



FINANCIAL AUTHORITY QUICK REFERENCE GUIDE

The screenshot shows the ReADY login page. At the top is the ReADY logo. Below it is a text input field with the placeholder text "Please enter your email to continue". A blue "Continue" button is positioned below the input field. At the bottom of the page, there is small text: "Powered by ReADY Request" and "©2018 AssetWorks LLC".

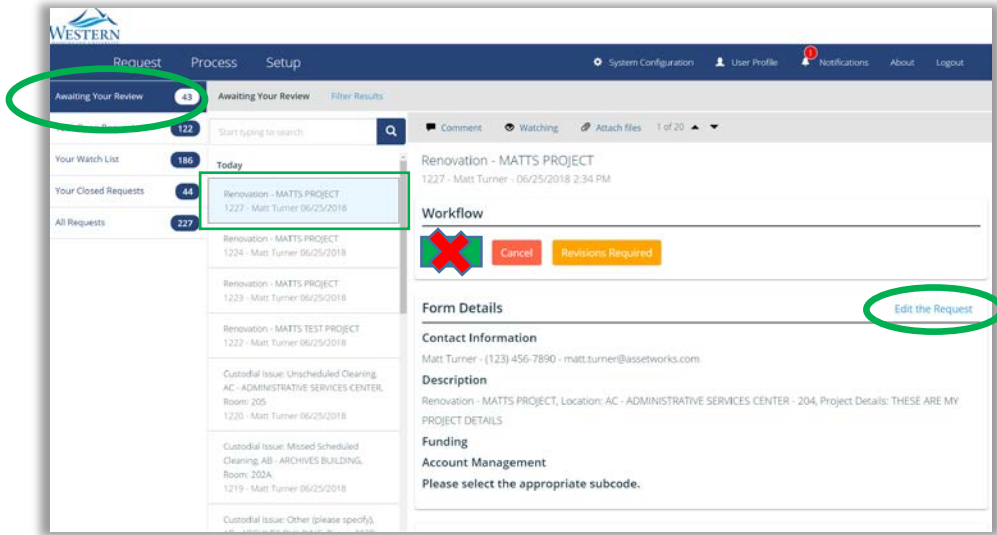
1. Go to <https://ready.eas.wvu.edu> and enter your email address (firstname.lastname@wvu.edu)

The screenshot shows the ReADY login page for organization credentials. At the top is the ReADY logo. Below it is a circular profile icon placeholder. The text "Please enter your organization credentials" is centered, with the email address "bfaaim@wvu.edu" displayed below it. There are two input fields: "Username" and "Password". A blue "Sign In" button is located below the password field. At the bottom, there are two links: "Switch User" and "Forgot Password?".

2. Enter your Universal Login Username and Password.

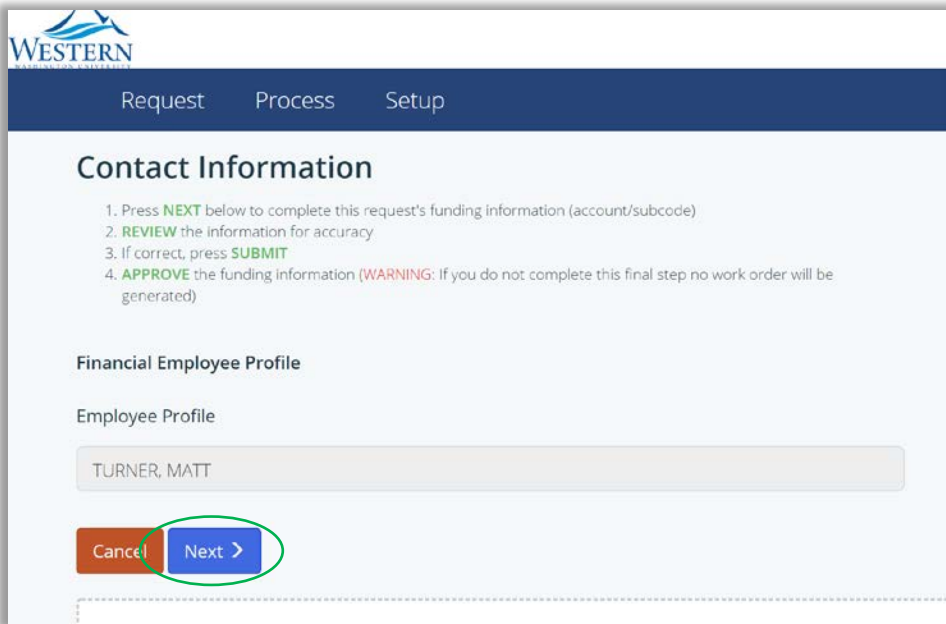
The screenshot shows the "REQUEST A SERVICE" page in the ReADY system. The top navigation bar includes "Request", "Process" (highlighted with a green circle), and "Setup". There is a "System Configuration" link and a user profile icon. Below the navigation is a search bar labeled "Search Request Types". The main heading is "REQUEST A SERVICE" followed by "Please Make a Selection". There are four service categories represented by icons: "Temperature" (thermometer), "Estimated/Planned Work" (clipboard), "Issue Not Listed" (lightbulb), and "Custodial" (bucket and spray bottle).

