Web Address for TMA http://cmms.ucmo.edu/tmalogin

Guide for TMA Login and Project Request Form

Project Request form should automatically open when logging on to TMA

POWERED	DTMA BY TMA SYSTEMS			www	.tmasystems.	com
			_			
	Language: English	•	Phon	Technical Support: e: 918.858.6600		
Passw	n ID: loginID vord:		Emai	e (Toll Free) : 800.22 : support@tmasyster Support: <u>http://tmas</u>	ns.com	
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	Request Date:	10/29/2018	12:12	Department Name	*	
Last Modified	Requestor Name:	FPO Kim Pitman		Repair Center Name:	Facilities Planning & Op: *	***
Manual Routing	Phone #:			Account #	×	
53	Requestor E-mail:	pitman@ucmo.edu		Location ID:		***
Estimate		-		Facility Name:		***
Tracking	Action Requested	Approval Routing Passe	5	Building Name:		***
				Floor Code:		***
Add Favorite				Room		
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			10		6	
	Additional Comments			Select •	· · · · · · · · · · · · · · · · · · ·	(etc)
					FAQ	
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Reports						

Modified 7/1/19 by KP

Request Date - Will automatically populate from the date and time on the computer.

Your Name, Phone Number and Email Address will automatically appear. Remove all information before entering information given from the requestor.

Requestor Name: It your name does not automatically populate, begin to type it in. Click on your name when it appears below the field.

Phone #: Enter requestor's phone number to include area code.

Requestor Email: Enter requestor's email address.

Request Copy To: Enter email address of others who need to know about this project request. Automated emails will be sent to them as well as to the original requestor. More than one email can be entered. The addresses need to be separated by a semicolon.

Status: Leave Blank

Notify Me: This block will automatically contain a "check mark". If there is an e-mail address, this block checked will result in e-mails being sent regarding status changes to the request.

Approval Routing Passed: Leave Blank

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3				Requesto	r Name:	FPO Kim P	'itman	· ···	. 1	Repair Center Name	Facilities Planning & Ope	*			
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Modified 7/1/19 by KP

Action Requested: Enter the following information-

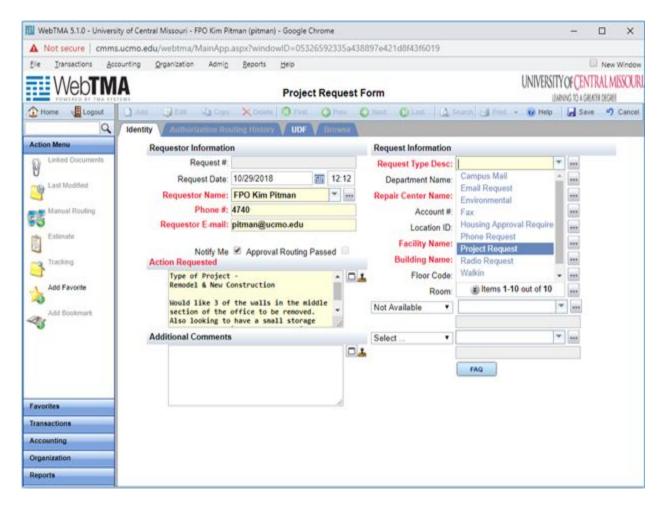
DEPARTMENT (for example Office of Technology, Alumni Relations, Facilities Planning and Operations)

PROJECT TYPE (Type in ALL that apply)

- Space Allocation
- Remodel
- Renovation
- New Construction

PROJECT DESCRIPTION - Be as specific and detailed as you can of the work being requested.

Additional Comments: Use this field to put any additional information such as other people to be contacted if the original requestor is unavailable, Information about specific times work can be done, etc.

