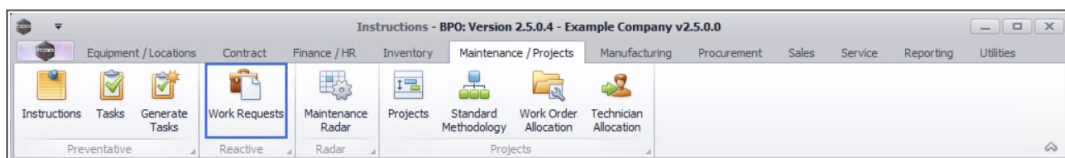


MAINTENANCE

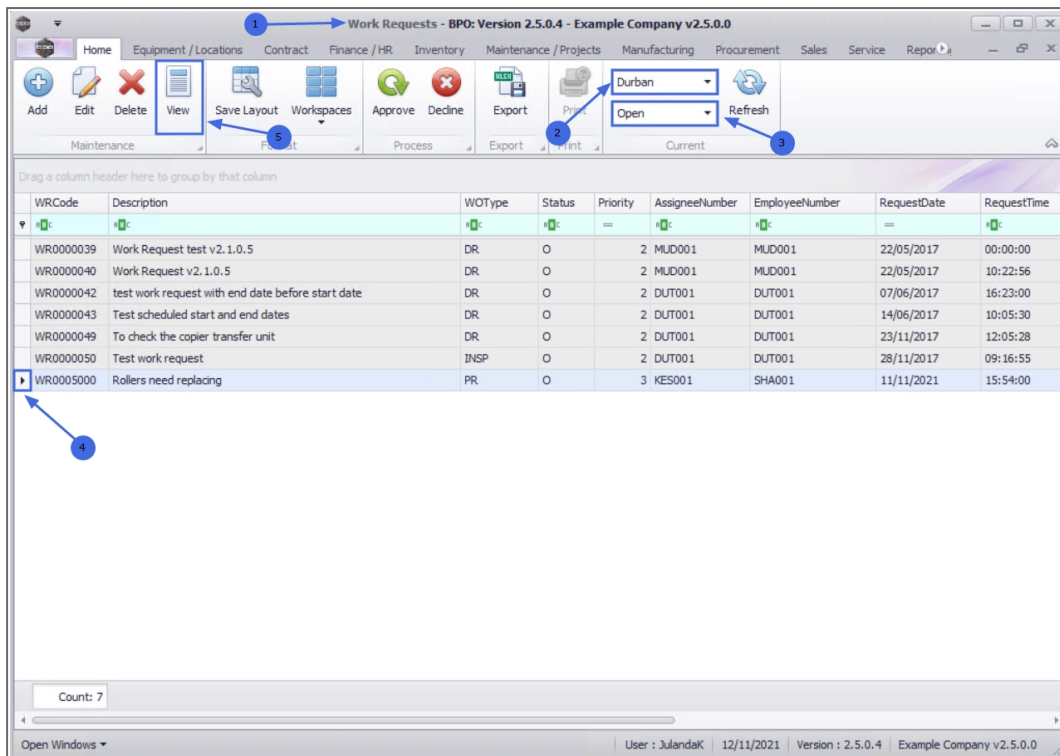
WORK REQUESTS – VIEW A WORK REQUEST

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 was created.
 - The example has **Durban** selected.
3. You can only view work requests with all **Statuses**.
4. Select the **row** of the work request you wish to view.
5. Click on **View**.



6. The **View Work Requests - WR[work request numbers]** screen will be displayed.



Note that this is a view only screen and no changes can be made to the work request from here.

7. Click on **Back** to return to the **Work Request** listing screen.

6

View Work Request - WR0005000 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Home

Equipment / Locations

Contract

Finance / HR

Inventory

Maintenance / Projects

Manufacturing

Procurement

Sales

Service

Report

Back

Save Layout

Workspaces

7

Site

Durban

Description

Rollers need replacing

Priority

3

Requestor Type

Employee

Requestor

Belinda Sharman

Request Date

11/11/2021

15:54:00

Billable

Project Reference

PRJ0000408

Project Description

Maintenance Project - SP400

Status

O

WO Type

Parts Requirement

Assigned To

Julanda Kessler

Scheduled Start

29/11/2021

Scheduled End

29/11/2021

Work Request Item

Functional Location

Equipment

Item

478-1011

Comments

Order a second spare set of rollers

Drag a column header here to group by that column

WRCode	Note	NoteDate	NoteTime	EmployeeName	Status
WR0005000	Take spare set of rollers to customer	11/11/2021	16:11:22	Julanda Kessler	A

Open Windows

User : JulandaK | 12/11/2021 | Version : 2.5.0.4 | Example Company v2.5.0.0

MNU.002.007

