

ReADY- Submit Alteration Request

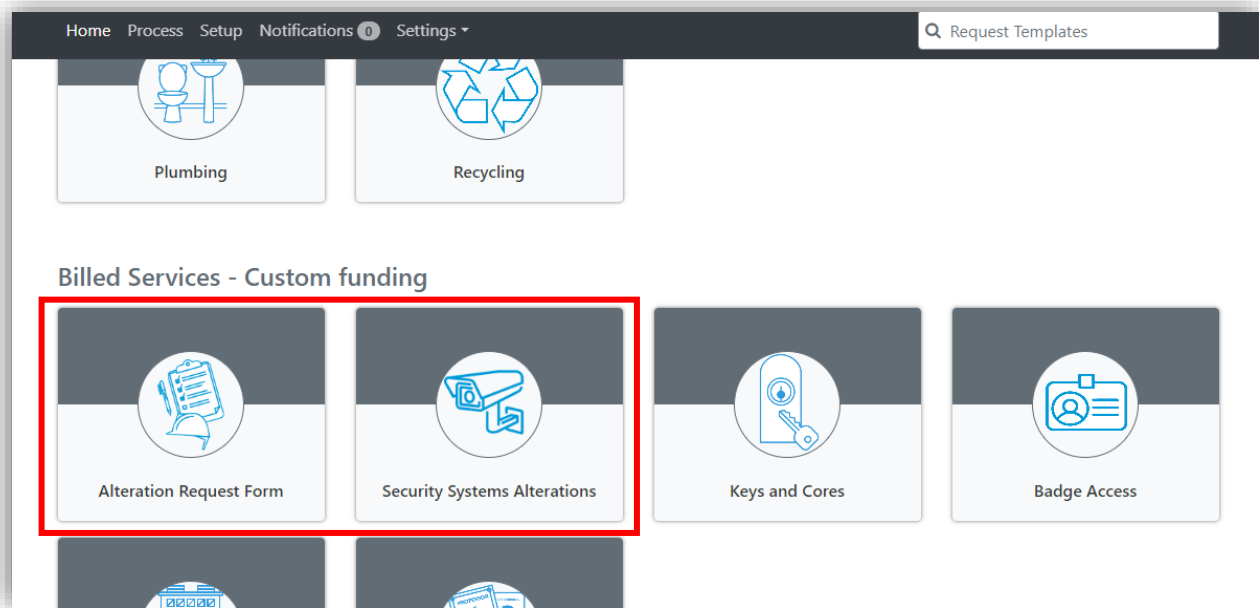
END USER TRAINING GUIDE

October 30, 2023

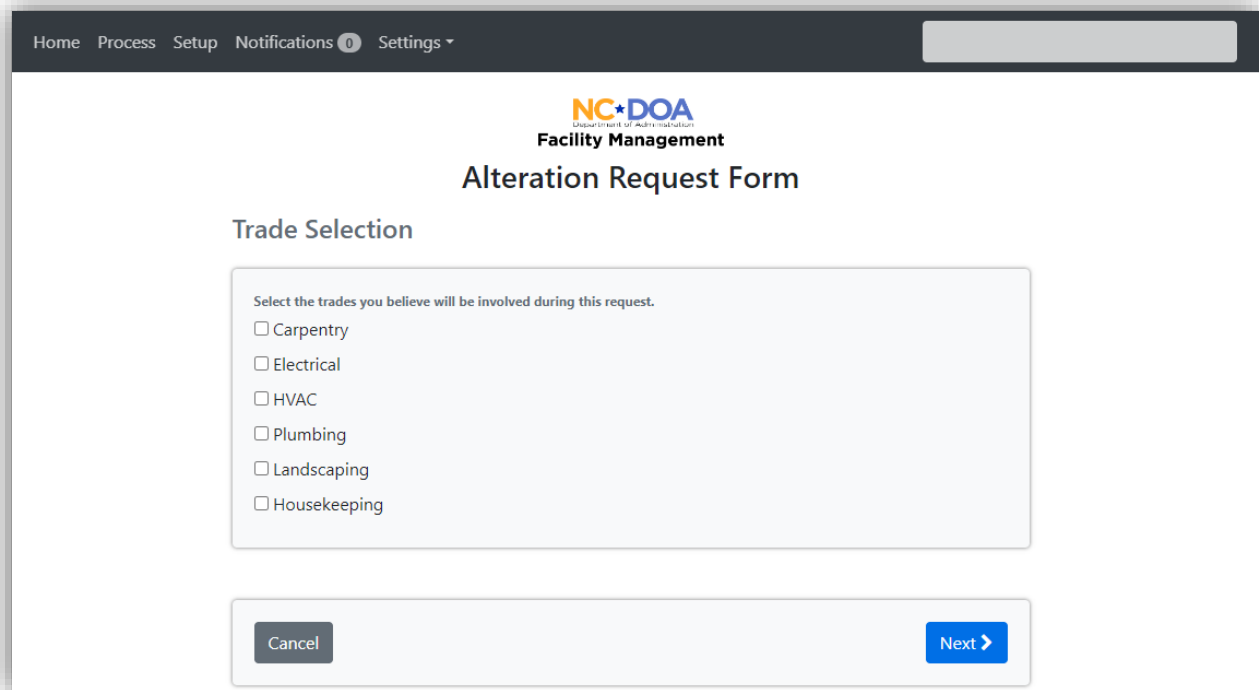


Submit Alteration Request

- 1) To submit an Alteration request, select the Alteration Request tile from the Home page (Security Systems Alteration will only display if you have Security Building Coordinator rights).



- 2) Select the checkbox(es) on the type(s) of trade for the work to be requested.



3) A required comment box will appear for each checked box. Fill in the work information for each shop.

4) Select the Next button.

Home Process Setup Notifications Settings

NC-DOA
Facility Management

Alteration Request Form

Trade Selection

Select the trades you believe will be involved during this request.

- Carpentry
- Electrical
- HVAC
- Plumbing
- Landscaping
- Housekeeping

Describe the Carpentry work

CARPENTRY WORK DESCRIPTION

Describe the electrical work.

ELECTRICAL WORK DESCRIPTION

Describe the HVAC work.

HVAC WORK DESCRIPTION

Cancel Next >

Drop Files To Attach Or:

Browse

5) Verify your contact details

Home Process Setup Notifications Settings

NC+DOA
Department of Transportation
Facility Management

Alteration Request Form

ALTERATION REQUESTS

Onsite Contact

Full Name
ReADY Admin

Email
aim@ready

Phone Number
(919) 555-0000 [Help](#)

Enter Two-Digit Department Number associated to provide funding.
To find your two-digit department number, follow this link: <https://ncadmin.nc.gov/media/7303/open> **b.**

a.

- a. Enter the 2-digit department number that will be responsible for funding. The departmental accounts will be filtered to this department on the next page.
- b. Follow the link if you are unsure what your department code should be.

6) Enter a brief summary (project name) for all the work requested on the first page. Then select any special considerations with the check boxes.

Work Details

Provide a brief summary of the alteration requested.

Select any of the following special considerations that apply:

- High bay: ladder or lift required.
- Coordination is required with onsite contact.
- Secure facility with clearance or escort required.

- 7) Select the location.
 - a. Property is required. Click in the box and begin to type the name of the property
 - b. Floor or Floor / Room number are optional.

Location Details

Select the location for alteration request.

