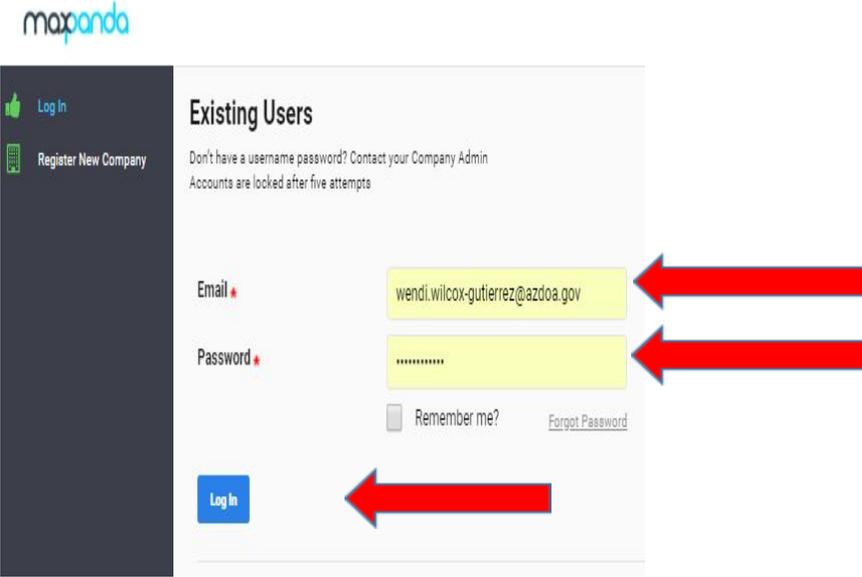


# Standard Work Sheet

<b>Form:</b>	<b>Badging Work Orders</b>		
<b>Who:</b>	Owner: Physical Security	Date:	03/12/2018
		Revision:	6

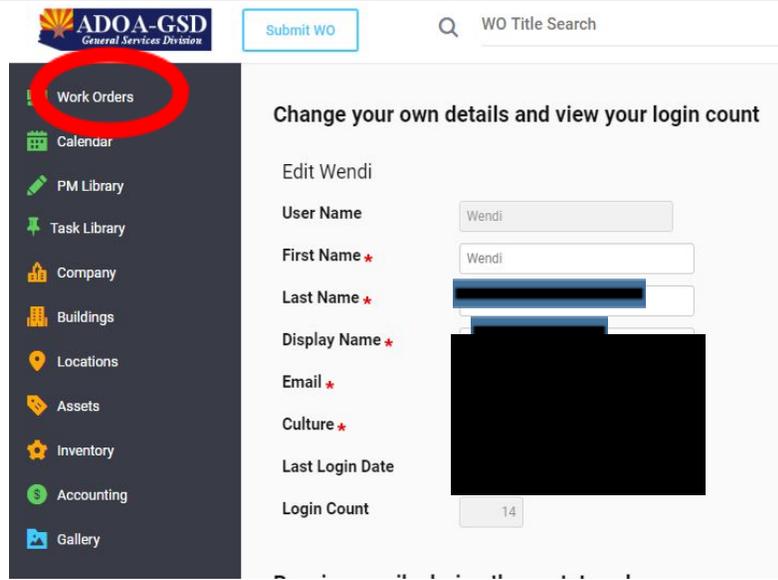
## Starting Process

  <b>WELCOME TO MAXPANDA BADGING WORK ORDERS</b>	<p>You must be an authorized signer for your agency and the ADOA Badging System in order to use Maxpanda Badging Work Orders. If you are not an authorized signer, please contact:            Jason Joseph, Physical Security Manager  <a href="mailto:Jason.Joseph@azdoa.gov">Jason.Joseph@azdoa.gov</a>            Or Call: 602.542.4381            To log on to Maxpanda go to:  <a href="https://app.maxpanda.com/account/logon">https://app.maxpanda.com/account/logon</a></p>
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<p><b>Enter your Email Address and password. Then click the blue “Log in” button.</b></p>	
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# Standard Work Sheet

In the first screen click the “Work Orders” tab on the left side of your screen.



There will be a drop down. Click the “View All” selection.



