

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

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		Equipmen	it / Locations	Contract	Finance / HR	Inventory	Maintenan	ce / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
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Inst	ructions	Tasks	Generate Tasks	Work Requests	Maintenance Radar	Projects	Standard Methodology	Work Order Allocation	Technician Allocation						
	Pre	ventative	4	Reactive	Radar 4		Proj	ects	4						\diamond

- 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 <u>all</u> Statuses.
- 4. Select the *row* of the work request you wish to view.
- 5. Click on *View*.



Maintenance Rait Process Export Int Current VRCode Description WOType Status Priority AssigneeNumber EmployeeNumber RequestDate RequestTar VRCode Description UR OL - OL - OL - 00001 NU0001 22/05/2017 10:22:56 WR0000040 Work Request test v2.1.0.5 DR O 2 PUD01 PUPO(5/2017 10:25:30 WR0000043 Test scheduled start and end dates DR O 2 DUT001 20/05/2017 10:25:20 WR0000050 Test scheduled start and end dates DR O 2 DUT001 20/10/201 28/11/2017 12:	Add Edit	Delete View	Save Layout Workspaces	Approve Dedir		Print	Durbi		fresh		
WRC0de Description WOType Status Priority AssigneeNumber EmployeeNumber RequestDate RequestTur 10:	Maint	enance a	F. Sat	Process	# Export	, rrint	4	Current	3		
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WR0000039 Work Request test v2.1.0.5 DR O 2 MUD001 22/05/2017 000:00 WR0000039 Work Request test v2.1.0.5 DR O 2 MUD001 22/05/2017 10:22:56 WR0000042 test work request with end date before start date DR O 2 DUT001 DUT001 07/06/2017 16:23:00 WR0000043 Test scheduled start and end dates DR O 2 DUT001 DUT001 14/06/2017 10:03:30 WR0000049 To check the copier transfer unit DR O 2 DUT001 DUT001 23/11/2017 12:05:28 WR0000050 Test work request INSP O 2 DUT001 20/1001 20/101 20/101 23/11/2017 12:05:28	WRCode	Description			WOType	Status	Priority	AssigneeNumber	EmployeeNumber	RequestDate	RequestTime
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			transfer unit		DR	0					
WR0005000 Rollers need replacing PR O 3 KE5001 SHA001 11/11/2021 15:54:00											
	WR0000050	Test work request				-					
	WR0000050	Test work request				-					

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.



Priority 3 * Scheduled Start 29/11/2021 Requestor Type © Employee Customer 29/11/2021 * Requestor Type © Employee Customer * Work Request Item Requestor to 11/11/2021 15:54:00 * Functional Location O Equipment O Billabe		e Durban Rollers need replacing	¥ 4	 O Parts Requirement Julanda Kessler		•	
Requestor Belinda Sharman • Functional Location O Equipment O Request Date 11/11/2021 15:54:00 Item 478-1011 Billable Comments Order a second spare set of rollers •	Priority	y 3 🖕 *	Ŧ				
Billable Comments Order a second spare set of rollers					ent 💿		
Brainet Befaranza DD 10000409			*		t of rollers		
Project Description Maintenance Project - SP400					Ŧ		
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WRCode Note Note NoteTime EmployeeName Status WR0005000 Take spare set of rollers to customer 11/11/2021 16:11:22 Julanda Kessler A							

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