

## 1. RECORD PRODUCER

servicenow

AllFavoritesHistory

Submit Maintenance Request

Search

[Service Catalog](#) > [Can We Help You?](#) > [Submit Maintenance Request](#)

Submit Maintenance Request

Submit Your Maintenance Request Here

\* Station Name

\* Category

-- None --

\* Request Summary

\* Request Details

Submit

## 2. STATIONS (SITES) TABLE

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AllFavoritesHistoryWorkspaces

Stations

Search

Stations

Station Name

Search

Actions on selected rows...

New

All

Station Name	Type	Region	Active
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Abdel Nasser	CODO	Mombasa	true
Bamburi	CODO	Mombasa	true
Bidco	CODO	Nairobi 2	true
Bondeni	CODO	Nakuru	true
Boya	Lease	Kisumu	true
Chania	CODO	Nairobi 2	true
Embulbul	CODO	Nairobi 1	true
Gilgil	CODO	Nakuru	true
Ikinu	Lease	Nairobi 1	true
Kenyatta University	Lease	Nairobi 1	true
Kitale Central	Franchise	Eldoret	true
Kitengela	Franchise	Nairobi 2	true
Kutus	CODO	Mt. Kenya	true
Langas	CODO	Eldoret	true
Magharibi	CODO	Kisumu	true
Mai Mahiu	Lease	Nairobi 1	true
Market	CODO	Kisumu	true
Moi University	Lease	Eldoret	true
Mtito Andei	Lease	Mombasa	true
Muchatha	Lease	Nairobi 1	true

NB: Station names, Type and Region are the actual values that were used in the company I worked for.

### 3. MAINTENANCE REQUESTS TABLE

servicenow All Favorites History Admin Maintenance Requests Search							
Maintenance Requests Request Number Search Actions on selected rows... New							
All	Request Number	Station Name	Request Summary	Status	Assigned to	Category	Assignment group
	Search	Search	Search	Search	Search	Search	Search
	MRQ0057	Abdel Nasser	Equipment Maintenance - PMS PUMP2 Nozzle	Accepted	(empty)	Equipment Maintenance	Equipment M Review Team
	MRQ0058	Chanla	Equipment Maintenance - Fore Court Lights	Accepted	(empty)	Equipment Maintenance	Equipment M Review Team
	MRQ0059	Mwingi	Equipment Maintenance - Quality Testing Equipment	Rejected	(empty)	Equipment Maintenance	Equipment M Review Team
	MRQ0060	Nairobi West	Equipment Maintenance - POS Machine	Accepted	(empty)	Equipment Maintenance	Equipment M Review Team
	MRQ0061	Sagana	Equipment Maintenance - Air gauge	Accepted	(empty)	Equipment Maintenance	Equipment M Review Team
	MRQ0062	Abdel Nasser	Equipment Maintenance - Generator	Accepted	(empty)	Equipment Maintenance	Equipment M Review Team
	MRQ0063	Gilgil	Equipment Maintenance - Generator Service	Rejected	(empty)	Equipment Maintenance	Equipment M Review Team
	MRQ0064	Nairobi West	Equipment Maintenance - AGO Pump	Accepted	(empty)	Equipment Maintenance	Equipment M Review Team
	MRQ0065	Muchatha	Equipment Maintenance - Oil Receiver	Accepted	(empty)	Equipment Maintenance	Equipment M Review Team
	MRQ0066	Mtito Andei	Civil Works Maintenance - ForeCourt	Awaiting Approval	(empty)	Civil Works Maintenance	Civil Works Review Team
	MRQ0067	Langas	Civil Works Maintenance - Entrance to Station	Review	(empty)	Civil Works Maintenance	Civil Works Review Team
	MRQ0068	Mai Mahiu	Civil Works Maintenance - Bollards	Rejected	(empty)	Civil Works Maintenance	Civil Works Review Team
	MRQ0069	Ikinu	Civil Works Maintenance - Generator	Awaiting Approval	(empty)	Civil Works Maintenance	Civil Works Review Team

### ❖ Sample maintenance request record

servicenow

All Favorites History

Maintenance Request - Civil Works ...

Search

Maintenance Request Civil Works Maintenance

Discuss Follow Update Request Civil Approval Reject Civil Works Delete

Request Number

MRQ0070

Status

Review

Opened by

Abel Tuter (architect)

Assignment group

Civil Works Review Team

Station Name

Oloitoktok

Assigned to

Category

Civil Works Maintenance

Enhancement

Active

☒

Request Summary

Civil Works Maintenance - PMS Tank Cover

Request Details

Rubber worn out and rain water leaking into tank

Update Request Civil Approval Reject Civil Works Delete

## ❖ Sample Dashboard

