

Ordering Services for Wiring and Construction Jack Installations/Wiring/Cabling

1. Open an IE browser
2. Enter URL: orderit.stanford.edu, press return
3. The welcome page will open:

STANFORD UNIVERSITY

IT SERVICES SITE

Vicki Hallett Order Services | Reports | Acct Maintenance | Client Reports | Home | Help | Logout

Welcome Vicki Hallett!

Welcome to the OrderIT website. To read about recent changes to ordering and billing, download this [Infosheet](#) for details about new reports, new expenditure types, and other changes. Commonly used links are located in the left hand column. If you're experiencing problems, please submit a [HelpSU request](#). We'll be happy to assist you.

Order Fulfillment estimates (For May, 2009):

Cell Phone	5 - 10 business days
Phone Adds/Moves/Changes/Disconnects	5 - 10 business days
New Jack Installation	10 - 12 business days (University), 21 - 24 business days (Hospital*)

* Extended due to Hospital requirements for authorization, access control and hygiene preparations.

For historical Order Processing Matrix: [Click Here](#)

If you are requesting a new Cell Service, please have the end user complete the [Mobile Agreement form](#).

4. The main menu is in the top right corner of this window.
5. To order services, click on Order Services menu
6. The Services window will open

Vicki Hallett Order Services | Reports | Acct Maintenance | Client Reports | Home | Help

Services | Cart | Orders

Service Search Search by: Subscriber | Number | Location | Account Number

View a particular service profile and/or place a service order request.

- To search by Subscriber, enter the name as it appears in the Stanford Registry.
- To search by Number, enter the complete service number as it appears on the monthly statement.
- To search by Location (only services that require a location), enter the complete jack number (i.e., 14 200 1583A).
- To search by Account Number, click the checkbox next to the appropriate account.
- To **change, disconnect, or move an existing service**, first **search for the service**, then select the order action (i.e., Move Service, Change Service, Disconnect Service). Then complete the order request.
- To **request new service**, first **search by subscriber**, then select Add Service to Subscriber. Then complete the order request.

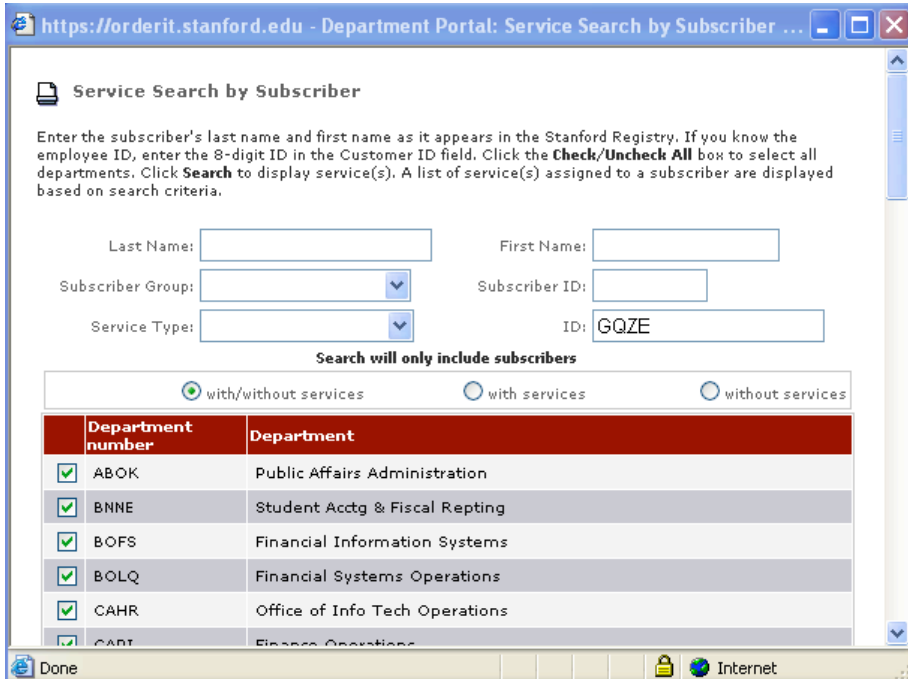
Get service features and rate information by visiting the [Computing and Communication](#) site.

