SUPERVISOR

ACCESS & NAVIGATION: REQUESTS SCREEN

Provides guidance for locating and navigating the Request Screen in Facilities Connect.

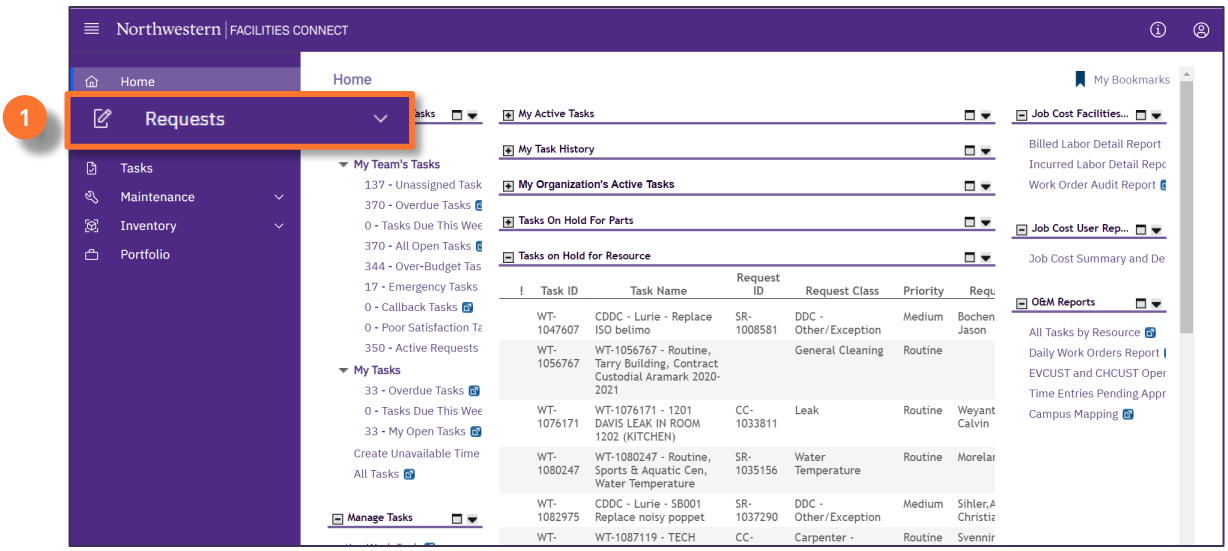
▼ GETTING STARTED

The **Request** screen in located on the **Home** Screen. For instructions on logging into Facilities Connect, please refer to **Supervisor: FC Access and Home Screen**.

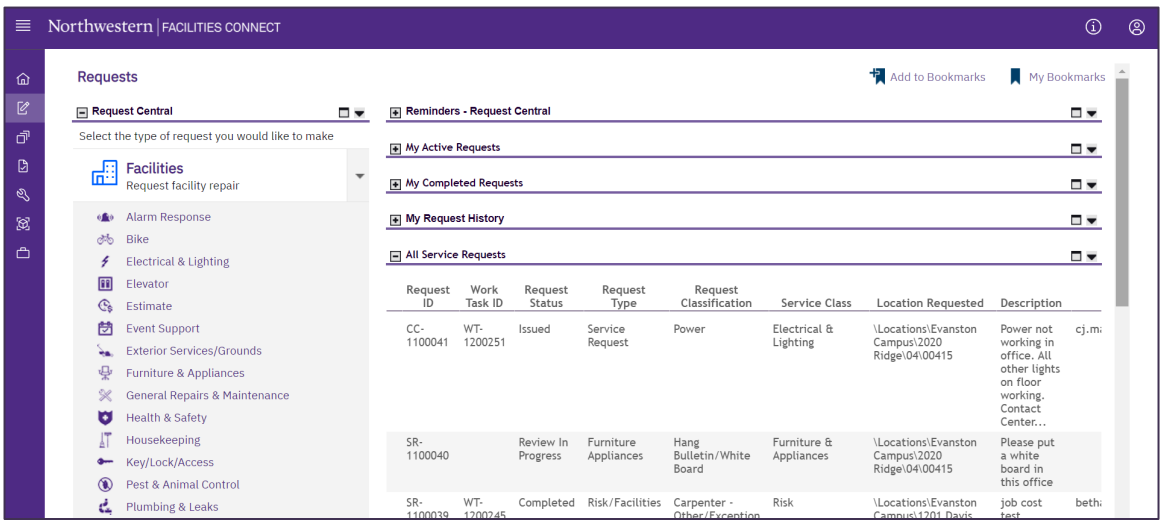
DIRECTIONS:

1 From the **Facilities Connect** home screen:

1. Click on the **Requests** tab.



2 The **Requests** screen includes the similar sections as the **Home** screen, with two additional sections.



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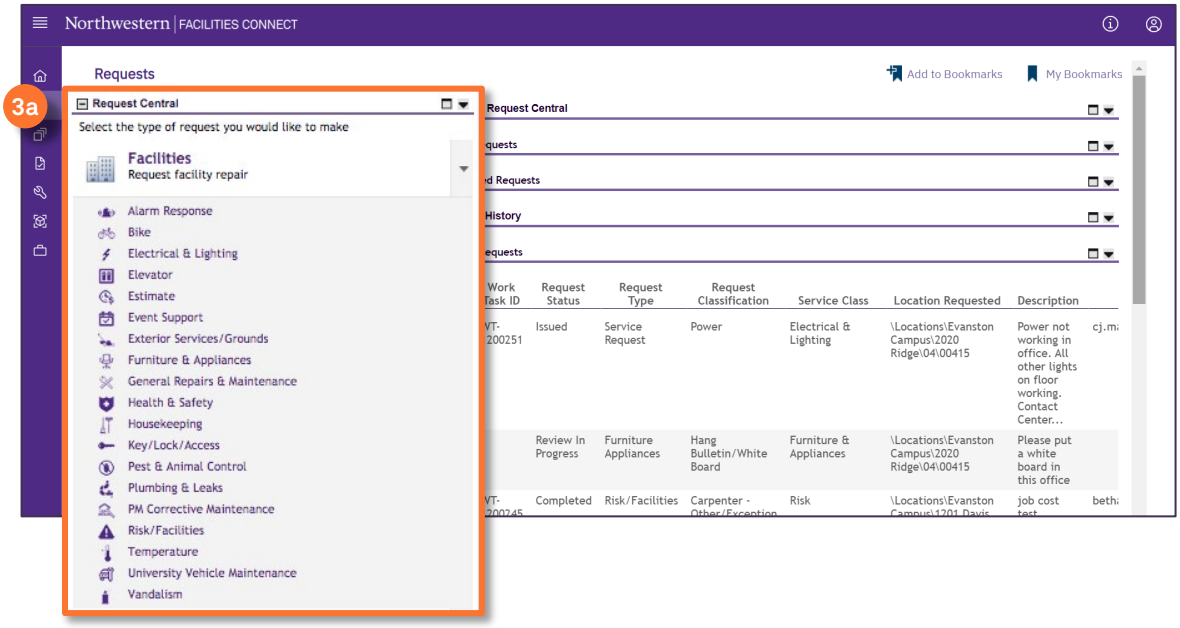
DIRECTIONS:

3 The **Requests** screen includes the following major sections:

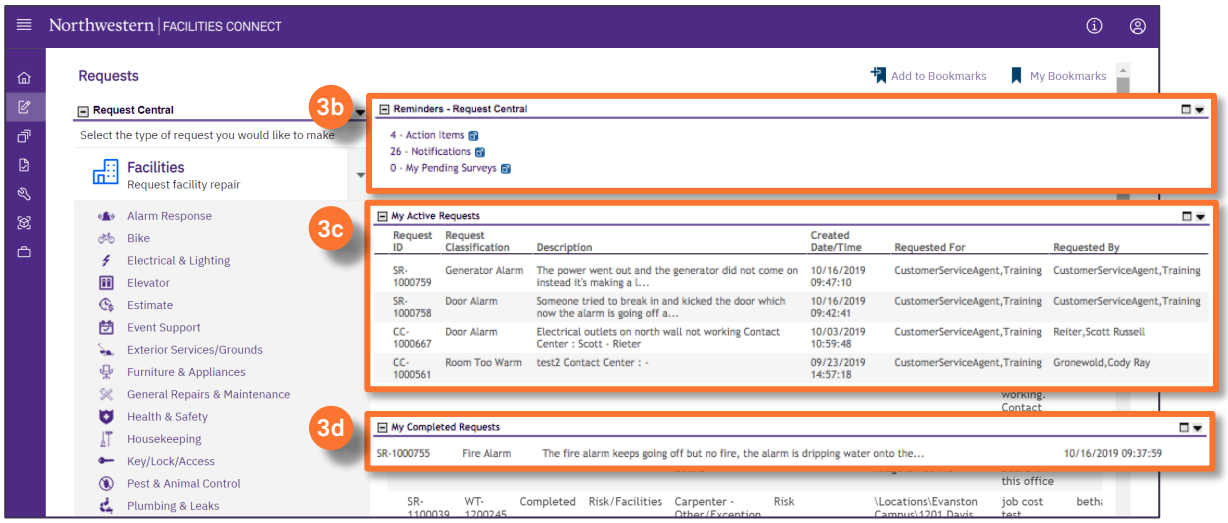
3a **Request Central**: Portal for initiating new Service Requests



