



Searching for Work Request

In SynergyMMS under the Work Request Full view option, we have added a search process to the WR to list making it easy to finding anything. Click on the  and you will get a popup menu that allows you to 'Show Filters'. Click Show Filters and you will now have a search box above every column displayed.

WR	Gst	Location	Description	Status	Assigned To	Duration	Started On
5569	2004		Hskp Hskp Room Insp Is the televisi	⚠	None	25d 18.31	9/14/2008 3:53:
5568	2002		Hskp Hskp Room Insp Is the televisi	⚠	None	25d 18.31	9/14/2008 3:53:
5567	2000		Hskp Hskp Room Insp Is the televisi	⚠	None	25d 18.31	9/14/2008 3:53:
5566	1004		Hskp Hskp Room Insp Is the televisi	⚠	None	55d 18.31	8/15/2008 3:53:
5565	Pool		Check pool chemical levels	⚠	Bryce, Kadian	21d 18.31	9/18/2008 3:53:
5564	None		PMMOBOIL PM Monthly Boiler	⚠	Armstrong, Geo	21d 18.31	9/18/2008 3:53:

WR	Gst	Location	Description	Status	Assigned To	Duration	Started On
5610	Pool		Check pool chemical levels	⚠	Bryce, Kadian	0d 18.42	10/9/2008 3:53:
5609	Pool		Check pool chemical levels	⚠	Bryce, Kadian	1d 18.42	10/8/2008 3:53:
5601	Pool		Check pool chemical levels	⚠	Bryce, Kadian	2d 18.42	10/7/2008 3:53:
5598	Pool		Check pool chemical levels	⚠	Bryce, Kadian	3d 18.42	10/6/2008 3:53:
5597	Pool		Check pool chemical levels	⚠	Bryce, Kadian	4d 18.42	10/5/2008 3:53:
5596	Pool		Check pool chemical levels	⚠	Bryce, Kadian	5d 18.42	10/4/2008 3:53:
5595	Pool		Check pool chemical levels	⚠	Bryce, Kadian	6d 18.42	10/3/2008 3:53:
5593	Pool		Check pool chemical levels	⚠	Bryce, Kadian	7d 18.42	10/2/2008 3:53:
5592	Pool		Check pool chemical levels	⚠	Bryce, Kadian	8d 18.42	10/1/2008 3:53:

Now you can type a letter, or word into any of these boxes and your work request list will be filtered to only display items where that information is contained in the field.

WR	Gst	Location	Description	Status	Assigned To	Duration	Started On
5390	1007		EPL1005 Sink Cleanup	✗	Armstrong, Ge	49d 21.56	8/21/2008 1:04:
5564	None		PMMOBOIL PM Monthly Boiler	⚠	Armstrong, Ge	21d 19.06	9/18/2008 3:53:
5605	4001		test of duplicate	⚠	Armstrong, Ge	2d 02.24	10/8/2008 8:36:
5606	4001		test of duplicate	⚠	Armstrong, Ge	2d 02.23	10/8/2008 8:36:

You can also filter on multiple fields.

WR	Gst	Location	Description	Status	Assigned To	Duration	Started On
4862		1003	Check pool chemical levels	⚠	Cedar, John	64d 00.30	8/7/2008 10:32:



Systems Associates, Inc.
 500 Lehman Ave.
 Bowling Green, OH 43402
 419-354-3900
 www.saicorporate.com