

SEARCH ALL SERVICE REQUESTS

Provides guidance on locating and searching all Service Requests in Facilities Connect Desktop.

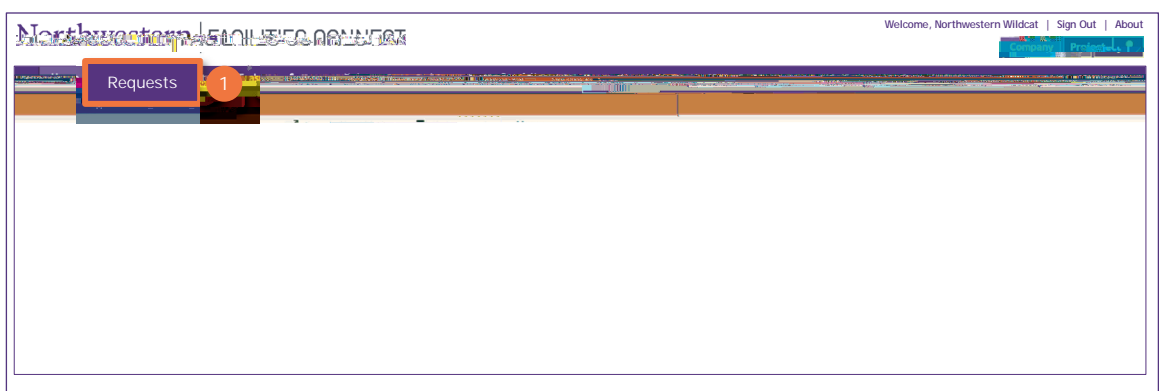
INFORMATION

There are other routes to locate the All Service Requests section. The below route demonstrates the most optimal path to locate and search for current and past Service Requests. The reverse side of this job aid demos the best practice sorting and searching features for locating and searching All Service Requests. It is recommended to follow these steps for more consistent results.

DIRECTIONS:

1 From the Facilities Connect Main Menu:

- 1** Click on the Request tab.



2 From the Facilities Connect Main Menu:

- 2a** Scroll to the bottom of the page and locate the All Service Requests section.
- 2b** Click the Maximize button.



SEARCH ALL SERVICE REQUESTS

DIRECTIONS:

5 Upon clicking, the Service Request Detail will open. In order to access an associated Work Task (if applicable):

- 5a** Scroll to the bottom of the Service Request detail and locate the Work Task section.
- 5b** Click anywhere on the Work Task record to open and review.

