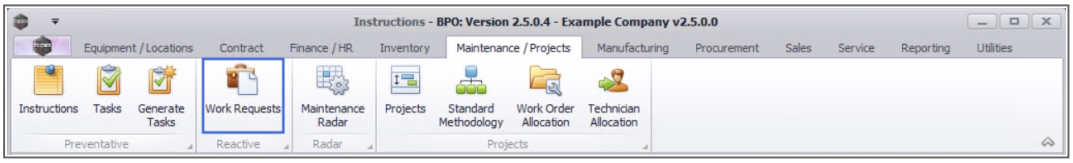
MAINTENANCE

WORK REQUESTS - INTRODUCTION

Work Requests can be raised for reactive maintenance, i.e. issues or problems found whilst a current service or maintenance job is being performed.

A Service / Technical Manager can check these work requests and approve or reject them as required. If approved, a Work Order is generated - which can then be assigned to an employee and then actioned.

Ribbon Access: *Maintenance / Projects > Work Requests*



1. The ***Work Requests*** listing screen will be displayed.
2. From this screen you can view a list of all the work requests for the ***Site*** and ***Status*** selected.
3. This screen will open by default in the ***Open*** status.

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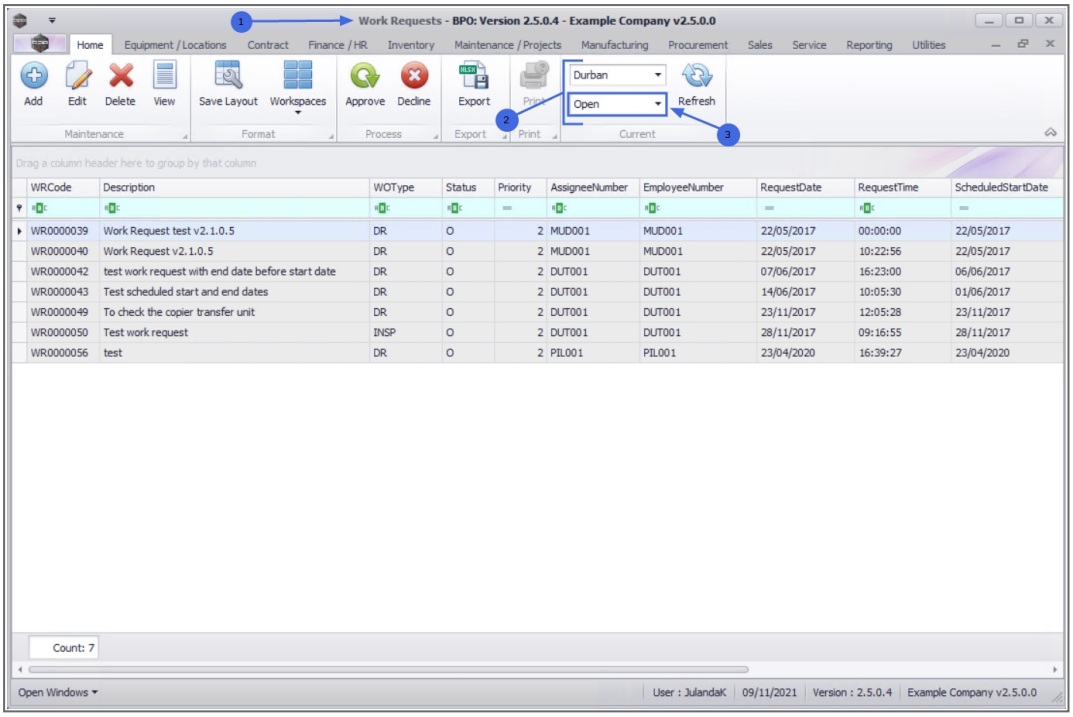

WORK REQUEST STATUS

4. All the work requests in the ***Work Request Listing*** screen are sorted depending on the ***Site*** and ***Status*** selected:
    - Open
    - Completed
    - Closed
    - Deleted
    - Deferred

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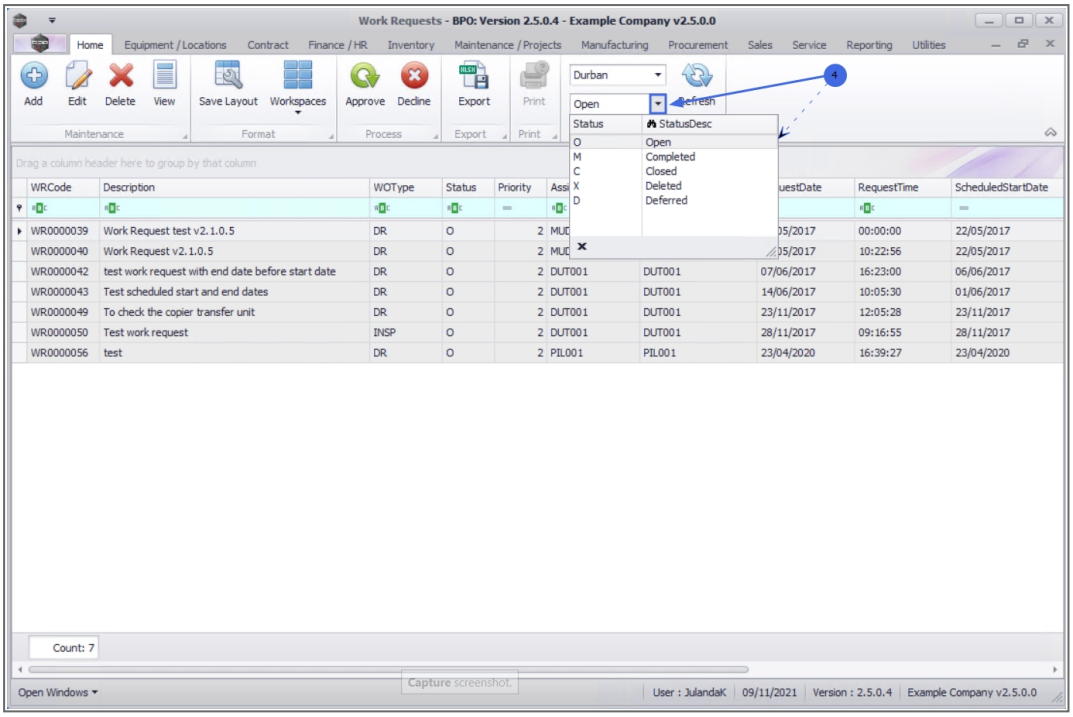

RIBBON ACTION BUTTONS

The Work Requests ribbon action buttons will be available (bold) or unavailable (greyed out) depending on the status selection.

In this screen you can:

- Maintenance - Add Work Request
- Maintenance - Edit Work Request
- Maintenance - Delete Work Request
- Maintenance - View Work Request
- Work Requests - Approve
- Work Requests - Decline

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