



## Centralized Management of Requests Linked to Spaces

The requests module allows to create a request system linked to a client's spaces in the building, presented in a dashboard to enable easy monitoring. The module also features an email system of requests approval for facility managers.

Users can set up requests to modify floor plans, schedules, moves or repairs. The module also allows to attach different documents and drawings to the request.

SUMMARY

**Requests**

- Requests
- Requests: Filter by Day
- Requests: Filter by Week

**Progress Filters**

- All Requests
- In Progress
- Completed or Not Submitted

**Status Filters**

- All
- Submitted
- Assigned
- In Progress
- Completed
- Pending
- Cancelled

**Status**

Tracking Code: **DM-2024081**

Request Type: [1] Moving Request

Assigned to: \_\_\_\_\_

Request Status: \_\_\_\_\_

Status As Of: 08/15/2024

**Information**

Maintenance Action: [1] Moving Request

End of changes date: \_\_\_\_\_

End of changes hour: \_\_\_\_\_

Direction: [None]

Service: [None]

Budget Code: \_\_\_\_\_

**Applicant & Managers**

**User**

Name: Mehdi Bensalem

Email: mbensalem@archidata.com

**Applicant**

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Main Manager**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_

**Involved Managers**

Other Name 1: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_

Other Name 2: \_\_\_\_\_ Department: \_\_\_\_\_

ONLINE FORM

No.	Tracking No.	Request Type	Time Limit	Building ID	Building Name	Requester	Assignee	Center	Request Date	Completion Date
1	DM-20240809-00001	Moving Request	0:00		U10 Centre de services 3				08/09/2024	
2	DM-20240809-00008	Moving Request	0:00		U10 Hôpital de la Cité				08/09/2024	
3	DM-20240809-00009	Moving Request	3:00		U10 Hôpital de la Cité	Chesna Coube	Chesna Coube		08/09/2024	08/09/2024
4	DM-20240809-00008	Moving Request	8:00		U10 Centre de services 3				08/09/2024	
5	DM-20240809-00008	Moving Request	13:15		U10 Centre de services 3				08/09/2024	
6	DM-20240809-00009	Moving Request	14:15		U10 Hôpital de la Cité	Chesna Coube	Chesna Coube		08/09/2024	
7	DM-20240809-00002	Moving Request	14:15		U10 Hôpital de la Cité	Chesna Coube	Chesna Coube		08/01/2024	
8	DM-20240809-00001	Moving Request	14:15		U10 Hôpital de la Cité				08/01/2024	
9	DM-20240730-00007	Moving Request	0:00		U10 Centre de services 3	Chesna Coube	Chesna Coube		07/30/2024	
10	DM-20240728-00008	Moving Request	0:00		Mehdi Bensalem	Chesna Coube	Chesna Coube		07/28/2024	
11	DM-20240728-00002	Moving Request	15:15		U10 Centre de services 3	Chesna Coube	Chesna Coube		07/28/2024	
12	DM-20240724-00001	Moving Request	23:15		U10 Centre de services 3	Chesna Coube	Chesna Coube		07/24/2024	
13	DM-20240724-00002	Moving Request	23:15		U10 Centre de services 3	Chesna Coube	Chesna Coube		07/24/2024	
14	DM-20240810-00009	Moving Request	8:14		U10 Centre de services 3				07/24/2024	07/20/2024
15	DM-20240722-00009	Moving Request	24:15		U10 Centre de services 3				07/22/2024	

REQUEST DASHBOARD

### BENEFITS

- Accessibility to all users and optimization of communication between people concerned
- Query system linked to the client's space
- Easy tracking of requests thanks to status assignment (created, ready, submitted)
- Production of reports to track current requests
- Allows a request approval communication system to ensure the right people are made aware of requests
- Workflow system greatly facilitates approval processes and request assignment