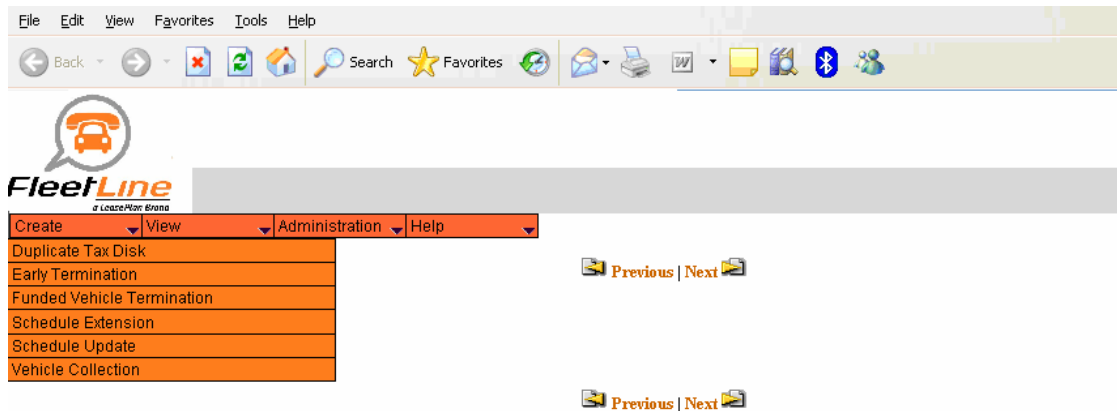




## Quick Guide

### Sample Screen Shot



### Creating a new request

1. In the 'Create' menu – select the category required.
2. Complete all highlighted fields.
3. Save request.
4. A response will then be sent within the specified time frame.
5. Edit and Save request to confirm information has been received.

### Viewing outstanding requests

1. View 'My Requests'.
2. Search on 'All requests'.

### Searching for a historic request

1. Select 'Help'.
2. Search or Advanced Search.
3. Enter available information.
4. Select request to view.
5. Close.