



MAINTENANCE SOLUTIONS

Thank you for using Corrigo. Below you will find an overview of how to submit a service request online to Corrigo. **You may refer to the sample screen shots on the next page.**

1. Go to <https://blockllc.corrigo.com> and enter your login information.
2. Click on request maintenance service
3. Select the area where you need service (ie. Suite 150, Grounds, Landscaping, etc.)
4. Select the service you need by clicking on the options listed. (ie. Electricity, Lighting, Plumbing, etc.)
5. You may enter any additional information you may want to relay to the technician in the box provided.
6. Verify your contact information. If you have given us your email address, you will receive automated updates about your request. Once finished, click submit request, and you will be given a work order # for your reference.

Once your service request is submitted, you may log into Block Maintenance Solutions (Corrigo) at anytime to view the work order, simply click on the work order number and you will be taken to the service request screen for details.

At anytime, should you have questions or concerns you may contact Lanett Janzen via email at ljanzen@blockllc.com.

Thank you!



Go to <https://blockllc.corrigo.com> and enter your login information.

Login - Windows Internet Explorer provided by Block Real Estate Services

https://blockllc.corrigo.com/customer2/login.asp?c=1

File Edit View Favorites Tools Help

Links AOL Block Calorie King Chiefs Commerce Corrigo ENERGY STAR Gmail KCPL PCH Property Search Sharepoint SWA Tenant Portal Weather

Google Search

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RoboForm Logins Save Generate Lanett Janzen

Login

BLOCK
MAINTENANCE SOLUTIONS

Customer Service Request Center

Sign Into Your Account

User Name :

Password:

Remember Me

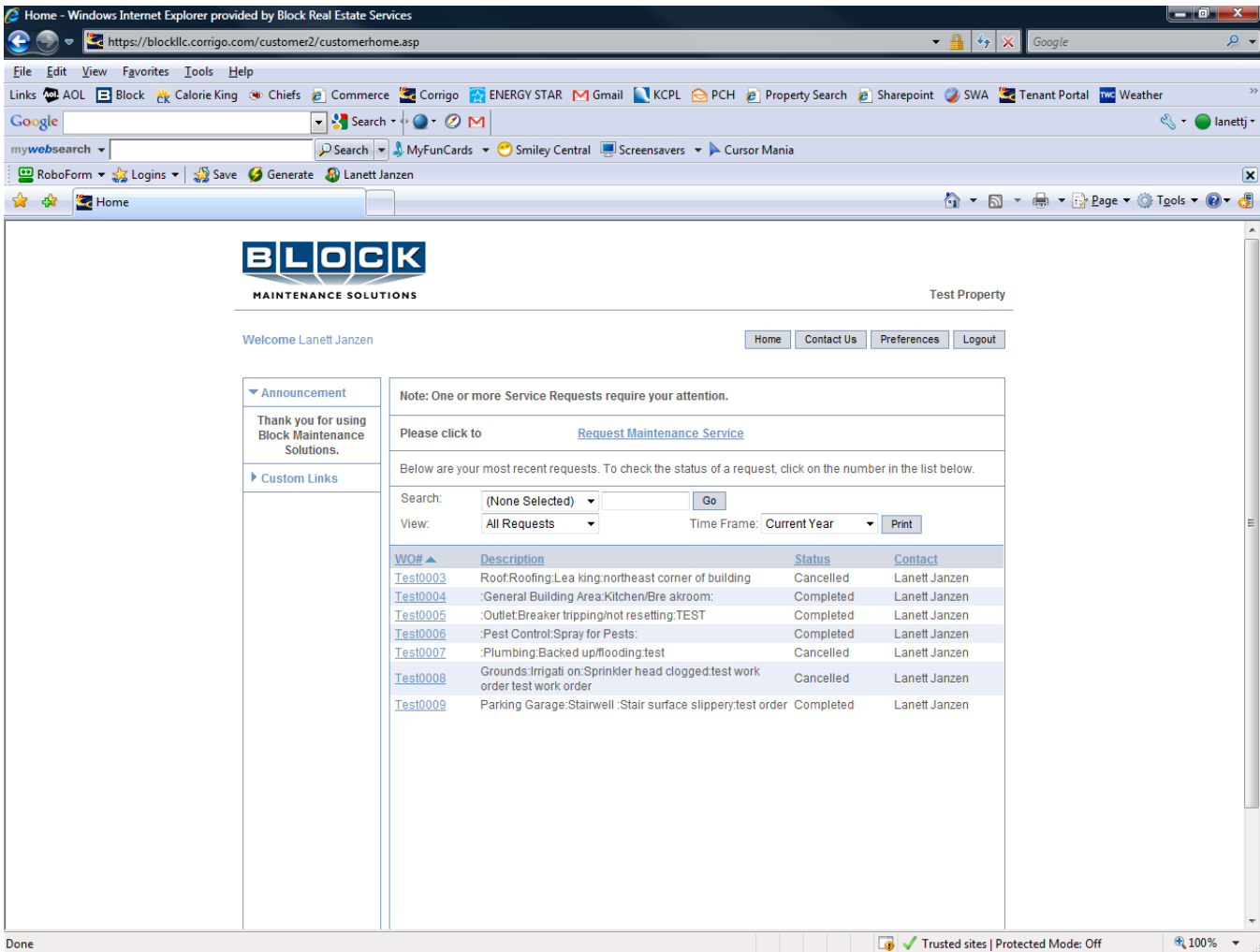
[Forgot User Name/Password?](#)

