

Raising a Capex Request in FaultFixers

Step-by-step guide

Overview

Use this guide to raise a new Capex Request through FaultFixers. Follow the steps below in order. Once the request has been submitted and approved, you will receive a confirmation email from Hello@FaultFixers.com with further instructions.

Step-by-step

1	Open a new job Click the blue 'New Job' button in the top right of the reactive ticket section.
2	Select the location Choose 'Building', then in the 'Or add a location description' box type 'Capex'.
3	Choose the asset Click 'Select an Asset' and choose 'Capex Request "Building"', then click 'Next'.
4	Select the job type In the box 'Type at least 3 characters to search', type 'Capex' and select 'Capex' from the list.
5	Complete the summary Type 'Capex Request "Building"' followed by a couple of words describing the request and the cost including VAT.
6	Add the description Add a bit more detail about the request, then click 'Next'.
7	Skip workflow Click 'Add Workflow Later'.
8	Skip assignees Click 'Add Assignees Later'.
9	Skip schedule Click 'Add Schedule Later'.
10	Attach the quote Add the quote to the Media section of the job.
11	Submit the report Click 'Report'.
12	Open the job Click 'View Job'.
13	Locate Start Job

	Scroll down within the job to find 'Start Job'.
14	Complete Sections 1-3 Fill out Sections 1, 2 and 3 of the job.
15	Exit the workflow Once Sections 1-3 are complete, click the back arrow in the top left of the workflow, then click the cross in the top right to close it.

What happens next

Once your Capex Request has been approved, you will receive an email from Hello@FaultFixers.com with further instructions.