[Add Service to Subscriber](#) | [Move Service](#) | [Change Service](#) | [Disconnect Service](#)

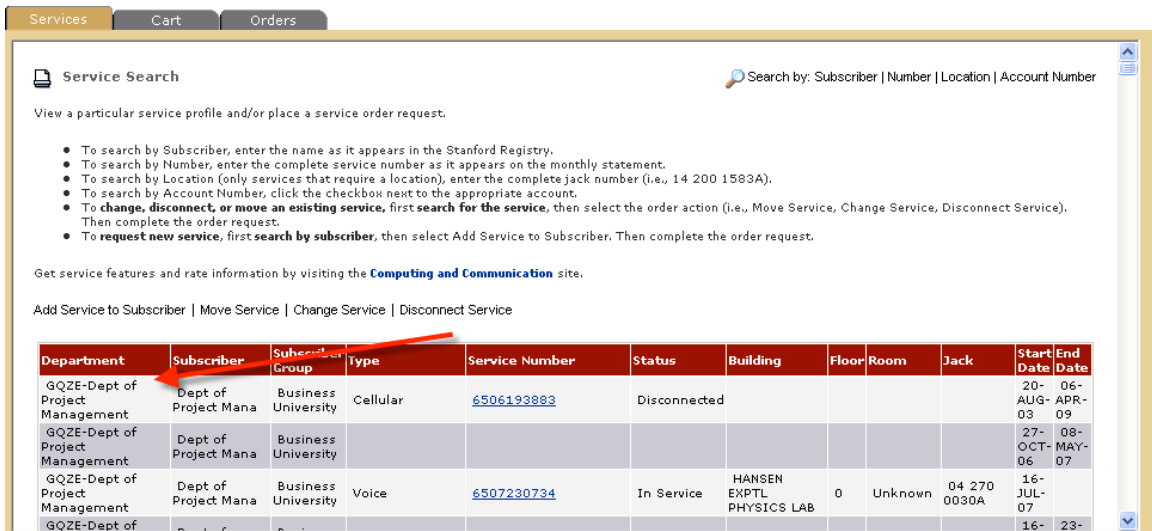
Department	subscriber	Subscriber Group	type	Service Number	Status	Building	Floor	Room	Jack	Start Date	End Date
Search using links above											

7. Before placing an order, be sure your PTA account is in the list of accounts under the Acct Maintenance menu under your ORG GQZE. If not, click the add account link and add it.
8. At the Services window, click on the Search by Subscriber lin

- The Service Search by Subscriber window will open. In the ID field, enter your 4-digit ORG GQZE



- Scroll down to the bottom of the Service Search by Subscriber window and click the Search button.
- Your search result will appear displaying all the services assigned to Dept Subscriber GQZE.



12. Click on one of the services. This will grab the Subscriber name.
13. Click the work Order link 'Add Service to Subscriber'

Service Search

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Add Service to Subscriber | Move Service | Change Service | Disconnect Service

Department	Subscriber	Subscriber Group	Type	Service Number	Status	Building	Floor	Room	Jack	Start Date	End Date
GQZE-Dept of Project Management	Dept of Project Mana	Business University	Cellular	6506193883	Disconnected					20-06-03	06-APR-09
GQZE-Dept of Project Management	Dept of Project Mana	Business University								27-08-06	08-MAY-07
GQZE-Dept of Project Management	Dept of Project Mana	Business University	Voice	6507230734	In Service	HANSEN EXPTL PHYSICS LAB	0	Unknown	04 270 0030A	16-JUL-07	23-
GQZE-Dept of										16-	23-

14. The 'Add Service to Subscriber' (new request) order form will open.
15. Select Wiring/Constr Project from the Service Type drop-down list.

Department Portal: Add Service Request - Microsoft Internet Explorer

Add Service to Subscriber

Use this order form to request new service for the subscriber selected. Select the Service Type; the order form then includes specific Service Selections. In the Jack field, enter the new service location (include quad, building, and TSO number; e.g., 14 200 1583A). Select one or many Service Selections to define the level of service requested (for more information on packages, features, and rates, visit the [Computing and Communication](#) site). Fields marked with * are required. When complete, click **Add to Cart** to move to Checkout.