3. Click on **Process**



Awaiting Your Review
 Review your open requests

4. Edit the Request



5. Follow STEPS 1-4

WESTERN UNIVERSITY

Request Process Setup

Contact Information

Matt Turner - (123) 456-7890 - matt.turner@assetworks.com

Description

Renovation - MATTS PROJECT, Location: AC - ADMINISTRATIVE SERVICES CENTER - 204, Project Detail

Funding

Account Management

FAAFUR

Please select the appropriate subcode.

E161 - ACCT CHARTS 1,2,3: 1=BUILDING REPAIRS/ALT/MAINT EXP 2=BUILDING REPAIRS/ALT/MAIN...

Cancel < Previous **Review**

*Step 1 – NEXT/ENTER
ACCOUNT INFO*

NO INDEX + ACTIVITY & LOCATION CODES

If you cannot find your index, or you need to enter an Activity or Location Code, choose No Index and enter the full FOAPAL in the space(s) provided.

WESTERN UNIVERSITY

Request Process Setup System Configuration

Renovation - MATTS PROJECT

Contact Information

Financial Employee Profile

Employee Profile W1234567890

Contact Information Matt Turner - (123) 456-7890 - matt.turner@assetworks.com

Description Renovation - MATTS PROJECT, Location: AC - ADMINISTRATIVE SERVICES CENTER - 204, Project Details: THESE ARE MY PROJECT DETAILS

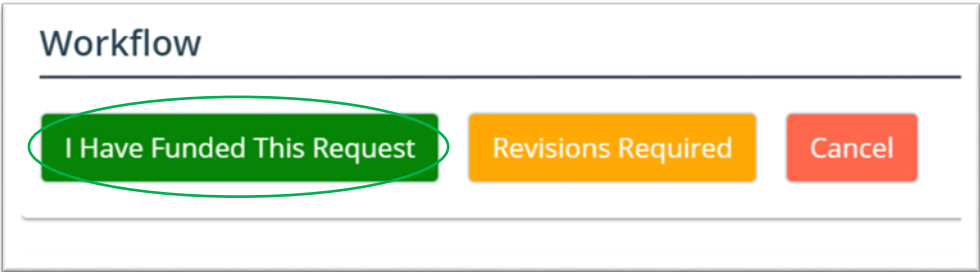
Funding

Account Management FAAFUR - CHART 3=ALUMNI REVENUE

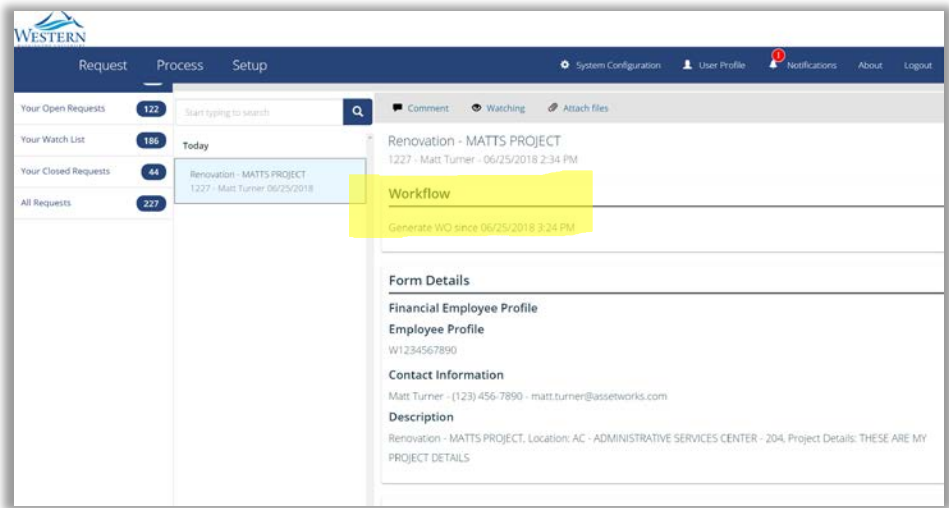
Please select the appropriate subcode. E161 - ACCT CHARTS 1,2,3: 1=BUILDING REPAIRS/ALT/MAINT EXP 2=BUILDING REPAIRS/ALT/MAINT EXP 3=BUILDING REPAIRS/ALT/MAINT EXP

Cancel < Previous **Submit**

*Steps 2 & 3 -
REVIEW & SUBMIT*



Step 4 - APPROVE
**I Have Funded
This Request**



6. Funded request
has been sent for work
order generation.