

# Custodial Request

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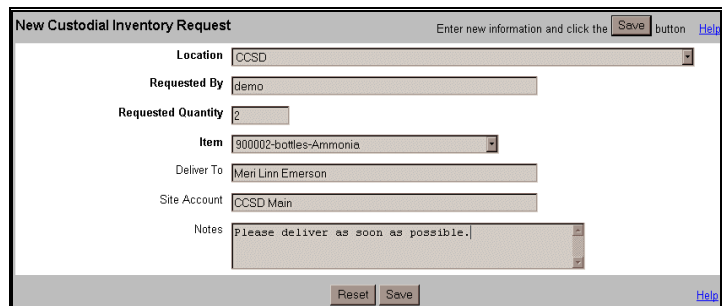
## Welcome to Custodial Request

Custodial Request data entry is very similar to Work Request, but its purpose is different. Custodial Request is used for requesting custodial inventory items.

### *Entering custodial requests*

To enter custodial requests:

1. Click **Custodial Request** from the SiteNet Main Menu.



The screenshot shows a web form titled "New Custodial Inventory Request". The form has several input fields: "Location" with a dropdown menu showing "CCSD"; "Requested By" with a text box containing "demo"; "Requested Quantity" with a text box containing "2"; "Item" with a dropdown menu showing "900002-bottles-Ammonia"; "Deliver To" with a text box containing "Men Linn Emerson"; "Site Account" with a dropdown menu showing "CCSD Main"; and "Notes" with a text area containing "Please deliver as soon as possible.". At the bottom of the form, there are three buttons: "Reset", "Save", and "Help".

2. Select the **Location** (Reference ID and Full Path Name) for which you wish to enter an inventory request.
3. Enter the individual or group requesting the inventory items in **Requested By**.

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**Note:** You can set the login name as the default for the Requested By field. For more information, refer to [Configuring SiteNet Maintenance Management RequestLINE](#).

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4. Enter the **Requested Quantity** of the item being requested.

5. Select the **Item ID/ Description** to identify the inventory item being requested.
6. Enter the final delivery point once the item is received in **Deliver To**.
7. Enter the **Site Account** for the inventory request. Some users will use site accounts in addition to ACT 1000 System accounts. This is a way to identify the account without any money being transferred.
8. Enter any **Notes** for the inventory request.
9. Click **Save** to send the request.