Maintenance

The Maintenance tab allows you to view both open and closed service requests and edit any current requests. The requests will be listed in chronological order with the most recent requests at the top of the page.

The status field will display open, closed or cancelled requests. If you need more details, selecting **View Details** from the Action dropdown will display the request details. The Edit button will be available in the dropdown for requests in an "Open" status.

If it is an open request, the **Edit** and **Cancel Service Request** buttons will be available. All requests will have the **New** button, to create a new request, and the **Attach Document** and **New Comment** buttons.

Clicking the **Attach Document** button will allow you to browse your computer for a document and attach it to the service request.

Clicking the **New Comment** will allow you to add a comment to the request that is visible to both you and your management team as a conversation.