

OCMBOCES

Committed to Your Success



Facilities Management System
(Qware CMMS)
Walkthrough

How to Submit an Access ID Badge Request

Should I put in a request?

The work order Access ID Badge request option is for current employees only. All new employee requests must be processed through Personnel.

Please only submit a badge request if a current employee:

- has lost their ID
- has a broken ID
- is switching locations
- needs additional building access

* Each department has authorized users who can submit requests. All requests require supervisor approval. *

<https://edu.quecentre.com/ocmboces/Login>

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OCM BOCES
Facilities Management System

Username:

Password:

Login [Forgot Password](#)

 Please visit our [Support Blog](#) and subscribe to receive Q Ware software email updates.

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Step 1: Log in to your account using the username and password provided by Facilities.

Please change password after your initial login.

If you do not have an account, and have been designated as the user for your department, please have your supervisor contact Andrea Facciponte at: afacciponte@ocmboces.org.

Step 2: Click on the “Work Orders” tab in the menu bar at the top of the page.

Other menu tabs may vary depending on your authorized access.

Step 3: Select “Create Work Order” from the drop down menu.

Work Orders Preventive Maintenance

- Create Work Order**
- View All Work Orders
- View My Work Orders
- View Work Orders Assigned to Me
- Find Work Orders
- Aged Work Orders
- Escalated Work Orders
- Projects
- Timesheets

Step 5: Select the “Employee ID/Access Card” service area and fill in all location fields. **You will not be able to submit the order unless all details are filled in.**

Step 7: Fill in all additional information fields. As we have employees with similar names and locations, please be sure to include the employee number and building/days needed to help differentiate.

Work Order Contact

Contact: Support, Q Ware

Information:

Step 4: Your name should auto populate as the main contact person. You can change the contact to someone else in the system, if you are submitting on their behalf.

Work Order Details | Inventory

Details

Service Area: Employee ID/Access Card

Campus: Main Campus

Building/Location: All Locations

Area/Location: All Locations

Room/Program: All Locations

Location:

Assets

Asset:

Refresh Asset List

Description:

Jane Doe lost her badge and needs a replacement.

Words: 0 Characters: 0

Status: New

Step 6: Include a brief reason for the request.

Additional Information

Name: Last, First: Doe, Jane

Position: TA

Division: Student Services

Supervisor: John Smith

Employee Type: Select

OCM Employee Number or Other Employer Name: 12345

1-Bldg/Days/Hours: Main Campus/M-F/6a-7p

2-Bldg/Days/Hours: Henry A CTE/M-F/6a-5p

3-Bldg/Days/Hours:

ID Badge Status: Lost

If Status Change Reason:

Attach employee .jpg photo as needed:

Select

Browse

Upload

A new photo is not required.

Update

Step 8: Click “update” to submit.

Return To List

CONTACT

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