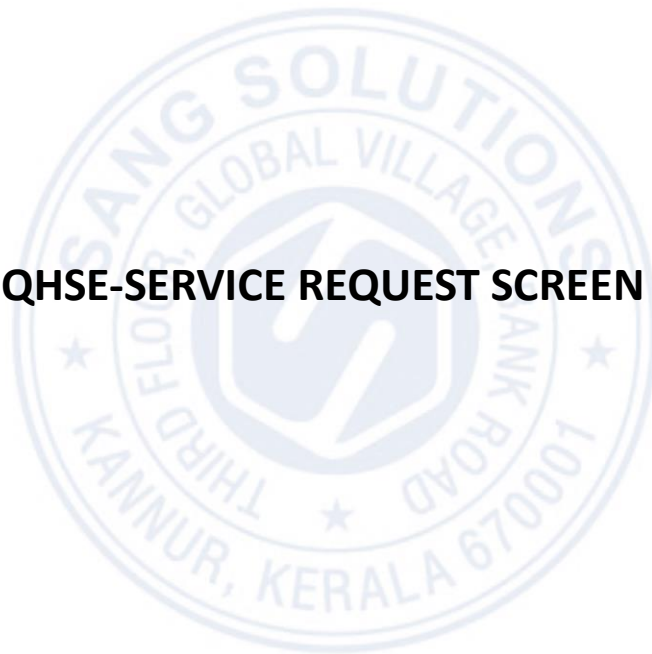# QHSE-SERVICE REQUEST SCREEN

Prepared by

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Mobile App – Service Request Screen

🔁 **Navigation:**

Home ➜ Project Request ➜ Service Request

Header Includes

1. Doc No.
2. Date
3. Narration
4. Attachment

⬜ **Fields per Row (Line Item):**

1. **Company Code** (Dropdown)

   o Required

2. **Project** (Dropdown)

   o Filtered by selected Company Code, Required

3. **Description** (Text Box)

   o Required

4. **Particulars** (Dropdown)

   o Select type of service/work, Required

5. **Employee** (Dropdown)

   o Required

   o If "NA" is selected →
     ➤ **Employee Name (Text Box)** becomes visible

6. **Cost Code**

   o Auto-loaded (based on Project & Particulars) OR maunal

7. **Rate** (Text Box)

   o Required

   o Numeric

8. **Qty** (Text Box)

   o Required

- o   Numeric

9. **Gross Amount** (Auto-calculated)

   - o   Gross = Rate × Qty

10. **Tax Code** (Dropdown)

    - o   E.g., "VAT5%", "No Tax"

11. **VAT %** (Auto-loaded)

    - o   Based on selected Tax Code (5% or 0%)

12. **Total (Optional)**

    - o   Can be calculated at row level

13. **Attachments**

    - o   Allow **multiple file/image attachments** (optional per row or overall)

14. **Signature**
    - o   To mark signature

💾 Save Button

- Saves all added rows as a **single Service Request Document**

- Status: Draft

- Not yet posted to Focus

🌐 Web App – Service Request Module

🔍 Service Request List Features

- View **saved service requests**

- Each line retains its:

  - o   Company

  - o   Project

  - o   Description

  - o   Employee, Cost Code, etc.

🔍 Filter Options:

- Company Code

- Project

- Created Date

- Status: Draft | Posted

✏️ Edit Mode

- Full edit allowed:

    o Any field in any line

    o Modify attachments

⬆️ Post to Focus

- Done by authorized users

- Posts **line-wise**:

    o Each row is posted to Focus based on its **Company** and **Project**

- Once posted:

    o Status changes to Posted

    o Row becomes locked (optional)