

MINISTRY OF PUBLIC WORKS & TRANSPORT CLIENT AGENCIES WORK/MAINTENANCE REQUEST (ONLINE SUBMISSION)

The Government of the Bahamas - Home page - Internet Explorer provided by Dell

http://www.bahamas.gov.bs/publicworks

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The Government of the Bahamas - Home page

The Commonwealth of The Bahamas GOV.BS

Site Department search Visit a Ministry

Home Contact Us FAQ How Do I Forms Site Map Disclaimer Print

Public Works & Transport, Ministry Of > Welcome > Home page

Welcome

- About Us
- Building Permits
- Road Works
- Use of Public Grounds
- Citizen Action Line/Complaints
- Staff Portal
- Client Agencies Work/Maintenance Requests**
- Feedback

Select the highlighted option

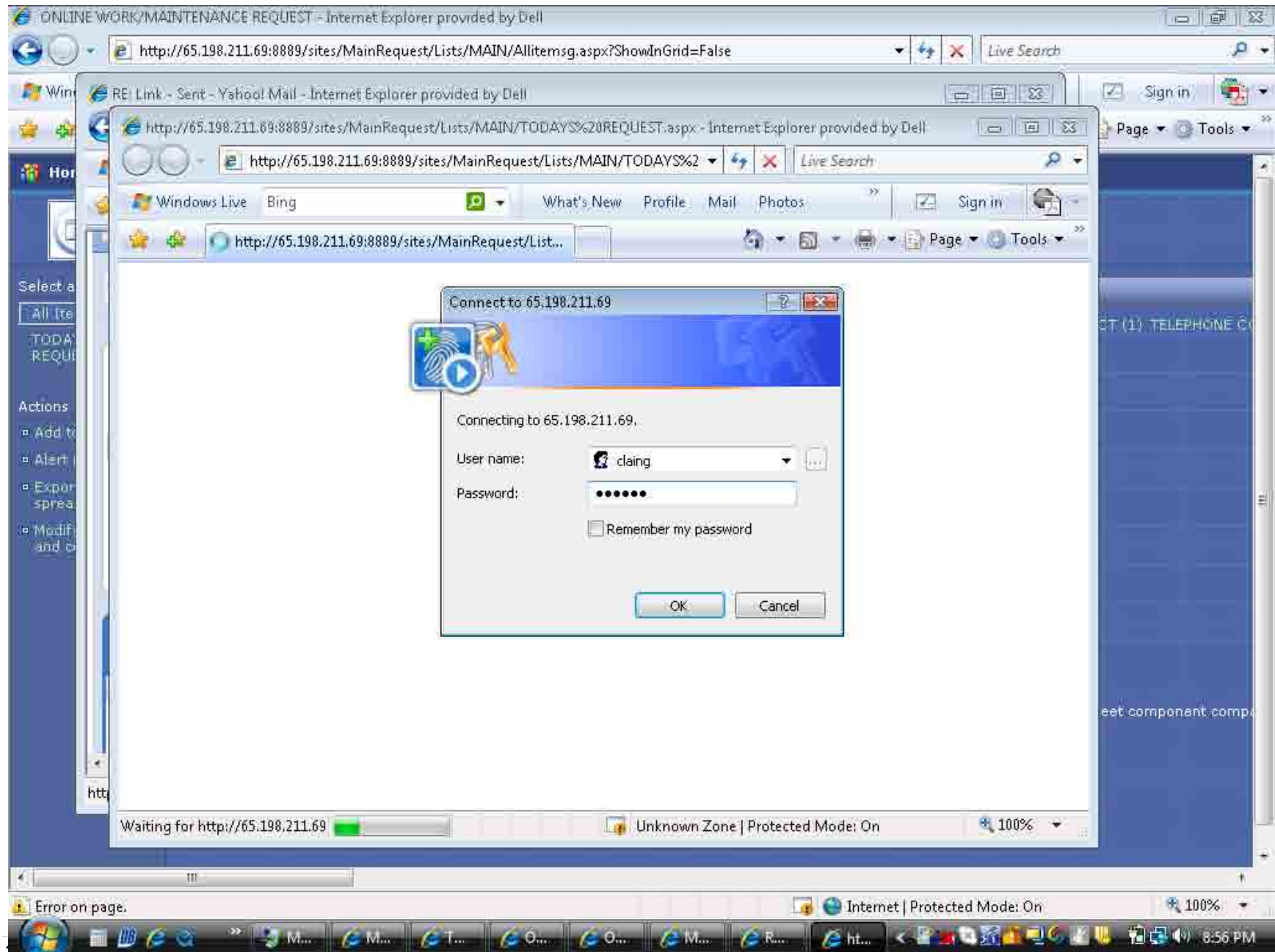
Ministry of Works & Transport

Roads Public Places Buildings Cemeteries

The Minister of Public Works & Transport
Hon. Neko Grant

Internet | Protected Mode: On 100% 8:57 PM

Select the highlighted option from the Ministry's Website – (www.bahamas.gov.bs/publicworks)



