

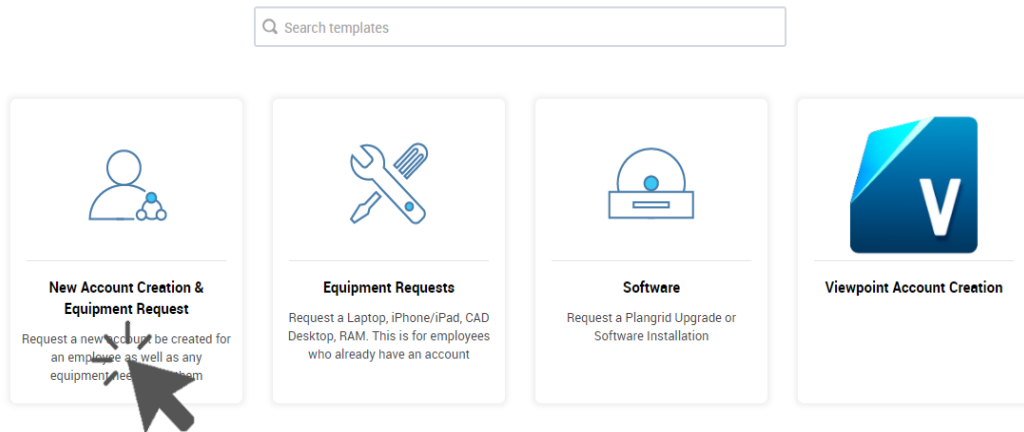
Freestate Service Request Catalog Guide

Step 1. Click [Here](#) to access the online service request catalog and enter your credentials

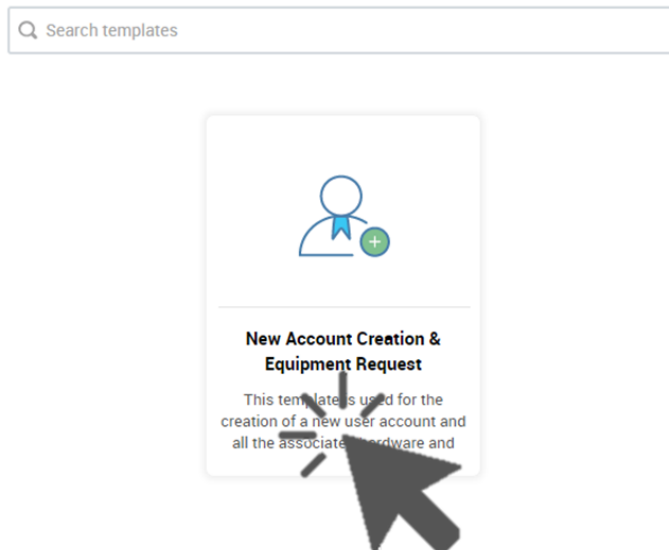
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New Account Creation (New Employee)

Step 1: Please select New Account Creation



Step 2: Click "New Account & Equipment Request"



Step 3: Fill out all fields EXCEPT subject

Employee Information

* Start Date	<input type="text"/>
* Employee Name	<input type="text"/>
* Job Title	<input type="text"/>
* Department	<input type="text" value="Not Specified"/>
* Will you be picking up the equipment?	<input type="text" value="Not Specified"/>
* Do they need Viewpoint Access?	<input type="text" value="Not Specified"/>

LEAVE BELOW BLANK

* Subject	<input type="text"/>
-----------	----------------------

“Will you be picking up the equipment?”: If you will be coming into the laurel office to pick up the equipment, please select YES. If you will need a driver to deliver equipment, then please select NO

** Selecting NO will prompt the following “Where does the equipment need to be sent?”

* Will you be picking up the equipment?	<input type="text" value="No"/>
* Where does the equipment need to be sent?	<input type="text"/>

Please enter the office, job number, or address that the equipment will need to be sent to

Step 4: Select Resources






Resources

Computer And Software for Employee





Choose Computer Model

- | | | | |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> |  Laptop
\$ 1300.00
View Details | <input type="checkbox"/> |  CAD Desktop --- Please Call ...
\$ 3500.00
View Details |
|--------------------------|--|--------------------------|---|

Computer Accessories

- | | | | |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> |  Carrying Case
\$ 50.00
View Details | <input type="checkbox"/> |  Docking Station
\$ 275.00
View Details |
| <input type="checkbox"/> |  Dual Monitor Setup
\$ 400.00
View Details | <input type="checkbox"/> |  Single Monitor Setup
\$ 200.00
View Details |
| <input type="checkbox"/> |  Laptop Charger
\$ 80.00
View Details | | |

