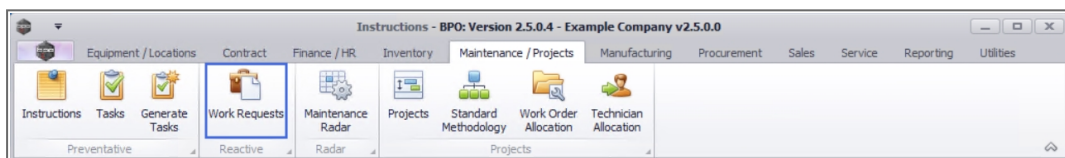


MAINTENANCE

WORK REQUESTS - EDIT A WORK REQUEST

Work requests are instructions for work to be done, which can then be checked by a technical / service manager and approved or rejected as required.

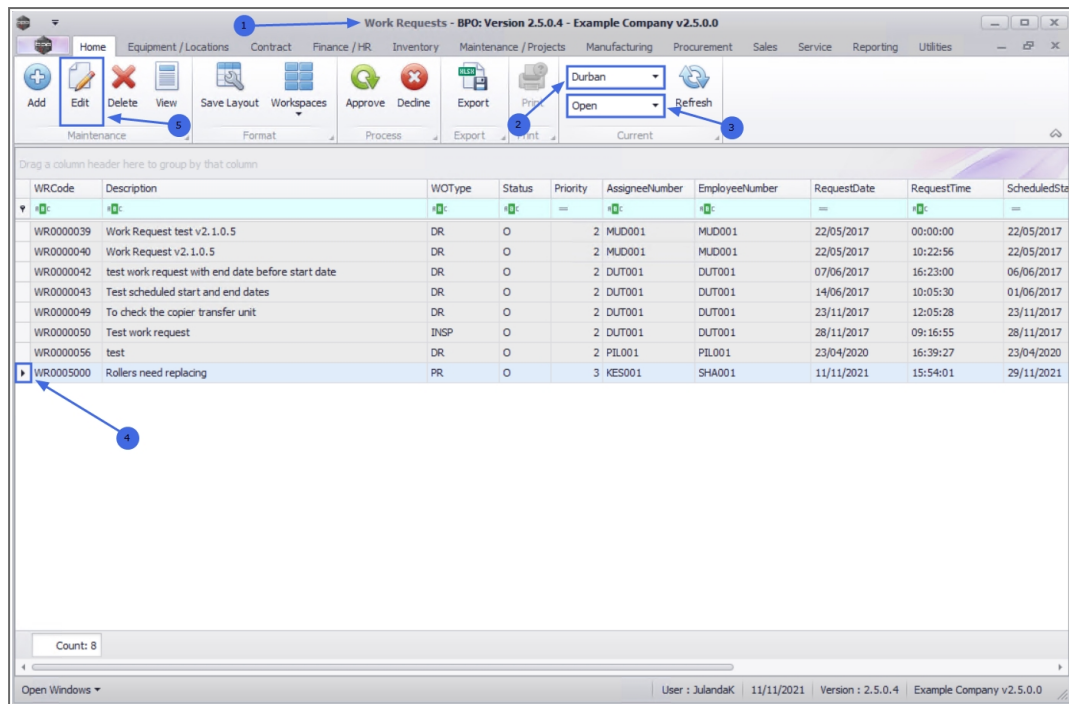
Ribbon Access: *Maintenance / Projects > Work Requests*



1. The **Work Requests** listing screen will be displayed.
2. Select the **Site** where the work request has been created.
 - The example has **Durban** selected.
3. You can only edit work requests that are in an Open or Completed **Status**.
 - The example has **Open** selected.
4. Click on the row of the work request you wish to edit.
5. Click on **Edit**.