# Standard Work Sheet

The **first time** you see this screen click on the blue status button. You will be able to set your “Default WO Status View”.

ADOA-GSD  
General Services Division

Submit WO

WO Title Search

Support

Wendi

Let's get some work done for this Site

Copy CSV Multi-Print Multi-Close Multi-Complete

Show 10 entries

Print #	WO Title	Type	Ref	Priority	Category	Status	Due Date	Staff / Vendor	Department	Buildings	Asset / Location
447303	Al...	WO	intern	REPLACEMEN	INTERN BADGE	Completed	6/9/2017 09:47		ATTORNEY GENERAL	ATTORNEY GENERAL	15 S 15TH AG G ALWAYS (132), 1 15TH AG EMPLE 0600-1800 M-F 1275 AG LAW E 0600-1800 M-F
447259	Se...	WO	92329-ot	EMERGENCY BADGE CANCEL	GENERAL STATE EMPLOYEE BADGE	Completed	6/8/2017 10:06		EDUCATION DEPT	EDUCATION DEPT	1555 EDUC GAR ALWAYS (18), 1535/3300 EDU ALWAYS (76)
447187	Em...	WO	146194	REPLACEMEN T BADGE	GENERAL STATE EMPLOYEE BADGE	Completed	6/9/2017 08:23		GAMING	GAMING	1110 GAMING E ALWAYS (425), 1 ADEQ GARAGE # (386)
447186	Sy...	WO	137357	ADD ACCESS LEVEL	GENERAL STATE EMPLOYEE BADGE	Completed	6/9/2017 08:22		DHS ALL	DHS-ALL	150 DHS B ALW (85), 151 DHS G ALWAYS (346), 1 DHS VITAL REC 0730-1700 M-F
447189	Je...	WO	154240	ADD ACCESS LEVEL	GENERAL STATE EMPLOYEE BADGE	Completed	6/9/2017 08:25		DHS ALL	DHS-ALL	150 DHS D 0600 M-SU (88), 151 C GARAGE ALWAY 1818 DHS VITAL RECORDS 0730-F (392)
447151	Es...	WO	149389	ADD ACCESS LEVEL	GENERAL STATE EMPLOYEE BADGE	Completed	6/9/2017 07:54		DHS ALL	DHS-ALL	150 DHS B ALW (85), 150 DHS DIRECTOR OFFH ALWAYS (321), 1 GARAGE ALWAY

To set your “Default WO Status View” put check marks in all the boxes and close.

Default WO Status View

- Approved
- Canceled
- Closed
- Completed
- In Progress
- On Hold
- Overdue
- Pending
- Rejected
- Reopened

Reset Close

BAUGE

GENERAL

# Standard Work Sheet

Moving forward, all of your work orders and their status' will show in this window.

