



# Searching for Work History in the Map

1. Zoom In to your location. The zoom level is important because the query tool will look for all requests or orders within the current map view.
2. Use the locate tool (1) within the map to search for an address or intersection.
3. Use the “Search Work Management” tool (2) in the maps toolbar and select either “Search Requests”  or “Search Work Orders” .
4. Your left panel will now display a series of search criteria (3). Enter any information you would like to narrow down your search. Hit Search.
5. A new window will display with your search results (4). Click on the ID number to open up details on the service request or work order:

