



WO is short for **Work Order**.

You will now create Work Orders by selecting from only 5 choices:

A - SPECIALTY - phone, exterminator, fire extinguishers, alarms, door locks/keys

B - PETROLEUM/FUEL - pumps/dispensers, tanks, veeder root/tank monitor

C - TECHNOLOGY - cash registers, internet, computers, handheld, cameras, polling/uploading POS

D - FACILITY - inside/outside building, heating/air conditioning, coolers, parking lot, canopy

E - HVAC/R - heat, air conditioning, all walk-in and free-standing coolers and freezers, all food prep and display fixtures

ParMar Store Portal

Par Mar Store #00

Work Orders lists all your work orders

Id	Short Description	Date Created	Asset Number	Machine	State
731	Customer drove off with the pump dispenser still in their ca	03/03/2020	N/A	None	CLOSED
764	Our Register auto-closed at 1103 pm last night. I don't know	03/03/2020	N/A	None	CLOSED
942	Faucet cracked and blew off creating minor flooding of floo	03/09/2020	N/A	None	CLOSED
967	March walkthrough inspection	03/09/2020	N/A	None	CLOSED
1193	Pump 3 is not pumping gas, when squeezing handle there ε	03/15/2020	N/A	None	CLOSED

Items per page: 5 1 - 5 of 13

Machines Where you Create W/O based on 5 choices

Search Terms

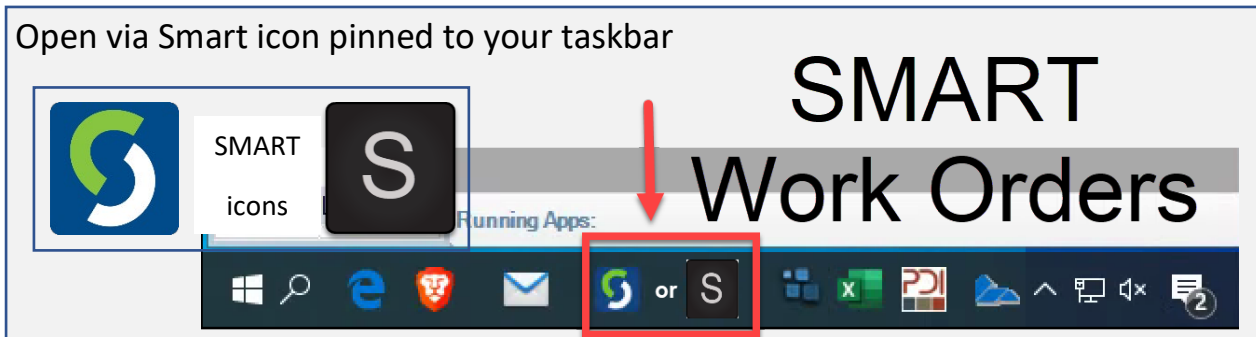
Description	Asset #	Actions
A - SPECIALTY - phone, exterminator, fire extinguishers, alarms, door locks/keys	21383	Create W/O
B - PETROLEUM/FUEL - pumps/dispensers, tanks, veeder root/tank monitor	21560	Create W/O
C - TECHNOLOGY - cash registers, internet, computers, handheld, cameras, polling/uploading POS	21737	Create W/O
D - FACILITY - inside/outside building, heating/air conditioning, coolers, parking lot, canopy	21914	Create W/O
E - HVAC/R - heat, air conditioning, all walk-in and free-standing coolers and freezers, all food prep and display fixtures	21449	Create W/O

