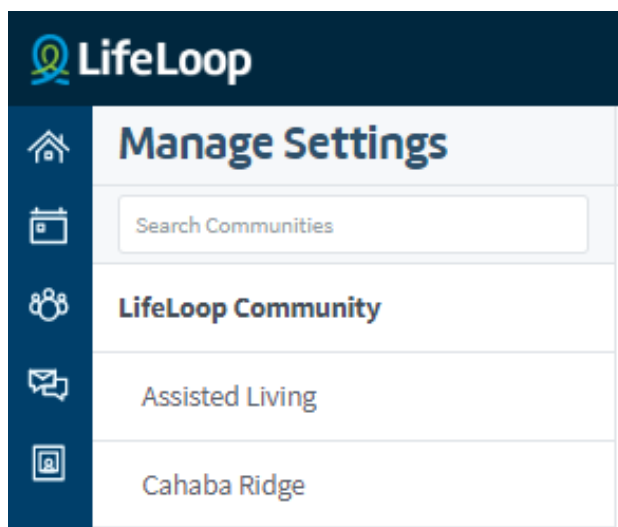# WORK REQUESTS TYPES, LOCATIONS & CREW MEMBERS

STEP 1

To manage Work Requests types, locations & crew members, go to the **Manage Settings** (gear icon on the top right of your screen next to your name)*.

STEP 2

Select your Campus in **Bold**.

If you do not see the gear icon you may not have the necessary permissions. Please reach out to the LifeLoop champion in your community to access manage settings.

STEP 3

Select the **Work Requests** tab to edit Types, Locations & Crew Members.

STEP 4

Enter the type you would like in the text box and select **Create Type.** To remove a type click the **X**.

Note: *Work Requests types provide a way to categorize work orders on your campus. Filter the maintenance view by type or check out the reports tab to see a breakdown of work orders by type.*

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To add a location, scroll down the page to locations. Type the name of a location in the text box and click **Create Location**. To remove a location click the **X**.

∨ Locations

Location Name

| Main Hallway | | Create Location |

| AL Lobby | ✕ |

Note: *Work Request locations are community locations or assets that will have work orders assigned to them. Resident room numbers will toll over automatically for resident requests.*

STEP 6

To add a Crew Member, scroll down below the location list and type in the staff member you wish to add.

STEP 7

Select the staff member from the drop down list and click **Create Crew Member.**

✓ Crew Members

Crew Name

| Caroline Ebers | ⌄ | **Create Crew Member** |

| Jt Seger | ⌄ | ✕ |

| Joey Carney | ⌄ | ✕ |

Note: *Crew members must be staff in LifeLoop and have the view work requests permission to show as a crew member option.*

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