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
 - I. 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.
- Select Also Search in Work Order History if you would like to search within older work orders that are no longer displayed.

Requested by:		Required:	• Year:	2010 🗸	Month:	December	
	OTenant		O From:	12/1/2010 Until: 12/8/2010			
	Employee Butron	, Mike 🔽]	Any Status			
Tenant:	AXIS Portal (One C	Corpor) 🔽]	New			
Contact:	Chris Marocchi	~	Status:	Delayed			
Reference Number				Work Comple Closed	ted		
Property:	One Corporate To	wer 🔽]	Cancelled			
Building:	Tower One	~	Assigned To	Fix, Gary		~	
Floor:	01	~	Keywords:				
Location/Suite:	101	~					
Request Type:	Key & Lock						

- 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) fou	ind									
- WORK OF	WORK ORDERS									
₽×	Status	Required	Request Type	Property	Tenant	Details/Instructions				
27722956	Work Completed	12/7/10 3:51 PM	HVAC too cold	One Corporate To	Turner Services	astrhserh				
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				
Second and a second second										