



Select the  Work tab at the top of the screen to go to the Work view.

To edit Work, start by selecting a Work request from the list to the left, then press  to edit it.

The fields you see may vary from the entry screen, and may even be different depending on the division you have selected. If you have questions about the fields that appear, please contact your system administrator.

51723  
32566

Work Ticket

Close Edit Mode

Created: May 20, 2015 1:09PM | Entered By: MB | Status: In Progress

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**\* Building**

**Work Category**

**\* Unit**

**\* Work Type**

**\* Description**

**Date Scheduled**

: 

PM

HH MM


**Date Required**

: 

PM

HH MM

The following are some guidelines when editing Work requests:

- Fields prefaced with \* are mandatory and must be filled in
- Press **Save** to save your changes
- Press **Clear** to revert back to the values that were last saved for the request
- When Editing Work requests, some fields will be linked fields, and some will be free-form text fields. Linked fields will contain a drop down menu from which you can select by pressing the arrow. These fields may constrain other choices based on your selection.
- You can upload files by clicking “Choose”. You can also delete attached files by selecting the icon 

Upload Files *image, pdf, or document*

CHOOSE

Files

brokenstoveimage.jpg


brokenstove\_image2.jpg

contract\_2015.pdf

Save

Clear

### Print Work

This option will only appear if you have selected a Work record from the list to the left. Pressing the  icon will open a new tab displaying the Work request details in a printer-friendly format. You will be prompted to select the printer to send this page to. Close the tab to return to the Work view.