Software and Licenses


- | | | | |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> |  Microsoft Project
\$ 700.00
View Details | <input type="checkbox"/> |  Bluebeam eXtreme Upgrade
\$ 700.00
View Details |
| <input type="checkbox"/> |  Accubid/ChangeOrder
\$ 0.00
View Details | <input type="checkbox"/> |  Viewpoint Account
\$ 0.00
View Details |

Communication Devices





Desk Phone - OFFICE EMPLOYEES ONLY

- | | | | |
|-----------------------|---|-----------------------|---|
| <input type="radio"/> |  Cisco Desk Phone
\$ 400.00
View Details | <input type="radio"/> |  Cisco Soft Phone
\$ 0.00
View Details |
|-----------------------|---|-----------------------|---|

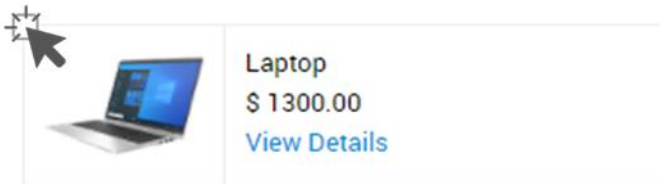
Cell Phone

- | | |
|--------------------------|--|
| <input type="checkbox"/> |  iPhone
View Details |
|--------------------------|--|

Select iPad Model


- | | | | |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> |  iPad with Otterbox
\$ 600.00
View Details | <input type="checkbox"/> |  iPad Pro 12.9 w/ Keyboard
\$ 1300.00
View Details |
| <input type="checkbox"/> |  iPad Pro 11 w/ Keyboard
\$ 1100.00
View Details | <input type="checkbox"/> |  iPad W/Keyboard
\$ 600.00
View Details |

Resources: Please select any resources that will be needed for this request by selecting the check box in the top left corner and see the cost of the item as well.



Step 5: Cost Estimation

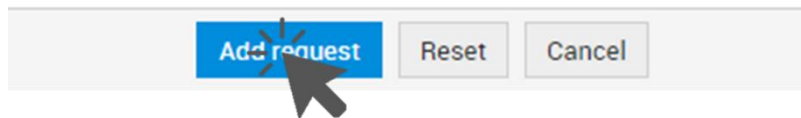
Cost Estimation

 The below total is only a rough estimate. Quotes will be provided after approval

Service Cost	\$ 0.00
Resources Cost	\$ 0.00
<hr/>	
Grand Total	\$ 0.00
<hr/>	

Cost Estimation: When you have selected all equipment necessary for this request you can see the estimated TOTAL cost here before adding the request.

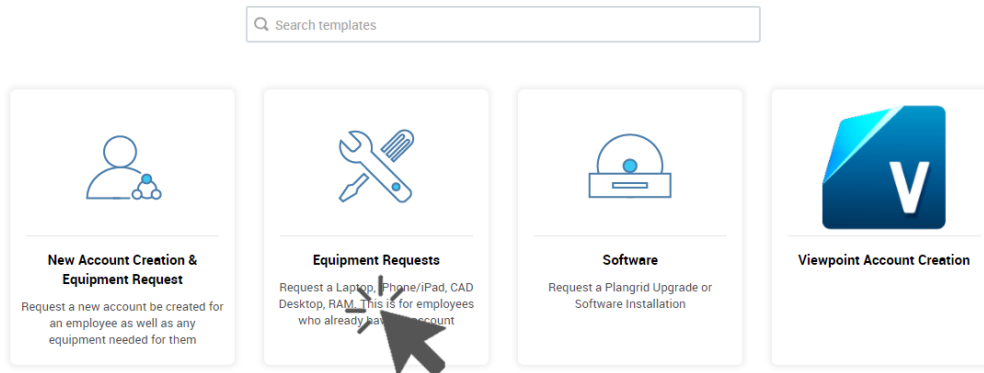
Step 6 (FINAL): Click “Add Request” to submit



