

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		



# SUPERVISOR SEARCH ALL SERVICE REQUESTS

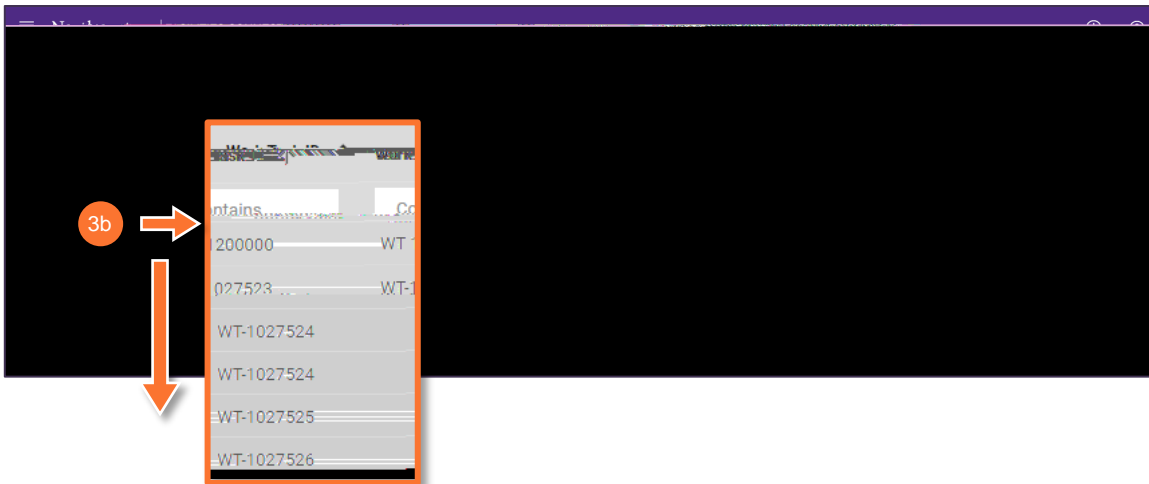
## DIRECTIONS:

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).



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### 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.



