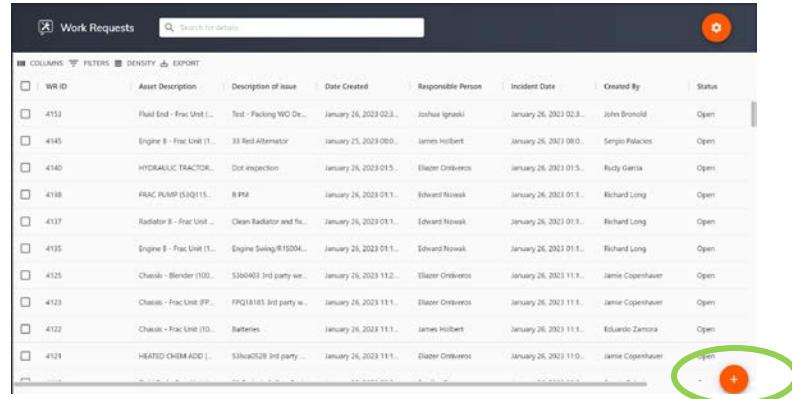
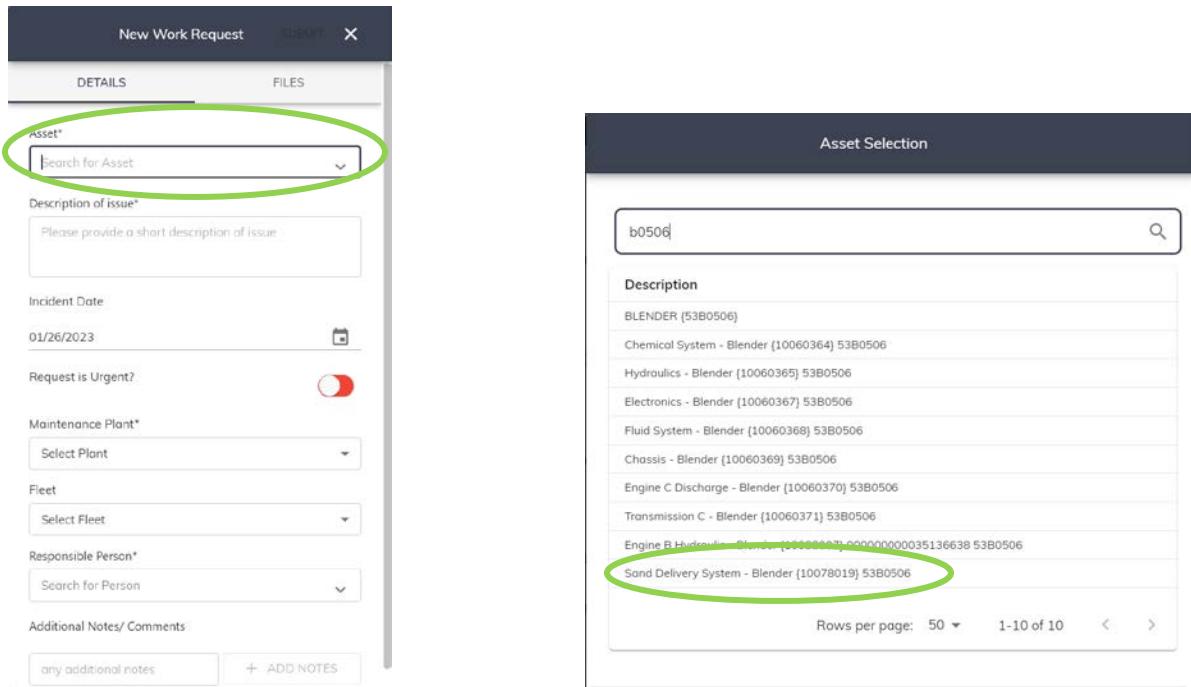


# Fractal Work Request Cheat Sheet

**Step 1** – Go to the Work Request Table and click the plus sign to add a new work request.



**Step 2** – Look up the equipment you are submitting a work request for and select the subcomponent for which you have identified an issue. Example: Bad auger bearing on a blender = Sand delivery system.



**Step 3 – Provide a description of the issue you have identified**

New Work Request SUBMIT X

**DETAILS** **FILES**

Asset\*  
Sand Delivery System - Blender [10078019] 53B05Q6

Description of issue\*  
Auger 3 needs new bearing

Incident Date  
01/26/2023 CALENDAR

Request is Urgent?

Maintenance Plant\*  
Aledo Manufacturing

Fleet  
Select Fleet

Responsible Person\*  
Search for Person

Additional Notes/ Comments  
any additional notes + ADD NOTES

**Step 4 – Verify the “incident date” field is filled and accurate**

New Work Request SUBMIT X

**DETAILS** **FILES**

Asset\*  
Sand Delivery System - Blender [10078019] 53B05Q6

Description of issue\*  
Auger 3 needs new bearing

Incident Date  
01/26/2023 CALENDAR

Request is Urgent?

