ReADY- Submit Alteration Request

END USER TRAINING GUIDE

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NCDOA Training

https://sonctest.assetworks.cloud/
Submit Alteration Request

1) To submit an Alteration request, select the Alteration Request Form from the Home page.

2) Select the checkbox(es) on the type(s) of trade for the work to be requested.
3) A required comment box will appear for each checked box. Fill in the work information for each.

4) Selected the Next button.
5) Verify your contact details

- Enter the 2-digit department number that will be responsible for funding. The departmental accounts will be filtered to this department on the next page.

6) Enter a brief summary (project name) for all the work requested on the first page. Then select any special considerations: 

- High bay: ladder or lift required.
- Coordination is required with onsite contact.
- Secure facility with clearance or escort required.
7) Select the location.
   a. Property is required.
      i. Click in the box and begin to type the name of the property
   b. Floor or Floor / Room number are optional.

8) Enter Additional location details.

9) When complete, select the Next button.
10) On this page, Select the departmental account for funding.

![Funding Details]

**Departmental account to fund this request**

Account Management

![Select One]

**Work Order Description**

Alteration Request for the following work types: CARP AT 1841 CAPITAL BOULEVARD - Location Details: back unit. Considerations:Secure facility with clearance or escort required.

11) Enter the billing details.

![Billing Details]

**Enter the name of the dept/division requesting this work.**

**Billing street address**

**Billing Street address (line 2)**

**Billing city**

**Billing zip code**

Please continue to the next page to submit this request.

- Select the Review button to review all details and submit the request.
12) Select the Submit button after reviewing all the details on the final page.

13) The process is complete.