

 Requests

2b

2a  2b 

Request ID	Work Task ID	Request Status	Request Type	Request Classification	Location Requested	Description	Requester	Requested By
SR-1000837	WT-1028690	Issued	General Repairs Maintenance	Appliances (Lab)	\Locations\Evanston Campus\Crest	OPS.SYS.CC_ADD.066 Contact Center	s-trackman@northwestern.edu	Trackman, Sco
SR-1000836	WT-1028689	Issued	General Repairs Maintenance	Ceiling Tile	\Locations\Evanston Campus\Swift Hall/Annex	This time I'll attach the photo	s-trackman@northwestern.edu	



SUPERVISOR SEARCH ALL SERVICE REQUESTS

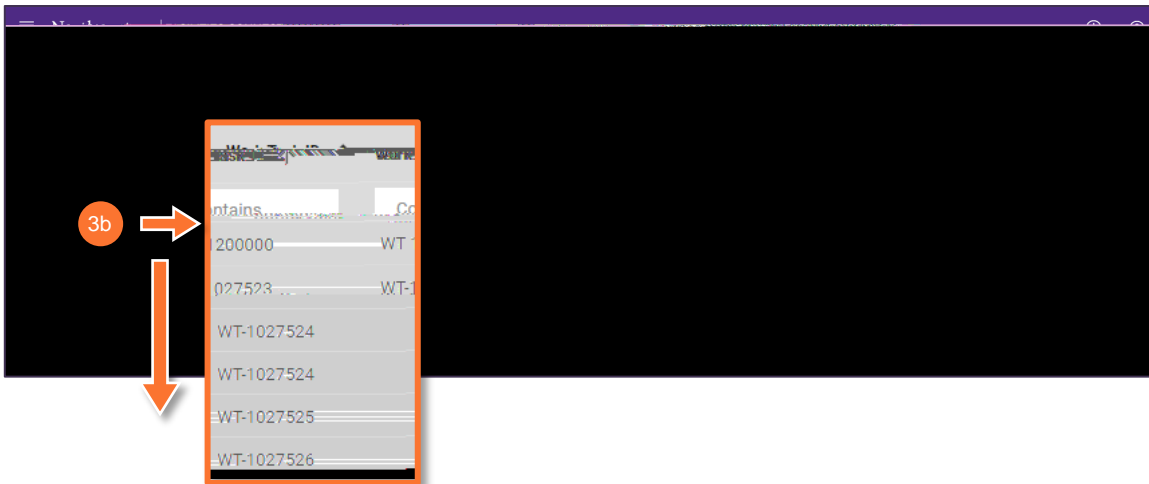
DIRECTIONS:

3 From the maximized All Service Requests section:

3a Utilize the sorting and search features to locate a Service Request.



3b Click on any column header label to toggle sort order (ascending and descending).



** | i e a l e e're c l i c i e Work Task ID e r i a c e d i a d d e c e d i e r d e r

INFORMATION

The list's default sort setting is in descending order (i.e. newest first). Clicking on the column header changes sorting to ascending order (i.e. oldest first). Clicking the column header a second time returns to the default setting.

TIP & TRICKS

If you are looking for a WT that you or your Technicians submitted, you can use the Requestor Name column to search for a specific name.

