UWF Ready

Contents

Logging into UWF Ready

Step 1

When logging into Ready, you will be redirected to sign in with Single Sign-On (SSO).

UWF Ready Landing Page

Step 1

Once logged in you will see the UWF Ready home page. This is the main page you will be using to enter work requests.

Facilities will include alerts above the service tiles. These will include blue information blocks, yellow warning blocks for minor widespread issues and general alerts, and red Danger blocks for major widespread issues.

How to Submit a Request

Step 1

To submit a request, click on the Tile that matches the closest to the issue you are having.

To find an appropriate tile either pick from the list using the Tile name and description.
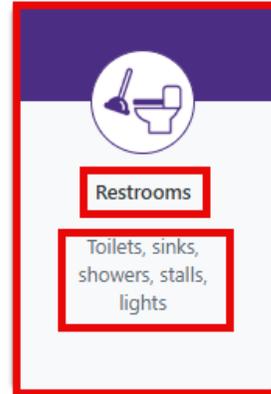
OR

In the top right, use the search bar to search your issue.

Example: Typing in leak in the search bar will return all Tiles related to leaks.
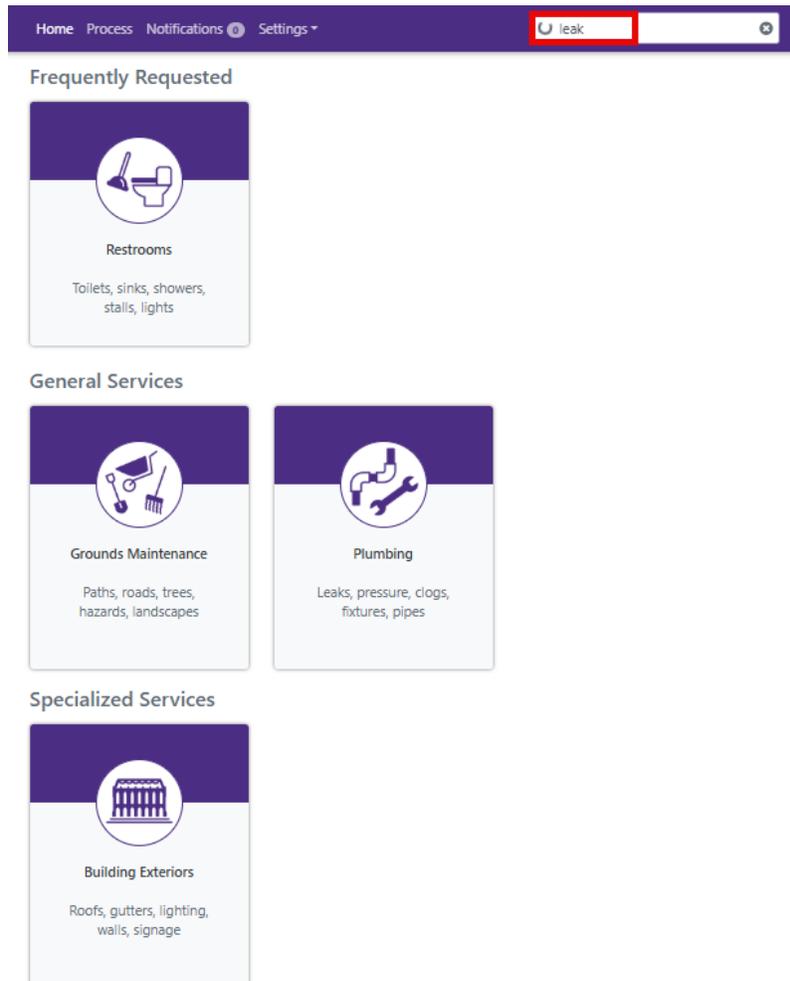
Step 2

The first page of every tile is always the same. The Requestor information will default to your login.

W
Restrooms
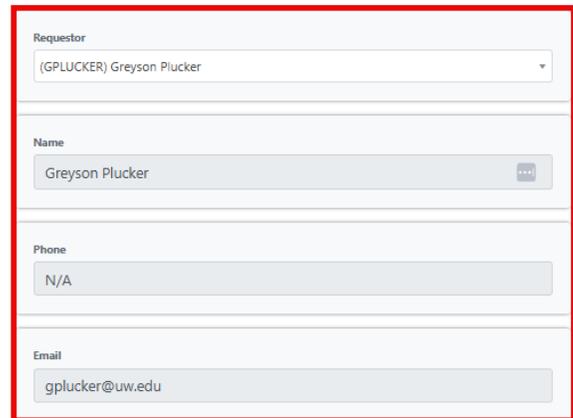
Requestor
(GPLUCKER) Greyson Plucker