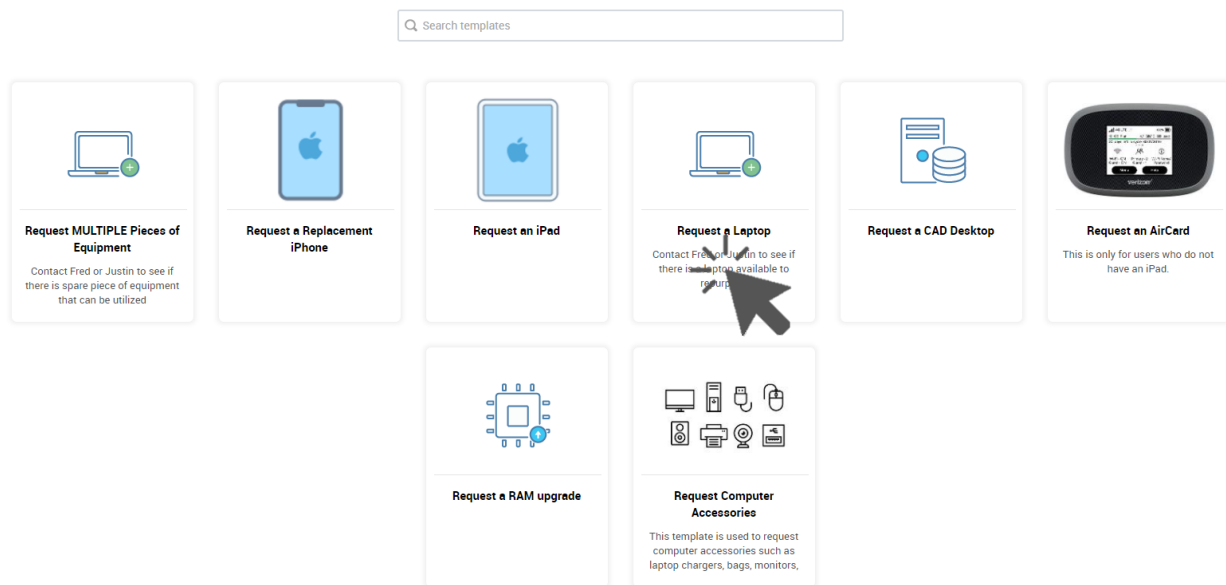
Equipment Requests

Laptop Request Guide

Step 1: Please select Equipment Requests



Step 2: Please select "Request a Laptop"



Step 3: Fill out all fields EXCEPT subject**Laptop Request**

* Employee Name	<input type="text"/>
* Department	<input type="text" value="Not Specified"/>
* Is This A Replacement?	<input type="text" value="Not Specified"/>
* Will you be picking up the equipment?	<input type="text" value="Not Specified"/>
* Subject	<input type="text"/>

“Will you be picking up the equipment?”: If you will be coming into the laurel office to pick up the equipment, please select YES. If you will need a driver to deliver equipment, then please select NO

** Selecting NO will prompt the following “Where does the equipment need to be sent?”

* Will you be picking up the equipment?	<input type="text" value="No"/>
* Where does the equipment need to be sent?	<input type="text"/>

Please enter the office, job number, or address that the equipment will need to be sent to

Step 4: Select Resources


Resources

Select the laptop and accessories

Select desired items below. Prices are for budgetary purposes and may change.

Choose Laptop Model


☐



Laptop
\$ 1300.00
[View Details](#)


Computer Accessories

☐




Carrying Case
\$ 50.00
[View Details](#)

☐




Docking Station
\$ 275.00
[View Details](#)

☐




Dual Monitor Setup
\$ 400.00
[View Details](#)

☐



Single Monitor Setup
\$ 200.00
[View Details](#)

☐




Laptop Charger
\$ 80.00
[View Details](#)

Software


Software and Licenses

☐




Microsoft Project
\$ 700.00
[View Details](#)

☐




Bluebeam eXtreme Up...
\$ 700.00
[View Details](#)

☐



Accubid/ChangeOrder
\$ 0.00
[View Details](#)


☐



Viewpoint Account
\$ 0.00
[View Details](#)


Plangrid Access

☐



Plangrid - Dozer - 5,00...
\$ 700.00
[View Details](#)


☐



Plangrid - Crane - Unli...
\$ 1400.00
[View Details](#)

Resources: Please select any resources that will be needed for this request by selecting the check box in the top left corner and see the cost of the item as well.

☒



Laptop
\$ 1300.00
[View Details](#)

Step 5: Cost Estimation

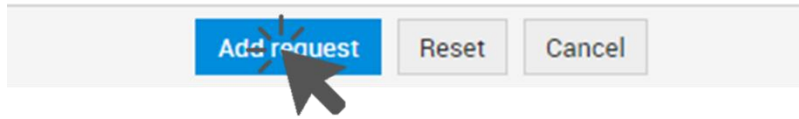
Cost Estimation

i The below total is only a rough estimate. Quotes will be provided after approval

Service Cost	\$ 0.00
Resources Cost	\$ 0.00
Grand Total	\$ 0.00

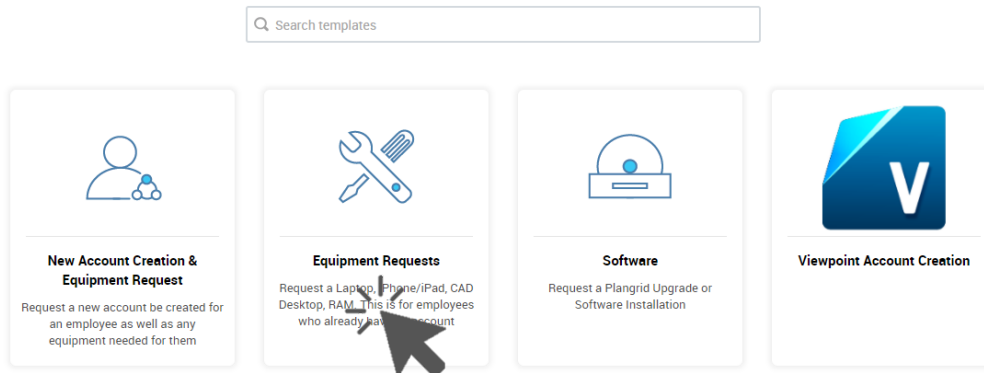
Cost Estimation: When you have selected all equipment necessary for this request you can see the estimated TOTAL cost here before adding the request.