Property Help
(RCC106) ADMINISTRATION BUILDING - 116 WEST JONES STREET

Floor
(Select One)

Additional location details Help
Example: Floor # 2, Room 202, in back corner

Cancel < Previous Next >

- 8) Enter Additional location details.

- 9) When complete, select the Next button.

- 10) On this page, Select the departmental account for funding.

Home Process Setup Notifications 0 Settings

NC+DOA
Department of Administration
Facility Management

Alteration Request Form

Funding Details

Departmental account to fund this request

Account Management Help
[Dropdown menu]

Work Order Description

Alteration Request for the following work types: CARP,ELECT,HVAC At ADMINISTRATION BUILDING - 116 WEST JONES STREET - Location Details: Basement , large situation room.

- 11) Enter the billing details.
 - a. Select the Review button to review all details and submit the request.

This screenshot shows a form for entering billing details. It includes several text input fields: 'Enter the name of the dept/division requesting this work.', 'Billing street address', 'Billing Street address (line 2)', 'Billing city and state', and 'Billing zip code'. Below these fields is a message: 'Please continue to the next page to submit this request.' At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Review'.

- 12) Select the Submit button after reviewing all the details on the final page.

This screenshot shows the final 'Alteration Request Form' in the ReADY system. The form is titled 'Alteration Request Form' and includes sections for 'Trade Selection', 'ALTERATION REQUESTS', and 'Departmental account to fund this request'. The 'ALTERATION REQUESTS' section contains fields for 'Bill To', 'Email', 'Phone Number', 'Room No.', 'Provide a brief summary of the alteration requested', and 'Select the location for alteration request'. The 'Departmental account to fund this request' section includes a dropdown for 'Account Management', a 'Mark Done' button, and fields for 'Enter the name of the department requesting this work', 'Billing street address', 'Billing Street address (line 2)', 'Billing city and state', and 'Billing zip code'. At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Submit'. A red arrow points from the text '12) Select the Submit button after reviewing all the details on the final page.' to the 'Submit' button, which is highlighted with a red box.

- 13) The process is complete.