Maintenance Plant\*  
Aledo Manufacturing

Fleet  
Select Fleet

Responsible Person\*  
Search for Person

Additional Notes/ Comments  
any additional notes + ADD NOTES

**Step 5 – Mark the urgency of the issue**

New Work Request SUBMIT X

DETAILS FILES

Asset\*  
Sand Delivery System - Blender {10078019} 53B05Q6

Description of issue\*  
Auger 3 needs new bearing

Incident Date  
01/26/2023

Request is Urgent? ON

Maintenance Plant\*  
Aledo Manufacturing

Fleet  
Select Fleet

Responsible Person\*  
Search for Person

Additional Notes/ Comments  
any additional notes + ADD NOTES

**Step 6 – Verify the “Maintenance Plant” field is filled and accurate for the district or facility where the equipment is operating**

New Work Request SUBMIT X

DETAILS FILES

Asset\*  
Sand Delivery System - Blender {10078019} 53B05Q6

Description of issue\*  
Auger 3 needs new bearing

Incident Date  
01/26/2023

Request is Urgent? ON

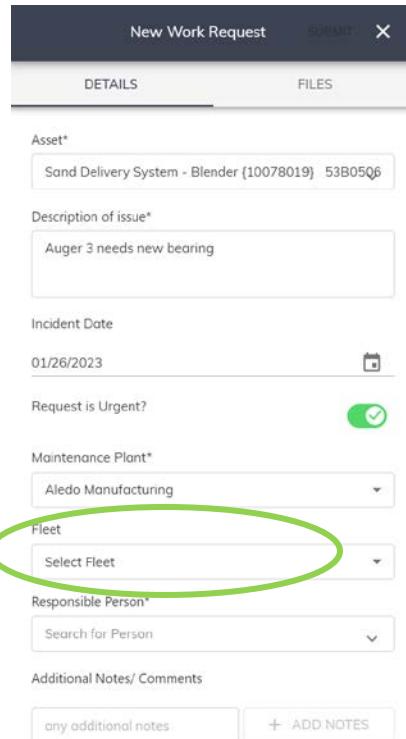
Maintenance Plant\* Aledo Manufacturing

Fleet  
Select Fleet

Responsible Person\*  
Search for Person

Additional Notes/ Comments  
any additional notes + ADD NOTES

**Step 7** – Select the fleet where the issue has been identified if applicable in the “Fleet” field



New Work Request SUBMIT X

DETAILS FILES

Asset\*  
Sand Delivery System - Blender {10078019} 53B05Q6

Description of issue\*  
Auger 3 needs new bearing

Incident Date  
01/26/2023 CALENDAR

Request is Urgent? ON

Maintenance Plant\*  
Aledo Manufacturing

Fleet SELECT FLEET 

Responsible Person\*  
Search for Person

Additional Notes/ Comments  
any additional notes + ADD NOTES

**Step 8** – Fill the “Responsible Person” field with the name of the maintenance manager, lead mechanic, lead E-tech, operations manager, or wellsite supervisor according to the type/severity of maintenance being done

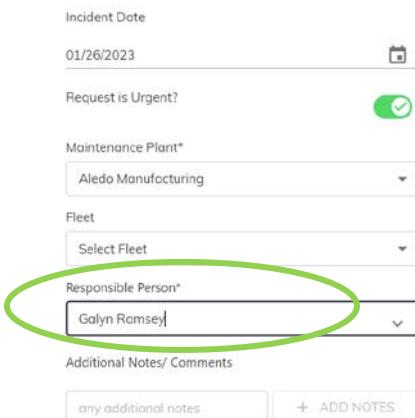
\*Equipment issue requiring repair at the yard – Maintenance Manager

\*Mechanical issue to be repaired on location by Field Mechanic – Lead Mechanic

\*Electronics issue to be repaired on location by E-Tech – Lead E-Tech

\*Fluid end failure/swing – Operations Manager

\*Fluid end maintenance (v/s, packing) – Wellsite Supervisor

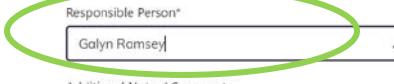


Incident Date  
01/26/2023 CALENDAR

Request is Urgent? ON

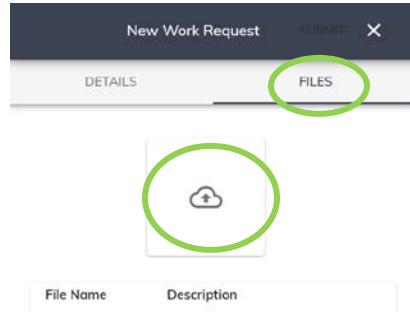
Maintenance Plant\*  
Aledo Manufacturing

Fleet SELECT FLEET

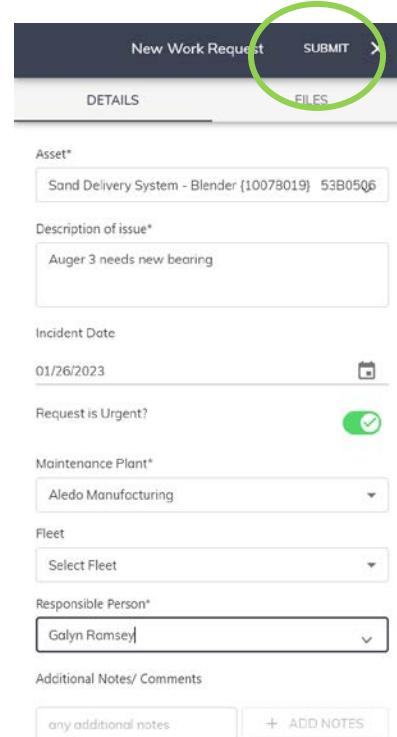
Responsible Person\* Galyn Ramsey 

Additional Notes/ Comments  
any additional notes + ADD NOTES

**Step 9** – Add pictures of issue where appropriate in the “Files” tab (fluid end failure, cracked power ends, other issues requiring repairs at the yard)



**Step 10** – Click “Submit”



New Work Request SUBMIT

Asset\*  
Sand Delivery System - Blender {1007B019} 53B0506

Description of issue\*  
Auger 3 needs new bearing

Incident Date  
01/26/2023 CALENDAR

Request is Urgent? ON

Maintenance Plant\*  
Aledo Manufacturing

Fleet  
Select Fleet

Responsible Person\*  
Galyn Ramsey

Additional Notes/ Comments  
any additional notes + ADD NOTES