Step 6 (FINAL): Click “Add Request” to submit

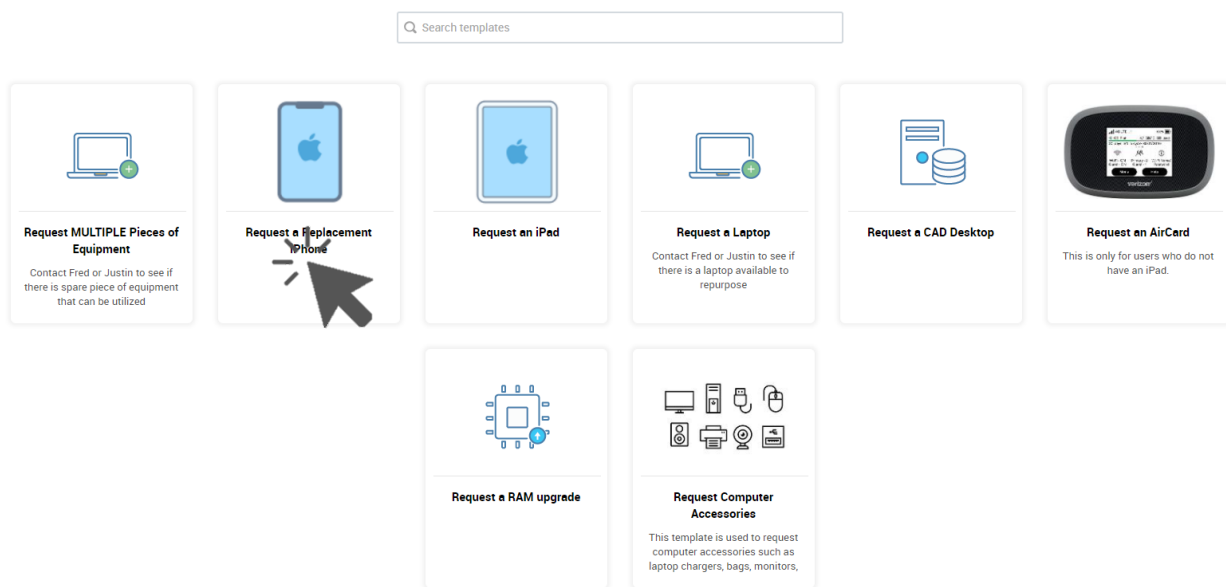


iPhone Request Guide

Step 1: Please select Equipment Requests



Step 2: Please select "Request a Replacement iPhone"



Step 3: Fill out all fields EXCEPT subject**iPhone Request**

* Employee Name	<input type="text"/>
* Department	<input type="text" value="Not Specified"/>
* Reason for Replacement	<input type="text" value="Not Specified"/>
* Will you be picking up the equipment?	<input type="text" value="Not Specified"/>
* Subject	<input type="text"/>

“Will you be picking up the equipment?”: If you will be coming into the laurel office to pick up the equipment, please select YES. If you will need a driver to deliver equipment, then please select NO

** Selecting NO will prompt the following “Where does the equipment need to be sent?”

* Will you be picking up the equipment?	<input type="text" value="No"/>
* Where does the equipment need to be sent?	<input type="text"/>

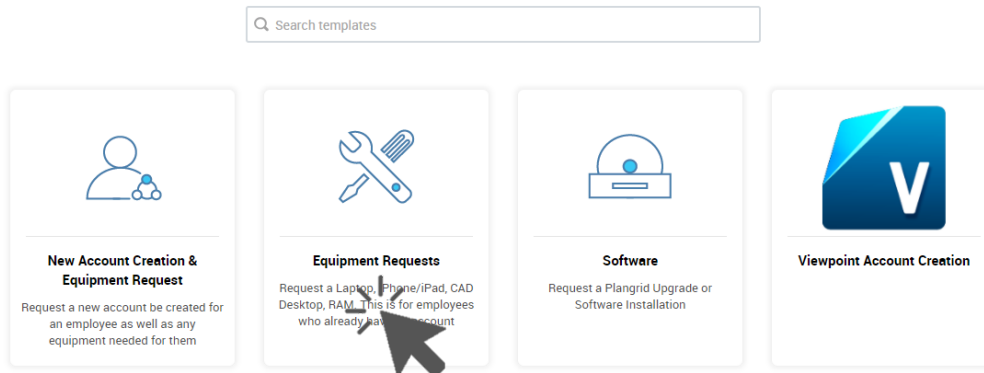
Please enter the office, job number, or address that the equipment will need to be sent to