To Log On, Type in your Agency User Name and Password which you received via email

ONLINE WORK/MAINTENANCE REQUEST - Internet Explorer provided by Dell

http://65.198.211.69:8889/sites/MainRequest/Lists/MAIN/TODAYS%20REQUEST.aspx

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ONLINE WORK/MAINTENANCE REQUEST

Home Documents and Lists Settings Help Up to Ministry Of Public Works File Centers

Maintenance Request

ONLINE WORK/MAINTENANCE REQUEST

Select a View: All Items, **TODAYS REQUEST**

Actions: Add to My Links, Alert me, Export to spreadsheet, Modify settings and columns

New Item | Today | View by Day | View by Week | View by Month

< **Tuesday March 16, 2010** >

8 AM

9 AM

10 AM

11 AM (No Title) 11:10

12 PM

1 PM

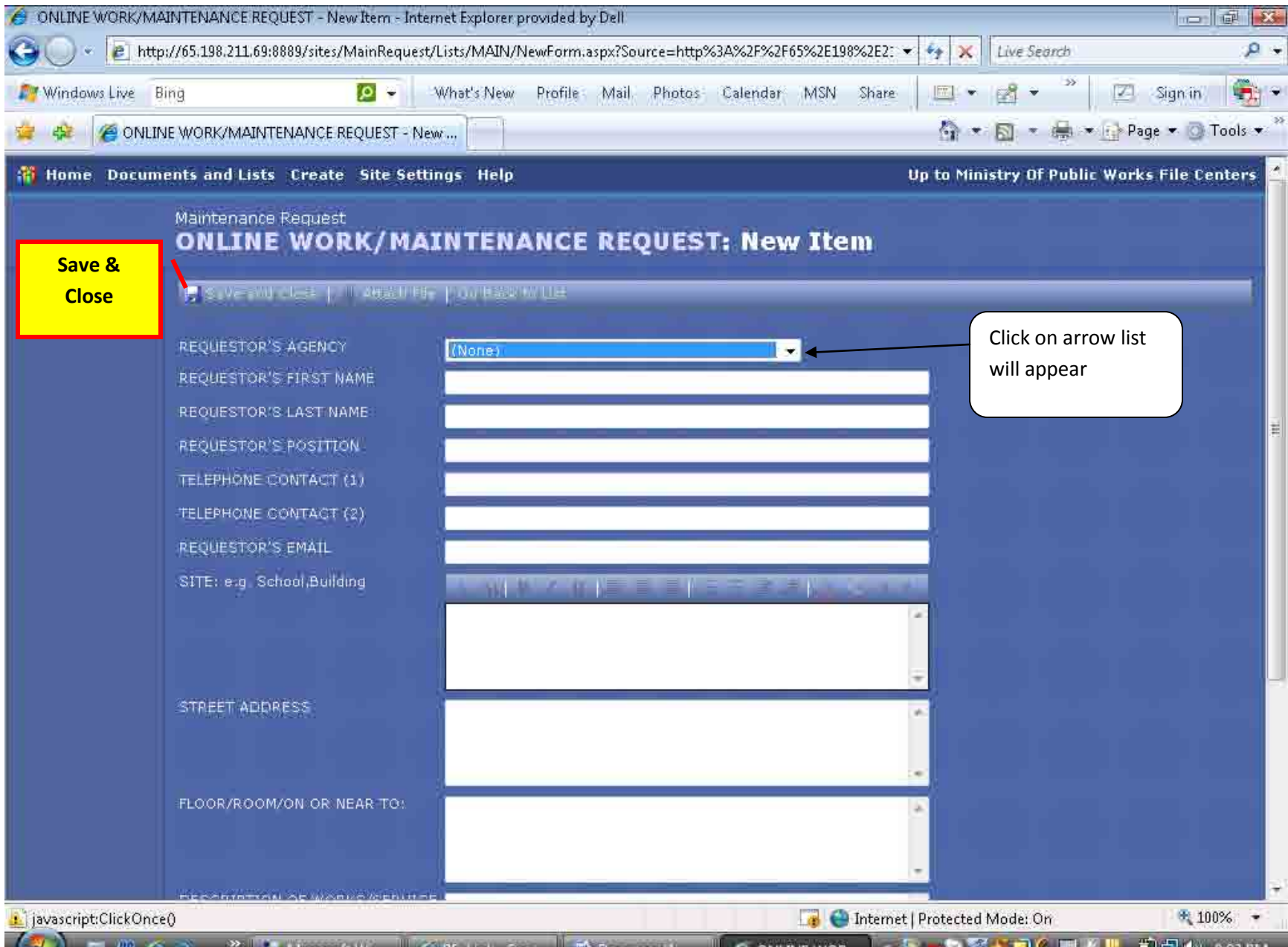
2 PM (No Title)

