**How to log an Out of Hours Opening Request**

To log an out of hours request, click on this link: - <https://ljmu.invida.co.uk/simplified/home>

A screenshot of a computer

Of how to create a job ticket**Click “create new** **ticket “**

A blue and white ticket

Arrow is pointing to out of hours selection button

**Click on “Out of Hours Request”**

Warning that a minimum of three working days notice is required

**Click on “Out of Hours Request”**

**Please note a minimum of 3 days’ notice is required.**

**Please provide the reason for the out of hours request i.e., Drama rehearsals/contractors on site**

A screenshot of a computer

Indicating that text boxes must be completed

**Please supply additional information here i.e., Contractors Names**

**Please click to proceed to next screen.**

**NB: - Where possible Student Life Building should be used for out of hours requests before other buildings**

Screenshot of form with notification that where possible Student Life Building should be used in first instance.





A screenshot of a computer
Identifying that photographs and other attachments can be uploaded here

**Please click to proceed to next screen.**

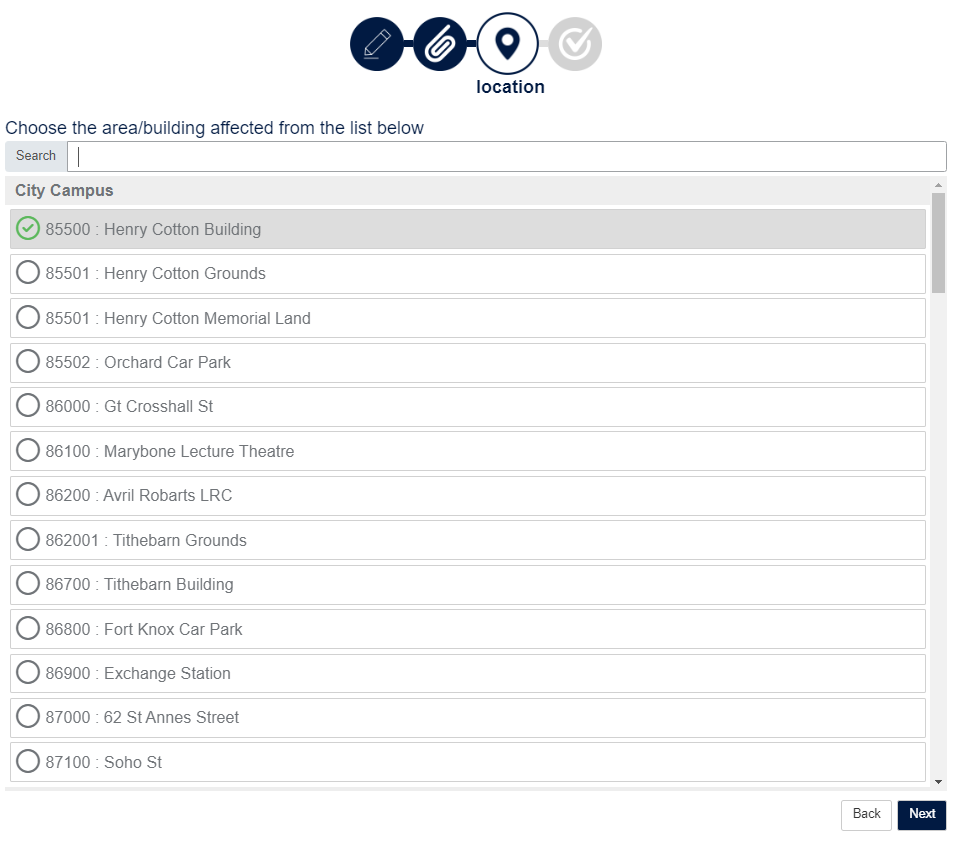
**Please attach room set-ups plans or event information here.**

A screenshot of a computer



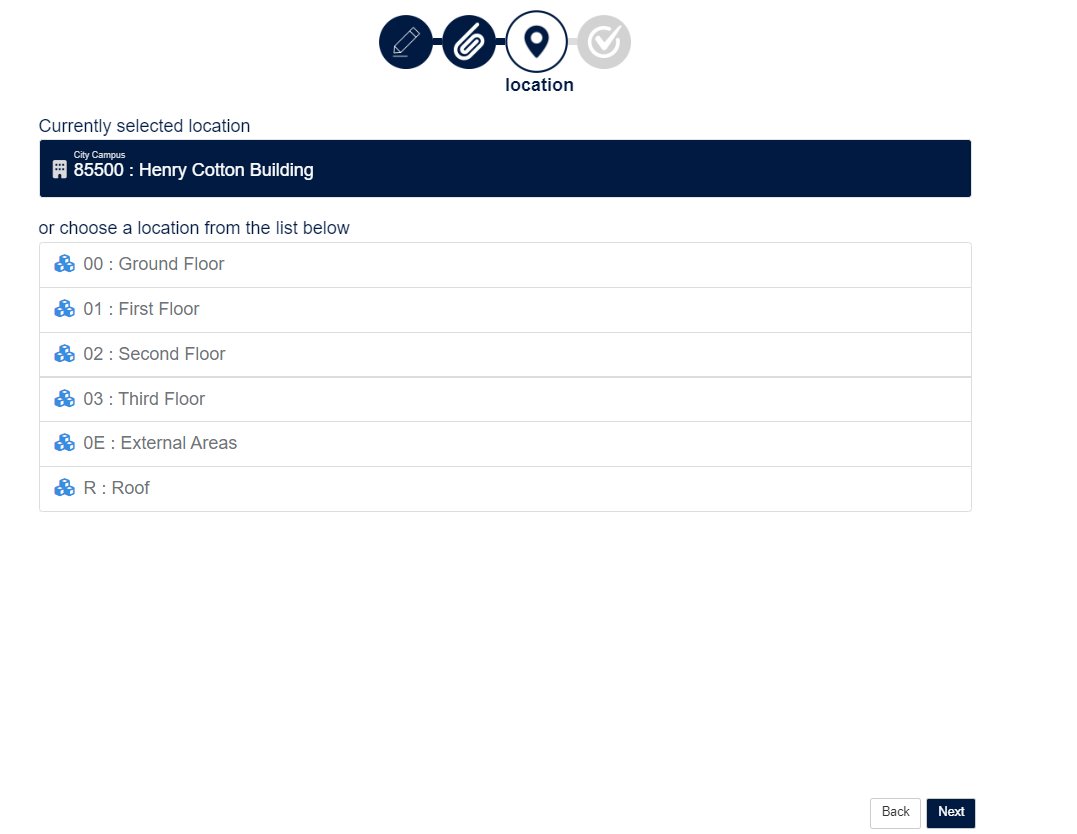
**Please click to proceed to next screen.**

**Please select which Building you require opening.**



**Please click to proceed to next screen.**

**Please indicate which floor you require if you don’t need access to whole building.**



**Please click to proceed to next screen.**

**Confirmation of Location**



**Please click to proceed to next screen if details are correct.**

**This screen confirms your request has been logged and indicates your ticket number.**

A screen shot of a ticket number - this is your reference when asking for follow-ups