Step 4 (FINAL): Click “Add Request” to submit

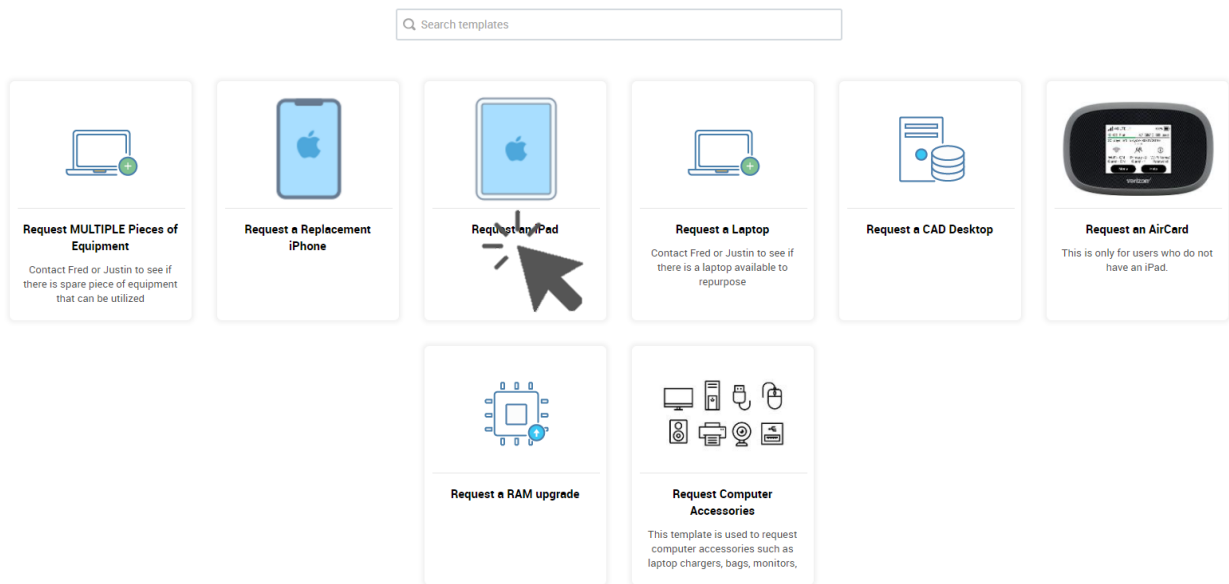
<input type="button" value="Add request"/>	<input type="button" value="Reset"/>	<input type="button" value="Cancel"/>
--	--------------------------------------	---------------------------------------

iPad Request Guide

Step 1: Please select Equipment Requests



Step 2: Please select "Request an iPad"



Step 3: Fill out all fields EXCEPT subject**Computer Accessories Request**

* Employee Name	<input type="text"/>
* Department	<input type="text" value="Not Specified"/>
* Is This A Replacement?	<input type="text" value="Not Specified"/>
* Will you be picking up the equipment?	<input type="text" value="Not Specified"/>
* Subject	<input type="text"/>

“Will you be picking up the equipment?”: If you will be coming into the laurel office to pick up the equipment, please select YES. If you will need a driver to deliver equipment, then please select NO

** Selecting NO will prompt the following “Where does the equipment need to be sent?”

* Will you be picking up the equipment?	<input type="text" value="No"/>
* Where does the equipment need to be sent?	<input type="text"/>


Please enter the office, job number, or address that the equipment will need to be sent to

Step 4: Select Resources


Resources

iPad Model


Select iPad Model

☐


iPad with Otterbox
\$ 600.00
[View Details](#)

☐

iPad Pro 12.9 w/ Keyb...
\$ 1300.00
[View Details](#)


☐

iPad Pro 11 w/ Keyboa...
\$ 1100.00
[View Details](#)

☐

iPad W/Keyboard
\$ 600.00
[View Details](#)


Resources: Please select any resources that will be needed for this request by selecting the check box in the top left corner and see the cost of the item as well.

