

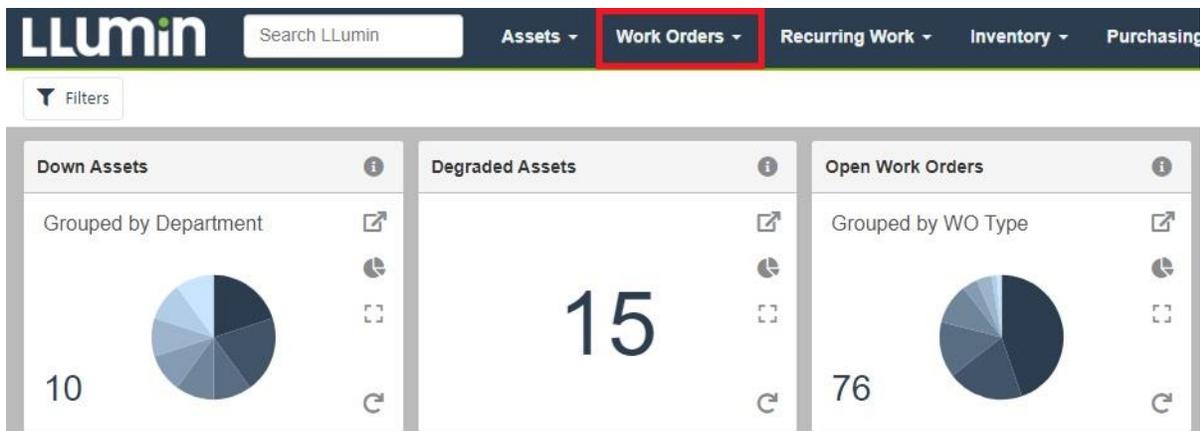
How to Create a Work Request

Work Requests offer a quick and simple way to report an issue without the need to submit a detailed Work Order. They are particularly useful in fast-paced environments and add an extra layer of security and approval before creating Work Orders.

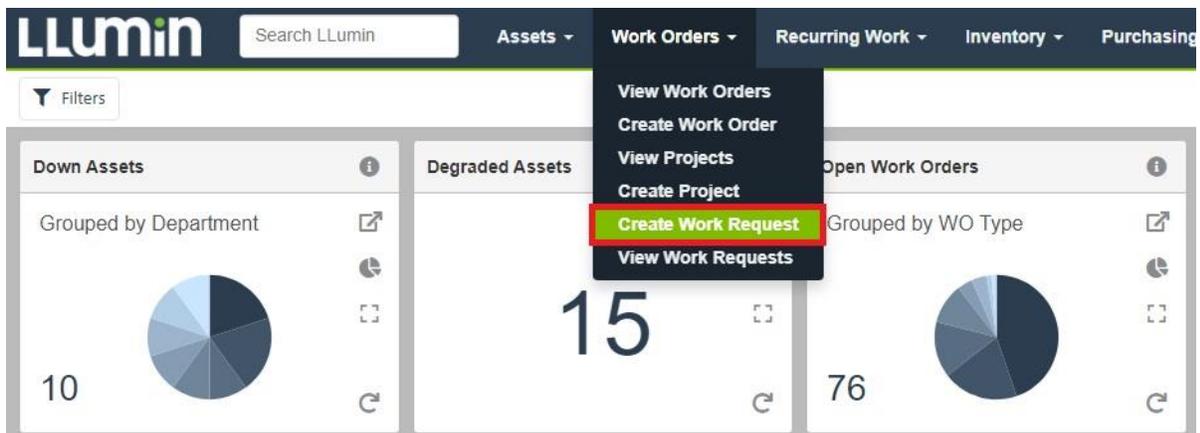
If a Work Request is approved, it is converted into a formal Work Order. If rejected, a reason for rejection can be provided. You can also notify the requester of the updated status in either case.

Create a Work Request

1. Select the **Work Orders** drop-down on the menu bar.



2. Click **Create Work Request**.



3. The Work Request Entry screen will open. Fill in the required fields to document the request. Required fields are marked with a red asterisk.
- **Asset ID:** A Work Request can be created with or without an Asset. If you know the Asset ID, you can freely type it in the Asset ID field. Otherwise, use the Search button to find it in the Asset Finder.
 - **Work Order Type:** Select the type of work order from the dropdown menu, such as Repair.
 - **Requested By:** This field will automatically fill with your name.
 - **Reason for Work:** Choose a reason for the work from the dropdown menu, like Down Asset.
 - **Work Requested:** Provide a detailed description of the issue to ensure clarity for the maintenance team.

The screenshot shows the 'Work Request Entry' form with the following fields and values:

- Asset ID:** ID-000004487 (with a search icon and a binoculars icon)
- Work Order Type:** Repair (dropdown menu)
- Requested By:** Technician Two (dropdown menu)
- Reason For Work:** Down Asset (dropdown menu)
- Work Requested:** Minor repairs needed. (text area)

Buttons at the bottom: 'Add a File' and 'Attach Existing File'.

NOTE: Once you've added an Asset, you can use the green binoculars icon next to the Asset ID header to view more details about your selected Asset. Only one Asset can be associated with a Work Request.

The screenshot shows the 'Work Request Entry' form with a 'Summary' popup window open. The Summary window displays the following details:

Asset ID	ID-000004487
Id	ID-000004487
Description	Cherry Picker Lift Truck
Location	MEQ-Warehouse
Current Status	Running

The background form shows the same fields as the previous screenshot, with the 'Attach Existing File' button highlighted.

- After filling out the relevant fields, select **Save** at the bottom of the page to submit the Work Request.

The screenshot shows a web form titled "Work Request Entry". It contains several input fields and buttons. At the top, there are three dropdown menus: "Asset ID" (with the value "ID-0000004487"), "Work Order Type" (with the value "Repair"), and "Requested By" (with the value "Technician Two"). Below these are two more dropdown menus: "Reason For Work" (with the value "Down Asset") and "Work Requested" (with the value "Minor repairs needed."). At the bottom of the form, there are two buttons: "Add a File" and "Attach Existing File". At the very bottom of the page, there are two buttons: "Save" (highlighted with a red box) and "Go Back".

- For certain Work Order Types, a checklist will be prompted. Fill out the checklist as needed or add a comment.
- After completing the checklist, click Save at the bottom of the page. The Work Request will be created.

The screenshot shows a web form titled "Repair Checklist". It has a "Step 1" tab. The form contains two questions: "Were all repairs complete?" with a checkbox and "When was the repair finished?" with a date picker. Both questions have a plus icon to the right, indicating that comments can be added.