If you are having difficulty accessing the system, please contact Lanett Janzen at lanettj@blockllc.com

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Trusted sites | Protected Mode: Off 100%

Click on request maintenance service



Home - Windows Internet Explorer provided by Block Real Estate Services
 https://blockllc.corigo.com/customer2/customerhome.asp

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Home

BLOCK
 MAINTENANCE SOLUTIONS

Test Property

Welcome Lanett Janzen [Home](#) [Contact Us](#) [Preferences](#) [Logout](#)

▼ Announcement

Thank you for using Block Maintenance Solutions.

► Custom Links

Note: One or more Service Requests require your attention.

Please click to [Request Maintenance Service](#)

Below are your most recent requests. To check the status of a request, click on the number in the list below.

Search:

View: Time Frame:

WO#	Description	Status	Contact
Test0003	Roof:Roofing:Lea king:northeast corner of building	Cancelled	Lanett Janzen
Test0004	:General Building Area:Kitchen/Bre akroom:	Completed	Lanett Janzen
Test0005	:Outlet:Breaker tripping/not resetting:TEST	Completed	Lanett Janzen
Test0006	:Pest Control:Spray for Pests:	Completed	Lanett Janzen
Test0007	:Plumbing:Backed up/flooding:test	Cancelled	Lanett Janzen
Test0008	Grounds:Irigati on:Sprinkler head clogged:test work order test work order	Cancelled	Lanett Janzen
Test0009	Parking Garage:Stairwell :Stair surface slippery:test order	Completed	Lanett Janzen

Done Trusted sites | Protected Mode: Off 100%



Select the area where you need service. Either within your suite or main areas surrounding your building.

Place Your Service Request - Windows Internet Explorer provided by Block Real Estate Services

https://blockllc.corigo.com/customer2/srvreq2/lineitem.asp?newRequest=true

File Edit View Favorites Tools Help

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Google Search

mywebsearch Search MyFunCards Smiley Central Screensavers Cursor Mania

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Place Your Service Request

BLOCK
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Test Property

Welcome Laneit Janzen

Home Contact Us Preferences Logout

Place Your Service Request Back Cancel Request

Where is service needed?

Test Property (700 W. 47th Street, Suite 200, Kansas City, MO, US)

Choices Available:

- [Suite 200](#)
- [Suite 350](#)
- [Electric Wall Heater](#)
- [General Building Area](#)
- [Grounds](#)
- [Irrigation](#)
- [Landscaping](#)
- [Parking Garage](#)
- [Parking Lot](#)
- [Plumbing](#)
- [Roof](#)
- [Sidewalk](#)
- [Sprinkler Room](#)
- [Wall - Exterior](#)
- [Waste Management Area](#)
- [Other](#)

Back Cancel Request

Done Trusted sites | Protected Mode: Off 100%

Select the service you need by clicking on the options listed.

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL: <https://blockllc.corrigo.com/customer2/srvreq2/lineitem.asp>. The browser's title bar reads "Place Your Service Request - Windows Internet Explorer provided by Block Real Estate Services".

