How to Create a JSC-Logistics Request

1. Visit the following secure web link https://www.tti-services.com/JSC-LC and log-in the application with your user credentials.

2. After a successful log-in users will have the opportunity to select the large Customer button to start a logistics request or you may select the Services menu and choose the "Driver Request" or "Customer Request" options.
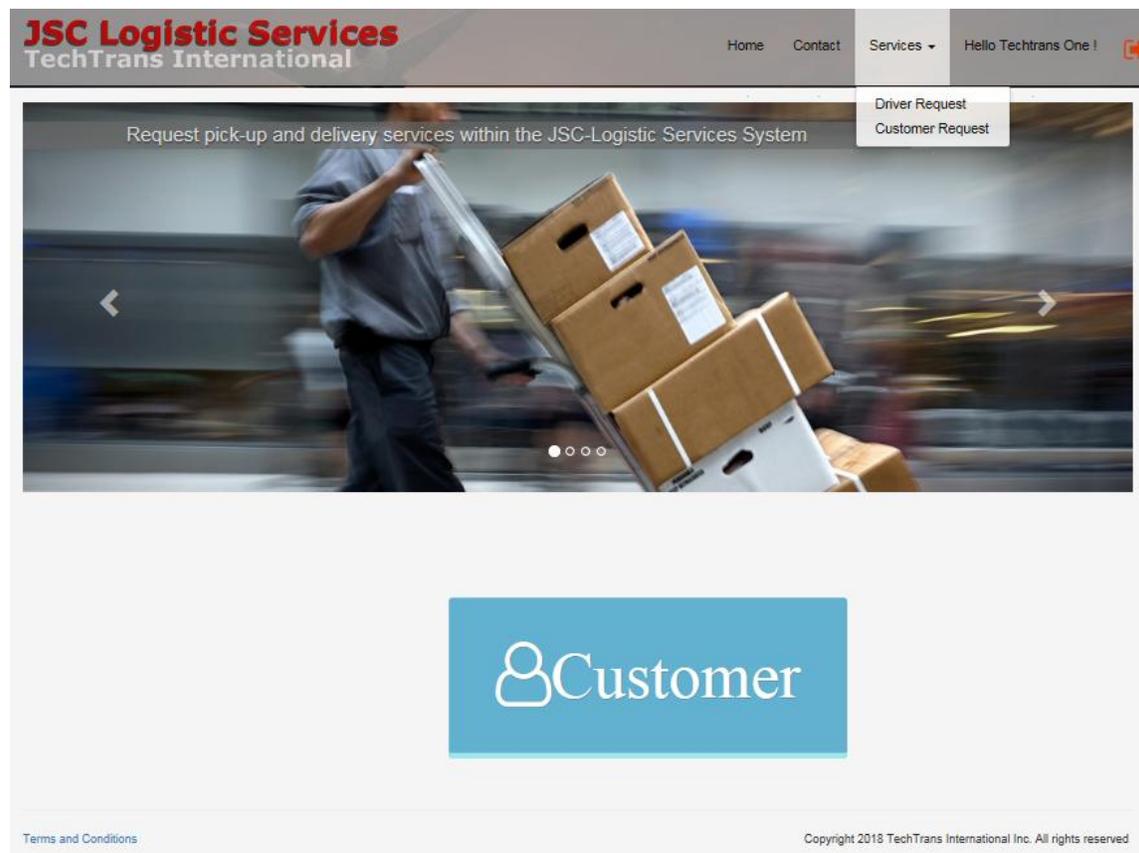
3. If you select the Customer request option the following request form will display allowing you the ability to create a general request (Driver Services should be requested on the Driver Request form) for any of the services listed below by simply typing into Request details data-field a description of the service you need. If you need to attach a file, select the Attach Files data field and browse to the file you wish to upload.

   - Bicycle request
   - Bond Room request
   - Cataloging request
   - Fleet Services request
   - Furniture Repairs request
   - Gas Cylinder request
   - Procurement request
   - Property request
   - Redistribution Utilization request
   - Shipping request
   - Special Events request
   - Transportation request
   - Temporary Storage request

Work Order Request Assistant Form

Creator

Last Name: Testing	**Email:** Testing@tti-corp.com	**Request Type:** *TBD*
First Name: TechTrans	**Phone:** 2813358565	**Work Order Number:** *Auto Generated*
Building: 2200	**Location:** JSC	**Status:** *New Request*
Room: 410	**Organization:** TTI	**Date Created:** *4/25/2018*

Request Details

Request Details*

(EXAMPLE) I need to have my desk drawer repaired, it is starting to fall apart.

Priority:
-See List-

Attach Files
Browse... No file selected. +

Press + to add upload

Save Cancel

4. To submit the request to the JSC-Logistics Specialist select the "Save" button and the form will be submitted. After a successful submission the display page will change to your Logistic Service Requests summary page where you can view the status of your request in the system.