Name
Greyson Plucker

Phone
N/A

Email
gplucker@uw.edu

Step 3

To change the main contact for the request, select Yes on the add contact field. Then input the Contact's information. This can also be used if your phone number does not auto-populate with the requestor information.
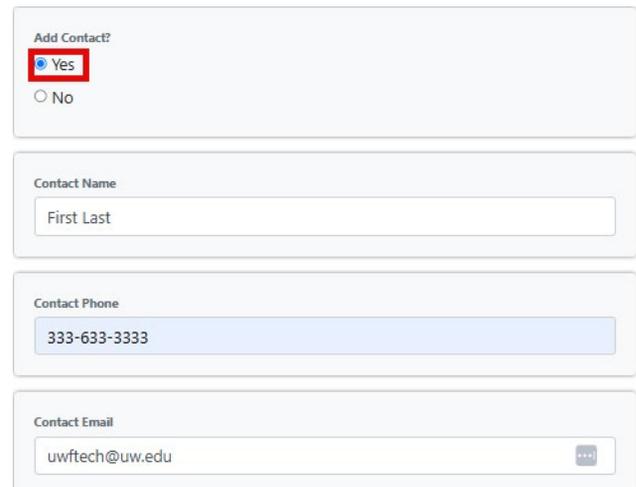
Add Contact?
● Yes
○ No

Contact Name
First Last

Contact Phone
333-633-3333

Contact Email
uwftech@uw.edu

Step 4

The Location Section is where the request is taking place.

You can search by Facility Number or Facility Name.

If the floor/room is unknown or irrelevant, leave blank and describe the location in the comments box on the next page with any relevant landmarks. For example: "hallway outside room 123", or "external door facing the Quad."

If multiple rooms are involved, choose the central room as the listed location and include all other spaces in the Comments box.

Location

Property   Help

(1111) FLUKE HALL

Floor (optional)   Help

01

Room (optional)   Help

108

Step 5

Click Next

Cancel   Next >

Step 6

The next page is Tile specific. Answer the questions based on the issue you are submitting a request for. Please include further information in the Comments box.

Step 7

After filling in the page with as much relevant information as possible click Next.

Step 8

Based on the selections made up to this point, an account will either be filled in for you or it will be blank. If it is blank, please input your Cost Center or other driver account that will be used for this request.

Step 9

To attach files, either drag and drop a file over the Attachment section or click browse and locate your attachment.

Important Note: When the blue bar is full and the delete button is clickable, the attachment is fully uploaded.

Step 10

Click Review to review the information you have input to confirm the request you are submitting.
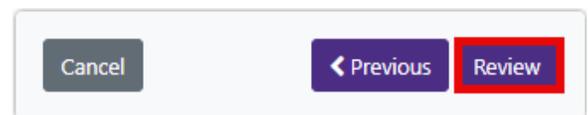
Step 11

After completing your review, click Submit.

Important Note: After clicking Submit, you will be taken back to the ReADY home page and receive an email confirmation of your submission.
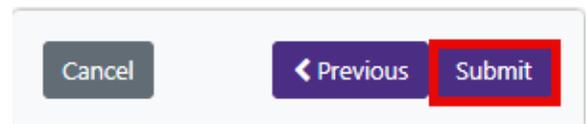
ReADY Menu Bar

Step 1

In the top left of the Home page, the menu bar shows the different pages within ReADY.
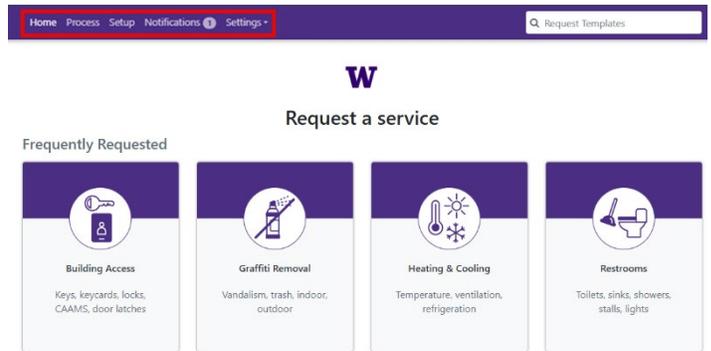
Process Page

Step 2

Click the Process page from the menu bar.
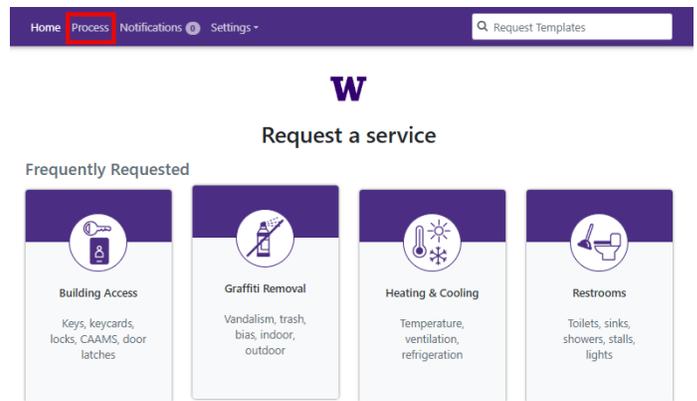
Step 3

