

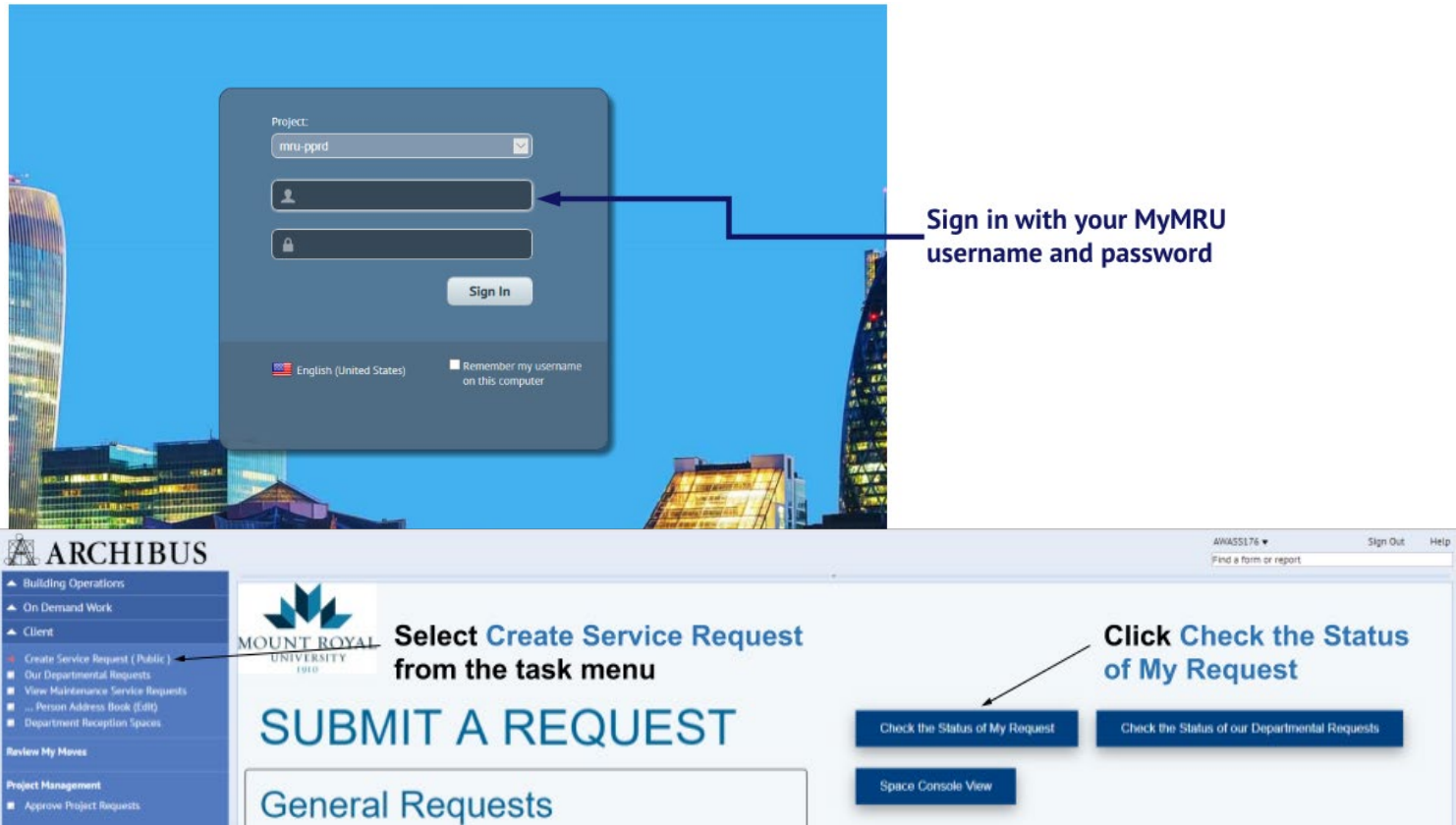
MRU FRONTLINE - VIEW STATUS OF MY REQUEST

How to view the status of an existing request through MRU Frontline

Access MRU Frontline through mtroyal.ca/FacilitiesManagement and click 

Or access the link here [Submit Frontline Request](#)

