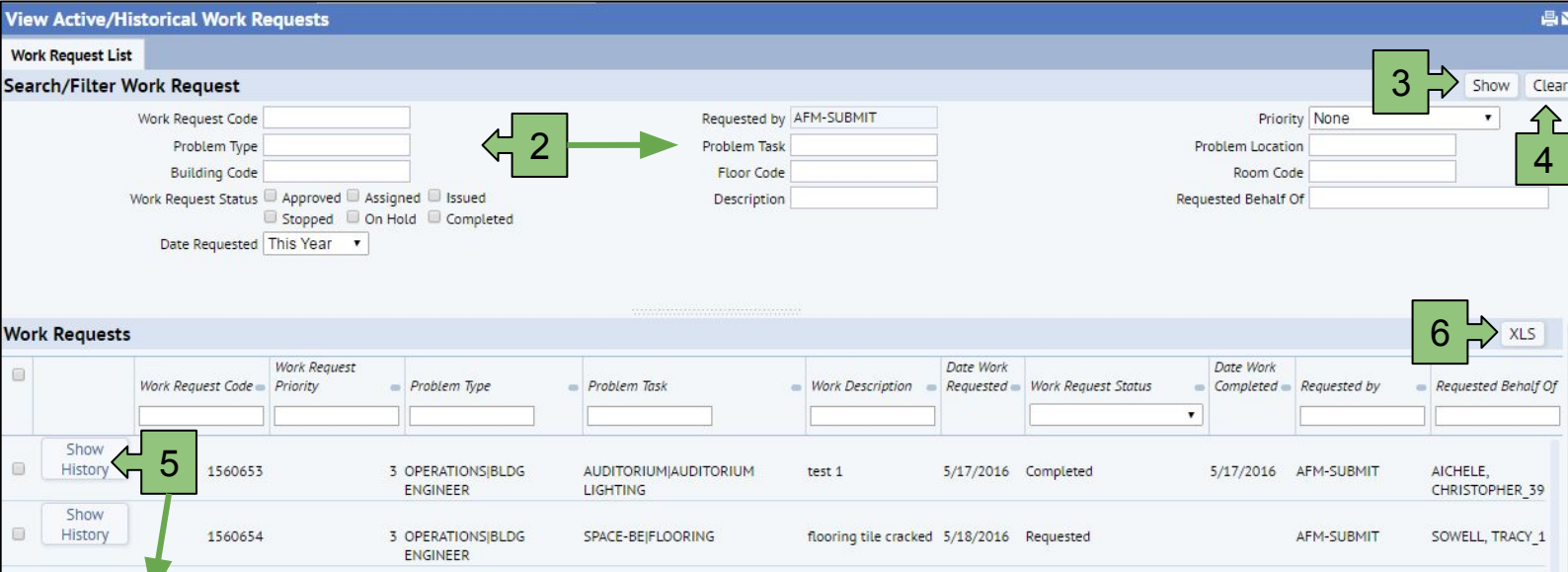
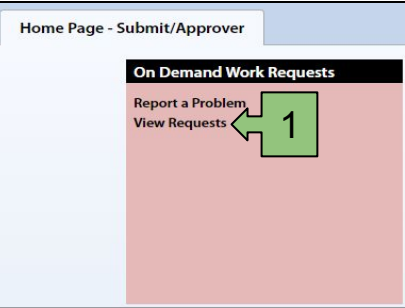




View Work Requests

1 Once logged into the MOJO site, select *View Requests*. This will bring you to the *Search/Filter Work Request* page (shown below).

2 Under *Search/Filter Work Request*, you will find all the fields that you can filter by to view existing requests. Ensure that the *Date Requested* field is out far enough to view the requests you're looking for.

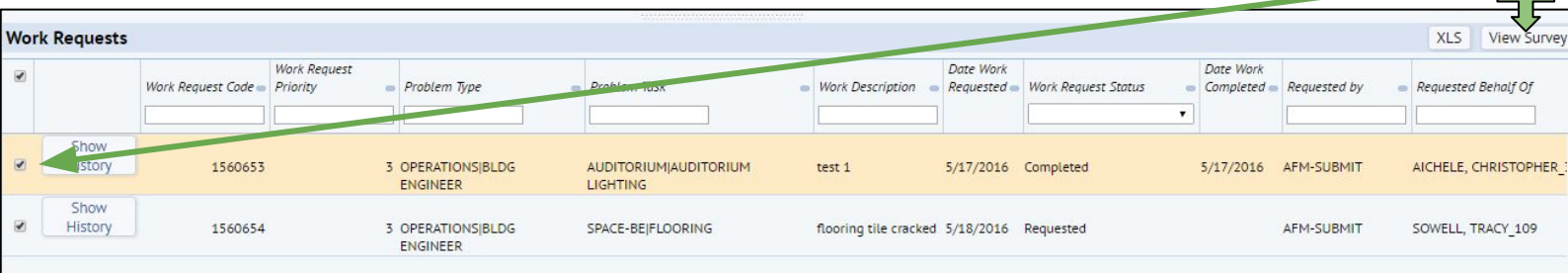


3 Once you have selected all your filters, you can select the *Show* button to display the work requests that match your search.

4 Select the *Clear* button to clear any filters you have selected.

5 Select the *Show History* button to view the steps/workflow of a particular work request.

6 The *XLS* button will export all the work requests in the current view to an Excel document that you can save and view.



7 If you select the checkbox on an individual work request or select all the checkboxes, an option to *View Survey* will appear next to the *XLS* button. *View Survey* will allow you to see the response on the survey or to complete a survey on that particular work request.