Creating a Work Order

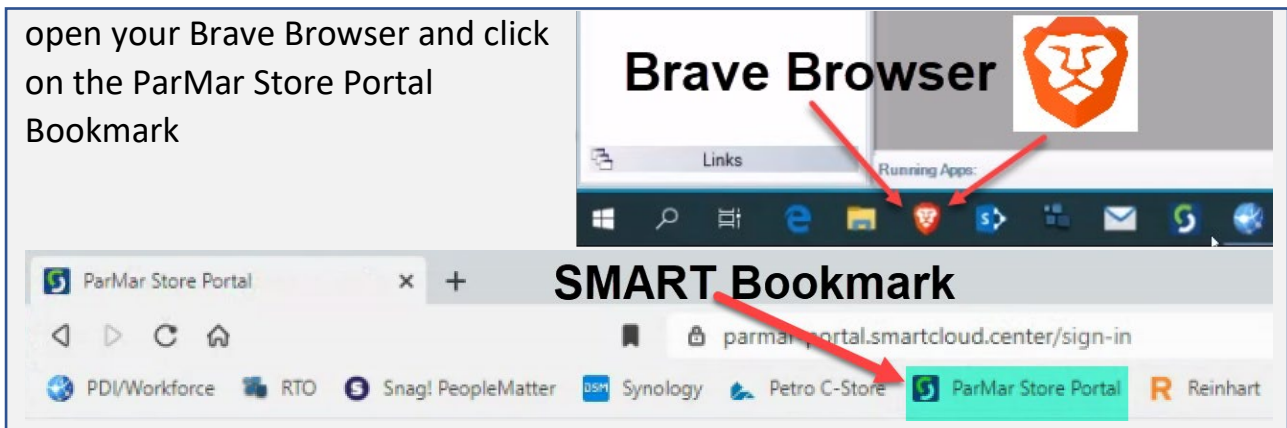
Step 1. Open ParMar Stores Portal

Stores log in via: <https://parmar-portal.smartcloud.center/sign-in>

Open via Smart icon pinned to your taskbar

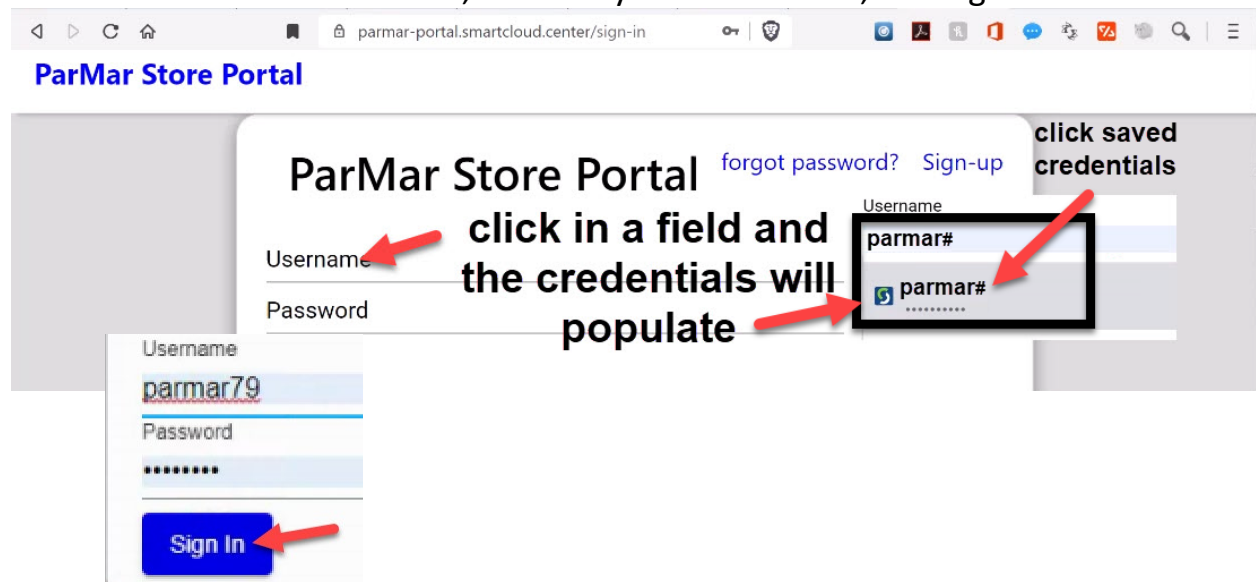


If your taskbar icon is not there:



Step 2. Log into ParMar Stores Portal

Click in the Username/Password field and your saved credentials will appear
Click on the Saved credentials, once they fill in the fields, hit "Sign In"



Step 3. Create Work Order

Find the Type of help you need, (Specialty, Petroleum/Fuel, Technology, Facility, HVAC/R) click the corresponding button: "Create WO"

Machines		
Search Terms		
Description	Asset #	Actions
A - SPECIALTY - phone, exterminator, fire extinguishers, alarms, door locks/keys	21383	Create W/O
B - PETROLEUM/FUEL - pumps/dispensers, tanks, veeder root/tank monitor	21560	Create W/O
C - TECHNOLOGY - cash registers, internet, computers, handheld, cameras, polling/uploading POS	21707	Create W/O
D - FACILITY - inside/outside building, heating/air conditioning, coolers, parking lot, canopy	21914	Create W/O
E - HVAC/R - heat, air conditioning, all walk-in and free-standing coolers and freezers, all food prep and display fixtures	21449	Create W/O

Your new Work Order will open,

State the issue you are having in the Description field. Be as detailed as possible- there is no way to update the Work Order once you submit it. The more you give us to work with, the more efficiently we can solve your problem.

After writing a detailed description, click the "Request Work Order" button.

Work Order Request

Machine
21834 - C - TECHNOLOGY - cash registers, internet, computers, handheld, cameras, polling/uploading POS

Description **Write a description as detailed as possible**
0/1200

Comments ~~X~~ Do not write comments, please put all details in the description
0/500

click "Request Work Order" after writing your detailed description

DO NOT use the Comments section