ADOA-GSD General Services Division

Submit WO

WO Title Search

Support

Wendi

Let's get some work done for this Site

Copy CSV Multi-Print Multi-Close Multi-Complete

Show 10 entries

Print #	WO Title	Type	Ref ID	Priority	Category	Status	Due Date	Staff / Vendor	Department	Buildings	Asset / Location
447303	intern	REPLACEMENT BADGE	intern	REPLACEMENT BADGE	INTERN BADGE	Completed	6/9/2017 09:47		ATTORNEY GENERAL	ATTORNEY GENERAL	15 S 15TH AG G ALWAYS (132), 1 1878 AG B&P/C 0600-1800 M-F ( 1275 AG LAW B) 0600-1800 M-F (
447259	EMERGENCY BADGE CANCEL	GENERAL STATE EMPLOYEE BADGE	92329 - 01	EMERGENCY BADGE CANCEL	GENERAL STATE EMPLOYEE BADGE	Completed	6/8/2017 10:06		EDUCATION DEPT	EDUCATION DEPT	1535 EDUC GAR ALWAYS (19), 1535/1300 EDUC ALWAYS (76)
447187	REPLACEMENT BADGE	GENERAL STATE EMPLOYEE BADGE	146194	REPLACEMENT BADGE	GENERAL STATE EMPLOYEE BADGE	Completed	6/9/2017 08:23		GAMING	GAMING	1110 GAMING E ALWAYS (625), 1 ADED GARAGE F (394)
447186	ADO ACCESS LEVEL	GENERAL STATE EMPLOYEE BADGE	137357	ADO ACCESS LEVEL	GENERAL STATE EMPLOYEE BADGE	Completed	6/9/2017 08:22		DHS ALL	DHS-ALL	150 DHS B ALW (85), 151 DHS G ALWAYS (346), 1 DHS VITAL REC'D 0730-1700 M-F ( 150 DHS D D600 M-01 (85), 151 C GARAGE ALWAY 1818 DHS VITAL RECORDS 0730-F (392)
447189	ADD ACCESS LEVEL	GENERAL STATE EMPLOYEE BADGE	154240	ADD ACCESS LEVEL	GENERAL STATE EMPLOYEE BADGE	Completed	6/9/2017 08:25		DHS ALL	DHS-ALL	150 DHS B ALW (85), 150 DHS DIRECTOR OFFIC ALWAYS (321), 1 GARAGE ALWAY 150 DHS B ALW
447151	ADO ACCESS LEVEL	GENERAL STATE EMPLOYEE BADGE	149389	ADO ACCESS LEVEL	GENERAL STATE EMPLOYEE BADGE	Completed	6/9/2017 07:54		DHS ALL	DHS-ALL	150 DHS B ALW (85), 150 DHS DIRECTOR OFFIC ALWAYS (321), 1 GARAGE ALWAY 150 DHS B ALW

Select Submit W/O

ADOA-GSD General Services Division

Submit WO

WO Title Search

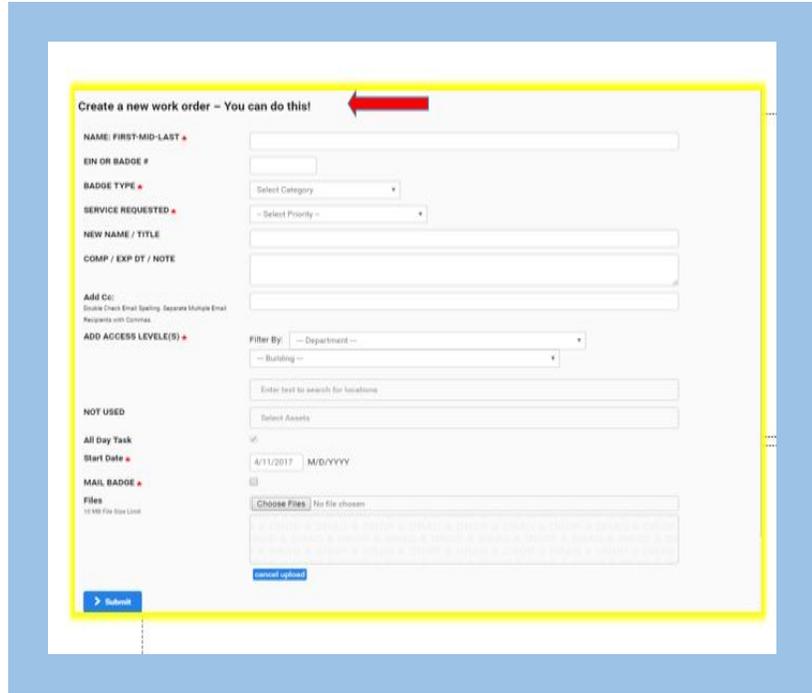
Let's get some work done for this Site

Show 10 entries

Print #	WO Title	Type	Ref ID	Priority	Category	Status
447303	intern	REPLACEMENT BADGE	intern	REPLACEMENT BADGE	INTERN BADGE	Completed

# Standard Work Sheet

Creating a work order for a badge. This is the opening page.



The first line is to: Enter the name of the person receiving the badge.

NAME: FIRST-MID-LAST \*

Make sure you have the correct spelling and enter the first name, middle and the last name. **This section is mandatory.**

Enter the EIN or Badge Number. If it is a contractor, just enter the badge number.

EIN OR BADGE #

## BADGE TYPE

- General State Employee Badge
- Contractor Badge
- Modify Existing Badge

\*The options will vary by user. Choose the one that best describes the badging needs.

