

## 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

\$	₹				Inst	tructions -	BPO: Version	2.5.0.4 - Exa	imple Company	v2.5.0.0					x
		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*.



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_	Mainte	enance		t " Process	a Export	a crint	4	Current	3		(
	WRCode	Description			WOType	Status	Priority	AssigneeNumber	EmployeeNumber	RequestDate	RequestTime
٩	a 🗖 c	R C			R C	RBC	-	8 <b>0</b> 0	8 <b>0</b> 0	=	R C
	WR0000039	Work Request to	est v2.1.0.5		DR.	0		2 MUD001	MUD001	22/05/2017	00:00:00
	WR0000040	Work Request v			DR	0		2 MUD001	MUD001	22/05/2017	10:22:56
	WR0000042	test work reque	st with end date befi	ore start date	DR	0		2 DUT001	DUT001	07/06/2017	16:23:00
	WR0000043	Test scheduled	start and end dates		DR	0		2 DUT001	DUT001	14/06/2017	10:05:30
	WR0000049	To check the co	pier transfer unit		DR	0		2 DUT001	DUT001	23/11/2017	12:05:28
	WR0000050	Test work reque	st		INSP	0		2 DUT001	DUT001	28/11/2017	09:16:55
		Rollers need rep	In steel		PR	0		3 KES001	SHA001	11/11/2021	15:54:00
-	WR0005000	Kollers need rep	lacing								
-	WR0005000	Koner's need rep	laong								

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     Request or to 1/11/2021   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		
ag a column header here to group by that column	ag a column header h	here to group by that column					//
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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