☒

iPad with Otterbox
\$ 600.00
[View Details](#)

Step 5: Cost Estimation

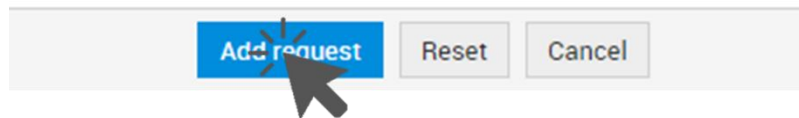
Cost Estimation

 The below total is only a rough estimate. Quotes will be provided after approval

Service Cost	\$ 0.00
Resources Cost	\$ 0.00
<hr/>	
Grand Total	\$ 0.00
<hr/>	

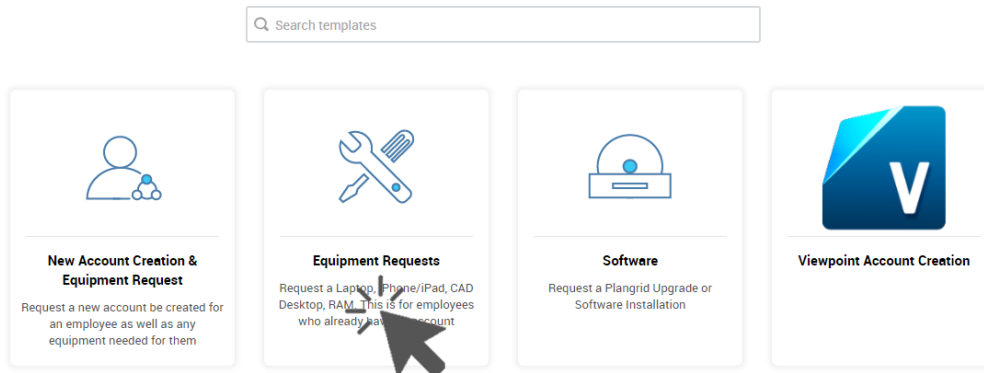
Cost Estimation: When you have selected all equipment necessary for this request you can see the estimated TOTAL cost here before adding the request.

Step 6 (FINAL): Click “Add Request” to submit

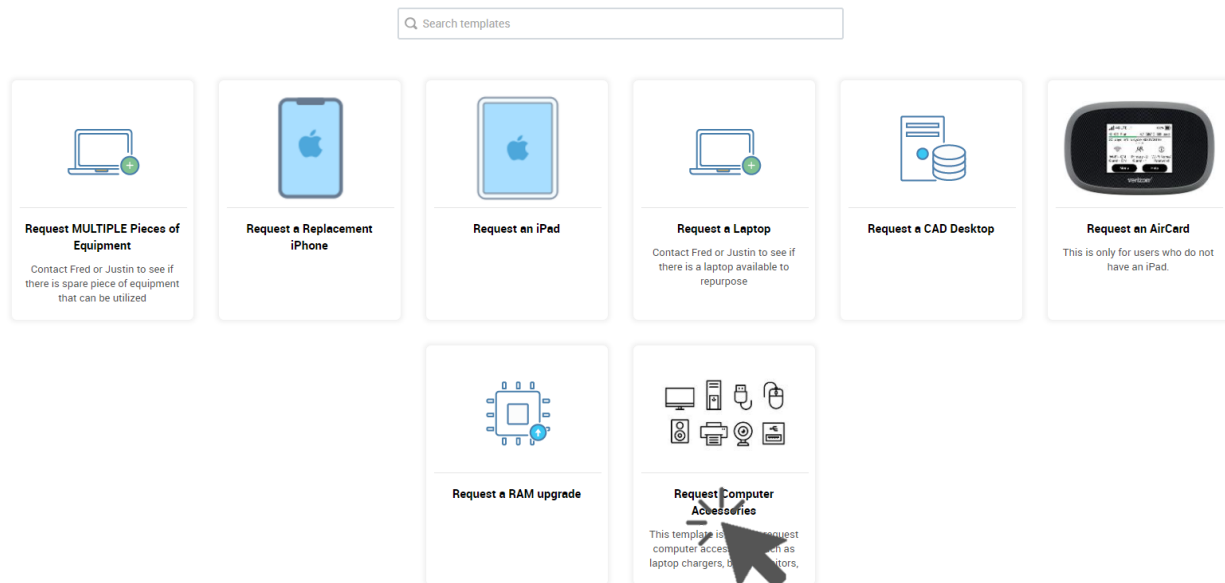


Request for Computer Accessories Guide

Step 1: Please select Equipment Requests



Step 2: Please select "Request Computer Accessories"



Step 3: Fill out all fields EXCEPT subject**Computer Accessories Request**

* Employee Name	<input type="text"/>
* Department	<input type="text" value="Not Specified"/>
* Is This A Replacement?	<input type="text" value="Not Specified"/>
* Will you be picking up the equipment?	<input type="text" value="Not Specified"/>
* Subject	<input type="text"/>

“Will you be picking up the equipment?”: If you will be coming into the laurel office to pick up the equipment, please select YES. If you will need a driver to deliver equipment, then please select NO

** Selecting NO will prompt the following “Where does the equipment need to be sent?”

* Will you be picking up the equipment?	<input type="text" value="No"/>
* Where does the equipment need to be sent?	<input type="text"/>


Please enter the office, job number, or address that the equipment will need to be sent to

Step 4: Select Resources


Resources

Computer Accessories


Computer Accessories

☐



Carrying Case
 \$ 50.00
[View Details](#)

☐



Docking Station
 \$ 275.00
[View Details](#)

☐


Dual Monitor Setup
 \$ 400.00
[View Details](#)

☐


Single Monitor Setup
 \$ 200.00
[View Details](#)

☐


Laptop Charger
 \$ 80.00
[View Details](#)

Resources: Please select any resources that will be needed for this request by selecting the check box in the top left corner and see the cost of the item as well.

