

Trackplan Request App Introduction

The Request App has 2 main access levels.

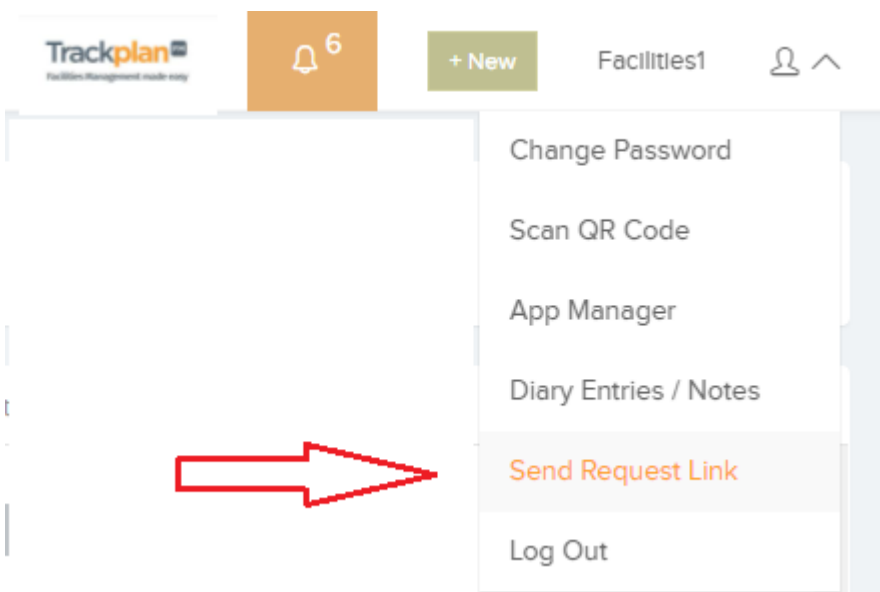
A Guest Access level and a User Access level.

Guest Access level

On the Site details page the client can generate a link that can be sent out to the tenant or staff member via email. When he/she clicks on the link they will be brought to the Request App with the Site and other fields pre-populated. All that is needed is for them to fill in the Request details.

As per image below click on the triple dots and then “Email Request Link For Site” – This will reveal a pop-up where you have the option to add a certain Location, Sub-location, Job Type, Sub Type, Asset and the Email Recipients.

This link can also be generated from the Location Details Page, Sub-location Details Page , Asset Details Page or at anytime from the drop-down in the top right corner of the screen.



Building No 1 test
Site Name

O'Connell Ave, Limerick, N 8, Limerick,
Limerick, B90 8AG
Address

Limerick
Town

Ireland
Country

Site Detail Locations (2) Planned Schedules (19) Assets (9) Documents (2) Forms (134) Contacts (1) Custom Fields

Main Sites List Edit Site New Job

Site Name	Building No 1 test
Code	r4
Colour	<input type="text"/>
Region	Chilterns
Site Type	Client 8
Contract	Client 8
Default Assigned User	Robert Cox
Default Team	Not Selected
Operational	Yes

Address 1	O'Connell Ave, Limerick, N 8, Limerick
Address 2	Limerick
Town	Limerick
County	Limerick
Country	Ireland
Postcode	B90 8AG

Main Contact	Declan Murphy
Email	Julie@rendsted.co.uk
Telephone	086 242 6071
Fax	

Site Comments	0 comment
Site Warning Flag?	Yes
Site Warning Note	Be aware of dogs
Contractor Note	

- Jobs
- Photo
- New Site
- Delete Site
- Email Request Link For Site**

# Open Jobs	16
# Overdue Jobs	14
# Non Compliant	14
# Open Requests	23

Latitude	52.3711476
Longitude	-1.79927509999993
Google Map Site Link	Site Map Link

Email Requestor Link

Site: Building No 1 test

Location: (please select)

SubLocation: (please select)

Job Type: (please select)

Sub Type: (please select)

Asset: (please select)

Email Recipients:

Close Send Requestor Link

Below is what the tenant/staff member will see. Note that the Site is pre-populated.



