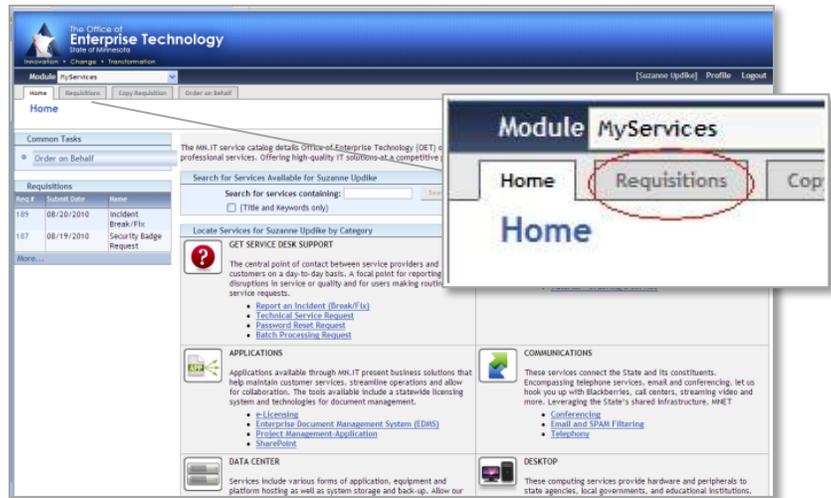
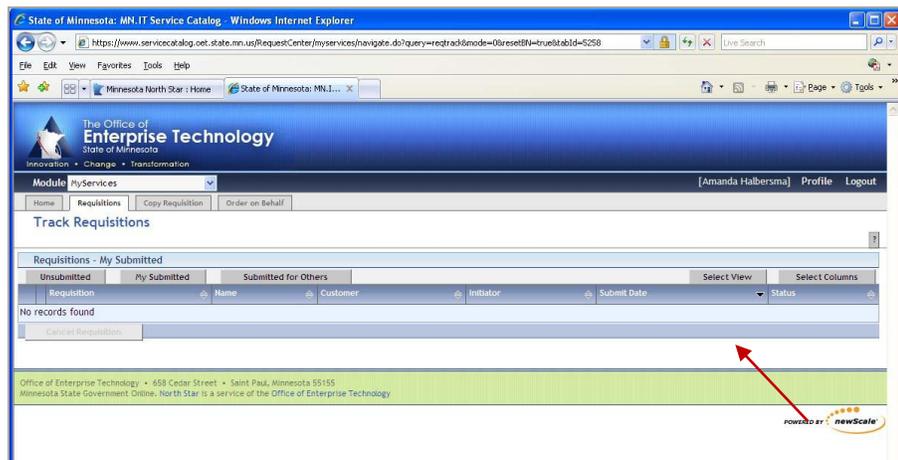


## How to customize the Requisition view

On the MN.IT Services home page, go to the **Requisitions** tab at the top of the screen



On the **Requisitions** page, look for the **Select View** button located at the right of the screen.

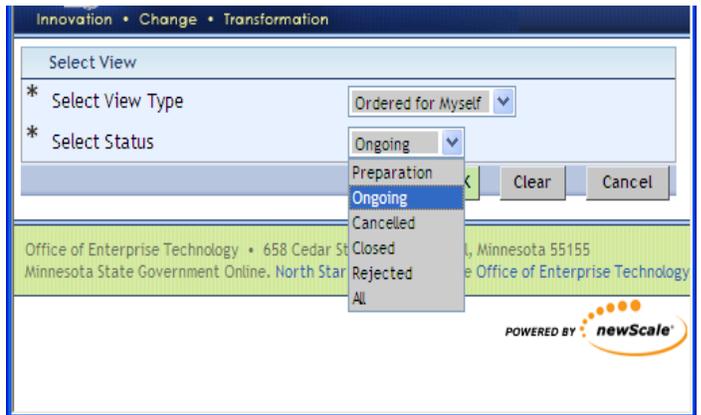


Select which type of requisition you would like to see.

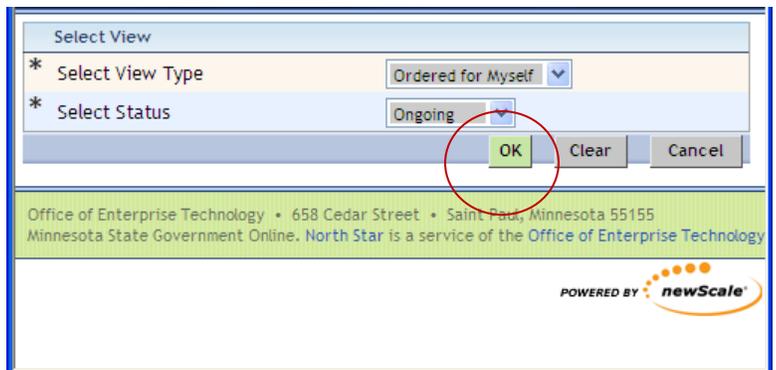


Next, select which status of requisitions you want to see:

- **Preparation** = unsubmitted requisitions
- **Ongoing** = requisitions submitted and currently in progress
- Other options should be self-explanatory



When you are finished, click OK.



The selections you have chosen will now determine the default view of your status column on the Requisitions tab within MN.IT Services.