STEP 1
STEP 2
STEP 3
STEP 4

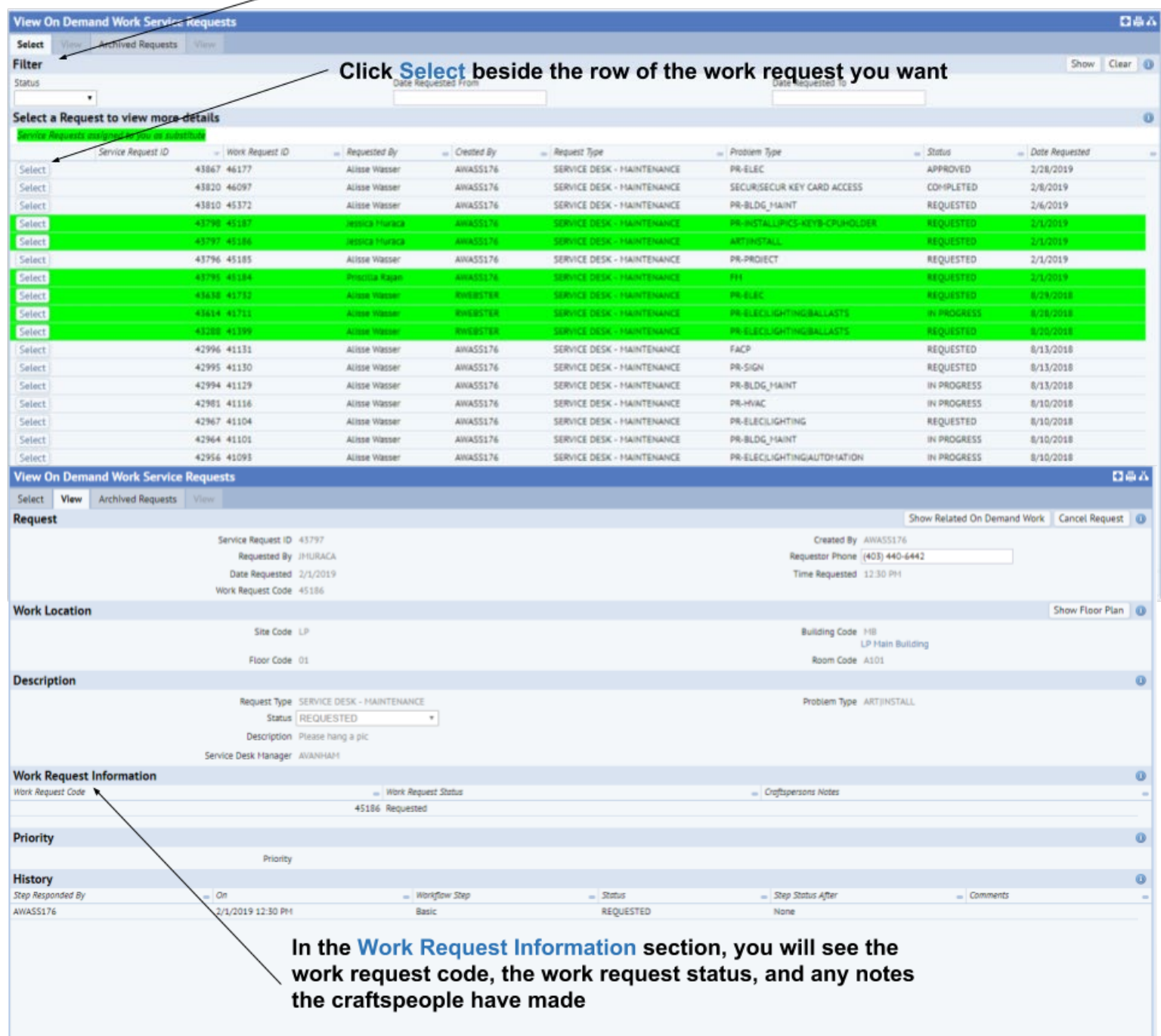


Sign in with your MyMRU username and password

Select Create Service Request from the task menu

Click Check the Status of My Request

Use the Filter Ribbon at the top to narrow the view



Click Select beside the row of the work request you want

Select	Service Request ID	Work Request ID	Requested By	Created By	Request Type	Problem Type	Status	Date Requested
Select	43867	46177	Ailse Wasser	AWASS176	SERVICE DESK - MAINTENANCE	PR-ELEC	APPROVED	2/28/2019
Select	43820	46097	Ailse Wasser	AWASS176	SERVICE DESK - MAINTENANCE	SECURE/SECUR KEY CARD ACCESS	COMPLETED	2/8/2019
Select	43810	45372	Ailse Wasser	AWASS176	SERVICE DESK - MAINTENANCE	PR-BLDG_MAINT	REQUESTED	2/6/2019
Select	43798	45187	Jessica Horvack	AWASS176	SERVICE DESK - MAINTENANCE	PR-INSTALLICE-KEYS-CRASH/DISK	REQUESTED	2/1/2019
Select	43797	45186	Jessica Horvack	AWASS176	SERVICE DESK - MAINTENANCE	ARTINSTALL	REQUESTED	2/1/2019
Select	43796	45185	Ailse Wasser	AWASS176	SERVICE DESK - MAINTENANCE	PR-PROJECT	REQUESTED	2/1/2019
Select	43795	41284	Priscilla Kagan	AWASS176	SERVICE DESK - MAINTENANCE	PH1	REQUESTED	2/1/2019
Select	43638	41752	Ailse Wasser	AWASS176	SERVICE DESK - MAINTENANCE	PR-ELEC	REQUESTED	8/29/2018
Select	43614	41711	Ailse Wasser	AWASS176	SERVICE DESK - MAINTENANCE	PR-ELECLIGHTINGBALLASTS	IN PROGRESS	8/28/2018
Select	43288	41399	Ailse Wasser	AWASS176	SERVICE DESK - MAINTENANCE	PR-ELECLIGHTINGBALLASTS	REQUESTED	8/28/2018
Select	42996	41131	Ailse Wasser	AWASS176	SERVICE DESK - MAINTENANCE	FACP	REQUESTED	8/13/2018
Select	42995	41130	Ailse Wasser	AWASS176	SERVICE DESK - MAINTENANCE	PR-SIGN	REQUESTED	8/13/2018
Select	42994	41129	Ailse Wasser	AWASS176	SERVICE DESK - MAINTENANCE	PR-BLDG_MAINT	IN PROGRESS	8/13/2018
Select	42981	41116	Ailse Wasser	AWASS176	SERVICE DESK - MAINTENANCE	PR-HVAC	IN PROGRESS	8/10/2018
Select	42967	41104	Ailse Wasser	AWASS176	SERVICE DESK - MAINTENANCE	PR-ELECLIGHTING	REQUESTED	8/10/2018
Select	42964	41101	Ailse Wasser	AWASS176	SERVICE DESK - MAINTENANCE	PR-BLDG_MAINT	IN PROGRESS	8/10/2018
Select	42956	41093	Ailse Wasser	AWASS176	SERVICE DESK - MAINTENANCE	PR-ELECLIGHTINGAUTOHATION	IN PROGRESS	8/10/2018

In the Work Request Information section, you will see the work request code, the work request status, and any notes the craftspeople have made