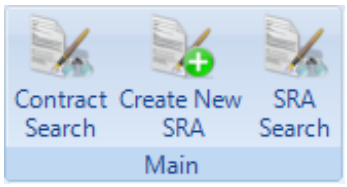
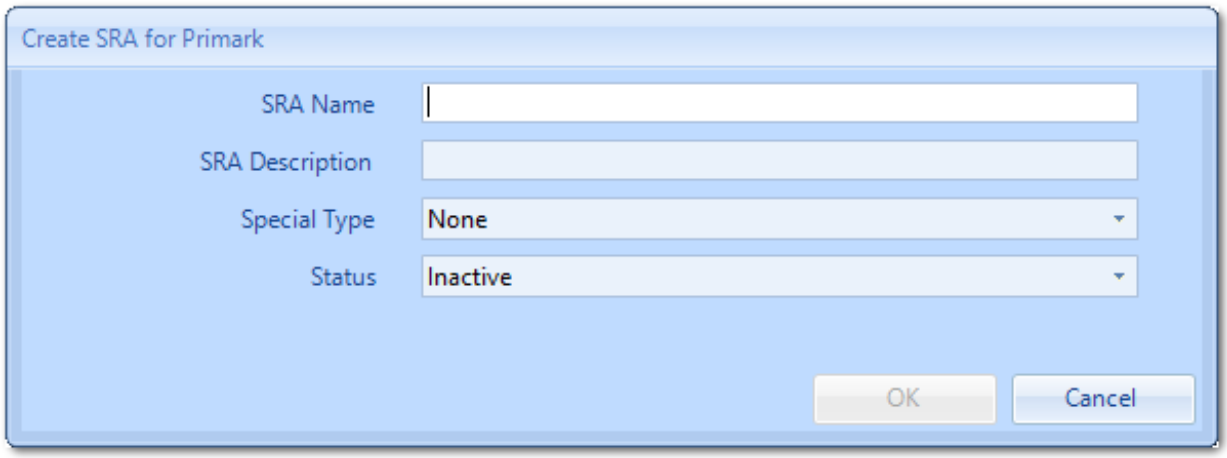
# Create SRA Introduction

Wed, Jan 17, 2024 Create SRA

1. To create a new SRA, click on the Create New SRA menu button.




2. This screen will then open.




3. Each field displayed is described below:

**SRA Name** is a freeform field and should be used to name the SRA; this can be the same as the SRA Description or can bespoke to your own internal processes or style.

**SRA Description** is a freeform field and should be used to provide an overview or a brief description of service requirements for the SRA about to be created (examples could be, Security Key Holding or Coffee Machine Maintenance).

**Special Type** is a drop down that contains different types of SRAs to choose from. The different types are:

- **PPM Only -** Select this to make sure the SRA is for PPM purposes only.
- **Quote Only -** Select this to make sure the SRA is for Quote Work Orders only.
- **Internal Only -** Select this to make sure the SRA is for Internal Resources only

**Status** will default to "Inactive" when creating a new SRA - this can be changed at a later date using the Change SRA Details action.

**Source SRA** is a drop down in which an existing SRA can be used as source for creating this new SRA. Select the desired SRA from the drop down and the new SRA will have the Task Types and SLAs as per the source SRA

4. Clicking OK will then raise the SRA for the User to then define Clients, Buildings, Task Types and Resources

5. Clicking Cancel will exit this screen without saving or raising the SRA.

Quote Only SRA

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Internal Only SRA

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