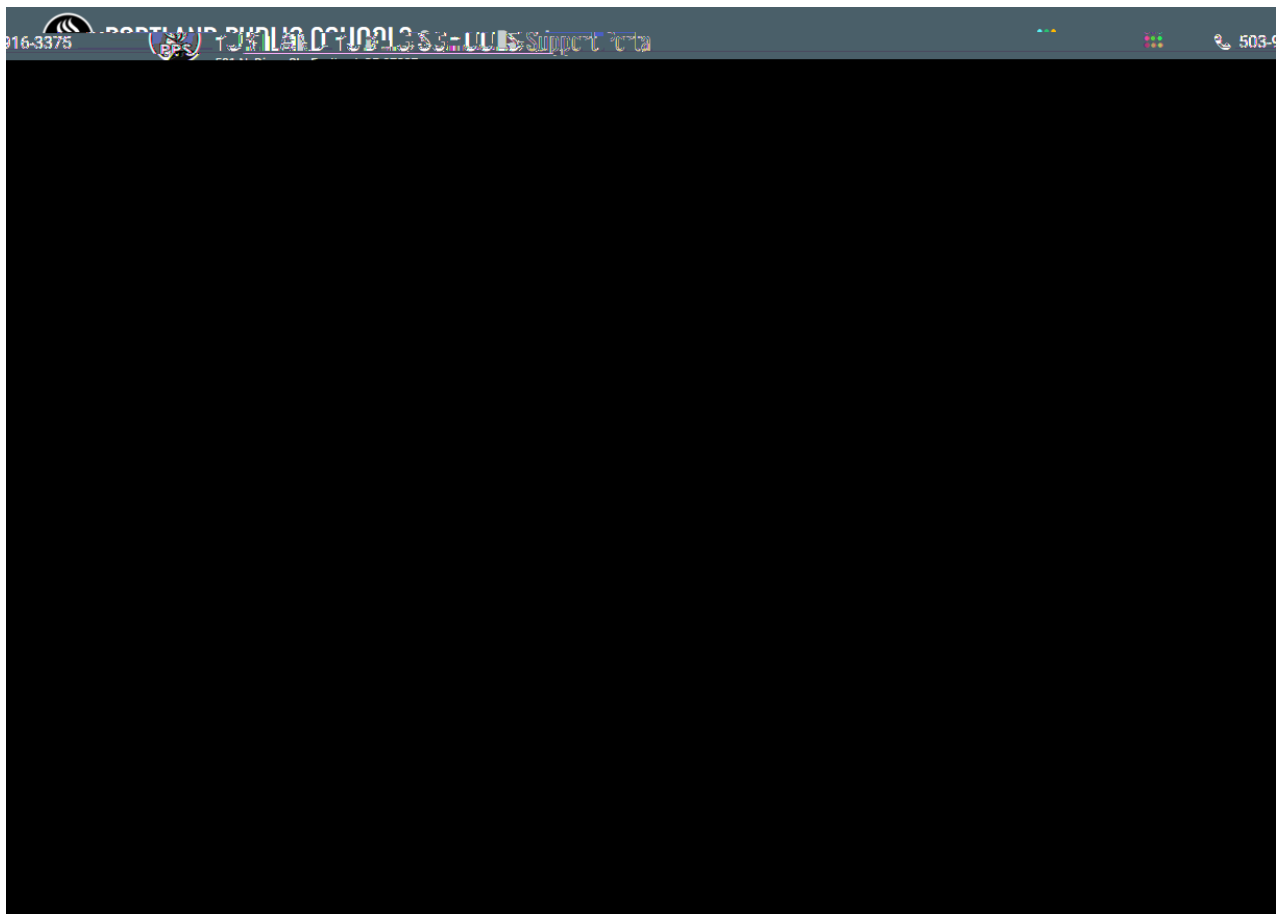




- - your e-mail address should automatically populate
- - School name, followed by a descriptive title (example: Sabin – Rm 200 Floor tile)
- - Select Building/Property from drop down list
- - Enter room number or area of building where work is needed
- 

print



- Sub-Category – Select the type of work from the dropdown list

- Item – Select the work type category from the dropdown list

The screenshot shows a web form titled "Submit a Ticket". The form has several input fields and dropdown menus. The "Requester" field contains the email address "tenbysk@pps.net". The "Subject" and "Building" fields are empty. The "Category" dropdown is set to "Facility Project Development" and the "Sub-Category" dropdown is set to "New Requests". There is a "Call Back-Phone-Number" field. The "Item" field is a large text area where a green highlight is visible. At the bottom of the form, there are "Submit" and "Cancel" buttons.

- Description – Provide a detailed description of the new work or repair needed. Include specific location information
Include Funding Source -Who will be paying for the work. School, PTA, etc.
Attach photos if available.
List additional contact information for other persons involved in the project.

Next Steps:

The Requester will receive an automated e-mail confirming the PDR has been submitted.

Facilities Management reviews and prioritizes requests. You will be informed if this request has been approved or denied.

Approved projects will be assigned a facilities project manager, and they will follow up with any additional questions or information needed.

All information regarding the request will be available to view in the [PPS Support Portal](#) under your Tickets tab.