3b **Reminders: Request Central:** Action Items or Notifications pertaining to personal Service Requests.

3c **My Active Requests:** All active Service Requests that you have submitted.

3d **My Completed Requests:** All personal Service Requests that have been completed.



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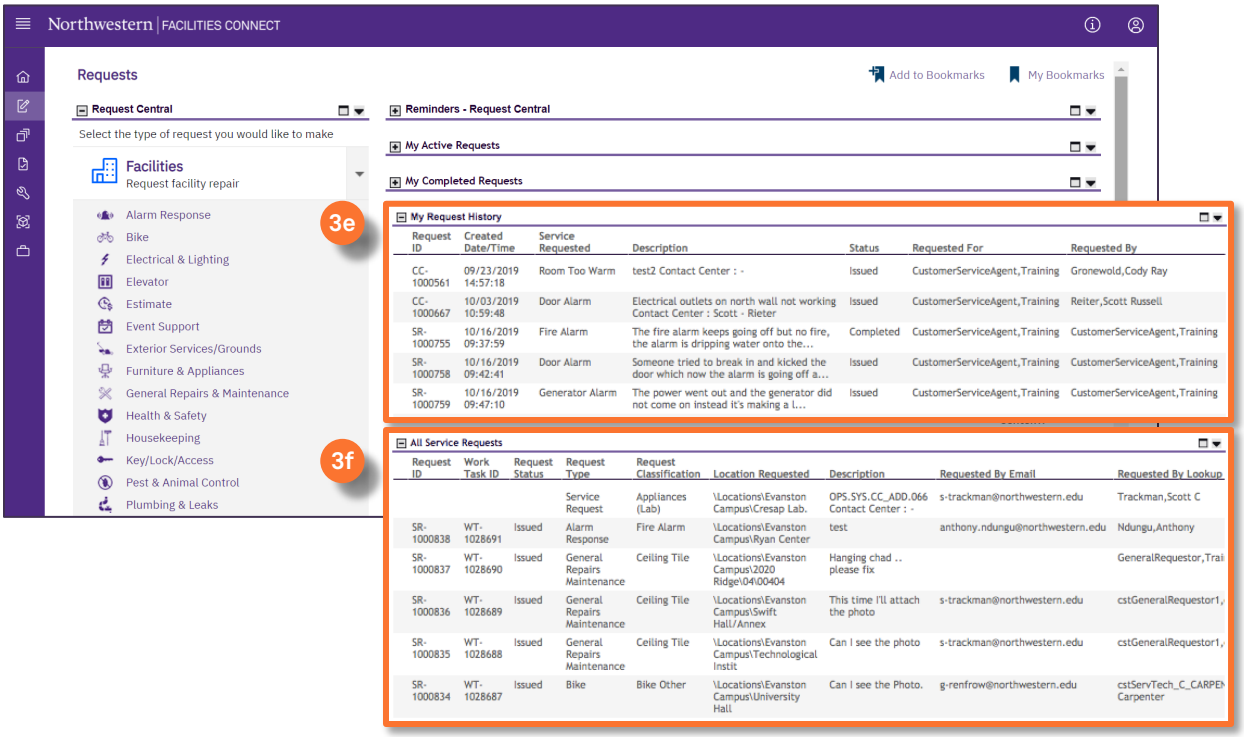
DIRECTIONS:

3 *CONTINUED:*

3e **My Request History:** All Service Requests (submitted by you) which are either completed or are pending approval.

3f **All Service Requests:** Full list of all Service Requests no matter who submitted them.



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