Process for Ordering Covid-19 Supplies via FlashTrack

- Log into Flashline with username and password: [https://flashline.kent.edu/](https://flashline.kent.edu/)

- Under the Employee menu and Workflows heading, select Maintenance/FAMIS

- Select FlashTrack under the Maintenance/FAMIS area
• Once in FlashTrack, select New Work Order

![FlashTrack Image]

• This will open a new work order form
• Click the arrow in the box under the Site area
• From list of values, select campus

![Select Location Image]

• Select Building
• From the list of values, select the Location, floor, and room
• Under **Type of Request**, select **Covid-19 Supplies**

To request new PPE supplies, complete the information requested in the fields
  o Enter zero “0” for fields that are not applicable
• If you need to replace used towels or refill hand sanitizer mist and/or hard surface disinfectant on existing supplies, please select COVID-19 Refill from drop down list and enter the quantity of items. The UFM custodial staff will take care of replenishment.
  • Provide specific information on the location of the empty bottles and/or towels in the description field

- Select your Department and Index from the list of values
  • All PPE orders are being funded centrally so your index will NOT be charged; this is used for tracking purposes only

- Click Submit Work Order to complete your FlashTrack request
- The PPE supply request has now been sent to the UFM Stockroom for processing.
- The requester will receive an email when the work order has been processed and an additional email when complete.

- Mail Services staff will deliver for Kent campus. Regional campus and CPM orders will be coordinated directly with Regional campus/CPM representative.