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:



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	Number	Service	Description	l .	Status	Due	Requester	
	170005	Garage 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	
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