

Requests

2b

2a

All Service Requests

2b

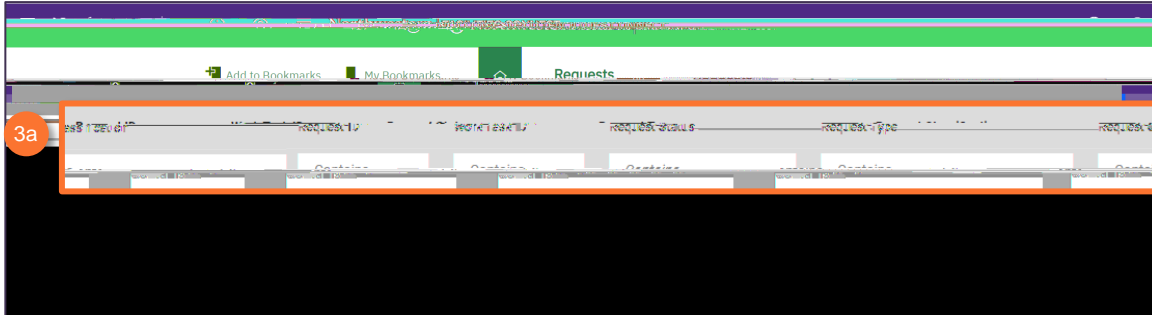
Request ID	Work Task ID	Request Status	Request Type	Request Classification	Location Requested	Description	Requested By	Requested By Email	Requested By Phone
SR-1000837	WT-1028690	Issued	General Repairs Maintenance	Appliances (Lab)	\Locations\Evanston Campus\Crestwood	OPS.SYS.CC_ADD.066 Contact Center	s-trackman@northwestern.edu	Trackman, Scott	
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	cstGeneralRequestor1,	



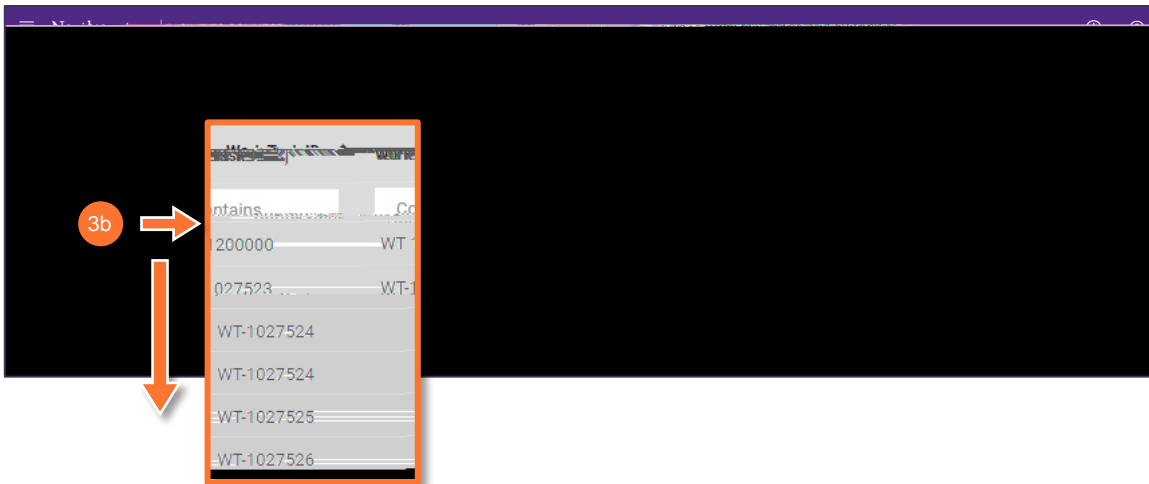
SUPERVISOR SEARCH ALL SERVICE REQUESTS

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).



*** In this example we're clicking on the Work Task ID to sort in ascending and descending order*

Additional 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.

Additional 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.

