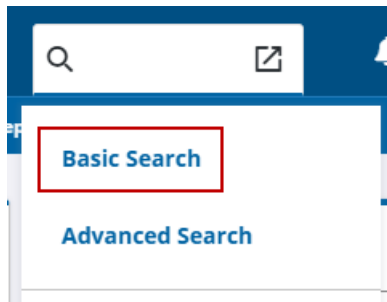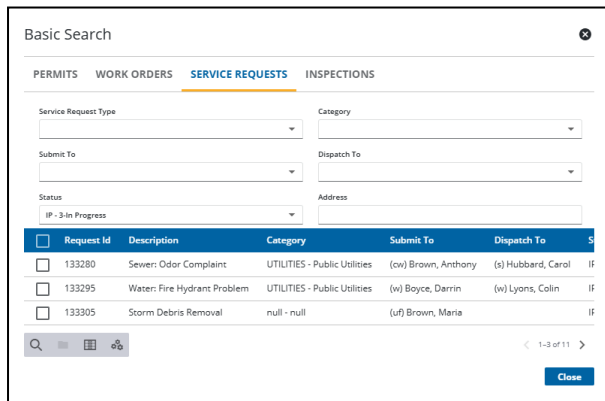**Trimble Unity™**

Search for a Service Request

You can search for a service request by ID, description/type, and/or location instead of just by the ID.

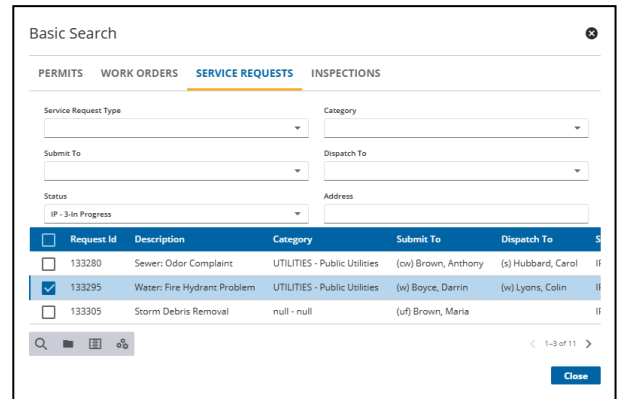1. Click **Work activity search** and then **Basic Search**.

The **Basic Search** panel opens. The panel has four tabs allowing for different activities to be searched.

2. Click **Service Requests**.

3. Enter the criteria you want to search for. Search results automatically populate and filter as you add search criteria.

4. Select the service request and click **Open Work Activities**.

Quickly search for a service request based on the record number.

1. Click **Work activity search** and start typing a service request ID number. Any record that matches (or includes) the number appears in the results.

2. Select the service request to open it. If the activity ID entered is unique, press **Enter** to open the service request.