How to View Work Order Detail & Charges Using the TMA iServiceDesk

1. Navigate to the TMA iServiceDesk: https://tma.uwstout.edu:83/
   a. Log in using your given username and password OR the generic:
      • Username: stoutgen
      • Password: 1891

2. On the left site menu, enter the Work Order number in the Search by Number box and click the arrows.
   a. Be sure to type the entire number, including the PP or FM prefix.

3. The Work Order will appear on the screen, showing details regarding the work requested.

4. In the upper right hand corner, there is an option to view the charge detail.

***Please remember all details and charges are real time and subject to change! If you have questions regarding your work order, please call the Physical Plant at 715-232-2200.***