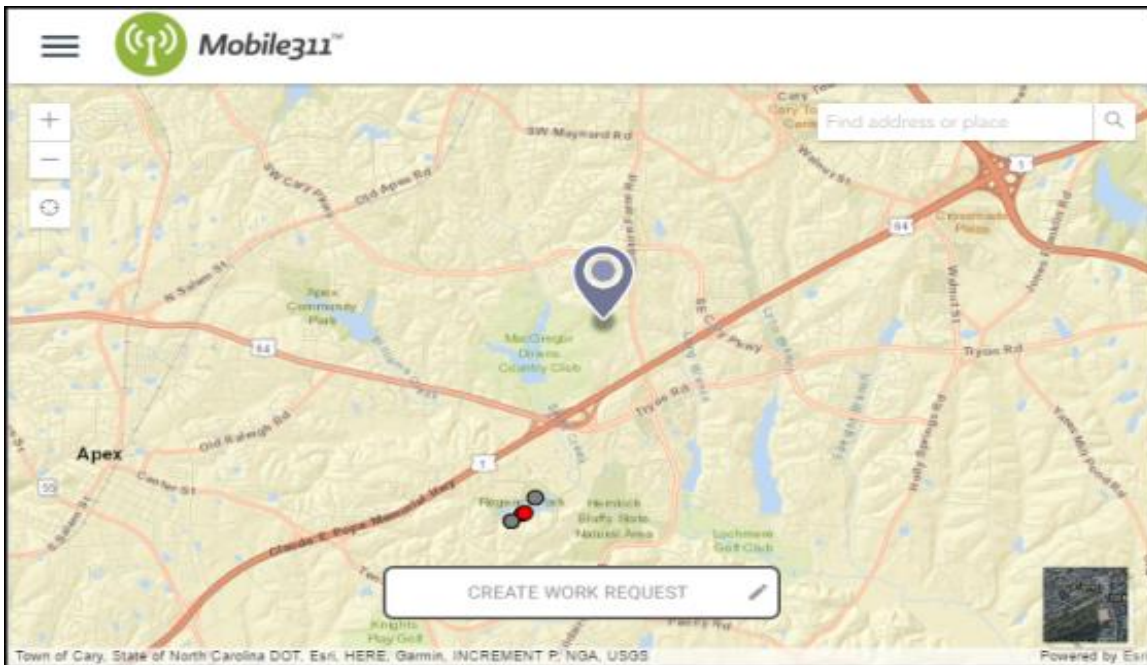


## Submitting and Viewing Work Requests

You are able to create work requests directly from the map.

### Submitting a New Request

- From the map, click on the location for which you would like to submit the request. Once you have selected your location, you will see a GPS pin at that spot.
- Click **Create Work Request** at the bottom of the map.



- In the side panel, select the **Work Type** that best describes what type of work needs to be done.
- Enter a **Description** with details regarding the request.
- If you have photos you would like to attach, click on the camera image. You will have the option of choosing a photo from your computer or photo gallery if you are using a mobile device. *\*Note: There is no limit to how many photos can be attached to the request however, the maximum file size is 10MB.*
- Once all of your details have been entered, click on **Submit Work Request**.

Work Type  
Pothole

Description  
Please fix Pothole on W. Dude Street.

