<u>**User Documentation**</u>

HRDC Maintenance Portal

Description:

- Allows the ability to create a maintenance request via an online form.
- This is unique as it will improve accessibility to making a request for maintenance for those who struggle to do it due to the current system being so complicated. Will allow the user to request more simply.
- It is wanted to improve the quality in the process of getting a maintenance request sent to the man who runs the maintenance for the properties.

How to Obtain

- https://fphillips22.github.io/test-pages/.
- Enter the link above into your browser of choice.
- The page should automatically load to the page where you fill out the form.

How to run

- There is nothing the user has to do besides loading the website. Once the website has loaded, everything is in place for the user to begin filling out the form.

How to use software

1) Navigate to the "Name" text box, which is the first box on the website. Enter your first and last name into this box.
   a) Example: Jonathan Adams
2) Navigate to the second text box, which is "Email". Enter your entire email address.
   a) Example: jadams213@gmail.com
   b) Example: michaelJ@yahoo.com
3) Navigate to the third text box, "Maintenance Request". Explain the maintenance issue you are having. You may enter one or more issues you are currently having. Please be descriptive of the problems you would like addressed. If you have maintenance needs in multiple properties, please submit individual request forms for each property.
4) Finally, navigate to the "Select Your Property" dropdown menu. Select the property location where your issues reside.
5) Once all of this information is entered, you may click the "Submit" button. Once the select button is pressed, you will be redirected to a "Thank you" page as confirmation that your request has been sent.

How to report a bug:

- Contact your property manager about the issue and they can help walk you through the form to get through the issue, or they can send the issue out to be fixed.