

JANITORIAL MANAGER

Creating a Supply Request

1. Log in to **JM Connect**.



Supply
Request

2. Select the **Supply Request** icon.

If you do not see the Supply Request Icon, you may need to have a supervisor update your Security settings.

3. On the Supply Request page, click the Plus (+) in the top right-hand corner.



4. Select the **Customer** and **Location**.

5. Select the supply item(s) you wish to request and enter the amount of the supply that you are requesting in the **Qty** field.

6. Click **Submit** at the bottom of the screen.



1:12 New Supply Request

Kristy's Cleaning Co

Univ. of Toledo Med Center

Supply Qty

Kleenex - Kleenex, 24 count - Western Paper 1

7. If you swipe left while viewing your supply requests, you can **Edit** or **Delete** your request.

8. Once you place the request, the status will appear as **'In-Progress'**. When the order has been completed, the status will change to **'Complete'**.

1:13 Supply Request

Select Location	Status	Action
ed Center	In-Progress	
Univ. of Toledo Med Center	In-Progress	
Aldi	In-Progress	
Univ. of Toledo Med Center	Complete	
Univ. of Toledo Med Center	Complete	

If you need further assistance, please call the Customer Support Department at (567) 803-0096, ext. 1, or email at support@janitorialmanager.com. The Customer Support Department hours are weekdays from 8:30 AM – 7:00 PM Eastern Time