

How to Submit FAS (PRESTO) Work Order Requests

For use regarding FAS managed buildings and facilities, and available to anyone with Harvard ID credentials

Click the following url: <https://www.netcasters.com/cgi-bin/fas/dms/request.pl>


Requires HarvardKey login

Steps

1. Contact Info will auto populate using data associated with HUID (If needed, info can be edited on this form)
2. Drop Down list: select **Building** name (If needed, click on **Harvard Campus Map** button for reference)
3. Enter **Location** (room number, floor, area, etc., as appropriate)
4. Drop Down list: select **Problem** (choose OTHER if nothing else on the list is relevant)
5. If needed, provide a brief description in the **Problem Detail** box
6. Click on the **Submit Work Request** button to submit

Once submitted, the request goes to the local building operations staff, and a system generated email is sent to the requestor.

Harvard FAS

 **PRESTO** Physical Resources Expense System Tracking Operations

Non-Emergency Work Request

Click [here](#) to view the status of your previously submitted work requests.

GO TO FURNITURE REQUEST

Fields in **bold** are required.

1 REQUESTED BY INFORMATION

First Name Rick
Last Name Schubert
Phone Number (617) 384 - 5671
E-mail Address rick_schubert@harvard.edu

2 BUILDING INFORMATION

Building
3 Location **Harvard Campus Map**
Click on the map to find alternate building name or address if needed.

4 PROBLEM INFORMATION

Problem

5 Problem Detail

6 **Submit Work Request**

You have been previously designated as a Contact for the Physical Resources Expense System Tracking Operations. Click [here](#) to update your contact information.

Physical Resources Expense System Tracking Operations

Note: The GO TO FURNITURE REQUEST button can only be accessed by authorized furniture requestors.