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Creating a Material Request
From the Workdesk select the Work Management Module.

Select the new icon next to Material Request.
The new **Material Request** will open unpopulated.

Select the zoom icon next to **Work Order** and select the appropriate Work Order and Phase.

****Note that once the **Work Order** is selected the (1) **Location** information auto-populated****
Select the **Date Needed** by selecting the calendar icon, then select the Add Detail button to add a Line Item.

The **Add New Line Item** page displays, under the **Line Item Type** select **Add Stock Part by Warehouse** and click Next button.

Next Page
The **Line Item** page opens un-populated, enter a **Description** Then use the zoom icon to select where the part will be coming from. For this example I will use the **Storeroom**

Next click the zoom icon next to **Part**, the **Inventory Part Profile** page will open. For training purposes I will enter filter in **Description** to get a list of each part containing the word filter. Execute the search
The **Inventory Part** page appears with a list of each part that contains the keyword filter. Make a selection from the list by clicking the part number. For this example I will choose **ACS112653**.

You will be returned to the **Line Item** page, notice the **Commodity** auto-populates. Enter a **Quantity** then select the Done flag.

Next Page
You will be returned to the **Material Request** page, notice the Line Item has been added.

Click the zoom icon next to **Status** and change from **Requested** to **Approved**.
Click Save

The Material Request has now been sent to the Storeroom and is processed for pick up.

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