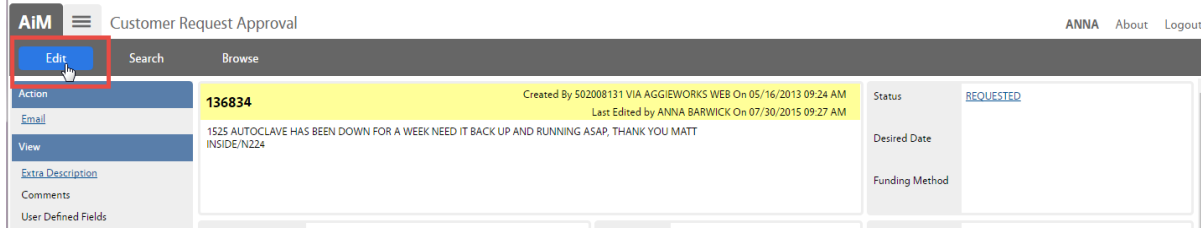


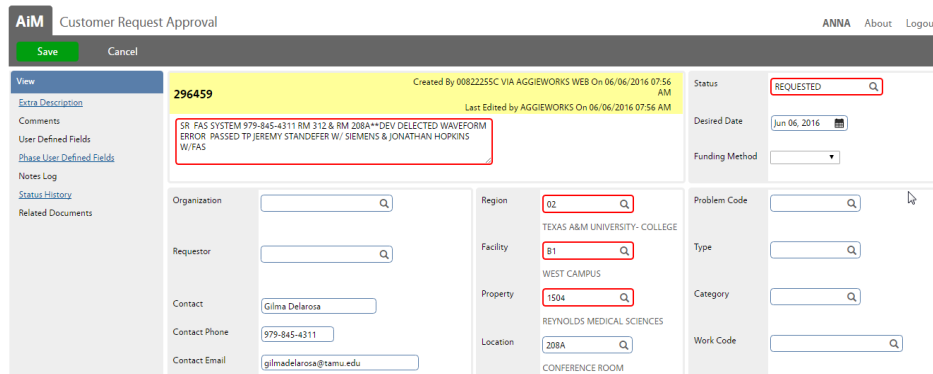
# Transfer Customer Request to Utilities (UES)

Note – fields with the magnify glass will allow you to type the data or search for the data to complete the field.

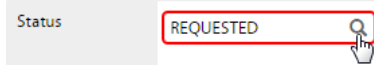
\*\*Refer to the AggieWorks Process Manual for guidelines for transfer to UES.



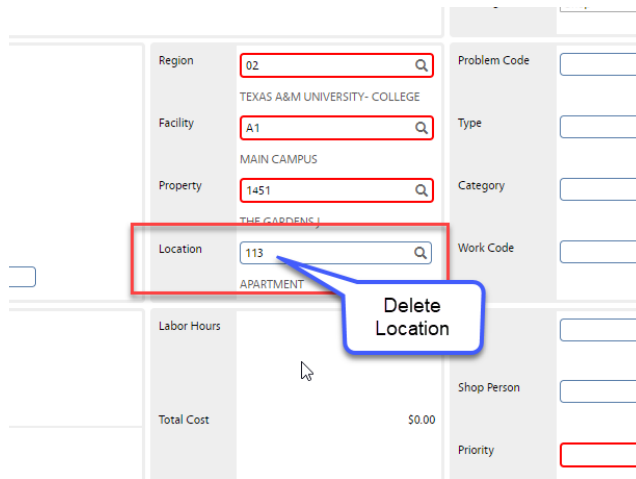
1. Click the *Edit Button* 



Required fields appear in red. Start in the top Right hand corner and work the way down.



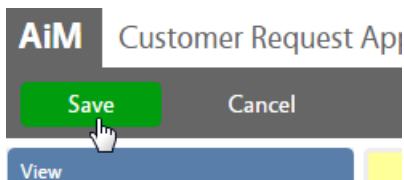
2. Click the Magnify glass next to the Status to view available statuses



3. Delete the location
4. Remove any ampersand marks (&) or quotation marks (“) from the description.

Status	Description
<a href="#">REQUESTED</a>	REQUESTED
<a href="#">UNDER REVIEW</a>	UNDER REVIEW
<a href="#">POSSIBLE PROJECT</a>	POSSIBLE PROJECT - IN REVIEW BY EDCS PERSONNEL
<a href="#">NOT PROJECT</a>	AFTER REVIEW BY EDCS - NOT PROJECT
<a href="#">TRANSFER UES/BA</a>	INITIATES TRANSFER TO UES OR BLDG ACCESS (E-MAIL NOTIFICATION)
<a href="#">UES/BA TRANSFER</a>	UES/BA TRANSFERRED

5. Choose Transfer UES/BA



6. Click Save in the left hand corner

- Status will auto change to UES/BA TRANSFER
- If UES accepts the CR, the status will change to ACCEPTED BY UES/BA. A note will be added with the UES Work Order number
- If UES rejects the CR, the status will change to RETURN UES/BA and appear in the query to be promoted.