The Process page shows important information about existing requests in a tab layout. By clicking on each tab, it will show you the related information such as attachments or Work Order information.
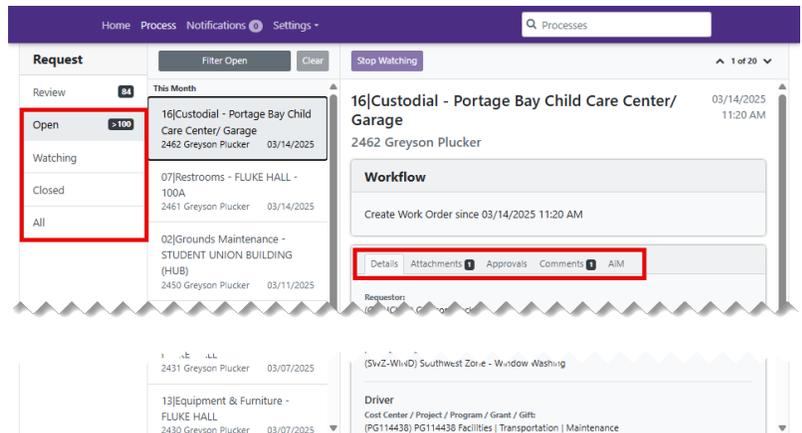
Step 4

If there are questions about your request, the Comments section allows you to contact the intake group for your request.

Notifications Page

Step 1

Click the Notifications page from the menu bar.

Step 2

The Notifications page is where you will find all communications for requests where you are a participant. These can be Work Order status changes or comments on your requests.

Settings Page

Step 1

Click the Settings drop down from the menu bar. The About option gives general information about Ready but otherwise the About page can be ignored.
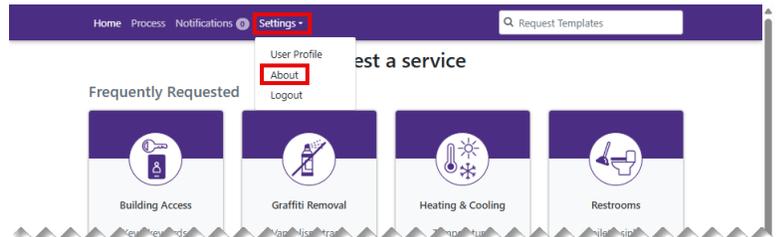
General User Profile Settings

Step 2

Click User Profile from the Settings drop down menu.

The User Profile is your login profile. It is also where you can customize which notification you receive from the portal.

Step 3

To Edit your Name or Job Title, select Edit in the General Settings section.
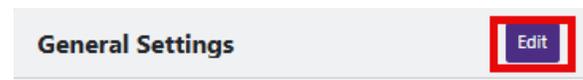
Step 4

After making any changes, select Done.
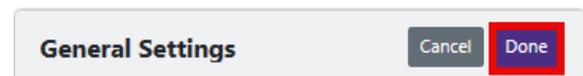
Notification Settings

Step 5

You can customize which notification you receive from the portal by checking or unchecking the notifications.
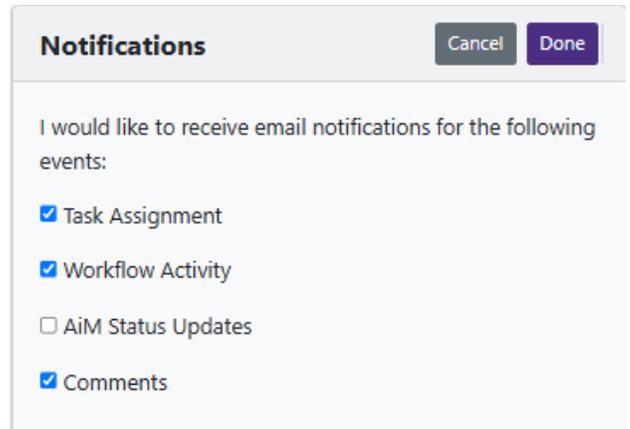
Email Settings

Step 6

To add a secondary email, click Add in the Email Section.
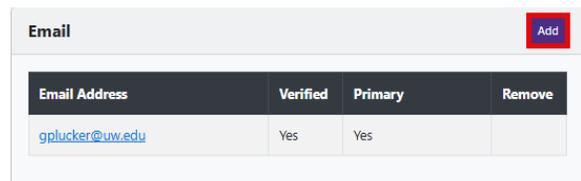
Step 7

Input the desired email address and then hit Done.

Important Note: Do not remove your UW email address as this is your main identification with the portal and links you to AiM as a user.

Phone Settings

Step 8

To add a Phone Number, click add in the Phone Section.
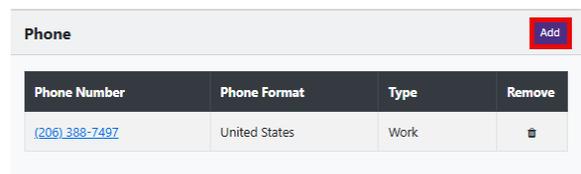
Step 9

Input your phone number and then the type of Phone Number this is. Then Select Done when completed.

Add Phone Number   Cancel   Done

Phone Number

555-555-5555

Phone Format

United States

Type

Work