

**From:** [Lusk, Geni](#)  
**To:** [# All SAC Email Users](#); [# All CEC Email Users](#)  
**Subject:** Onuma Work Order System  
**Date:** Friday, May 05, 2017 8:11:55 AM  
**Attachments:** [WorkOrder Screen.jpg](#)  
**Importance:** High

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On behalf of Dr. Michael Collins

Good morning,

We are pleased to announce that the Onuma Work Order System has been implemented throughout the district. This new innovative system allows our college employees to initiate work orders from any internet connected device, computer, phone, or tablet. They are also given the option of attaching photos to better identify the issue.

Work orders can be created in less than a minute with a just few “clicks” using a drop-down menu. I have attached a sample of the work order screen for you to see just how fast and easy this new process is.

The Onuma Work Order system can be found on the [Administrative Services webpage](#) within the legend on the left under Resources.

If you have any questions or need assistance, please call 714.564.6307.

Thank you for your support and flexibility as we continue to improve our processes for our students, faculty and staff at Santa Ana College.



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*“An amazing boss is hard to find,  
difficult to part with  
and impossible to forget.”*