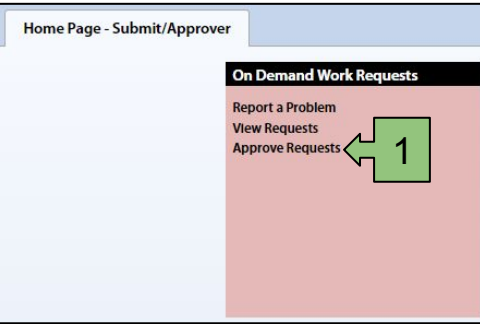


## Approving a Work Request



**1** Once logged into the MOJO site, select *Approve Requests*. This will take you to the screen below

**2** On the approval page there will be an option to filter for specific work requests or you can leave all of the filters blank and select the *Show* button. This will show you all existing requests that are awaiting approval.

**Filter**

Work Request Code  Requested Behalf Of  Requested by  Priority

Building Code  Floor Code  Room Code  Problem Location

Problem Type  Problem Task  Date Requested  Description

**Select a Work Request to Approve/Reject**

	Work Request Code	Requested by	Requested Behalf Of	Date Work Requested	Problem Type	Problem Task	Work Description
<input type="button" value="Approve"/>	1554059	AFM-TEACHER	AFM-TEACHER	5/25/2016	OPERATIONS BLDG ENGINEER	GENERAL BLDG ENGINEER SEE DESCRIPTION FOR DETAILS	Test. Room 102 - 3rd window from the left is st...
<input type="button" value="Approve"/>	1554058	AFM-TEACHER		5/25/2016	OPERATIONS BLDG ENGINEER	GENERAL BLDG ENGINEER SEE DESCRIPTION FOR DETAILS	Test. Room 101 - classroom entrance door is sag...
<input type="button" value="Approve"/>	1554057	AFM-TEACHER	ANDERSON - SMITH, DENA_823	5/25/2016	OPERATIONS BLDG ENGINEER	SPACE-BE EXIT LIGHTS	Exit light on first floor west door is out

**3** Once all requests are displayed you can select the *Approve* button on any request. This will open a new screen where you can review the details of the work request.

**Approve Work Request**

Select

**Work Request**

Work Request Code 1554059  
Requested by AFM-TEACHER  
Requestor's Phone #  
Requested Behalf Of AFM-TEACHER

**Work Location**

Building Code B729001 Building Name Stearne  
Floor Code Room Code  
Problem Location Room 102

**Description**

Problem Type OPERATIONS|BLDG ENGINEER Problem Task GENERAL BLDG ENGINEER|SEE DESCRIPTION FOR DETAILS  
Work Description Test. Room 102 - 3rd window from the left is stuck closed.

**Approval Information**

Comments

Workflow Step Manager Approval

**History**

Step Responded By  Workflow Step  Status  Step Status After  Comments

**4** Review all the details of the work request. Verify that the location information and the work description have sufficient information. You can then either *Approve* or *Reject* the work request.

### Notes

When the work request is approved it will be routed to the Building Engineer (BE) for inspection. If the BE can resolve the issue described on the work request, he can *Complete* the work request and the requestor will receive a satisfaction survey. If the BE cannot resolve the issue, they will forward the request to the Maintenance Department.