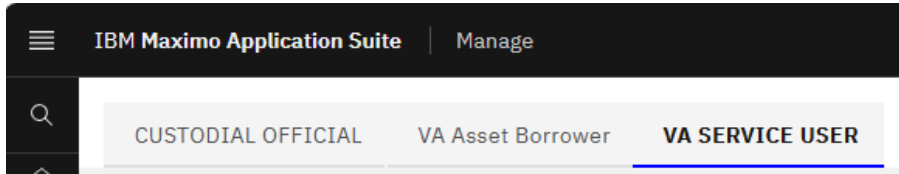
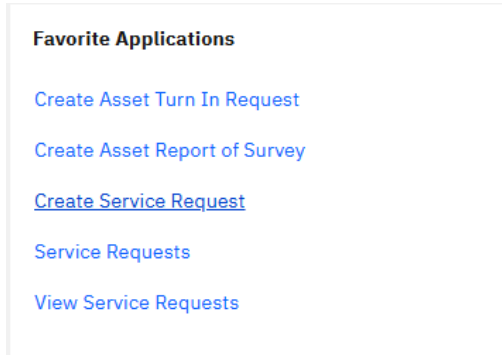


Maximo Service Request

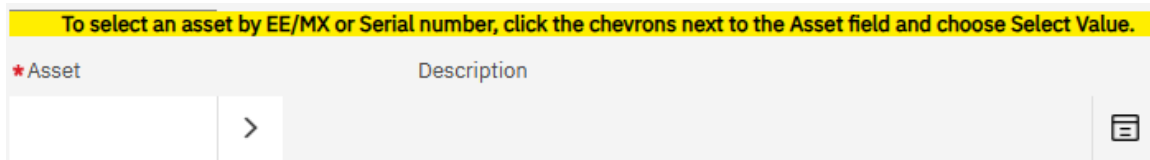
1. Go to Maximo website <https://maxprd1.soard.aac.va.gov:4443/maximo/ui/login>
2. Select “Service User”



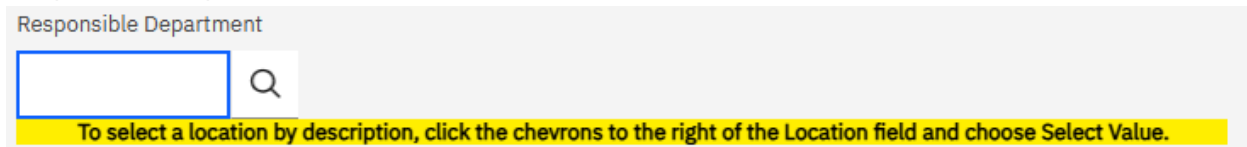
3. Select “Create Service Request”



4. *Asset: This is the EE/MX number of the item



5. Responsible Department:



EPS – Something needs to be cleaned

FM – Something in the building needs to be fixed (door wont close, freezer alarm, etc)

HTM – Equipment with an EE/MX number isn't working properly.

IT or PPM – **Do not use**. Submit IT issues to YourIT. PPM is for inventory managers only.

EPS	Environmental Programs Service
FM	Facilities Management / Engineering
HTM	Healthcare Technology Management / Biomedical Engineering
IT	Information Technology
PPM	Personal Property Management/Logistics

