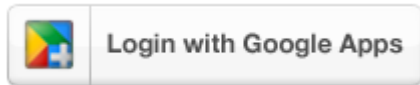


How to Enter a Technology Work Order

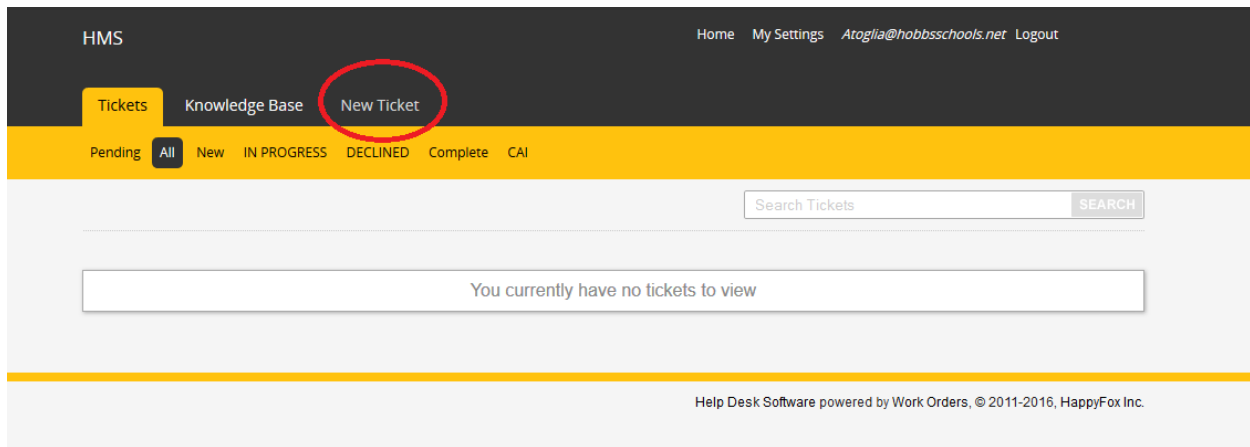
Navigate to <https://hms.happyfox.com> in your browser.

Click the “Login with Google Apps” Button:

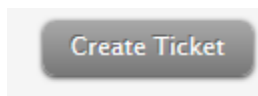


Login using your Hobbs Schools email address, and your windows password (the password you use to login to your computer/email).

At the top of the page, click the “New Ticket” tab:



Fill out all fields in the New Ticket Form and then click the “Create Ticket” button:



The Work Order has now been entered and you can track its progress on the “Tickets” tab.