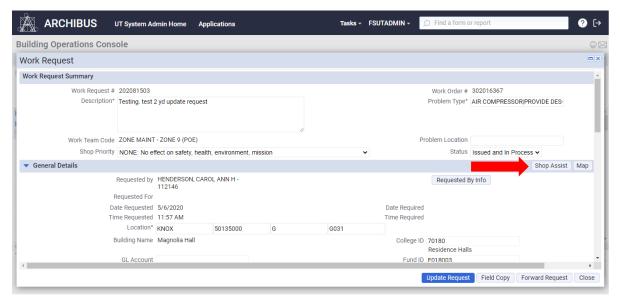
HOW TO SHOP ASSIST A WORK REQUEST

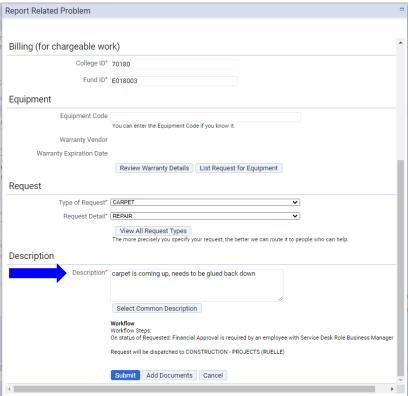
OPEN THE WORK REQUEST BY CLICKING ON THE WORK REQUEST NUMBER

ON THE RIGHT HAND SIDE OF THE PAGE ARE BUTTONS

CLICK ON THE "SHOP ASSIST" BUTTON (see RED arrow)

A BOX WILL APPEAR WITH FIELDS YOU NEED TO FILL IN (see BLUE arrow)





IF NOT ALREADY AUTOMATICALLY FILLED, FILL IN ALL REQUIRED FIELDS AND ANY ADDITIONAL INFORMATION CLICK SUBMIT (A BOX WILL APPEAR STATING: A NEW WORK REQUEST HAS BEEN CREATED)

CLICK UPDATE REQUEST AT THE BOTTOM OF THE WORK REQUEST PAGE

CLICK OK