

Create a Service Request Tasker in Task Manager

The screenshot displays a software interface for task management. On the left, there is a 'Filter' sidebar with tabs for Favorites, Custom, History, and Global. Below this are input fields for ID, Title, Type, POC, All Text, Status, Priority, Due Date, and Vessel. The main area shows a 'Task List | Displaying 32 of 32 Rows' table with columns: ID, Title, Type, Assigned To, Prelim Due Date, Final Due Date, % Complete, Hrs Rem, Task Status, Priority, and Actions. A 'Create New Service Request' dialog box is open, showing 'General Info' and 'Progress' tabs. A red arrow points from the 'Add Request' option in the Actions menu of the task list to the dialog box.

ID	Title	Type	Assigned To	Prelim Due Date	Final Due Date	% Complete	Hrs Rem	Task Status	Priority
17N70896P	IGNORE: Testing	Project	Carroll, William	2017-10-13	2017-10-13	0	0.00	Not Started	(3) Low Priority
17N70891	INOWORE PM testing	Request	Carroll, William	2017-10-13	2017-10-13	0	0.00	Submitted	(1) Low Priority
17N70870P	IGNORE - DENNIS Please approve this...	Project	Carroll, William	2017-10-05	2017-10-05	0	0.00	Not Started	(3) Low Priority
17N70763	titlr	Request	Carroll, William	2017-09-12	2017-09-12	0	0.00	Draft	(3) Low Priority
17N70440P	QMS instruction for PENG/SAMM/VR	Project	Carroll, William	2017-08-07	2017-08-07	0	0.00	Not Started	(2) Low Priority
17N70660P	testing the next TALT	Project	Carroll, William	2017-08-01	2017-08-01	0	0.00	Complete	(3) Low Priority

1. Click the Actions Drop Down in Task Manager and select Add Request.

2. The Create New Service Request windows appears. User fills in required fields, clicks Save, and a new Request ID is sequentially assigned.