Dept of Project Mana

Service Number: CustomerID GQZE

Service Type: **Wiring/Constr Proj** Email:

Select service Type

Service Type: Wiring/Constr Proj *

New location information clear

Jack (QD, BLDG, TSO):
e.g. 14 200 1583

Service Selections

	Name	Description	Est. one time \$	Est. monthly \$
<input type="checkbox"/>	Install New Jack(s)		\$0.00	\$0.00
Estimated totals:			\$0.00	\$0.00

Additional Service Information

Univ Proj #

SUH Proj #

DCU Proj #


16. Leave the New location information blank. If something appears in any of the fields, click on the clear link.
17. For Service Selections, click in the checkbox to select Install New Jacks, if this is what you are requesting. If not, leave blank and enter in detail, your scope of work required in the 'Any Additional information' box at the bottom of the order.
18. Enter in the appropriate information in the Additional Service Information fields.
19. Scroll down to see more of the form.

Additional Service Information

Univ Proj #

SUH Proj #

LPCH Proj #

Complete By: 

20. Enter in the Complete by date if you have one, otherwise leave blank.
21. Leave the Project field blank.
22. Your name will be auto-checked as the Contact, do not uncheck
23. Scroll down to see more of the form and fields that need to be completed.

https://orderit.stanford.edu - Department Portal: Add Service Request - Microsoft Inter...

- or - enter the contact information here:

First name: Last name:

Phone:

Accounting Information

MRC Account: 1070520-100.101-XEABS-GQZE Old Union Complex Renovation

OCC Account: 1070520-100.101-XEABS-GQZE Old Union Complex Renovation

Any additional information

Please install 4 additional TSOs in Room 102

Additional Work Order Information

Addl Contact: James Roberts Appointment AM

Addl Contact #: 3-1232 Appointment PM

Current Account: Scheduled Date:

New Account:

Fields marked with * are required.

24. Select the MRC and OCC billing PTA/cost center account from the drop-down lists. Remember, if your PTA/cost center does not appear in the drop down list, you must submit a HelpSU request at <http://helpsu.stanford.edu>, to request authority to place orders and bill to the PTA/cost center.

Accounting Information

MRC Account: 1036137-200-ALACA-CPAJ ITS Service Desk *
OCC Account: 1036137-200-ALACA-CPAJ ITS Service Desk *

25. In the Any additional information box, enter scope of work, location of work.

Any additional information

Please install 2 new jacks at Forsythe Hall (14 200), room 190. Contact James Smith for more info at 3-1234.

26. Enter in Addtl Contacts if one.

27. Click the 'Add to Cart' button when finished filling out the order form.

Additional Work Order Information

Addtl Contact: Appointment AM
Addtl Contact #: Appointment PM
Current Account: Scheduled Date:
New Account:

Fields marked with * are required.

