

AssetPlanner[™]



Service Request Client Module Quick Start Guide

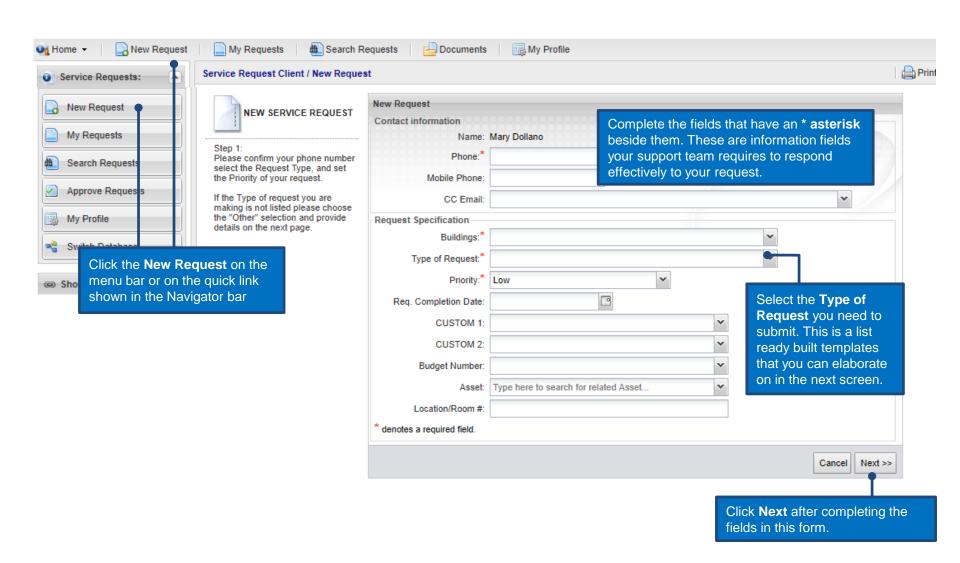
AMERESCO & ASSET SUSTAINABILITY

Confidential & Proprietary



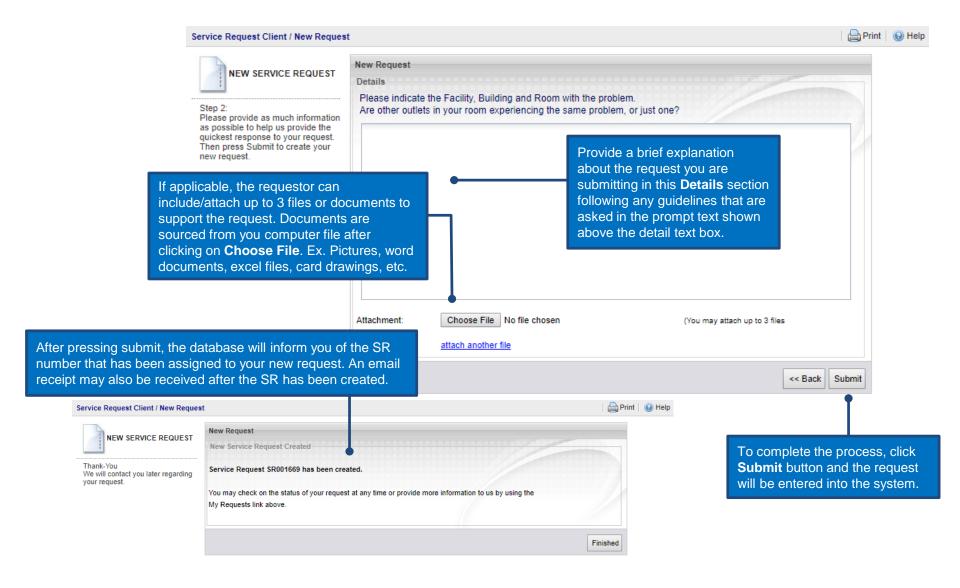








This page allows you to elaborate on the details for the request you are submitting.