BADGE TYPE \*

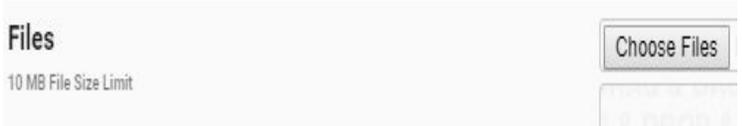
Select Category

Select the type of badge needed from the drop down labeled "Select Category". **This section is mandatory.**

# Standard Work Sheet

<p><b>Service Requested</b></p> <ul style="list-style-type: none"> <li>➤ Cancel Badge</li> <li>➤ New Badge</li> <li>➤ Badge Cancel</li> <li>➤ Add Access Level</li> <li>➤ Remove Access Level</li> <li>➤ Name Change</li> <li>➤ Title Change</li> <li>➤ Replacement Badge</li> </ul>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>SERVICE REQUESTED * <span style="float: right;">- Sele</span></p> </div> <p>Select the Service Requested from the drop down. <b>** If there is an <u>Emergency Badge Cancel</u>, please call the badging office: 602.542.4502. For after business hours please call:602.542.4381.</b></p> <p style="text-align: center; color: red;"><b>This section is mandatory.</b></p>
<ul style="list-style-type: none"> <li>➤ If the Service you requested was name change or title change; this is where the <b>“NEW”</b> information goes.</li> </ul>	<div style="border: 2px solid black; padding: 5px; margin-bottom: 10px;"> <p>NEW NAME / TITLE</p> </div> <p style="color: cyan;"><b>This section is NOT mandatory.</b></p>
<p><b>Any additional notes pertaining to the request.</b></p> <ul style="list-style-type: none"> <li>➤ For Contractors, put the name of the company here.</li> <li>➤ Use this section for notes regarding the badge.</li> <li>➤ Enter an expiration date for the card or access level.</li> <li>➤ Additional Notes</li> </ul>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>COMP / EXP DT / NOTE</p> </div> <p style="color: cyan;"><b>This section is NOT mandatory.</b></p>
<p><b>ADD EMAIL</b></p> <ul style="list-style-type: none"> <li>➤ This is used to inform anyone, in addition to the author, that needs to know the status of this work order</li> </ul>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Add Cc:</p> <p><small>Double Check Email Spelling. Separate Multiple Email Recipients with Commas.</small></p> </div> <p style="color: cyan;"><b>This section is NOT mandatory.</b></p>

# Standard Work Sheet

<p><b>Filter By Building Group</b>  <b>Filter By Building</b></p> <ul style="list-style-type: none"> <li>➤ <b>Department and Building Filters are predetermined and cannot be changed.</b></li> </ul> <p><b>You will see your agency's name in these columns.</b></p>	
<p><b>Access Levels</b></p> <ul style="list-style-type: none"> <li>➤ <b>Put your cursor in the row and the access levels will drop down. Choose the ones needed for the badge request.</b></li> <li>➤ <b>When the current operation does not require the modification of an access level, choose N/A</b></li> </ul>	 <p><b>This section is mandatory.</b></p>
	 <p><b>THIS SECTION IS NOT IN USE.</b></p>
<p><b>This is not mandatory and can be used at your discretion. You may attach a file with this Badge Request.</b></p>	 <p><b>This section is NOT mandatory.</b></p>

# Standard Work Sheet

<p><b>Press Submit.</b></p>	
<p><b>Once you receive the “completed confirmation email” or you see it completed in the opening screen, you may send your employee down with their Driver’s License or Identification to pick up their badge. This means your request has been finalized.</b></p>	
	<p>If you have any questions regarding Maxpanda, please contact Wendi Wilcox, <a href="mailto:wendi.wilcox-gutierrez@azdoa.gov">wendi.wilcox-gutierrez@azdoa.gov</a> or (602)542.1967. If you have an emergency, please contact Cameron Peacock, <a href="mailto:Cameron.Peacock@azdoa.gov">Cameron.Peacock@azdoa.gov</a> , or (602)542-4381.</p>

# Standard Work Sheet