

## HOW TO FORWARD A WORK REQUEST

OPEN THE WORK REQUEST BY CLICKING ON THE BLUE WORK REQUEST NUMBER


ON THE BOTTOM RIGHT HAND SIDE OF THE PAGE ARE BUTTONS

CLICK ON THE "FORWARD" BUTTON

A BOX WILL APPEAR WITH TWO FIELDS

IN THE FIELD CALLED "WORK TEAM", HIGHLIGHT AND DELETE YOUR WORK TEAM INFORMATION

ENTER THE WORK TEAM THE REQUEST NEEDS TO BE FORWARDED TO

- TO FIND THE CORRECT WORK TEAM, USE THE ELLIPSE BUTTON  OR TYPE IN THE FIRST LETTER OF THE SHOP AND CHOOSE THE WORK TEAM YOU NEED

**DO NOT** PUT ANYTHING IN THE SUPERVISOR FIELD

IF THERE IS A NAME IN THE SUPERVISOR FIELD---**DELETE IT**

**NOTE:** IF YOU PUT A NAME IN THE SUPERVISOR FIELD, THE WORK REQUEST WILL ONLY BE SEEN BY THE SUPERVISOR AND NOT THE WORK TEAM.

CLICK SAVE

CLICK UPDATE REQUEST

THE WORK REQUEST WILL BE REMOVED FROM YOUR CONSOLE AND IS NOW ON THE CONSOLE OF THE SUPERVISOR FOR WORK TEAM YOU CHOSE

**NOTE:** IF YOU ARE A SUPERVISOR AND HAVE FORWARDED ITEMS TO YOUR WORK TEAMS AND ARE SUBSTITUTING FOR YOUR FOREMEN, THE WORK REQUESTS WILL STILL SHOW ON YOUR CONSOLE SO YOU CAN TRACK THE PROGRESS OF THE WORK EACH WORK TEAM IS RESPONSIBLE FOR.