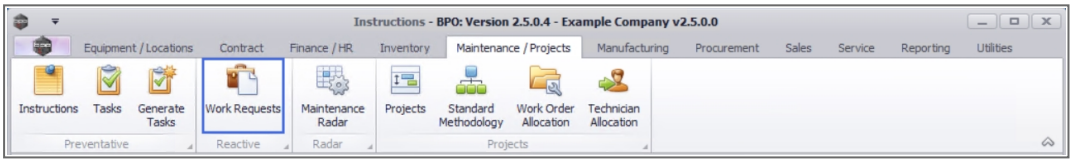
MAINTENANCE

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***.

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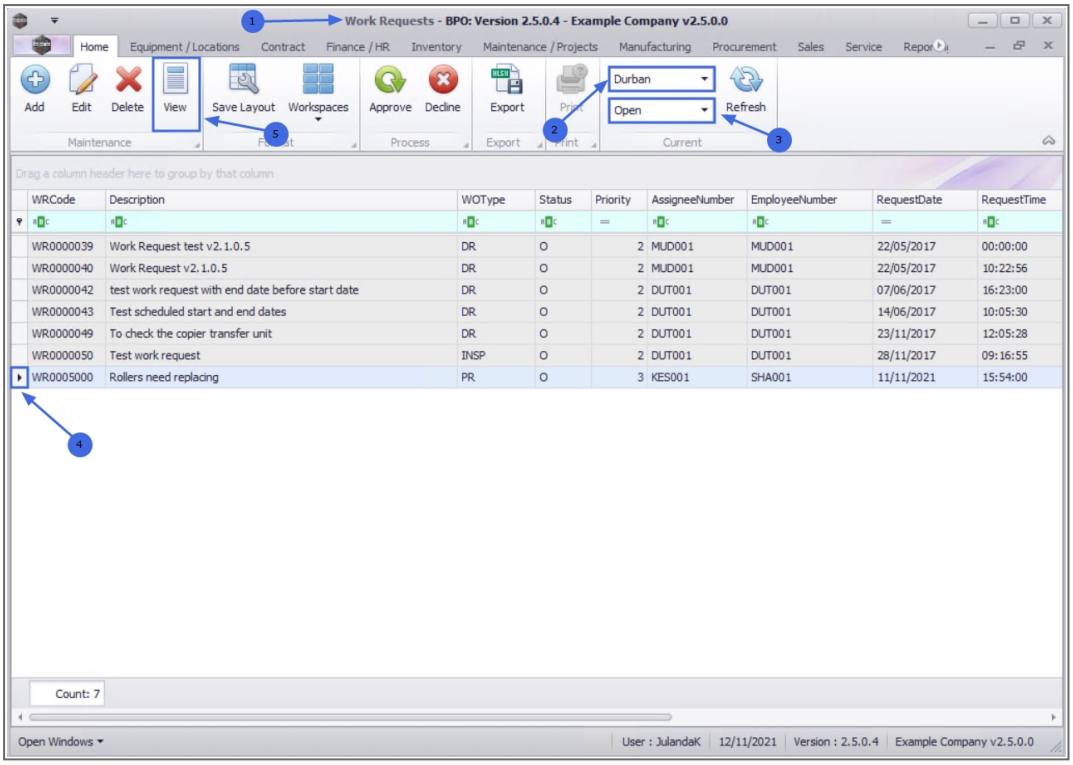

6. The ***View Work Requests - WR[****work request numbers****]*** screen will be displayed.

> **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.

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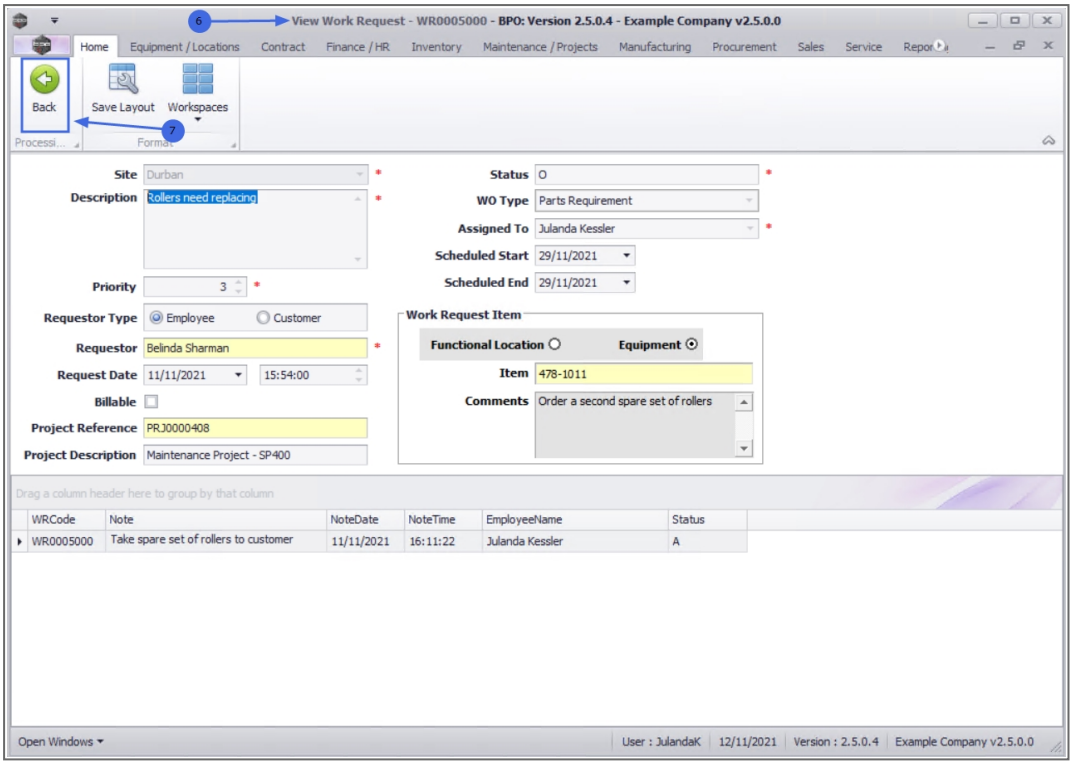

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