

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

Language: English

Login ID: loginID

Password:

Client: ucm

Log In Reset Remember Me

[I forgot my password](#)

TMA Technical Support:

Phone: 918.858.6600
Phone (Toll Free) : 800.228.8765
Email: support@tmasystems.com
Web Support: <http://tmasystems.net>

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WebTMA 5.1.0 - University of Central Missouri - FPO Kim Pitman (pitman) - Google Chrome

Not secure | cmms.ucmo.edu/webtma/MainApp.aspx?windowID=05326592335a438897e421d8f43f6019

File Transactions Accounting Organization Admin Reports Help

WebTMA POWERED BY TMA SYSTEMS

Project Request Form

UNIVERSITY OF CENTRAL MISSOURI
LEARNING TO A GREATER DEGREE

Home Logout Add Edit Copy Delete Find Print Next Last Search Print Help Save Cancel

Identity Authorization Routing History UDF Browse

Requestor Information

Request #: []

Request Date: 10/29/2018 12:12

Requestor Name: FPO Kim Pitman

Phone #: []

Requestor E-mail: pitman@ucmo.edu

Notify Me Approval Routing Passed

Action Requested

[]

Request Information

Request Type Desc: []

Department Name: []

Repair Center Name: Facilities Planning & Opt

Account #: []

Location ID: []

Facility Name: []

Building Name: []

Floor Code: []

Room: []

Not Available []

Select ... []

FAQ

Linked Documents

Last Modified

Manual Routing

Estimate

Tracking

Add Favorite

Add Bookmark

Favorites

Transactions

Accounting

Organization

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: If 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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cmms.ucmo.edu/webtma/MainApp.aspx?windowID=2ed6bfe8b7f440298a7c4046bc712873

Project Request Form

Requestor Information

Request #:

Request Date: 10/29/2018 14:45

Requestor Name: FPO Kim Pitman

Phone #: 4740

Requestor E-mail: pitman@ucmo.edu

Request Information

Request Type Desc:

Department Name:

Repair Center Name: Facilities Planning & Ops

Account #:

Location ID:

Facility Name:

Building Name:

Floor Code:

Room:

Not Available

Additional Comments

Facilities Planning and Operations

Type of Project - Remodel & New Construction

Would like 3 of the walls in the middle

Notify Me Approval Routing Passed

Action Requested

Additional Comments

Select ...

FAQ

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

Modified 7/1/19 by KP

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

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Not secure | cmms.ucmo.edu/webtma/MainApp.aspx?windowID=2ed6bfe8b7f440298a7c4046bc712873

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UNIVERSITY OF CENTRAL MISSOURI LEARNING TO A GREATER DEGREE

Project Request Form

Home Logout Add Edit Copy Delete First Prev Next Last Search Print Help Save Cancel

Identity Authorization Routing History UDF Browse

Action Menu

Linked Documents

Last Modified

Manual Routing

Estimate

Tracking

Add Favorite

Add Bookmark

Requestor Information

Request #: []

Request Date: 10/29/2018 14:45

Requestor Name: FPO Kim Pitman

Phone #: 4740

Requestor E-mail: pitman@ucmo.edu

Request Information

Request Type Desc: Project Request

Department Name: []

Repair Center Name: Pertle Springs

Account #: []

Location ID: Projects - Pertle Springs

Facility Name: Projects - Residential Life

Building Name: Projects - Student Rec Cen

Floor Code: Residential Life

Room: []

Not Available

Items 1-18 out of 18

Action Requested

Facilities Planning and Operations

Type of Project - Remodel & New Construction

Would like 3 of the walls in the middle

Additional Comments

Select ...

FAQ

Notify Me Approval Routing Passed

Favorites

Transactions

Accounting

Organization

Reports

Repair Center Name: Should default to Facilities Planning & Operations

Account #: Leave Blank

Location ID: Leave Blank

Modified 7/1/19 by KP

The screenshot shows the 'Project Request Form' in the WebTMA system. The interface includes a menu bar at the top with options like 'File', 'Transactions', 'Accounting', 'Organization', 'Admin', 'Reports', and 'Help'. The main content area is divided into several sections:

- Requestor Information:** Fields for Request #, Request Date (10/29/2018), Requestor Name (FPO Kim Pitman), Phone # (4740), and Requestor E-mail (pitman@ucmo.edu).
- Request Information:** Fields for Request Type Desc (Project Request), Department Name, Repair Center Name (Facilities Planning & Op), Account #, Location ID, Facility Name, Building Name, Floor Code, and Room.
- Action Requested:** A dropdown menu showing 'Type of Project - Remodel & New Construction' with a description: 'Would like 3 of the walls in the middle section of the office to be removed. Also looking to have a small storage'.
- Additional Comments:** A text area for providing further details.

On the left side, there is an 'Action Menu' with options like 'Linked Documents', 'Last Modified', 'Manual Routing', 'Estimate', 'Tracking', 'Add Favorite', and 'Add Bookmark'. The bottom right corner shows 'Items 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

This screenshot shows the same 'Project Request Form' but with more fields filled out. The 'Request Information' section is more complete:

- Request Information:** Location ID is now 'SEB-SF117A', Facility Name is 'Central Campus', Building Name is 'South East Building', Floor Code is 'SF1', and Room is 'SF117A'.
- Action Requested:** The dropdown menu now shows 'Facilities Planning and Operations' with the same description as before.

The 'Additional Comments' field is still empty. A 'FAQ' button is visible at the bottom right of the form area.

Modified 7/1/19 by KP

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.