Raise new request

Details *

Asset *

Job type *

Job sub-type

Site *

AbbeyCourt

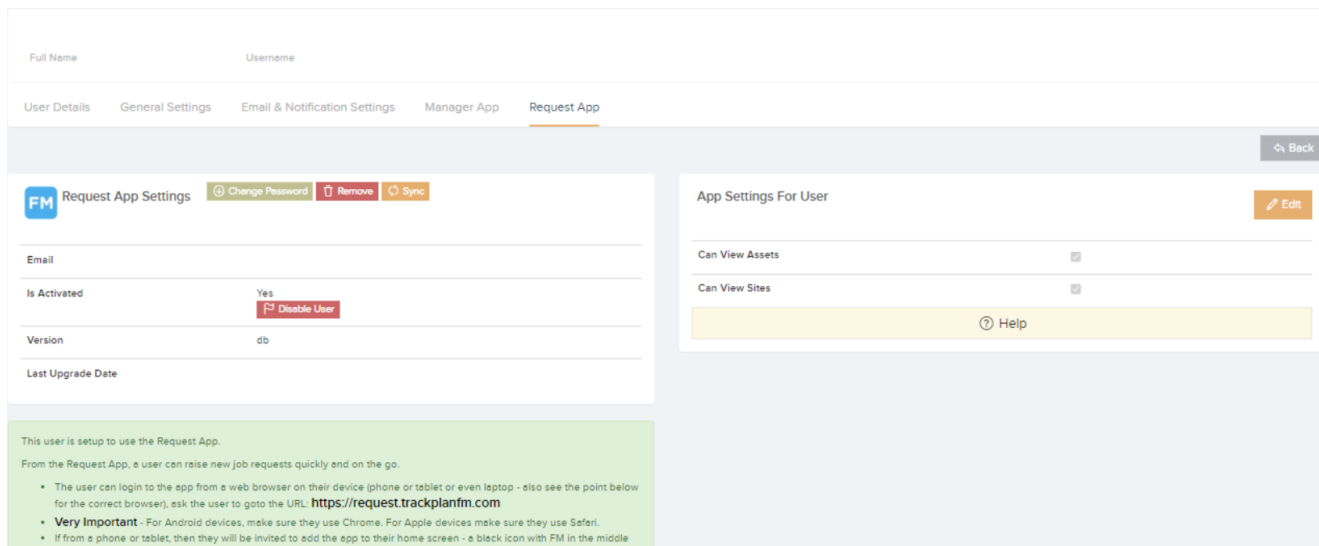
Location

Sub-location

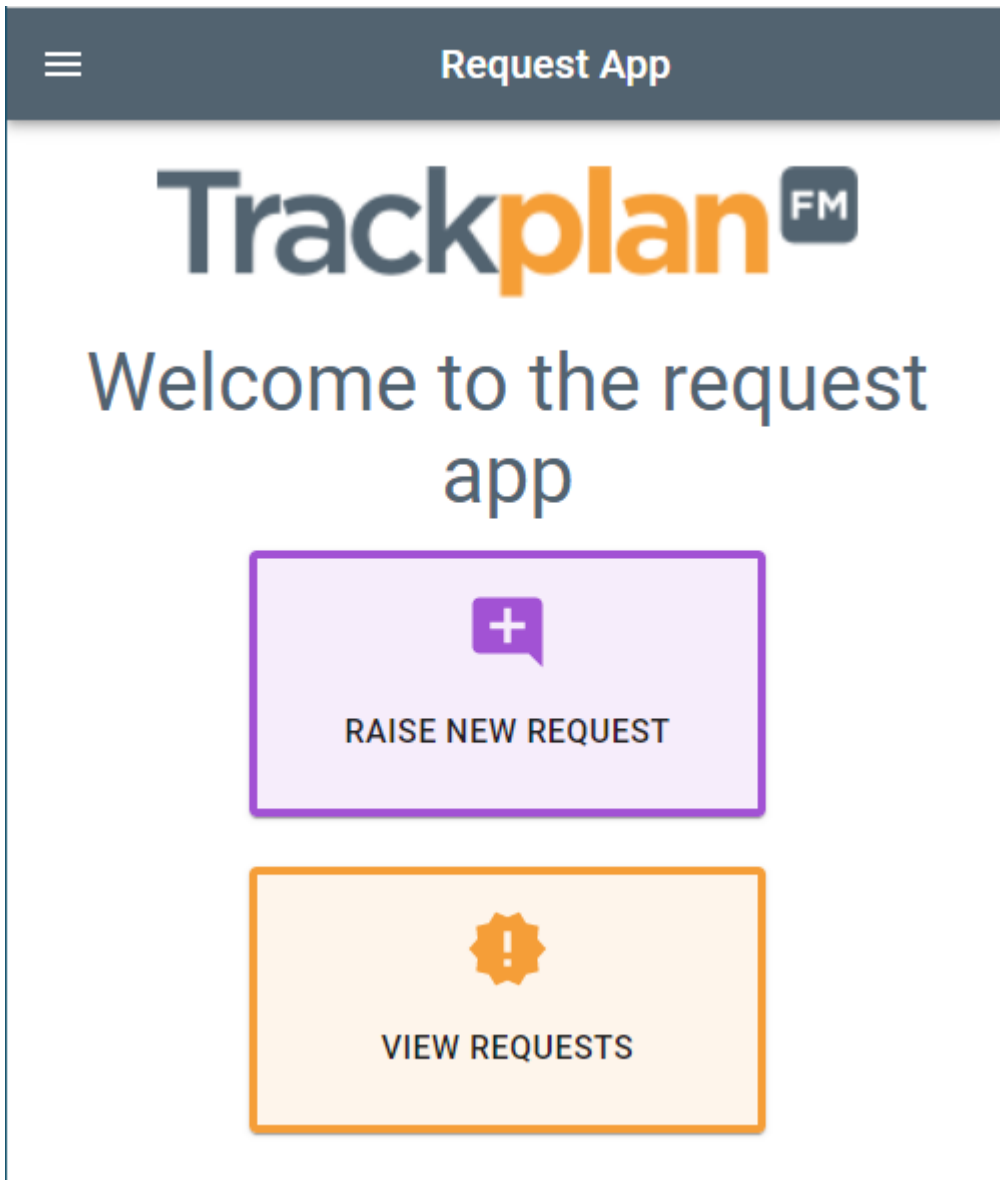
RAISE REQUEST

User Access Level

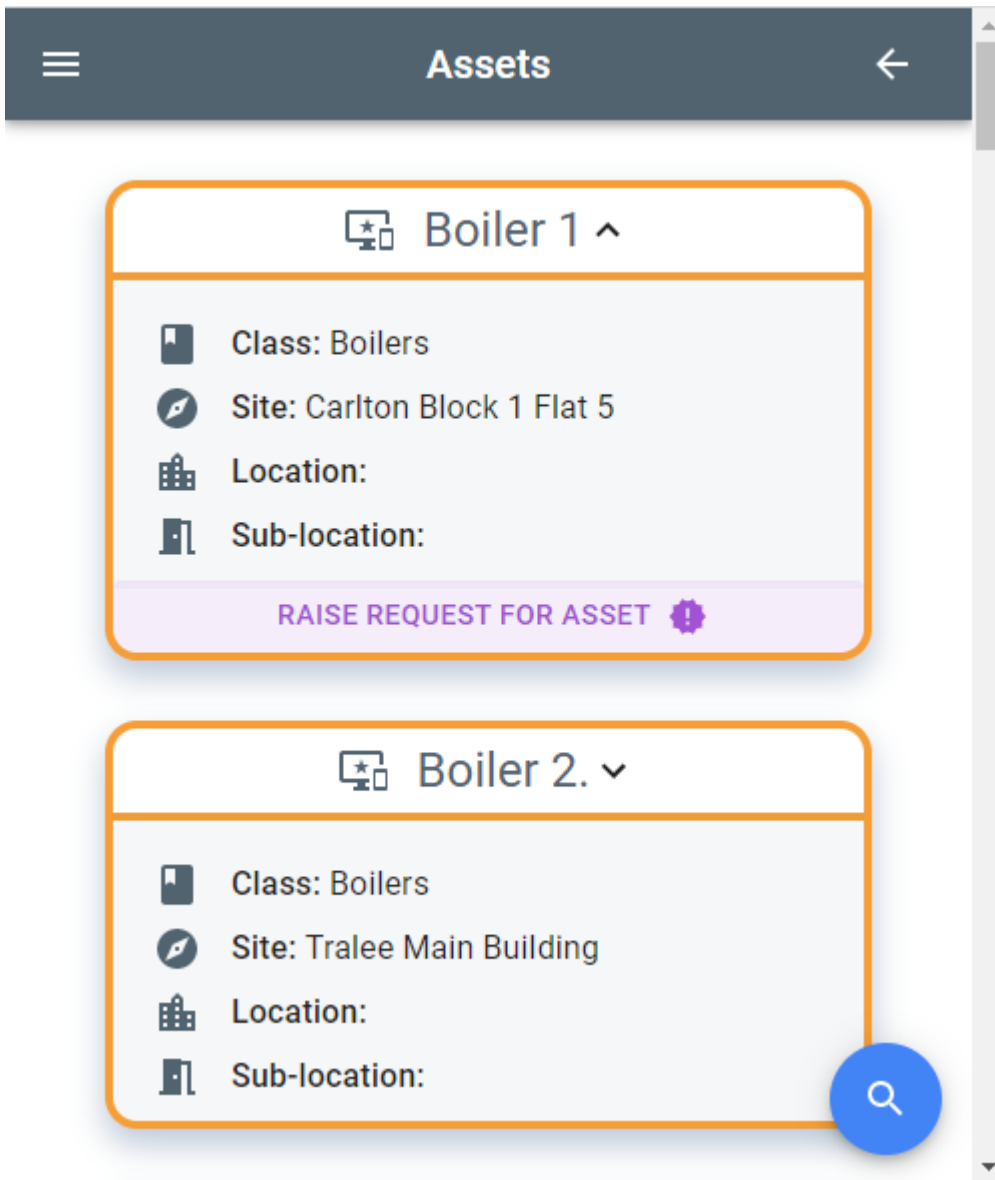
In Settings -> Users -> Request App you can give Users access to the Request App. This User Access Level gives the User access to all Sites and Assets. He/She can view all previous Requests also.



The User can login via <https://request.trackplanfm.com/> and will be directed to the Homepage.



Depending on User Settings, you can have access to Sites and Assets from the Request App and have the ability to raise a request for a certain asset or site.



Settings in the Main application that will effect the Request App.

1.Settings -> Job Requests -> New Request Screen Settings:
(The below 2 settings will configure the New Request Screen in the Request App.)

- Ask For Job Type in New Request – If this option is checked, then the user will be asked to select a job type (and sub type) in the first step of creating a new request.
- Ask For Single Asset – When creating a Job Request, Users can select an asset.

2.Settings -> Users -> General Settings -> Job Request Workflow Settings:

- Can Only View Own Job Requests – If set to yes then they cannot see job requests created by other users.