

Provides guidance for locating the status of an existing Service Request in Facilities Connect.

DIRECTIONS:

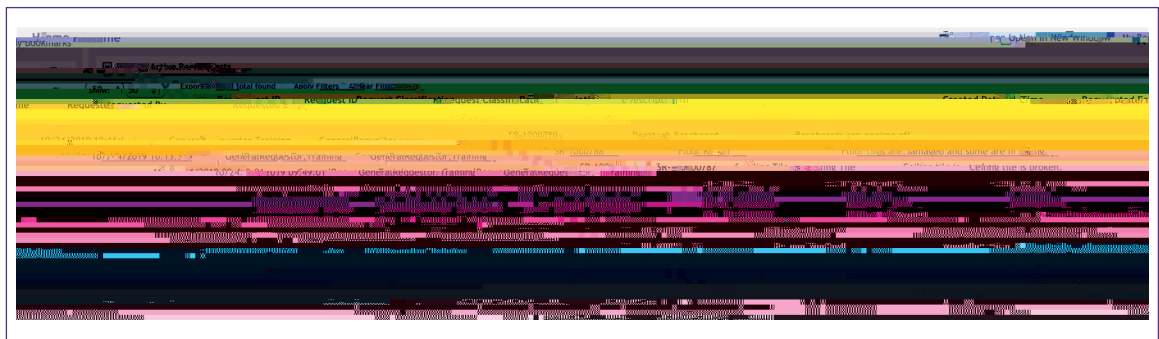
1 Locate the **Management, Request** section on the Facilities Connect **Home Screen**, (most users) or on the **Request Management** tab (users in the expanded Facilities Management responsibilities).

Click on the **Management** button to open the filter list.



2 To search for a specific Service Request:

Use the **Search Filter**





3

In the **S**...**c**, **R**...**t**... **R**...**c**... :

In the General section, locate the **S a t**... of the Service Req...es.

Scroll to the bottom of the record and click on the **W**...**Ta**...**R**...**c**...