3 PM

Done, but with errors on page. Internet | Protected Mode: On 100%

Microsoft Wi... RE: Link - Sen... Document1 - ... ONLINE WOR... 9:03 PM

Select "New Item" to access the Data Entry Form



Save & Close

Click on arrow list will appear

Scroll Up & Down

1) Fill in all the information (Scroll Up and Down to record all information or Press "tab" Key). 2) Select the "Requestor's Agency" and "Request Priority" from the drop down list.

Request Form Continued

ONLINE WORK/MAINTENANCE REQUEST - New Item - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address: http://mopw_nt1/sites/MainRequest/Lists/MAIN/NewForm.aspx?Source=http%3A%2F%2Fmopw%5Fnt1%2F... Go Links >> Contribute Edit in Contribute Post to Blog

TELEPHONE CONTACT (2)	<input type="text"/>
REQUESTOR'S EMAIL	<input type="text"/>
SITE: e.g. School,Building	<input type="text"/>
STREET ADDRESS	<input type="text"/>
FLOOR/ROOM/ON OR NEAR TO:	<input type="text"/>
DESCRIPTION OF WORKS/SERVICE	<input type="text"/>
REQUEST STATUS	<input type="radio"/> NEW <input type="radio"/> FOLLOW-UP
TRACKING NUMBER	<input type="text"/>
	(For Follow-Up Request,Please State Tracking Number)
REQUEST PRIORITY	(None) <input type="button" value="v"/>
OTHER COMMENTS	<input type="text"/>
TRACKING/WORKORDER NO.	<input type="text"/>
Work Status	(None) <input type="button" value="v"/>

Done, but with errors on page.

start | Local intranet | Dell Support | 12:41 PM

3) Select "Save and Close" to submit your request form.

ONLINE WORK/MAINTENANCE REQUEST - Internet Explorer provided by Dell

http://65.198.211.69:8889/sites/MainRequest/Lists/MAIN/TODAYS%20REQUEST.aspx

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ONLINE WORK/MAINTENANCE REQUEST

Home Documents and Lists Create Site Settings Help Up to Ministry Of Public Works File Centers

Maintenance Request

ONLINE WORK/MAINTENANCE REQUEST

Select a View

- All Items
- TODAYS REQUEST**

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New Item | Today | View by Day | View by Week | View by Month

< **Tuesday March 16, 2010** >

8 AM

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12 PM

1 PM

2 PM (No Title)

3 PM

http://65.198.211.69:8889/sites/MainRequest/Lists/MAIN/DispForm.aspx?ID=7&Source=http Internet | Protected Mode: On 100%

Microsoft Wi... RE: Link - Sen... Document1 - ... ONLINE WOR... 9:06 PM

To print out your request click the (No Title) next to the time of your request. The screen on the next page will appear

Maintenance Request

ONLINE WORK/MAINTENANCE REQUEST:

New Item | Edit Item | Delete Item | Alert Me | Go back to list

REQUESTOR'S AGENCY: [BAHAMAS INFORMATION SERVICES](#)

REQUESTOR'S FIRST NAME:

REQUESTOR'S LAST NAME:

REQUESTOR'S POSITION:

TELEPHONE CONTACT (1):

TELEPHONE CONTACT (2):

REQUESTOR'S EMAIL:

SITE: e.g. School/Building:

STREET ADDRESS:

FLOOR/ROOM/ON OR NEAR TO: :

DESCRIPTION OF WORKS/SERVICE:

REQUEST STATUS:

TRACKING NUMBER:

REQUEST PRIORITY:

OTHER COMMENTS:

TRACKING/WORKORDER NO.:

Work Status:

Created at 3/23/2010 12:17 PM by [LAING CHARLENE](#)

Last modified at 3/23/2010 12:17 PM by [LAING CHARLENE](#)

Column Headings

SCROLL BAR

Select "All Items" to view all the request your Agency has made sorted by the time and date of the entry, you can check here to locate the assigned Tracking/Workorder No. (Which will also be emailed to you).

**IF YOU NEED TO INQUIRE FURTHER ABOUT YOUR SUBMISSION PLEASE CONTACT
NICOLE FERGUSON-FORBES AT 302-9700**

**IF YOU HAVE ANY PROBLEMS WITH SUBMITTING A NEW ONLINE REQUEST PLEASE CONTACT
CHARLENE LAING AT 302-9556 OR 302-9554**