Submitting a Technology Work Order

1. **IMPORTANT: Before you can use the TaskMan system you must setup an account.**

2. To create an account point your web browser to http://quitman.taskman.us

3. Under the "Login" and "Password" fields click on **"Sign Up for a TaskMan Account."**

4. In the field marked **"Please Select your school"** it is imperative that you select the correct school for which you are located. Failure to do so will cause issues such as not getting to the submitted work order in a timely manner due to going to the incorrect location.

5. In the field marked **"Please Enter a Login:"** type in the login name that you would like to use. This is the first part of your district email address. For example if your email is ***jdoe@qsdk12.org*** then you would type ***jdoe*** in for the login name. This email address was created for you so that there would not be duplicate names within the district. This will usually be the first letter of your first name followed by your full last name, however, under special circumstances this may be different.

6. In the field marked **"Please Enter a Password:"** type in the password that you would like to use.

7. In the field marked **"Please Enter Your Name:"** type in your first and last name.

8. In the field marked **"Please Enter Your Email Address:"** type in your district email address. This will usually be the first letter of your first name followed by your full last name @qsdk12.org. In special circumstances this may be different such as if there are two district employees with the same initials.

9. Double check to be sure all fields have been filled. Once you are certain that **all fields are filled and filled correctly** click the button labeled **"Sign Up for a TaskMan Account."** You will be then be directed back to the main TaskMan page automatically.

10. Type in the **login** and **password** that you entered on the previous account creation page. Click the button labeled **"Login."**

11. At the top of this page will be 4 sections: **Task List, Add Task, Equipment Disposal,** and **Equipment Transfer.**

12. Click on the icon labeled **"Add Task."**

13. You will then be directed to the **"Request a Task"** section.

14. In the field labeled **"What type of Request do you feel this is?"** select the appropriate option that best describes the type of technological issue you have. Options available are: E-mail, Software, MSIS, Hardware, Task or To Do, Bug, Issue Unknown, Question, or Networking.

15. In the field labeled **"What type of equipment is this request being made? (ie: printer, iPad, PC, etc)"** type in what type of device requires service. It is **imperative** that the **asset #** also be entered into this field as well.

    IMPORTANT: Submit separate work orders for each asset that requires attention.

16. In the field labeled **"Please describe your Request to the best of your ability."** Please be detailed in this explanation so that service work can be completed in a correct and timely manner.

17. In the field labeled **"Date of Request (Captured automatically)"** the date and time of your request will automatically be filled.

18. Click on the button labeled **"Request this Task."** The following page will display **"Thank you for your Request. To go back to the Main Menu, please click here."** Click the link labeled **"please click here."**

19. If you have other work orders to submit you may enter them, otherwise, click on the section labeled **“Logout**” at the bottom of the page.

    NOTE: Please do not enter work orders for other employees. It is important that all employees create their own individual accounts and create work orders for themselves.