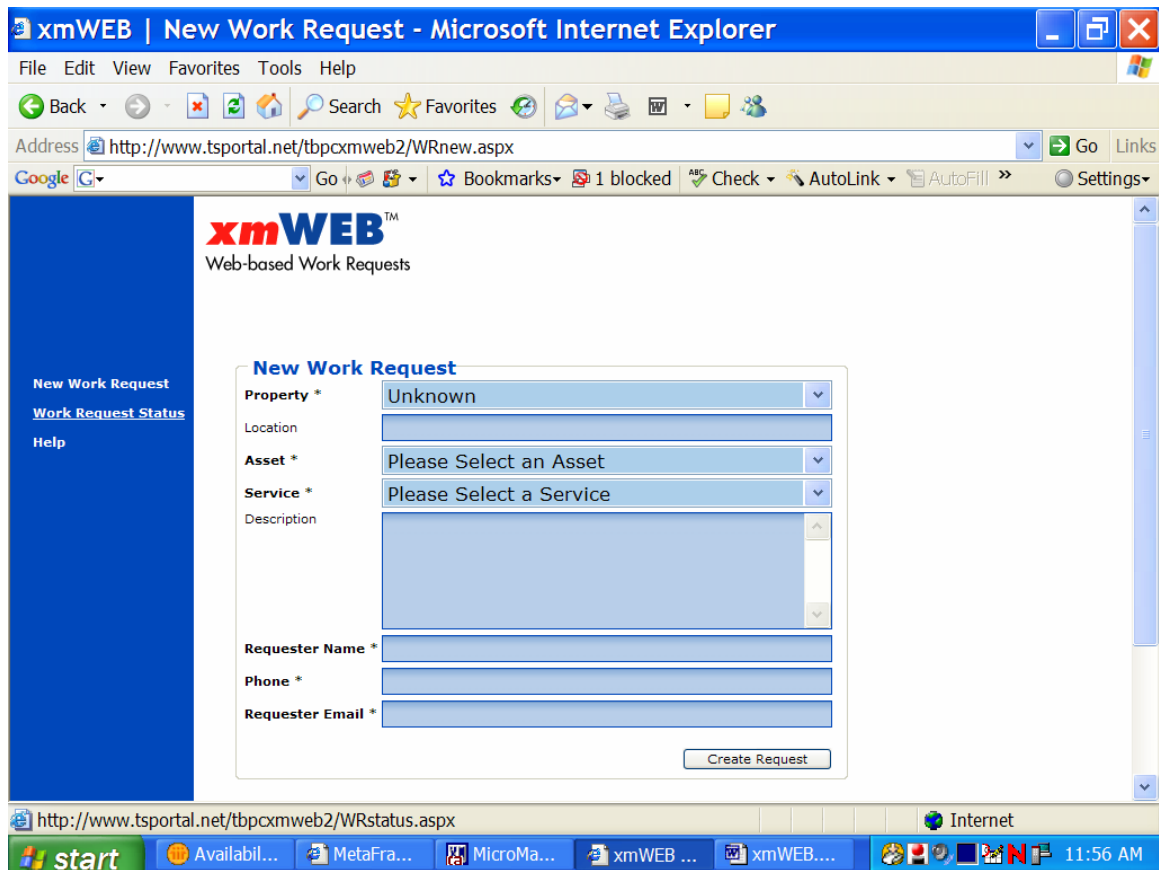


Instructions for checking a work order status in the xmWEB system:

- 1) Form opens to the main page of xmWEB, to the left is menu items. Select or click on Work Request Status.
- 2) Place the email address used during the work request creation in the Requester Email field.
- 3) Place the building acronym in the Property field
- 4) Click the Show Request button
- 5) A list of work orders will display with status visible.
- 6) If more detail is desired, double click on the Number to open the work request details.
(The comment section has been deleted from the details)

Screen Shots:



xmWEB | Work Request Status - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop AutoFill Settings

Address <http://www.tsportal.net/tbpcxmweb2/WRstatus.aspx> Go Links

Google Go Bookmarks 1 blocked Check AutoLink AutoFill Settings

xmWEB™
Web-based Work Requests

Work Request Status

Requester Email *

Property

Asset

Status

Show Request

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Done Internet

start Availability f... MetaFrame X... MicroMain X... xmWEB | Wo... 11:51 AM

New Work Request
Work Request Status
Help

xmWEB™

Web-based Work Requests

Look for more requests by another [Requester](#).

Requests made by: leslie.lowry@tbpc.state.tx.us

Click [Work Order Number](#) for Details.

Number	Service	Description	Status	Due	Requester
170005	Garage Lease	This is a test Rachel Chargeable UT	Completed	8/10/2007	Leslie Lowry
166697	Lights	Disregard work order	Completed	7/16/2007	Leslie Lowry
162272	Hang Items	This is a test work order. Leslie Lowry is tesing xmWEB in order to compare to new upgrade version. Other than that I would like Monet prints hung in David's and my office. Just joking Rachel!	Completed	6/6/2007	Leslie Lowry

Work Request Details

Number	162272
Service	Hang Items
Description	This is a test work order. Leslie Lowry is tesing xmWEB in order to compare to new upgrade version. Other than that I would like Monet prints hung in David's and my office. Just joking Rachel!
Property	CSX
Asset	BASEMENT
Location	This is a test work order
Status	Completed
Substatus	
Due	6/6/2007
Priority	2
Requester	Leslie Lowry

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