

[-] Maintenance

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- › Work Order
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[-] Inventory

- › Inventory
- › Storeroom
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[-] Purchasing

- › Purchasing
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- › **Item Request**

[-] Admin

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Help
Logoff

MODULE

ITEM REQUEST

The Item Request module is used to create item requests to advise those responsible for inventory in your organization, that supplies are needed for your department.

The item request module allows users to create requisitions for stock and non-stock items. The requests may be grouped and placed into purchase orders and tracked through the Web Work purchasing and receiving systems.

Requested items can be tracked as personal property, such as tools, and "kits" may be established to enable a single request for multiple items. The user is not required to remember or forced to look up all items contained within a "kit".