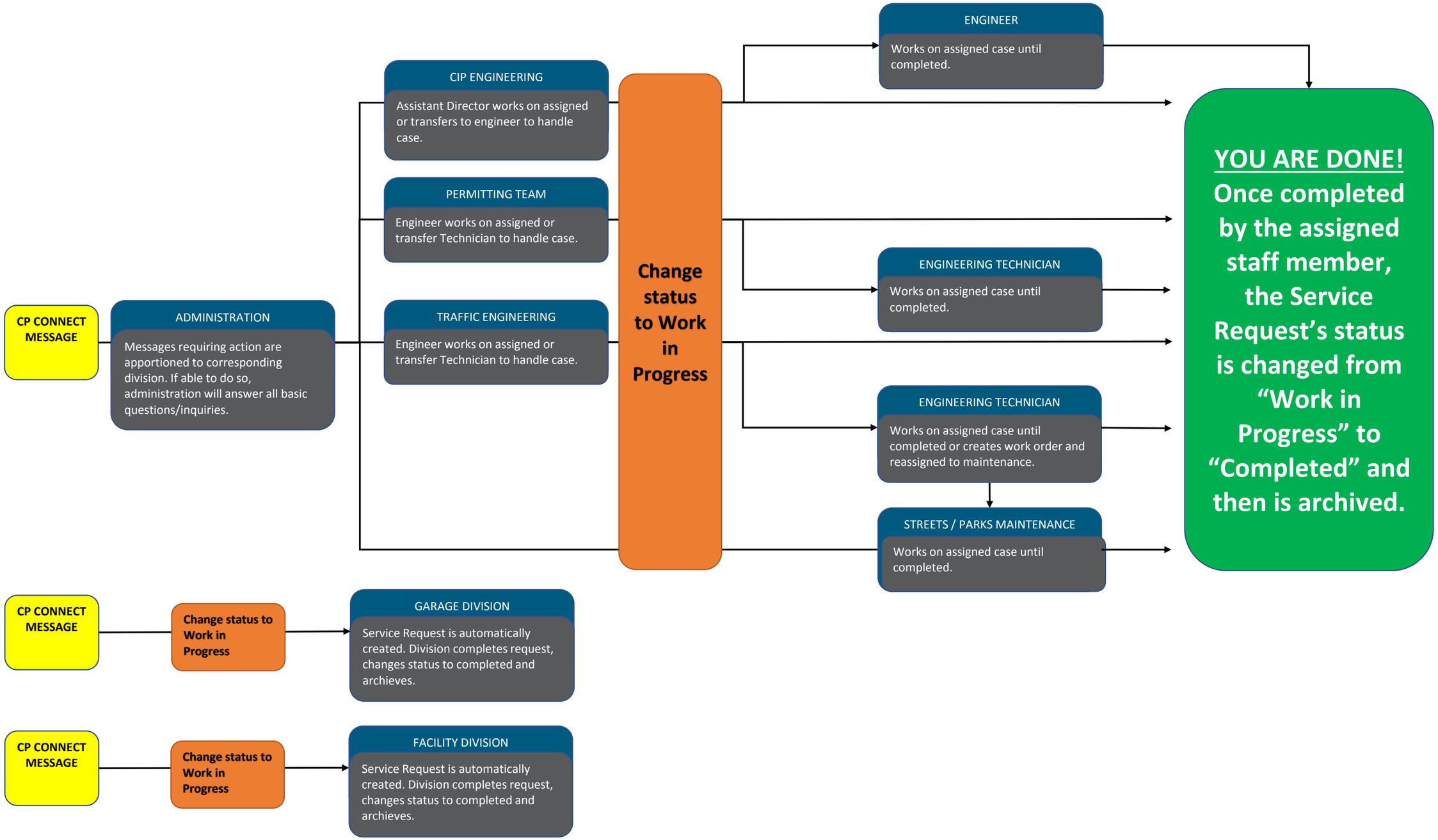
CP CONNECT MESSAGE
ADMINISTRATION
Messages requiring action are apportioned to corresponding division. If able to do so, administration will answer all basic questions/inquiries.
CIP ENGINEERING
Assistant Director works on assigned or transfers to engineer to handle case.
PERMITTING TEAM
Engineer works on assigned or transfer Technician to handle case.
TRAFFIC ENGINEERING
Engineer works on assigned or transfer Technician to handle case.
Change status to Work in Progress
ENGINEER
Works on assigned case until completed.
ENGINEERING TECHNICIAN
Works on assigned case until completed.
ENGINEERING TECHNICIAN
Works on assigned case until completed or creates work order and reassigned to maintenance.
STREETS / PARKS MAINTENANCE
Works on assigned case until completed.
YOU ARE DONE!
Once completed by the assigned staff member, the Service Request's status is changed from "Work in Progress" to "Completed" and then is archived.
CP CONNECT MESSAGE
Change status to Work in Progress
GARAGE DIVISION
Service Request is automatically created. Division completes request, changes status to completed and archieves.
CP CONNECT MESSAGE
Change status to Work in Progress
FACILITY DIVISION
Service Request is automatically created. Division completes request, changes status to completed and archieves.