

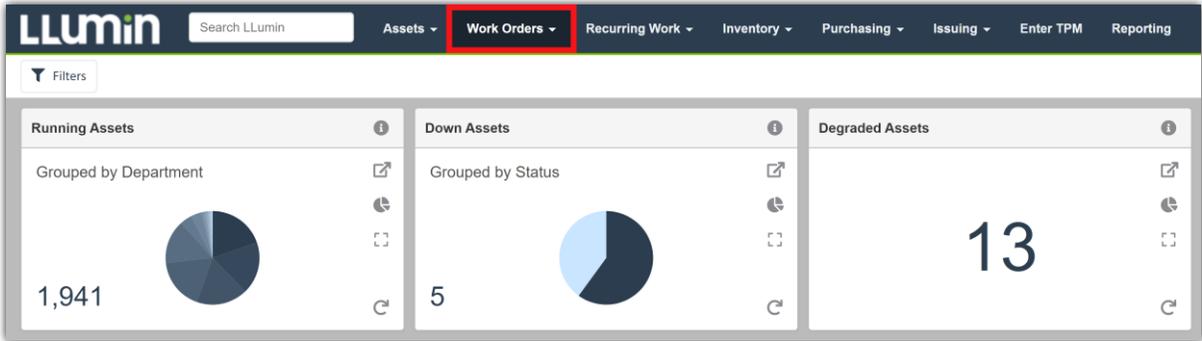
How to Approve or Reject a Work Request

Work Requests in LLumin can be approved or rejected easily, either individually or in bulk. Approving multiple Work Requests at once will convert them into a single Work Order.

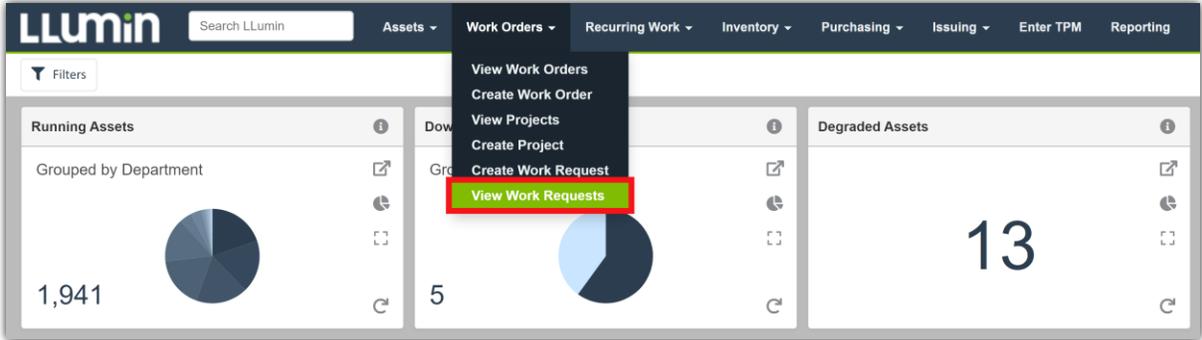
Instructions

To approve or reject a Work Request, perform the following steps:

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



2. Select **View Work Requests**.



- In the Work Request Finder, choose the Work Request(s) to be approved or rejected.
- To approve, click **Approve** near the top of the screen.

Work Request Finder 10 Please select... ▼

Approve
 Reject

Grid Layout ▼

Work ...	Date Created	Asset ID	Asset Descr	Work Requested	WO Type	Request...	Site
<input type="checkbox"/>	279	7/3/2024	00BBA	MV Switchgear Container	Repair	Supervisor One	Portland Power Plant
<input type="checkbox"/>	278	6/26/2024	ID-0000004487	Cherry Picker Lift Truck	Repair	Technician Two	Mequon Plant
<input checked="" type="checkbox"/>	277	5/22/2024	VEHICLE2211	Chevy Blazer	Repair	Operator One	Springfield Plant
<input type="checkbox"/>	263	5/4/2024	AGBL-006-030-010	PM-EWS-PUMP # 2313B	Repair	Executive One	Springfield Plant
<input type="checkbox"/>	248	5/3/2024	BH-03-303	Room 303	Repair	Requestor One	Springfield Plant
<input type="checkbox"/>	245	2/9/2024	EXC-ROLL-TABLE-N	EXC Roll Table North	Tooling Request	Requestor Four	Michigan Plant
<input type="checkbox"/>	242	2/4/2024	AGBL-001-040-010-010	LCA-UNL-PUMP # 8321	Repair	Requestor One	Springfield Plant
<input type="checkbox"/>	239	1/29/2024	124101-07	SHPSHOE 32; LOOP SIR, SIDE B...	Repair	Requestor Three	Arizona Maintenance Fac...
<input type="checkbox"/>	227	10/8/2023	AFHF-1010-020-005-000	DEPAL FULL PALLET DROP OFF ...		Operator One	Springfield Plant
<input type="checkbox"/>	220	7/29/2023	AGHF-010-100-040-000	PRIORITY ONE PALLETIZER	Repair	Requestor One	Springfield Plant

- Approval will launch the “Create A Work Order” screen so that the selected Work Request(s) can be converted into a Work Order.
- NOTE:** The details from the Work Request will be carried over into the Work Request.