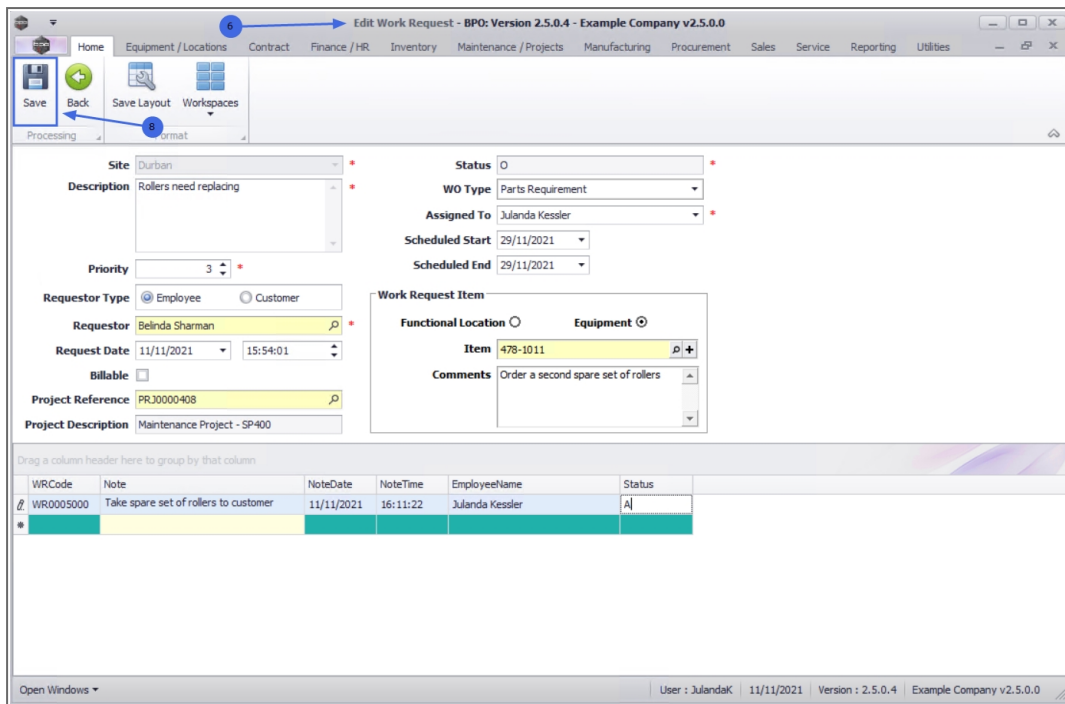
Short cut key: **Right click** to display the **All groups** menu list. Click on **Edit**.



- The **Edit Work Request** screen will be displayed.
- Make the changes to the work request as required.

Refer to [Maintenance - Add Work Request](#) for an explanation of the work request fields.

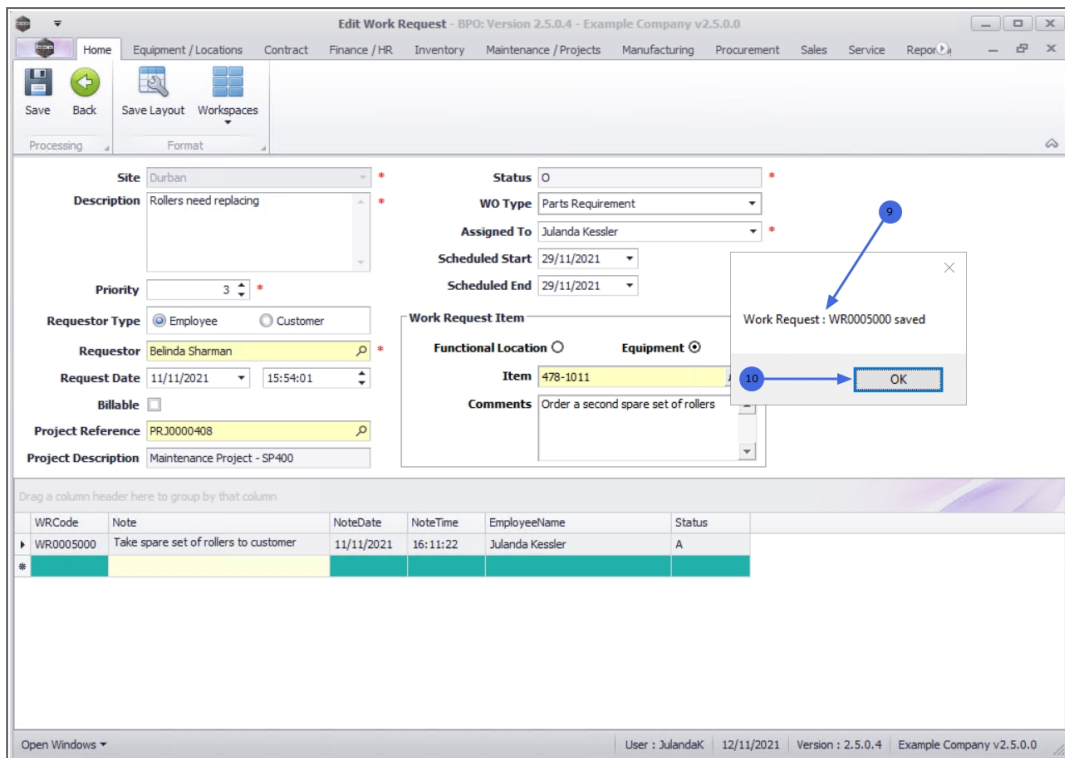
- Click on **Save**.



9. When you receive the message to confirm that;

- **Work Request: WR[work request number] saved.**

10. Click on **OK**.



You will return to the **Work Requests** listing screen where you can view the changes made.

MNU.002.005