☒


Carrying Case
 \$ 50.00
[View Details](#)

Step 5: Cost Estimation

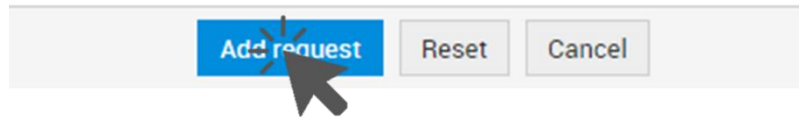
Cost Estimation

i The below total is only a rough estimate. Quotes will be provided after approval

Service Cost	\$ 0.00
Resources Cost	\$ 0.00
Grand Total	\$ 0.00

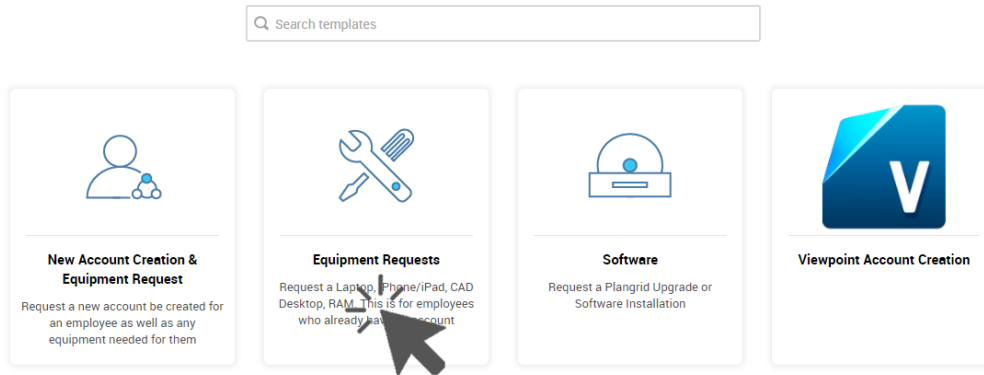
Cost Estimation: When you have selected all equipment necessary for this request you can see the estimated TOTAL cost here before adding the request.

Step 6 (FINAL): Click “Add Request” to submit

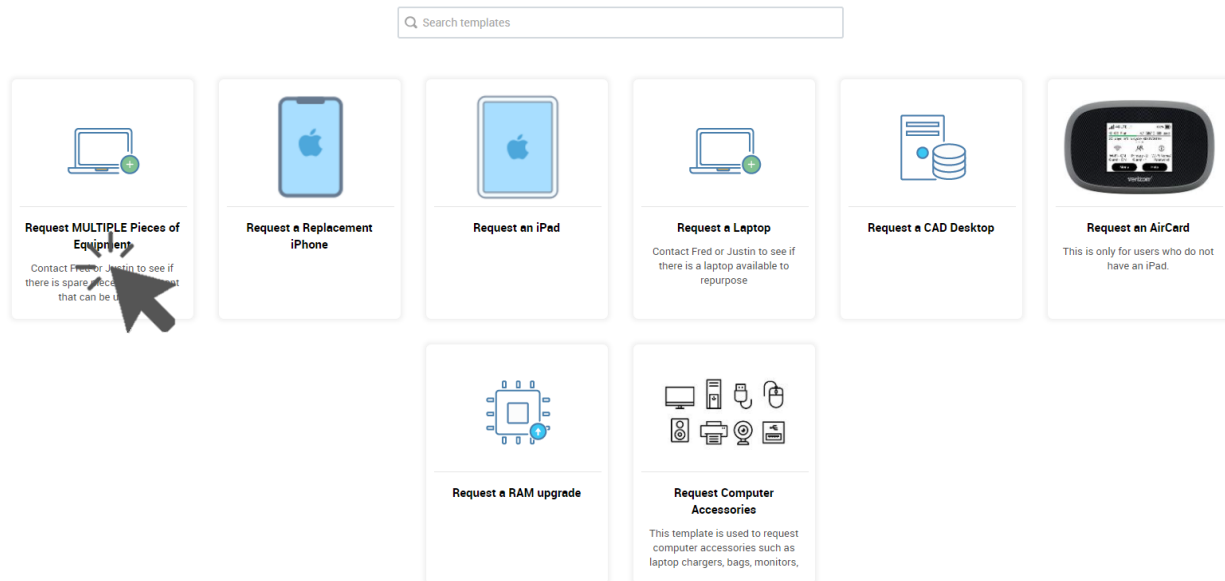


Request for Multiple Pieces of Equipment

Step 1: Please select Equipment Requests



Step 2: Please select "Request MULTIPLE Pieces of Equipment"