The page content includes the "BLOCK MAINTENANCE SOLUTIONS" logo at the top left. To the right of the logo, it says "Test Property". Below the logo, a welcome message reads "Welcome Lanett Janzen". To the right of this message are buttons for "Home", "Contact Us", "Preferences", and "Logout".

The main content area is titled "Place Your Service Request" and contains the following text:

You selected
Test Property (700 W. 47th Street, Suite 200, Kansas City, MO, US)

[Suite 350](#)
[Electricity](#)

To change an item in the list above, click that link

Select the type of problem

- [Breaker tripped/not resetting](#)
- [Cover plate missing/damaged](#)
- [Electrical room open](#)
- [No power at outlet](#)
- [No power in building](#)
- [No power in room/area](#)
- [Outlet damaged/not working](#)
- [Power outage](#)
- [Switch not working](#)
- [Other](#)

At the bottom of the content area, there are "Back" and "Cancel Request" buttons.

The browser's status bar at the bottom shows "Done", "Trusted sites | Protected Mode: Off", and "100%".

You may enter any additional information you may want to relay to the technician in the box provided.

The screenshot shows a web browser window with the following content:

- Browser Title:** Place Your Service Request - Windows Internet Explorer provided by Block Real Estate Services
- Address Bar:** https://blockkic.corrigo.com/customer2/srvreq2/lineitem.asp
- Page Header:** BLOCK MAINTENANCE SOLUTIONS
- User:** Welcome Lanett Janzen
- Navigation:** Home, Contact Us, Preferences, Logout
- Form Title:** Place Your Service Request
- Buttons:** Continue, Back, Cancel Request
- Selected Property:** Test Property (700 W. 47th Street, Suite 200, Kansas City, MO, US)
- Issue:** Suite 350 Electricity No power at outlet
- Additional Information:** Outlet next to Sue's office by front door
- Classification:** This request has been automatically classified as Regular. If you believe this is an emergency, click here.
- Footer:** Done, Trusted sites | Protected Mode: Off, 100%



Verify your contact information, then click submit request

Review Your Service Request - Windows Internet Explorer provided by Block Real Estate Services

https://blockllc.corrigo.com/customer2/srvreq2/srdetails.asp

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Review Your Service Request

BLOCK
MAINTENANCE SOLUTIONS

Test Property

Welcome Lanett Janzen [Home](#) [Contact Us](#) [Preferences](#) [Logout](#)

Review Your Service Request [Submit Request](#) [Cancel Request](#)

This request has not yet been submitted.

Test Property (700 W. 47th Street, Suite 200, Kansas City, MO, US)

Del. Location	Item	Symptom	Additional Info
Suite 350	Electricity	No power at outlet	Outlet next to Sue's office by

Scheduling [Grant PTE](#)

Scheduling option is not specified.

Contact Information

Name:

Phone/Email:

Notes

Attach a File [Attach a File](#)

No Items

[Submit Request](#) [Cancel Request](#)

