16-07-2025



1. Service Request Screen

Home → Project Request → Service Request

Header Includes

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

☐ Fields per Row (Line Item):

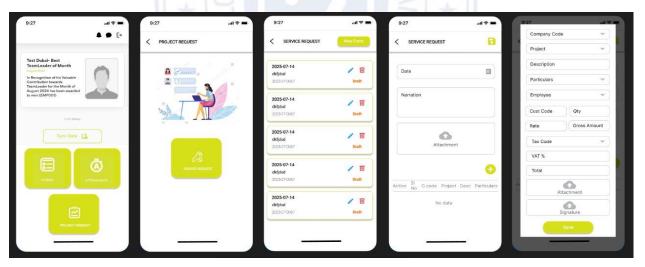
- 1. Company Code (Dropdown)
 - o Required
- 2. **Project** (Dropdown)
 - o Filtered by selected Company Code, Required
- 3. **Description** (Text Box)
- 4. Particulars (Dropdown)
 - o Select type of service/work, Required
- 5. Employee (Dropdown)
 - Required
 - If "NA" is selected →
 - ➤ Employee Name (Text Box) becomes visible
- 6. Cost Code
 - o Required and drop down
- 7. Rate (Text Box)
 - o Required
 - Numeric
- 8. Qty (Text Box)
 - Required
 - o Numeric
- 9. Gross Amount (Auto-calculated)
 - 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



- 2. In Power Tools inspection, Fire Extinguisher and Accommodation inspection checklist add image uploading feature.
- 3. Add close button in LMRA form