

ReADY- Check the Status of a Work Order

END USER TRAINING GUIDE

October 30, 2023

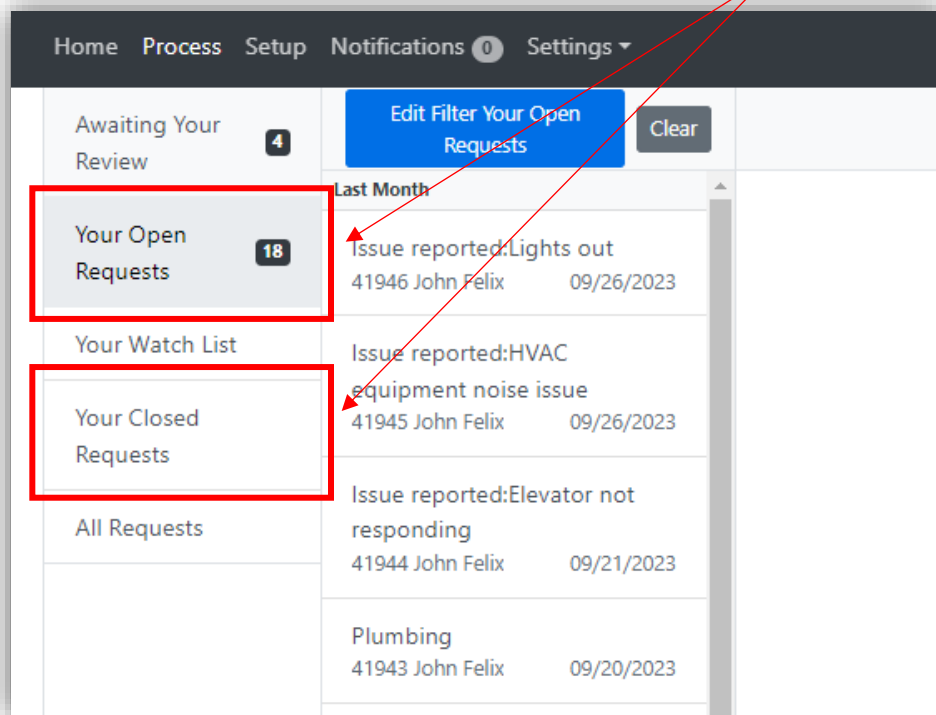


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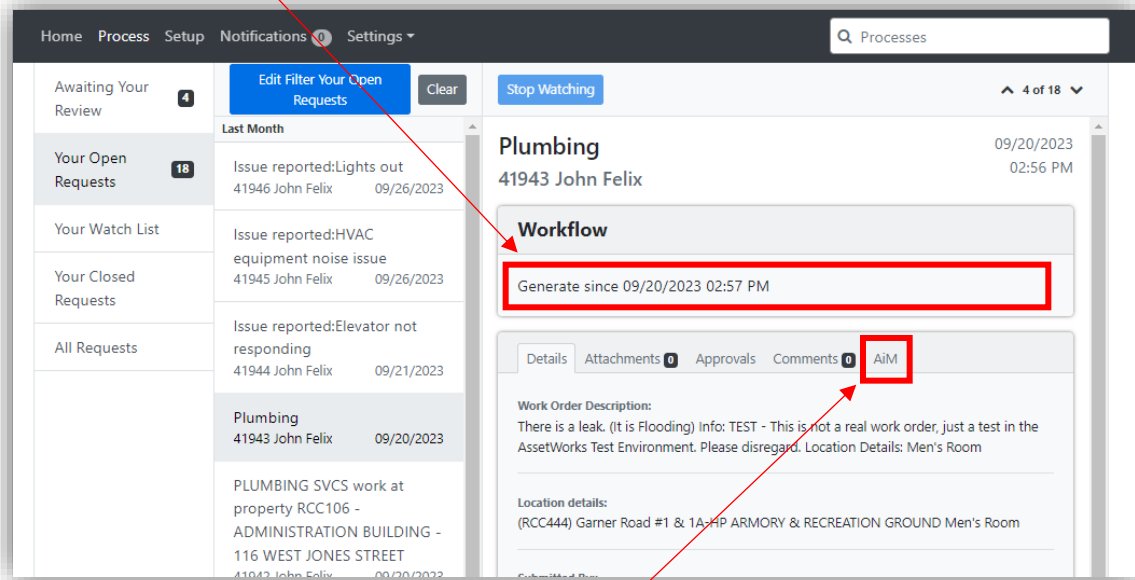
- 1) On the top of the page, select Process.



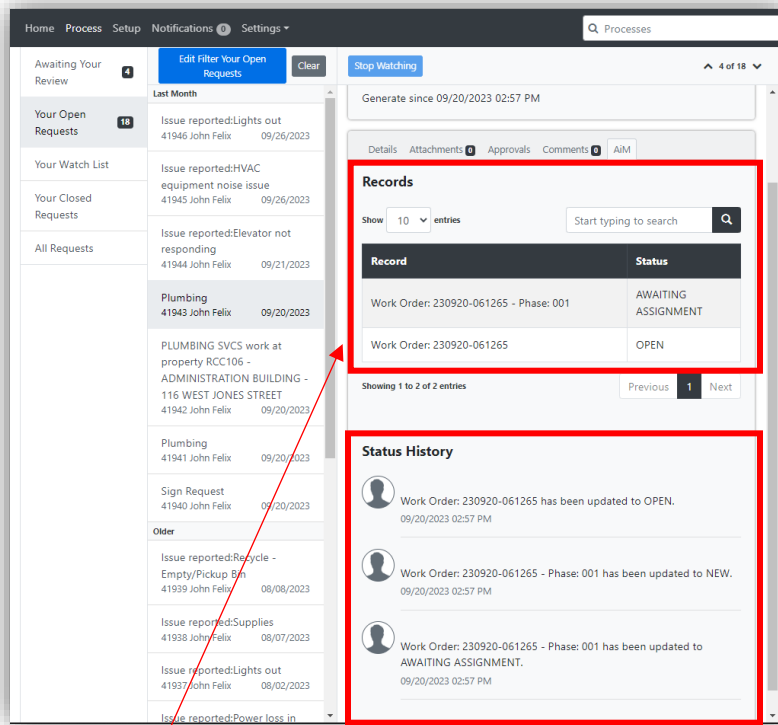
- 2) In the process page, locate the request by searching through either "Your Open Requests" or "Your Closed Requests" Lists



- 3) Click on the request. To the right, the details will appear. If the top of the page indicates "Generate since ...", this means a work order was created for this request.



- 4) Below that, see the tabs and select the "AiM" tab to see the Work Order and Phase details.
- 5) Scroll down locate the AiM Records and Status History sections.



- a. In the "Records," it will indicate the current status.
- b. In "Status History," it will have a list of the history of status updates provided.