





# Tenant Request Search

[Control Panel](#) > [Work Order](#) > [Search](#) > [TR Search](#)

1. Click on **TR Search** from the Search drop-down menu.
2. To search for a desired TR Work Order, specify the appropriate **search preferences** by clicking on the drop down menu to show all available options.
  - a. Requested By
  - b. Tenant
  - c. Contact
  - d. ID/ Reference #
  - e. Property
  - f. Building
  - g. Floor
  - h. Location/ Suite
  - i. Request Type
  - j. Date/ Range
  - k. Work Order Status
  - l. Assigned To
  - m. Keywords

**Notes:**

- The minimum that must be filled out to do a TR search is the **Date**.
  - Not all options are required to be filled out to do a search.
  - Simply leave sections blank if it is unknown or does not apply to your search preferences.
3. Select **Also Search in Work Order History** if you would like to search within older work orders that are no longer displayed.

4. Click **Search**.
5. Depending on the specified search options, the work orders will be displayed below according to **ID/ Reference #, Status, Date, Property, Tenant, and Details/ Instructions**.
6. To open/ view a TR work order, click on the **ID #** to the left of the appropriate work order.

16 record(s) found...

ID	Status	Required	Request Type	Property	Tenant	Details/Instructions
27222956	Work Completed	12/7/10 3:51 PM	HVAC too cold	One Corporate To...	Turner Services	astrherh
27659509	Closed	12/2/10 9:19 AM	Janitorial / Night Ti...	One Corporate To...	Turner Services	sdf
27659336	Cancelled	12/2/10 9:13 AM	Key & Lock	One Corporate To...	Turner Services	ad
25998884-24	Open	12/31/10 2:43 PM	HVAC too hot	One Corporate To...	Turner Services	It is too hot next t...
25998884-23	Open	12/24/10 2:43 PM	HVAC too hot	One Corporate To...	Turner Services	It is too hot next t...
25998884-22	Open	12/17/10 2:43 PM	HVAC too hot	One Corporate To...	Turner Services	It is too hot next t...
25998884-21	Open	12/10/10 2:43 PM	HVAC too hot	One Corporate To...	Turner Services	It is too hot next t...

