

Accessing Requests

- To view requests click the avatar in the upper right hand corner of the screen.
- Once the user clicks the avatar they will see the "My requests" button. Please click this to view all requests. If you have no open requests it will show as a "0" but users still need to click "My requests" to get to older, completed requests.
- After you click the "My requests" option you will be taken to the "My requests" page. From here users can click the "Open requests" which will allow users to select from the different options shown below.

