



For a complete list of the [Request Categories](#) and their definitions, please refer to the job aid [Service Request Category / Type Class Listing](#) .



CREATE A NEW SERVICE REQUEST

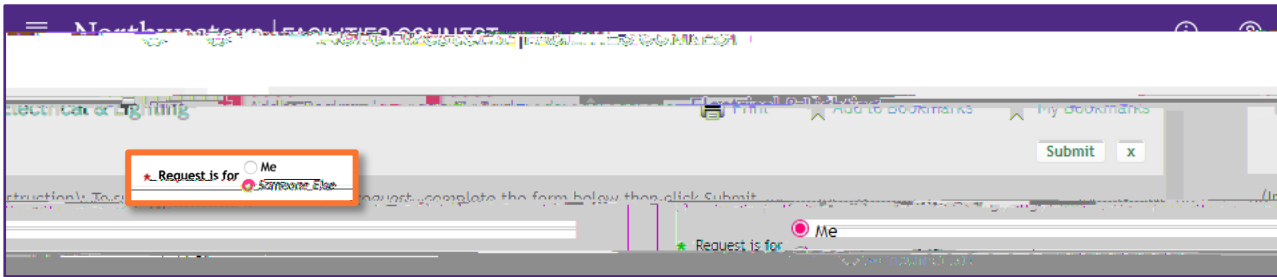
DIRECTIONS:

3 Optional : if the Service Request is for Someone Else :

3b Click on the Someone Else radio button.

Upon clicking, the Requested For section will appear.

Fill in the details of the person you are creating the Service Request for.



In the Request Details section:

Click on the Search buttons and select a Building , Floor , and Room.



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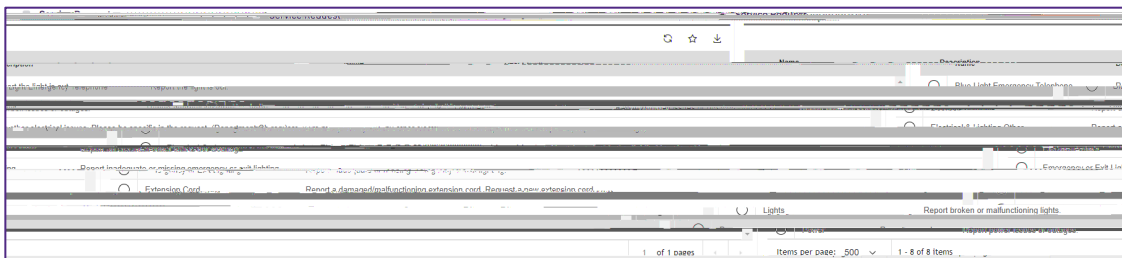
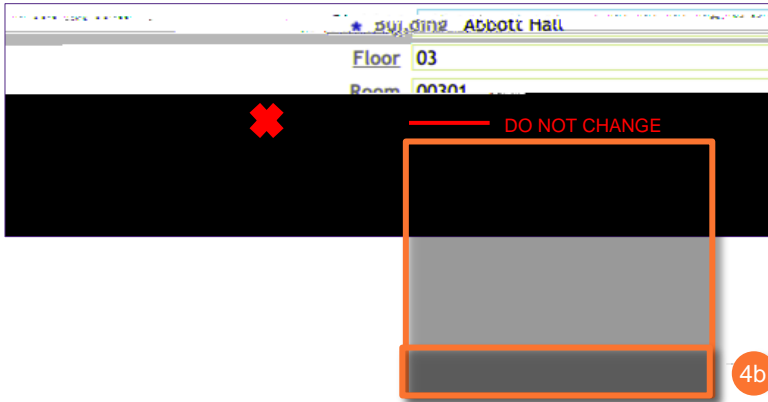
DIRECTIONS:

4

Request Details continued.

4b Click on the Preferred Access Time drop- down menu and select a timeframe.

4c Click on the Yes or No radio button to decided whether the Requestor needs to be present during the work.





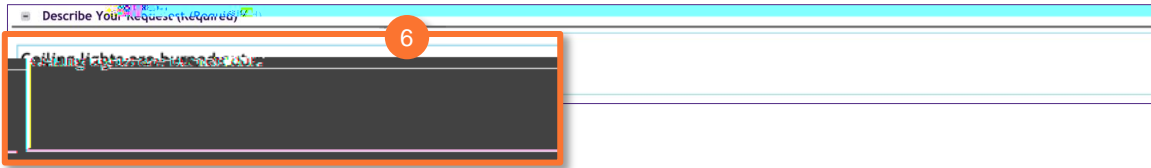
CREATE A NEW SERVICE REQUEST

DIRECTIONS:

6

In the Describe Your Request (Required) section:

6 Enter a detailed description of your request.



7

In the Related Documents section:

7a Click on the Upload button to add a photo or document to the Service Request .



Upon clicking, the Object Attachment Upload pop-up will appear.