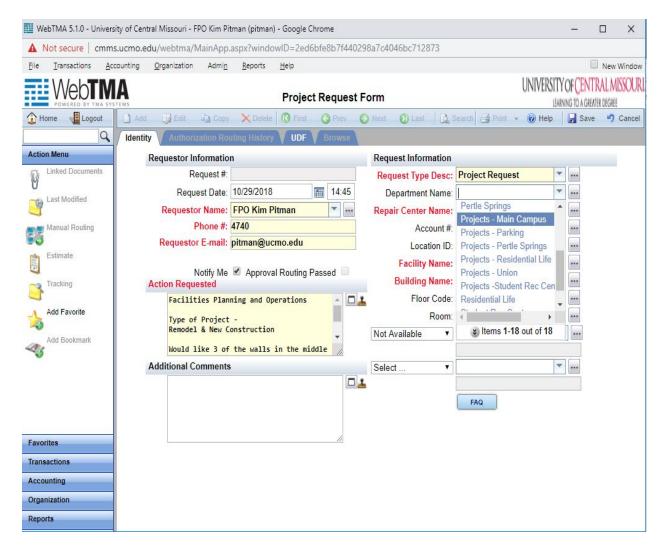


Request Type Description: Enter as Project Request

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Department Name: Select only one of the following

- Projects Main Campus (This is all areas on the main campus side to include, Airport, University Farms, Safety Center, Athletics and the Police Academy
- Projects Parking (Any parking areas that the campus is responsible for)
- Projects Pertle Springs
- Projects Residential Life (All dorms and apartments)
- Projects Union
- Projects Student Rec Center



Repair Center Name: Should default to Facilities Planning & Operations

Account #: Leave Blank

Location ID: Leave Blank

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	Request Date:	10/29/2018	12:12	Department Name:		+		
Last Modified	Requestor Name:	FPO Kim Pitman	-	Repair Center Name:	Facilities Planning & Ope	-		
Manual Routing	Phone #:	4740		Account #		-		
3	Requestor E-mail:	pitman@ucmo.edu		Location ID:		-		
Estimate				Facility Name:	1	-		
Tracking	Action Requested	Approval Routing Pass	ed	Building Name:	Central Campus			
3	Type of Project		- 01	Floor Code:	Central Missouri Police Ac Max B Swisher Airport	:20(
Add Favorite	Remodel & New C			Room:	Missouri Safety Center		***	
Add Bookmark		the walls in the middle office to be removed.	-	Not Available •	Pertle Springs			
Contrark	Also looking to	have a small storage	le		Prussing Farm University Farm			
	Additional Comments			Select *			***	
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					ltems 1-7 out of 7			

Facility Name: Select from the drop down list - Buildings available

Building Name: Select from the drop down list – Buildings available

Floor Code: Select from drop down list - Floor Codes available for Building Selected

Room: Select the room number from the drop down list – Room's available will be determined by Building and Floor Selected

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a Last Modified	Request Date:	10/29/2018	12:12	Department Name:		-	
Last Modified	Requestor Name:	FPO Kim Pitman	-	Repair Center Name:	Facilities Planning & Ope	-	
Manual Routing	Phone #:	4740		Account #		-	
	Requestor E-mail:	pitman@ucmo.edu	-	Location ID:	SEB-SF117A	-	
Estimate		-		Facility Name:	Central Campus	-	
Tracking	Action Requested	 Approval Routing Passe 	d.	Building Name:	South East Building	-	
	a second s	ning and Operations	- 01	Floor Code:	SF1	-	
Add Favorite	Type of Project	-		Room	SF117A		
Add Bookmark	Remodel & New C		-	Not Available •		-	
Add bookmark	Would like 3 of	the walls in the middle	In .				
	Additional Comments	6		Select *		-	
					FAQ		

Not Available: Leave Blank

When done, click the **"Save"** icon in the upper right corner.

When all requests are entered, remember to Logout.

Things to Remember

Browser Selection

Remember to save as a "Favorite" or Bookmark on your browser. Internet Explorer, Google Chrome or FireFox. When logging in select the browser that works best with your system.

After logging into TMA the second window doesn't pop up

Make sure whatever browser you use allows Pop-ups. The Pop-up Blocker must be turned off for TMA to display correctly. To change this, with your initial login into TMA, a message or icon should pop up indicating "prevention of this site allowing pop-up window." If you click on the icon or message a drop down menu should appear with a list of options. Wording for each browser varies, select the one stating "**Allow pop-ups...**"

See example below for FireFox. Once selected you will need to refresh the browser. At this point the second window should pop up allowing you to access TMA.