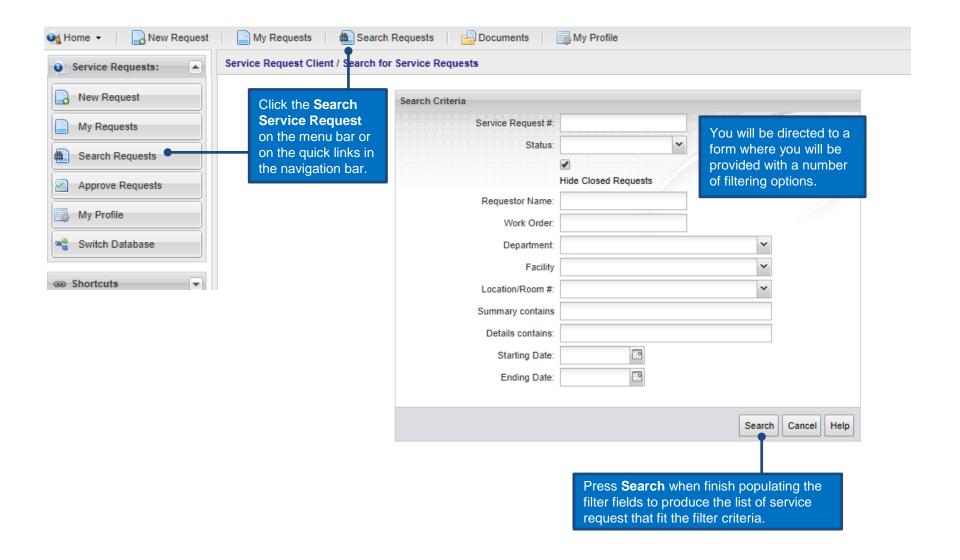






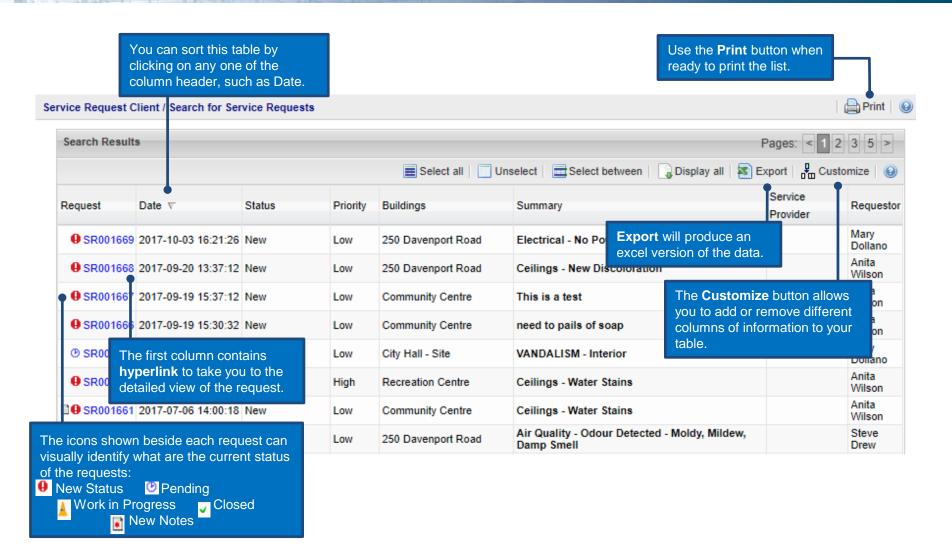


Some facilities may have more than one requestor.



List/Search Service Request Data

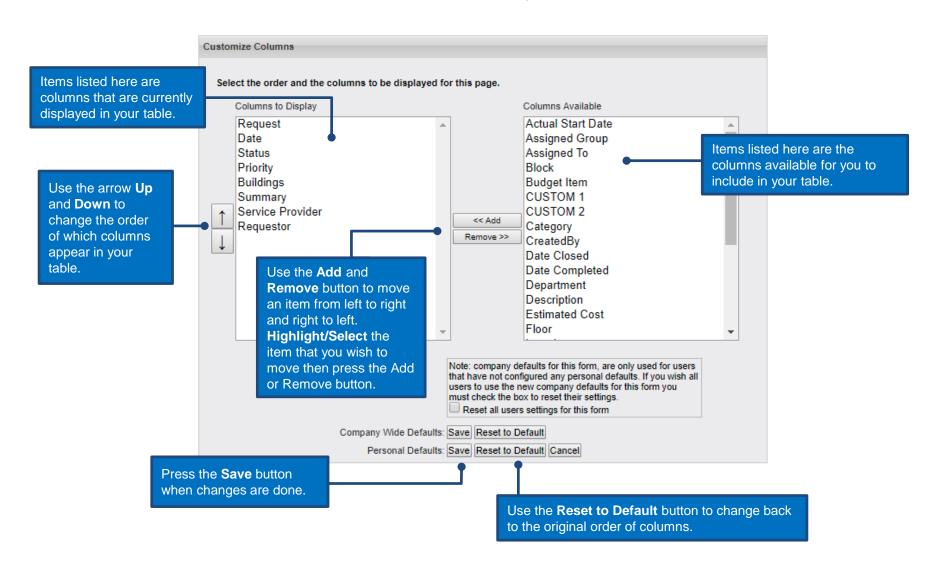




Note: Status changes or addition of notes are generally followed up with an email notification to the requestor.

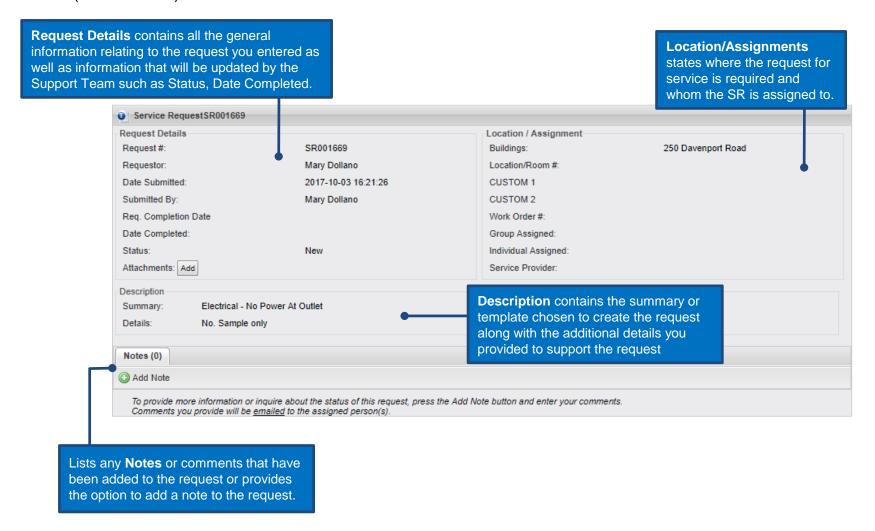


Customize Columns can be used to add or remove columns from your table.





To view the request in its detailed view, click on one of the active links show in blue. It is always the first column on the left (See slide 14).





From time to time, your service request support team may display Bulletins. These will appear below the welcome message on your log in screen.

