

MODULE

WORK REQUEST

The Work Request module in Web Work is the customer service center. All requests for work to be done are entered here. The requester logs on-to the system to enter a work request using this module. The Workgroup Supervisor populates other pertinent information and assigns it to the appropriate person to perform the work. The maintenance department will then take the work requests and turn them into work orders.

Within the Request Modules users can:

- » Create, Modify & Review Requests
- » Check the Status of Work Requests
- » Request Tasks, Labor & Material
- » Email Confirmation
- » Force Locations and Identities
- » View custom and standard reports
- » Separate User Data by Division

[-] Maintenance

- » Work Request
- » Work Order
- » Timecard
- » PM
- » Procedure
- » IT Helpdesk

[-] Assets

- » Equipment
Route Reading
- » Location
- » Labor

[-] Inventory

- » Inventory
- » Storeroom
- » Vendor

[-] Purchasing

- » Purchasing
- » Receiving
- » Item Request

[-] Admin

- » Admin
- » Reports
- » Budgeting
- » Interface
- » X-Reference

[-] Proj Mgmt

- » Projects
- » Scheduling

[-] My Calendar

- » My Schedule

Help
Logoff