Step 3: Fill out all fields EXCEPT subject**Computer Accessories Request**

* Employee Name	<input type="text"/>
* Department	<input type="text" value="Not Specified"/>
* Is This A Replacement?	<input type="text" value="Not Specified"/>
* Will you be picking up the equipment?	<input type="text" value="Not Specified"/>
* Subject	<input type="text"/>

“Will you be picking up the equipment?”: If you will be coming into the laurel office to pick up the equipment, please select YES. If you will need a driver to deliver equipment, then please select NO

** Selecting NO will prompt the following “Where does the equipment need to be sent?”

* Will you be picking up the equipment?	<input type="text" value="No"/>
* Where does the equipment need to be sent?	<input type="text"/>

Please enter the office, job number, or address that the equipment will need to be sent to

Step 4: Select Resources

Resources






Select the laptop and accessories

Select desired items below. Prices are for budgetary purposes and may change.





Choose Computer Model

- | | |
|---|--|
| <input type="checkbox"/>  Laptop
\$ 1300.00
View Details | <input type="checkbox"/>  CAD Desktop -- Please Call To Discuss
\$ 3500.00
View Details |
|---|--|

Computer Accessories

- | | |
|--|--|
| <input type="checkbox"/>  Carrying Case
\$ 50.00
View Details | <input type="checkbox"/>  Docking Station
\$ 275.00
View Details |
| <input type="checkbox"/>  Dual Monitor Setup
\$ 400.00
View Details | <input type="checkbox"/>  Single Monitor Setup
\$ 200.00
View Details |
| <input type="checkbox"/>  Laptop Charger
\$ 80.00
View Details | |

Software and Licenses


- | | |
|--|--|
| <input type="checkbox"/>  Microsoft Project
\$ 700.00
View Details | <input type="checkbox"/>  Bluebeam eXtreme Upgrade
\$ 700.00
View Details |
| <input type="checkbox"/>  Accubid/ChangeOrder
\$ 0.00
View Details | <input type="checkbox"/>  Viewpoint Account
\$ 0.00
View Details |

Communication Devices


Desk Phone - OFFICE EMPLOYEES ONLY

- | | |
|---|---|
| <input type="radio"/>  Cisco Desk Phone
\$ 400.00
View Details | <input type="radio"/>  Cisco Soft Phone
\$ 0.00
View Details |
|---|---|





Cell Phone

- | |
|---|
| <input type="checkbox"/>  iPhone
View Details |
|---|

Air Card Model

- | |
|---|
| <input type="checkbox"/>  AirCard
\$ 100.00
View Details |
|---|

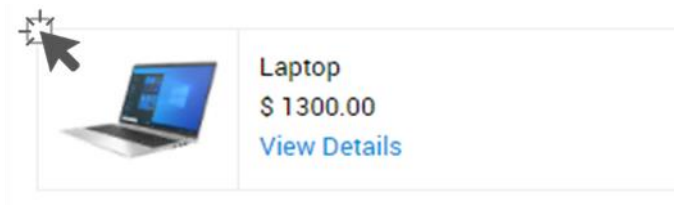
Select iPad Model

- | | |
|--|--|
| <input type="checkbox"/>  iPad with Otterbox
\$ 600.00
View Details | <input type="checkbox"/>  iPad Pro 12.9 w/ Keyboard
\$ 1300.00
View Details |
| <input type="checkbox"/>  iPad Pro 11 w/ Keyboard
\$ 1100.00
View Details | <input type="checkbox"/>  iPad w/Keyboard
\$ 600.00
View Details |

Plangrid Access


- | | |
|---|--|
| <input type="checkbox"/>  Plangrid - Dozer - 5,000 Sheets
\$ 700.00
View Details | <input type="checkbox"/>  Plangrid - Crane - Unlimited Sheets
\$ 1400.00
View Details |
|---|--|

Resources: Please select any resources that will be needed for this request by selecting the check box in the top left corner and see the cost of the item as well.



Step 5: Cost Estimation

Cost Estimation

 The below total is only a rough estimate. Quotes will be provided after approval

Service Cost	\$ 0.00
Resources Cost	\$ 0.00
<hr/>	
Grand Total	\$ 0.00
<hr/>	

Cost Estimation: When you have selected all equipment necessary for this request you can see the estimated TOTAL cost here before adding the request.

Step 6 (FINAL): Click “Add Request” to submit

