END USER TRAINING GUIDE

November 10, 2020

NCDOA Training

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

ROLES: The User is the NCDOA-Building Coordinator role.
The Approver is the NCDOA – Engineering Services role.

*admin has full privilege.

1) To submit a Sign request, select Sign Request icon from the Home page.
2) Verify onsite contact details

3) 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.

4) Select the location.
   a. Property is required. Click in the box and begin to type the name of the property
   b. Floor or Floor/Room are optional.

5) Enter Additional location details.

6) When complete, select the Next button.
7) The requestor may choose up to 5 different types of signs up to the quantity of 10 for each type. For large orders or when helpful, printed lists of names or supporting files may be uploaded in the first section of Work Details. All fields on this page are required.

Work Details
For large orders, please upload list of names or supporting details for the signs here.

Select the sign type for the first sign
(Select One)
Quantity:
0

Select the color for the first sign.
EX: Sign 1: White background with black engraved lettering. Sign 2: Black background with white engraved lettering.

Enter the exact wording for the sign.
EX: Sally Smith. EX: See attached list.

Are you ordering another sign?
☐ No
☐ Yes

a. If the user needs to enter another type, they will select the Yes option on this question.

8) If the requestor selects Yes, an identical section for a different Sign type will appear.

9) Select the button when ready to continue.
10) On this page there will be an estimated total for each of the 5 types of signs. This is only a per type estimate that may sometimes require a Call for a better estimate after more complex detail is received.

a. If an estimate for the sign is not Possible, "$Call" will show in the estimated total. Additional fees will incur and a more complete estimate will be provided after the request is submitted.

11) Select the departmental account for funding.

12) Enter the billing details.

13) Select the Next button to proceed.
14) Select the **Review** button to review all details and submit the request.

**PLEASE NOTE:** THERE ARE NO REFUNDS ON CORRECTLY COMPLETED SIGNS. YOUR DEPARTMENT WILL BE BILLED FOR WORK COMPLETED/ SIGNS FABRICATED. PLEASE BE SURE ALL NAMES ARE SPELLED CORRECTLY WHEN SUBMITTING YOUR REQUEST.

Please continue to the next page to submit this request.

**Work Order Description**

Sign Request: AWARD/RETIREMENT PLAQUE (12" X 10" WOOD PLAQUE WITH 10" X 7" METAL PLATE), Qty: 2 Color: Red and white, Wording: Sign details

15) Select the **Submit** button after reviewing all the details on the final page.

16) The process is complete.