

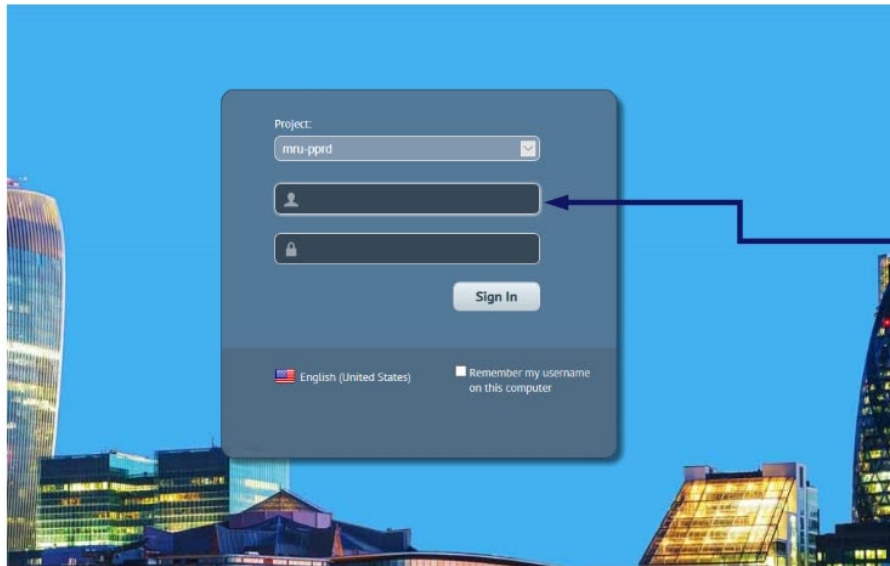
# MRU FRONTLINE - VIEW DEPARTMENTAL REQUESTS

How to view the status of work requests in your department through MRU Frontline

Access MRU Frontline through [mtroyal.ca/FacilitiesManagement](http://mtroyal.ca/FacilitiesManagement) and click Submit a Request - Frontline

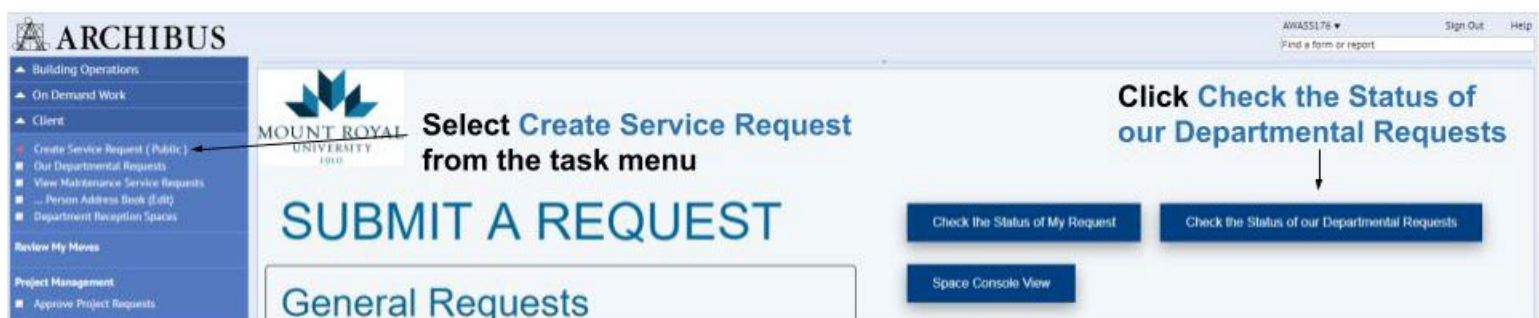
Or access the link here [Submit Frontline Request](#)

STEP 1



Sign in with your MyMRU username and password

STEP 2



Use the Filter Ribbon at the top to narrow the view

STEP 3

Departmental Frontline Request Lookup

Department Requests: This view shows information about the work request, including location, problem type, status, and any notes

