



Login

Enter the company URL manually or use the scanner to scan a QR-code containing the URL

Company URL*



Once downloaded, you will need to log in to our environment. Click the icon to scan the company URL

Login

If you don't see your issue in the list, or if you have any technical issues, please email planon@southampton.ac.uk or call 02380 801000. For more information, visit www.southampton.ac.uk/planon.



Planon Environment



Space



University of
Southampton

Use the QR scanner to hover over the Planon Environment QR code on the Planon posters. You will now need to log in with your University email address and password.

Spaces



When logged in, this will be the homepage, to log a maintenance job, press the scan option on the bottom of the app



My Requests



Staff



Scan



Spaces



More

Spaces



Scan options

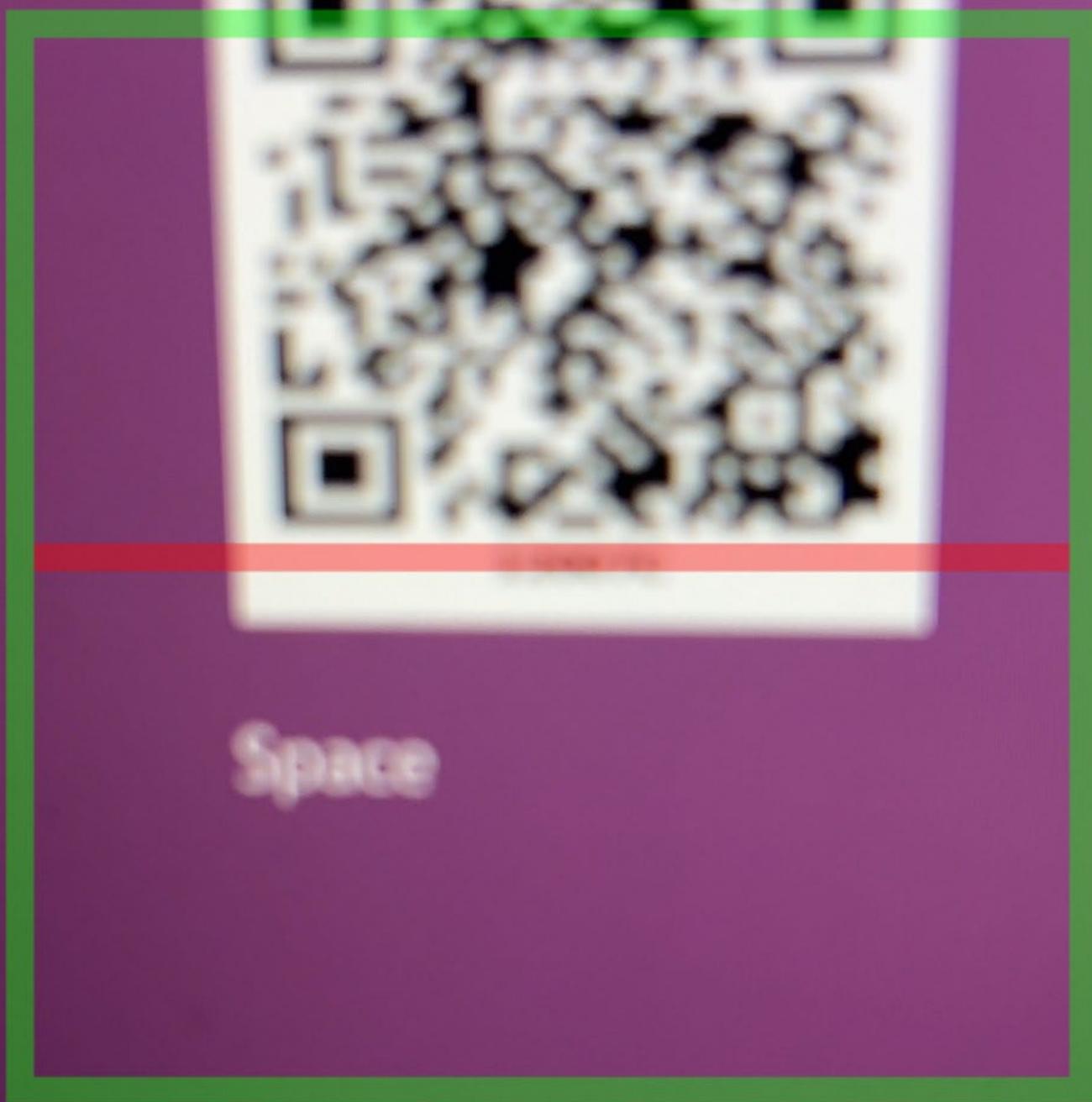


Scan QR

Click the scan QR option



Scan NFC



On the poster in the area where the maintenance issue is, there will be a poster with a QR code named space. Scan this QR code by lining up the Green box over the code.



Space details

General information

Space number
12007C

Building
0146, Mayflower A

Level
12

Space name
Study Bedroom

Reported incidents

No reported incidents

Ensure the details here are correct for the location you want to log the job, click the request button to log a maintenance problem.

[Request](#)



Space details

Available options



Basin/sink tap dripping/faulty



Basin/sink waste pipe blocked



Basin/sink waste pipe leaking



Bed base broken



Bed mattress issue



Cabinet/cupboard, broken/damaged



Carpet Cleaning



Chair broken

Scroll through the list and find the item that best describes the issue you have and click on this.

✕ Basin/sink tap dripping/faulty

Property*

0146, Mayflower A

Space

12007C, Study Bedroom

Contact number*

Description

Basin/sink tap dripping/faulty

Customer comments

Attachment(s)



Add in a contact number so we can contact you with any queries or updates you have. Add in comments as to what the problem is, and if possible, add a picture as an attachment so we can see. When done, click submit. You can then see this on the homepage under my requests.

Submit