

Submit, View, & Track Work Orders with Vytal!



Log in Vytal.com

- Open the **Vytal – Maintenance Work Request** link.
- To log in, enter your organization Email address.

As a first-time user, you'll be prompted to register. Returning users can log in immediately.

View & Track Work Order Status

- View all work orders you have submitted and get real-time updates on their status.
- Click the Work Order number to see details, and view/add comments.
- Click **New Request** to open a new work order.

Work Order NP	Work Order Description	Work Order Category	Status	Date of Request	Completion Date	Requested Completion ...
W04507925	Room Set-up	Move - Small Scale (Equip/Fur	Open	03/13/2024		03/22/2024
W04515129	Flood	Flood	Cancelled	03/18/2024		03/19/2024
W04507926	broken sink	Plumbing	Open	03/13/2024		03/15/2024
W04507923	Broken Door	Door Issue	Cancelled	03/13/2024		

Submit New Work Orders

- New Work Order Request form automatically populates your information.
- Add a brief description and select the most appropriate work order category.
- Optional: Request a completion date and provide a reason for the request.
- Provide additional information about the work to be completed.
- Add location information.
- Upload documents or images.

For Help: support@vytalassets.com

How Can I find the Vytal Work Order Request link?

The Work Order Request Portal can be found on your organization's Intranet home page.

- Navigate to your site's home page using Microsoft Edge or Google Chrome.
- While it may be different for every site, The following link is usually found under the Maintenance or Work Order Request Heading: **Vytal-Maintenance Work Requests**

Create a desktop shortcut for quick access:

Currently, there is no automatic desktop icon for the Vytal Work Order Request Portal. You can create your own shortcut icon for 1-click access to the Portal.

1. Copy the Vytal Web Request Portal web address
 - Follow the steps above to navigate to the Vytal Work Order Portal and copy the web address
2. Create new Shortcut
 - Right click on your desktop screen to view the menu and select **New**.
 - Click **Shortcut** to open the Create Shortcut tool.
3. Add Vytal WOP address and name the shortcut.
 - Paste the WOP address into the field.
 - Click **Next**.
 - Create a name for the shortcut
 - Click **Finish**.