Problem Type	Action Item ID	Work Order Code	Work Request Code	Date Requested	Requested By	Room Code	Status	Description	Created By	Comments
BOPSIADHIN-REPAIRS	43946	33561	47612	4/30/2019	AWASS176	I149	IN PROGRESS	test	AWASS176	
SECUR	43959		47594	4/26/2019	AWASS176	X210	CANCELLED	Test	AWASS176	
BOPSIHVAC-TEMP	43958		47593	4/25/2019	AWASS176	X210	CANCELLED	hot Question: Please Provide the Best Phone Nu...	AWASS176	
SECURISECUR KEY CARD ACCESS	43956		47580	4/16/2019	JPHILIPCHUK	X210H	REQUESTED	JP as JP: testing email for pickup. Question: ...	JPHILIPCHUK	
FM	43951		46838	4/3/2019	JPHILIPCHUK	X210H	REQUESTED	JP as JP: Testing document attachment process.	JPHILIPCHUK	
FM-AUTO	43915	33530	46409	3/19/2019	JPHILIPCHUK	X210H	APPROVED	JP test: testing changes to FM-AUTO SLA.	JPHILIPCHUK	
PPDIFF-SIGNAGE PROCURE	43859		46127	2/15/2019	RI-YERS	H100	CANCELLED	Need new Cougar Store sign - new space; reno mi...	RI-YERS	
PR-INSTALLPICS-KEYB-CPUHOLDER	43798		45187	2/1/2019	JHURACA	A101	REQUESTED	Please hang up my Pic	AWASS176	
ARTINSTALL	43797		45186	2/1/2019	JHURACA	A101	REQUESTED	Please hang a pic	AWASS176	
FM	43795		45184	2/1/2019	PRAJAN	X210	REQUESTED	URGENT!!! VIP Event with Cake	AWASS176	
FM	43786		45153	1/18/2019	RI-YERS	X210A	REQUESTED	lights not on CH - Jan 18 2019 - lights too hig...	RI-YERS	
PHICPHIC-PROJECT REQUEST	43782	33448	45150	1/17/2019	JHURACA	G201H	IN PROGRESS	gfgf Question: Is this a RESIDENCE or BUSINESS...	JHURACA	
PPDIFF-FURNITURE PROCURE	43780		45148	1/17/2019	RI-YERS	X210A	REQUESTED	test	RI-YERS	
PR-GRNDPESTS-MICE	43076	32936	41218	8/14/2018	GSOHHERFELD	A101	IN PROGRESS	House problem in A101 area. Please attend to th...	JPHILIPCHUK	
PR-ELECIPOWER	43054	32895	41198	8/14/2018	HHATHEWSON	N266	CLOSED	Hi, Grant asked me to send a request to let you...	HHATHEWSON	
PR-ELECIPOWER	42844	32662	40914	8/3/2018	HHATHEWSON	W228	CLOSED	Hi, Can someone please assess the new Dyson Air...	HHATHEWSON	
PR-BLDG_MAINT	42817	32551	40887	8/2/2018	GSOHHERFELD	E208	CLOSED	Please inspect the sliding glass door in E208 a...	JPHILIPCHUK	
PR-GRNDPESTS-MICE	42816	32550	40886	8/2/2018	GSOHHERFELD	E208	CLOSED	There is a mice problem in entire E208 area.	JPHILIPCHUK	
PR-DOORREPAIR	42747	32512	40821	7/31/2018	JHURACA	X210	CLOSED	Door between X200 Security Office and X210 Faci...	JHURACA	
PR-CUSTISPILLWET HRD FLR	41910	32189	40269	7/23/2018	GSOHHERFELD	B204	CLOSED	Oil stain (very slippery) on floor in front of ...		
FM-HVAC/TOO_HOT/COLD	41224	31790	39791	7/16/2018	JHURACA	X210	IN PROGRESS	Too hot		
PR-PLUMBIFIXTURE_HALF	41218	32425	39785	7/16/2018	RI-YERS	U154	CLOSED	The sensor on the hand faucets are not working...	RI-YERS	
PR-GRND	40775	31577	39205	4/28/2018	PRAJAN		CLOSED	Grounds Request - as per Grant Sommerfeld and P...	PRAJAN	
PR-CLOCK	38453	29821	36715	4/25/2018	HHATHEWSON	X210	CLOSED	The clock has stopped. Please restart.	HHATHEWSON	
PR-BLDG_MAINT	38446	29781	36708	4/24/2018	JHURACA	X210-03	CLOSED	Bottom drawer of desk will not pull out all the...	JHURACA	
PR-TOO_HOT/COLD/MAINT	37826	29291	36100	4/6/2018	PGOHODORU	Q509	CLOSED	Add Calvin Timmons this WO.	PGOHODORU	
PR-TOO_HOT/COLD/MAINT	37825	29292	36099	4/6/2018	PGOHODORU	8300	CLOSED	Add Calvin Timmons to this WO	PGOHODORU	
PR-TOO_HOT/COLD/MAINT	37594	29166	35693	3/29/2018	GSOHHERFELD	8300	CLOSED	Interior Design Students are complaining that L...	VHAX	
PR-TOO_HOT/COLD/MAINT	37593	29167	35692	3/29/2018	GSOHHERFELD	Q309	CLOSED	Interior Design students are complaining that L...	VHAX	
FM-TRAININGCLOSING	37149		35204	3/20/2018	JPHILIPCHUK	X210	COMPLETED	*Training - All steps for closing a work reques...	JPHILIPCHUK	