Create a Work Order

Enter Asset...

Asset ID	Description	Current Status	Utilization Value	Warranty...	Location	Site
<input type="checkbox"/>	VEHICLE2211	Chevy Blazer	Down	45,200 Miles	8/19/2023 8:00:...	Springfi

Work Order Type *

Repair ▼

Schedule Type *

Un-Planned ▼

Lead Assigned To

▼

Project

▼

Task

▼

Requested By

Operator One ▼

Requested

5/22/2024 8:35 AM

Due

7/22/2024

Reason For Work

Down Asset ▼

Work Requested

Replace front brake pads and rotors.

Procedures

ID	Description	Asset	Details

- To reject, click **Reject** near the top. Rejection will close the Work Request(s). Comments can be added indicating why the Work Request is being rejected.

Work Request Finder 10 Please select... ▼

Work ...	Date Created	Asset ID	Asset Descr	Work Requested	WO Type	Request...	Site
279	7/3/2024	00BBA	MV Switchgear Container		Repair	Supervisor One	Portland Power Pla
✓ 278	6/26/2024	ID-0000004487	Cherry Picker Lift Truck	Minor repairs needed.	Repair	Technician Two	Mequon Plant
277	5/22/2024	VEHICLE2211	Chevy Blazer	Replace front brake pads and rotors.	Repair	Operator One	Springfield Plant
263	5/4/2024	AGBL-006-030-010	PM-EWS-PUMP # 2313B	Replace drive motor	Repair	Executive One	Springfield Plant
248	5/3/2024	BH-03-303	Room 303	Repair broken heater	Repair	Requestor One	Springfield Plant
245	2/9/2024	EXC-ROLL-TABLE-N	EXC Roll Table North	Repair bent rail	Tooling Request	Requestor Four	Michigan Plant
242	2/4/2024	AGBL-001-040-010-010	LCA-UNL-PUMP # 8321	Guard rail bent, see attached photo	Repair	Requestor One	Springfield Plant
239	1/29/2024	124101-07	SHP.SHOE.32; LOOP SIR; SIDE B...	Conveyor running slow	Repair	Requestor Three	Arizona Maintenan
227	10/8/2023	AFHF-1010-020-005-000	DEPAL FULL PALLET DROP OFF ...	Spilled oil		Operator One	Springfield Plant
220	7/29/2023	AGHF-010-100-040-000	PRIORITY ONE PALLETIZER	Replace drive motor	Repair	Requestor One	Springfield Plant

- Alternatively, select View to open the Work Request's page.

Work Request Finder 10 Please select... ▼

Work ...	Date Created	Asset ID	Asset Descr	Work Requested	WO Type	Request...
279	7/3/2024	00BBA	MV Switchgear Container		Repair	Supervisor O
✓ 278	6/26/2024	ID-0000004487	Cherry Picker Lift Truck	Minor repairs needed.	Repair	Technician Tv
277	5/22/2024	VEHICLE2211	Chevy Blazer	Replace front brake pads and rotors.	Repair	Operator One
263	5/4/2024	AGBL-006-030-010	PM-EWS-PUMP # 2313B	Replace drive motor	Repair	Executive On
248	5/3/2024	BH-03-303	Room 303	Repair broken heater	Repair	Requestor Oi
245	2/9/2024	EXC-ROLL-TABLE-N	EXC Roll Table North	Repair bent rail	Tooling Request	Requestor Fc
242	2/4/2024	AGBL-001-040-010-010	LCA-UNL-PUMP # 8321	Guard rail bent, see attached photo	Repair	Requestor Oi
239	1/29/2024	124101-07	SHP.SHOE.32; LOOP SIR; SIDE B...	Conveyor running slow	Repair	Requestor TT

- Then, select the Approve or Reject button near the bottom of the screen.

Work Request Details: 278

Asset ID 

ID-000004487  

Work Order Type *

Repair ▼

Requested By

Technician Two ▼

Reason For Work

Down Asset ▼

Work Requested

Minor repairs needed.

Add a File

Attach Existing File

Work Request Comments

0

Add a comment...

 Save

 Approve

 Reject

 View Work Request Checklist

 Go Back