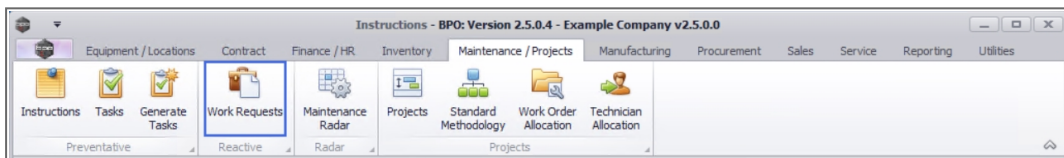


MAINTENANCE

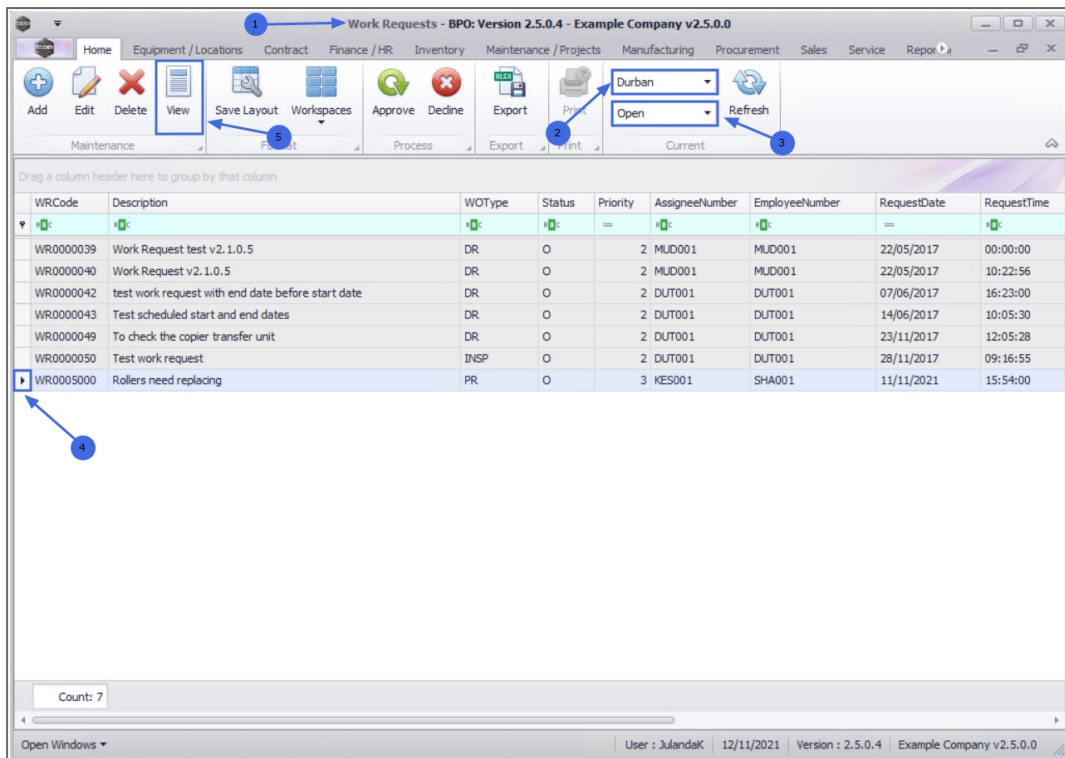
WORK REQUESTS - VIEW A WORK REQUEST

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.

MNU.002.007

