

OPERATIONS & MAINTENANCE

Provides guidance for locating Service Requests in Facilities Connect.

DIRECTIONS:



If you are looking for an **Active Service Request**:







DIRECTIONS:



If you are looking for a **Service Request**, that is either **Pending Approval** (Review in Progress); **Returned** (Not Approved); or is no longer active;

Locate the My Request History section.

Click on the Maximize button to open the full list.

	My Bookmarks	Home	^	
Request Central		Reminders - Request Central		
Select the type of request you would	ike to make		 - Xv Active Requests	

To search for a specific **Service Request**:

Use the $\operatorname{\mathbf{Search}}\nolimits$ Fields