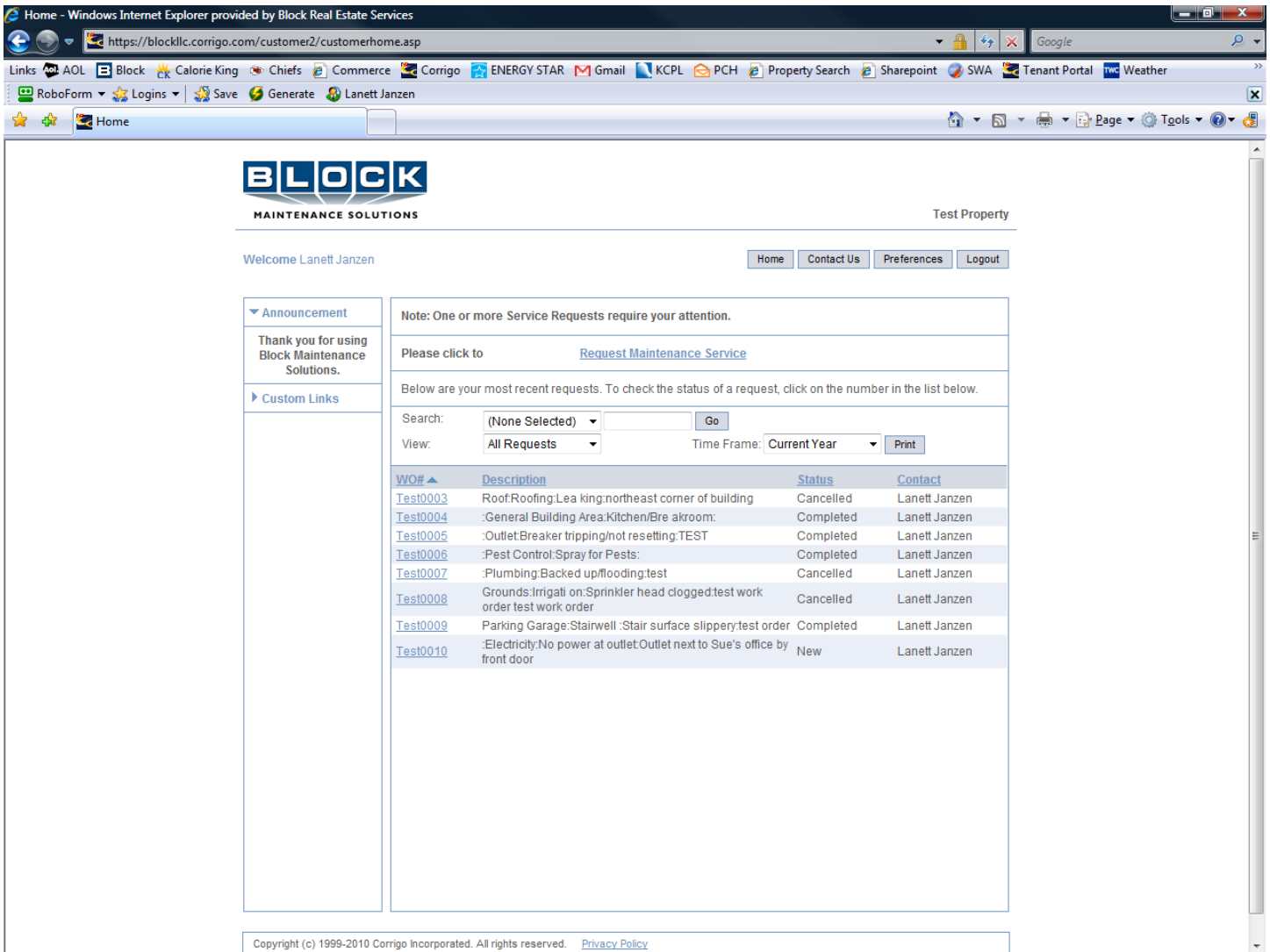


MAINTENANCE SOLUTIONS

Once you submit the request you will be given a confirmation number.

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL: <https://blocklc.corrigo.com/customer2/srvreq2/srconfirm.asp>. The browser's title bar reads "Confirmation - Windows Internet Explorer provided by Block Real Estate Services". The page content includes the BLOCK MAINTENANCE SOLUTIONS logo at the top left, a "Test Property" link at the top right, and a "Welcome Lanett Janzen" message. A navigation menu contains buttons for "Home", "Contact Us", "Preferences", and "Logout". The main content area is titled "Confirmation" and contains the following text: "Your service request has been submitted. The appropriate staff member has been notified. For future reference, the service request number is provided below. You can check the status of a service request from the Home Page. Your service request number is: **Test0010**. Thank you for bringing this service need to our attention. Sincerely, Block Maintenance Solutions". There are "Done" buttons in the top right and bottom right corners of the confirmation box. At the bottom of the page, a footer contains the text: "Copyright (c) 1999-2010 Corrigo Incorporated. All rights reserved. [Privacy Policy](#)".

To review your work order, go back to the home page and click on the service request #.



Home - Windows Internet Explorer provided by Block Real Estate Services
 https://blocklc.corrigo.com/customer2/customerhome.asp

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Test0005	:Outlet:Breaker tripping/not resetting:TEST	Completed	Lanett Janzen
Test0006	:Pest Control:Spray for Pests:	Completed	Lanett Janzen
Test0007	:Plumbing:Backed up/flooding:test	Cancelled	Lanett Janzen
Test0008	Grounds:Irrigati on:Sprinkler head clogged:test work order test work order	Cancelled	Lanett Janzen
Test0009	Parking Garage:Stainwell :Stair surface slippery:test order	Completed	Lanett Janzen
Test0010	:Electricity:No power at outlet:Outlet next to Sue's office by front door	New	Lanett Janzen

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