

# Welcome to WORKSPEED Service Order Management System



Maintenance Emergency? Contact your Property Management Team

## LOGIN

1. Visit <https://secure.workspeed.com>
2. Enter username and password (previously provided)
3. Get Started!

Please note: Upon login service request screen will auto-populate

## CREATE SERVICE REQUEST

### (IMMEDIATELY FOLLOWING LOGIN)

1. Select the SERVICE REQUEST TYPE
2. Enter a BRIEF DESCRIPTION for the service request
3. If applicable, attach document or photo of request under RELATED DOCUMENTS
4. Click CONTINUE
5. Review the request details to ensure correct information
6. Select SUBMIT REQUEST

## CREATE SERVICE REQUEST

### (FROM SERVICE REQUEST TAB)

1. Hover over SERVICE REQUEST from the top menu tab
2. Click CREATE SR
3. Select the SERVICE REQUEST TYPE
4. Enter a BRIEF DESCRIPTION of the service request
5. If applicable, attach document or photo of the request under RELATED DOCUMENTS
6. Click CONTINUE
7. Review the request details to ensure correct information
8. Select SUBMIT REQUEST

## VIEW SERVICE REQUEST

1. Hover over SERVICE REQUEST from the top menu tab
2. Click ALL REQUESTS
3. Service requests will populate
4. Click the REQUEST TYPE under CURRENT REQUEST
5. Select the SERVICE REQUEST ID to review service request

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## AMENITIES

Stay current with property news and events by viewing announcements, links, and documents!

1. Hover over [AMENITIES](#)
2. Drop down to [TENANT COMMUNICATIONS](#)
3. Select [ANNOUNCEMENTS](#) to view upcoming news & events from the property management team
4. Select [LINKS](#) to view helpful sites on new features
5. Select [DOCUMENTS](#) to view files from the property management team