All Logistic Service Requests

🖸 New Request

Show 10 entries   Search:

	Type	WO #	Requestor	Customer	Job ID	Bld.	Room	Created	Start Date	End Date	Priority	Status
❶	-	-	Welty	Testing	-	2200	410	04/25/18 04:04	-	-	-	New Request

Showing 1 to 1 of 1 entries   Previous 1 Next

5. To make another general customer request simply select the "New Request" button and follow steps 1 thru 4 again.

6. To create a Driver Services Request, select from the menu the "Services" drop-down arrow and then the "Driver Request" option. When the Driver Service Requests summary page appears, select the "New Request" button.
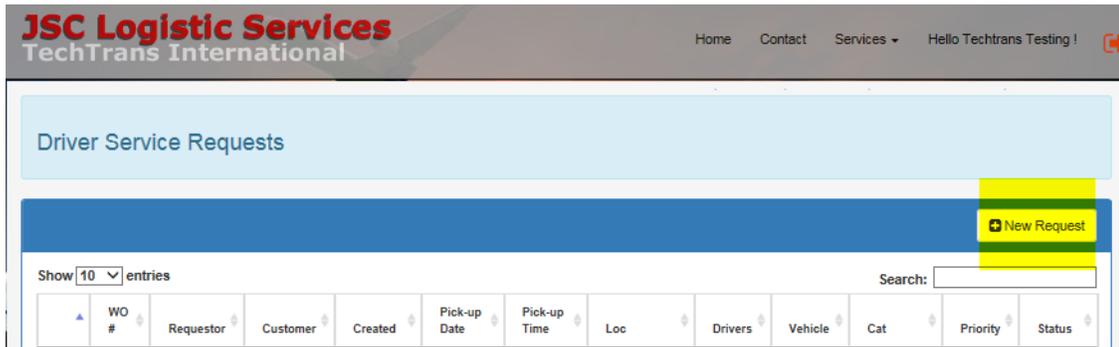
7. Once the Driver Service Request form is displayed begin completing the required fields (designated with the red asterisk) for your request. If you need to attach a file, select the Attach Files data field and browse to the file you wish to upload.
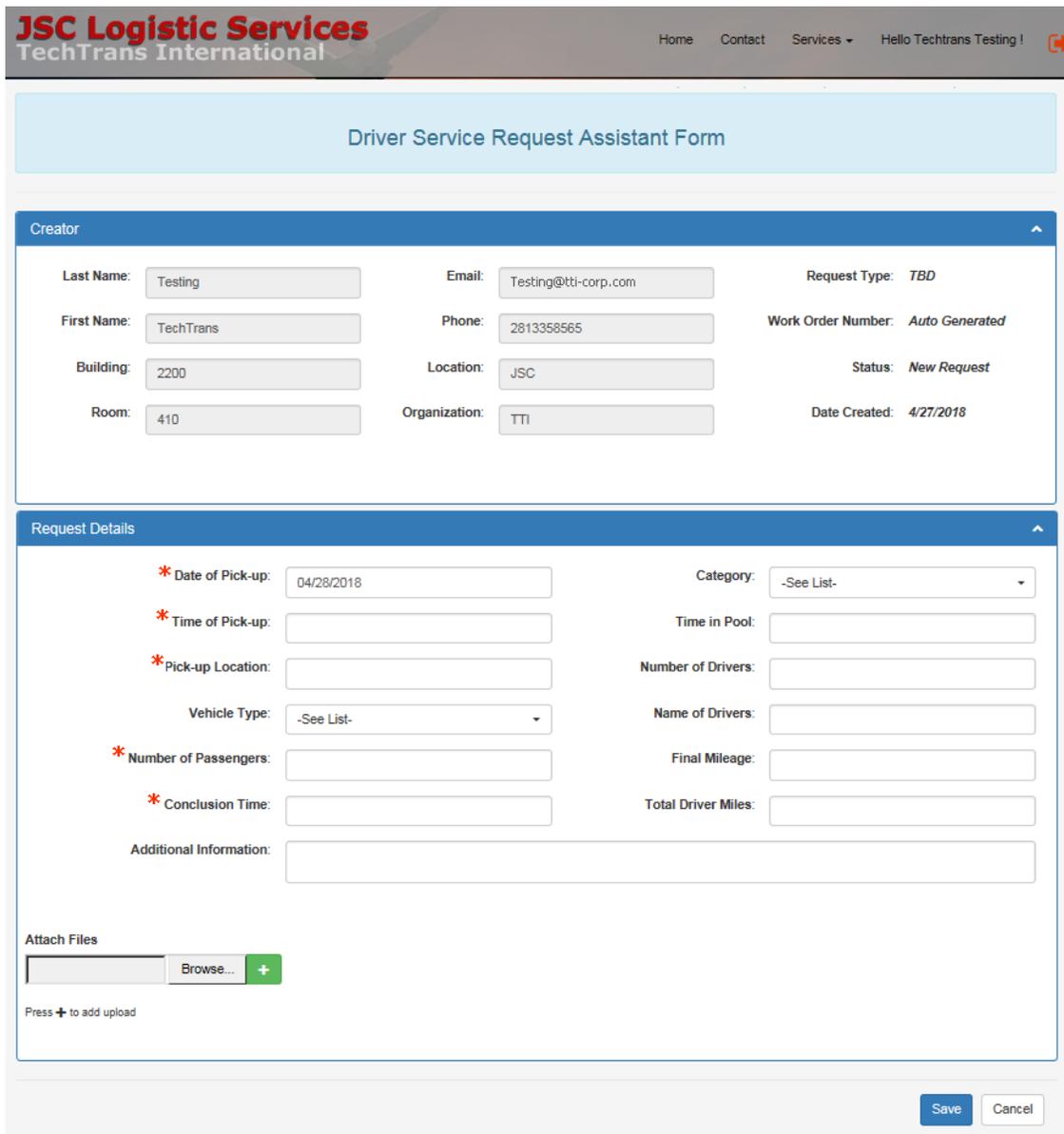
8. To submit the request for Driver Services select the "Save" button and the form will be submitted. After a successful submission the display page will change to your Driver Service Requests summary page where you can view the status of your request in the system.

9. To make another Driver Services customer request simply select the "New Request" button and follow steps 7 and 8 again.

If you have any issues or questions with the application please contact the TechTrans International IT Support Center at 281.333.7918 or by email at JSC-Logistics-Support@tti-corp.com. Thank you. Thank you.