

# PEMBROKE REGIONAL HOSPITAL

# MEMO

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**TO:** Everyone

**FROM:** Mike Godbout, Director, Plant Services

**DATE:** 2025 November 20

**SUBJECT:** “NEW” Maintenance Work Order System

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The Maintenance Department is pleased to announce the launch of a new work order system. This new system will improve efficiency within the department and is simple and easy to use.

**ebase will be launched November 25, 2025.**

Access to ebase will be through the PRH home page. Simply click on the icon.



You will be prompted to enter your username and password. Your username is your email address, and your password is the password you are using to access all PRH software applications. The ebase home screen will appear with the prompt:

***“Need to create a Maintenance Work Order? [Click here!](#)”***

Complete the fields for your specific request. Hit “Submit” on the top right hand of your screen and your work order has been submitted. Simple and user friendly!!

***Please access the training links below for a sneak peek!!***

Press the Ctrl key and click the link

### **Creating a Work Order (Video)**

<https://dms.ebasefm.com/kb/article?ref=164e8c1461471e>

### **Creating a Work Order (Article)**

<https://dms.ebasefm.com/kb/article?ref=15ae20f252e037>

If you are experiencing difficulties, please do not hesitate to contact Michelle Giles at x8050 or by email at [michelle.giles@prh.ca](mailto:michelle.giles@prh.ca) for assistance