



## CHANGING SR STATUS


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### Maintenance Management


Maintenance Management


**Service Request Management**  
Create and manage service requests.  
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**Work Order Management**  
Define, edit, print and complete work orders; update task accounting and approvals; integrate Microsoft Project; and enter downtime.  
[Work Order](#)  
[Print Work Order](#)

**Workbenches**  
Maintenance Management workbenches for planning and scheduling resources and preventive maintenance.  
[Work Order Workbench](#)  
[Technician Workbench](#)

**Inquiries and Reports**  
View inquiries and reports on maintenance management activities.  
[Asset Maintenance History](#)

**Schedule Management**  
View and update personal, resource and asset schedules.  
[My Monthly Schedule](#)

**Maintenance Management Center**  
Access key areas for maintaining assets.

### Service Request Inbox

Agent Role:	<input type="text"/>	Status:	<input type="text"/>
Assigned To:	<input type="text" value="Soriano,Caroline"/>	Priority:	<input type="text"/>
Assigned By:	<input type="text"/>	Service Request:	<input type="text"/>
Requested For:	<input type="text"/>	Business Unit:	<input type="text"/>
Requested By:	<input type="text"/>	Request Type:	<input type="text"/>
Start Date:	<input type="text" value="31"/> to <input type="text" value="31"/>	Subject:	<input type="text"/>
Tag Number:	<input type="text"/>	Asset Description:	<input type="text"/>
Serial ID:	<input type="text"/>	Asset ID:	<input type="text"/>
		AM Bus Unit:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>		Saved Search:	<input type="text"/> <input type="button" value="Save Search"/> <input type="button" value="Delete Search"/>

Service Requests Customize | Find | View All | First 1-2 of 2 Last

Service Request	Business Unit	Subject	Request Type	Status	Priority	Work Order ID	Created Date	Start Date	Notes
<a href="#">0000026862</a>	UBC	training only	MROT	Assigned	3-Standard		06/17/14 10:46AM	06/17/2014	
<a href="#">0000026854</a>	UBC	training purposes only steam leak	MROT	Closed	3-Standard		06/17/14 10:31AM	06/17/2014	

[Add Service Request](#)

Service Request **Audit History**

Service Request ID: 0000026862

Business Unit: UBC

Work Order ID:

Created On: 06/17/2014 10:46AM

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#### Assignment and Status

Assigned To:	<input type="text" value="Soriano,Caroline"/>	*Priority:	<input type="text" value="3-Standard"/>
Assigned By:		*Start Date:	<input type="text" value="06/17/2014"/>
*Status:	<div>Assigned Approved Assigned <b>Complete</b> Estimate In Progress Review in Progress Work In Progress</div>	Related Request:	<input type="text"/>
Contact Information			
Requested By:	<input type="text" value="Sidhu,Ali"/>		
*Contact Preference:			
Email:	<input type="text" value="ali.sidhu@ubc.ca"/>		
Phone:	<input type="text" value="73917"/>		
Alternate Contact:	<input type="text" value="Lee"/>		