## **Accessing Requests**

<ul> <li>To view requests click the avatar in the upper right hand corner of the screen.</li> <li>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 reques show as a "0" but users still need to click "My requests" to get to older, completed requests.</li> </ul>	•	
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After you click the "My requests" option you will be taken to the "My requests" page. From here users can click the "Open requests" whi	v requests" option you will be taken to the "My requests" page. From here users can click the "Open requests" which wil	• After
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