

We are currently updating our site; thank you for your patience.

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

4	Ŧ				Ins	tructions -	BPO: Version	2.5.0.4 - Exa	mple Company	v2.5.0.0				- - x
1		Equipmen	t / Locations	Contract	Finance / HR	Inventory	Maintenan	ce / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities
	•	Ì		Ê		1=			2					
Ir	structions	Tasks	Generate Tasks	Work Requests	Maintenance Radar	Projects	Standard Methodology	Work Order Allocation	Technician Allocation					
	Pre	ventative		Reactive	Radar 4		Proj	ects	4					

- 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.



Add Edit Mainte	Delete View Save Layout Work	Approve Declin Process	e Export	Print 2 Print	Open ⊿	Current	3		
WRCode	Description		WOType	Status	Priority	AssigneeNumber	EmployeeNumber	RequestDate	RequestTime
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WR0000039	Work Request test v2.1.0.5		DR	0	2	2 MUD001	MUD001	22/05/2017	00:00:00
WR0000040	Work Request v2.1.0.5		DR	0	2	2 MUD001	MUD001	22/05/2017	10:22:56
WR0000042	test work request with end date before s	tart date	DR	0	2	2 DUT001	DUT001	07/06/2017	16:23:00
WR0000043 Test scheduled start and end dates			DR	0	2	2 DUT001	DUT001	14/06/2017	10:05:30
WR0000049	DR	0	2	2 DUT001	DUT001	23/11/2017	12:05:28		
WR0000050	Test work request		INSP	0	2	2 DUT001	DUT001	28/11/2017	09:16:55
WD000F000	Pollers need replacing		PR	0	3	8 KES001	SHA001	11/11/2021	15:54:00
WR0005000	Kolici 3 freed repideing								

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.



Sit	e Durban n Rollers need replacing	*	Statı WO Typ Assigned T	e Parts Requirement Julanda Kessler	v v	•		
Priorit	y 3 🗍 *	Ŧ	Scheduled Sta Scheduled En	rt 29/11/2021 • d 29/11/2021 •				
Requestor Type Employee Custo Requestor Belinda Sharman		r *	- Work Request Item Functional Loca	tion O Equipm	ent 💿			
Request Dat Billabl Project Reference	e 11/11/2021 • 15:54:00 e PR30000408	121 • 15:54:00		m 478-1011 Corder a second spare se	t of rollers			
Project Descriptio	n Maintenance Project - SP400				¥			
ag a column header i		NatioDate	Note:Terr		Chatra		/	-/
WR0005000 Tak	= e spare set of rollers to customer	11/11/2021	16:11:22 Juland	a Kessler	A			

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