

Work Request

Welcome to Work Request

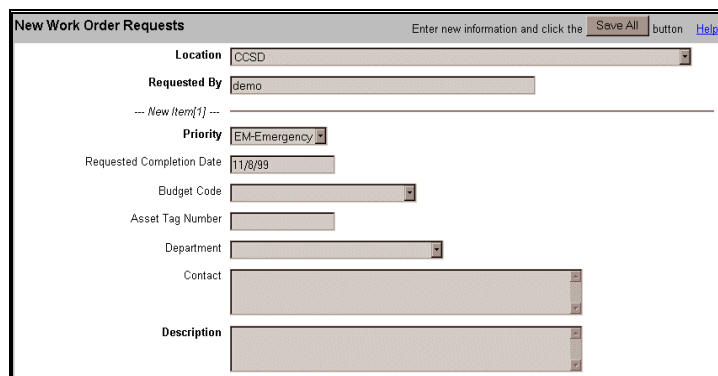
SiteNet™ Maintenance Management RequestLINE is used to enter requests for work to be done. To submit a work request, you must know the location for which you need the work done, the date you want the work done, and a description of the work to be done.

If you have the proper security rights, you can enter a new work request.

Entering a new work request

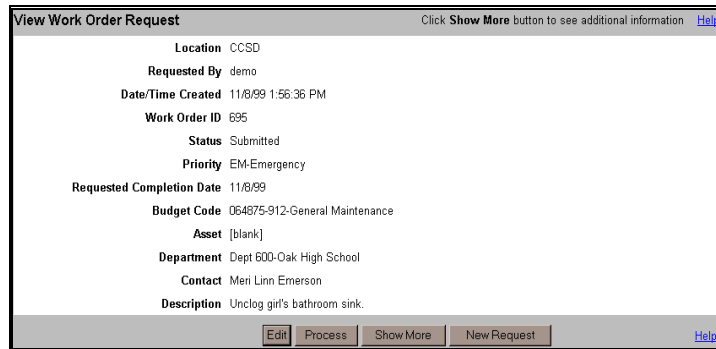
To enter a new work request:

1. Click **Work Request** from the SiteNet™ Main Menu.



2. Select the **Location** for the work from the drop-down box.
3. Enter the name of the person who is requesting the work in **Requested By**.
4. Enter a **Priority** for the work to be done.
5. Enter the **Requested Completion Date**.
6. Select a **Budget Code** from the drop-down box.

7. Enter the **Asset Tag Number** associated with the work request.
8. Enter the **Department** where the work is to be done.
9. Enter a **Contact** name for the work to be done.
10. Enter a **Description** for the work.
11. Repeat steps 3 through 9 to enter additional requests.
12. Click **Save All** to submit the estimate request. The View Work Request screen appears.



The screenshot displays a web application window titled "View Work Order Request". The window contains the following information:

- Location: CCSD
- Requested By: demo
- Date/Time Created: 11/8/99 1:56:36 PM
- Work Order ID: 695
- Status: Submitted
- Priority: EM-Emergency
- Requested Completion Date: 11/8/99
- Budget Code: 064875-912-General Maintenance
- Asset: [blank]
- Department: Dept 600-Oak High School
- Contact: Meri Linn Emerson
- Description: Unclog girl's bathroom sink.

At the bottom of the window, there are four buttons: "Edit", "Process", "Show More", and "New Request". A "Help" link is also visible in the bottom right corner.

13. Click **New Request** to enter a new request.