28. Click on the Cart tab (Order Services menu)

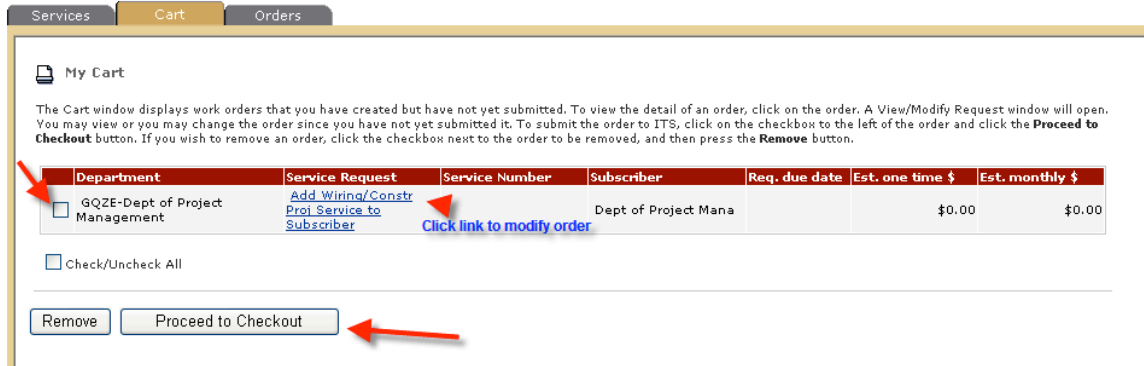
Services **Cart** Orders

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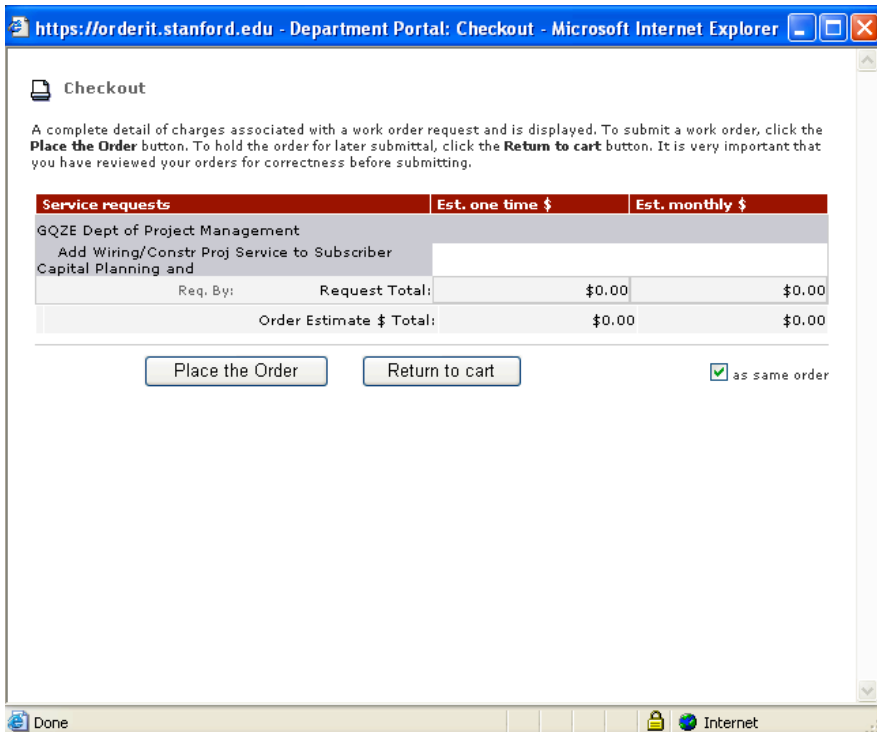
29. At the Cart tab, your order will appear. At this point you can review and modify your order by clicking on the order link.



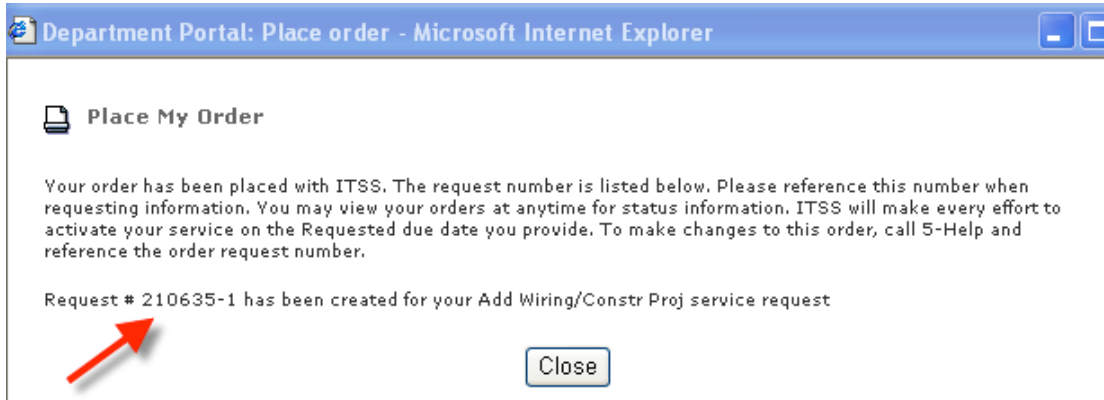
30. If you are ready to submit your order to IT Services, click the checkbox to the left of the order and click on 'Proceed to Checkout' button

31. The checkout window will open. For Wiring/Constr Projects there will be no estimation of charges provided.

32. Click the 'Place the Order' button to submit your order to IT Services.



33. The 'Place My Order' window will open. A Request # will be assigned and is your order number.



34. To view your order, go to the Orders Tab. Select Dept GQZE. Your order will be displayed.