Camera icon

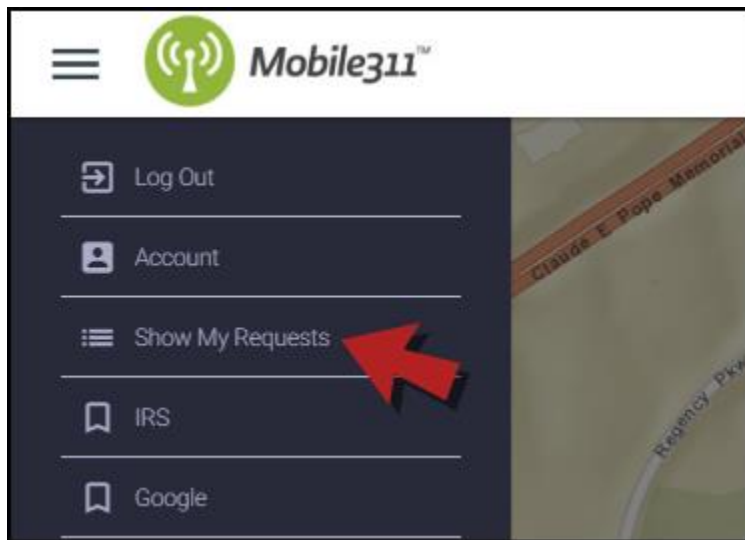
SUBMIT WORK REQUEST >

CANCEL WORK REQUEST

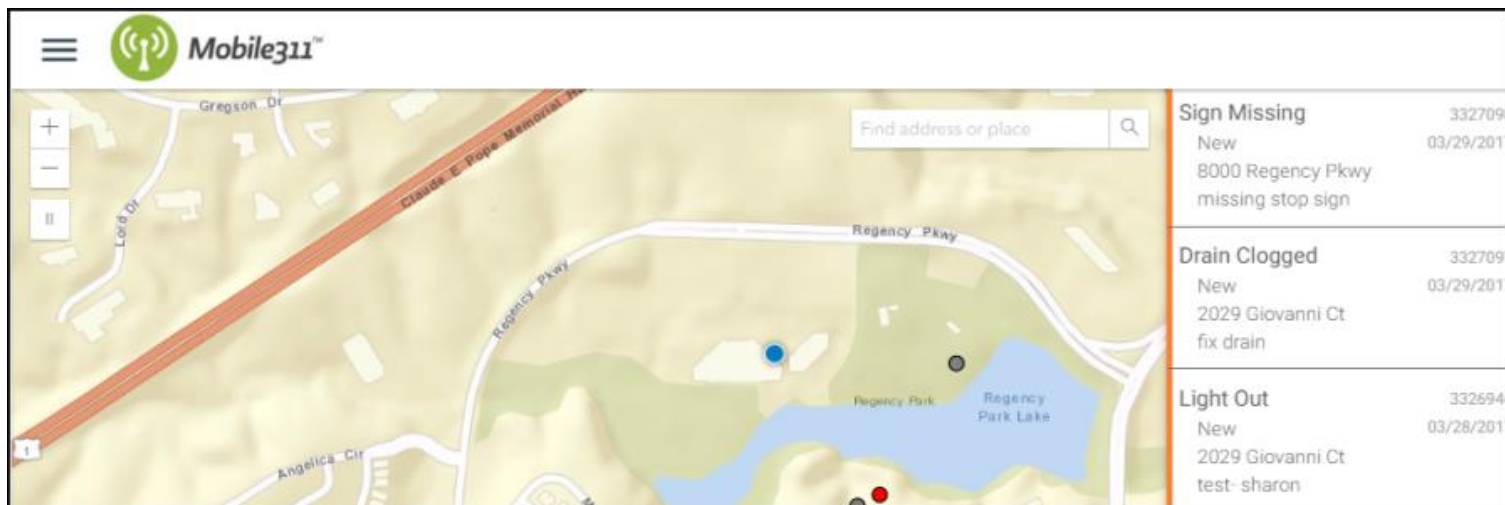
## Viewing Work Requests

You must have created an account to view existing work requests.

- Click the three lines in the left corner of the map to access the menu.
- Select **Show My Requests** from the menu.



- A side panel will open displaying the requests you have submitted. Click on a request to view additional information. *\*Note: Once a request has been submitted, you are not able to make any changes to it. You are only allowed to add additional notes or photos.*



- If you wish to hide your requests from the map, click on the three lines again and select **Hide My Requests**.

### The Dude Says:

Once a request has been created, you have the ability to add Notes to it. Notes allow you to leave comments on a work request for other users to see. This is a great way to communicate back and forth about the request. Click on the Notes image to add your note. Once you have added your Note, click **Save Note**. Now, when you access this work request, you will see any notes that have been entered. *\*Note: If a user replies to your note, you will need to access the work request to view it; the system does not send an email notification.*