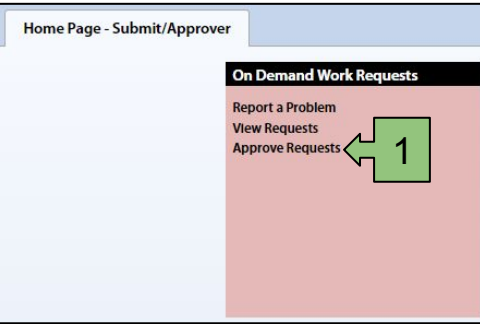## Approving a Work Request

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.

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.

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.