

For a complete list of the Request Categories and their definitions, please refer to the job aid Service Request Category / Type Class Listing

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OPERATIONS & MAINTENANCE

CREATE A NEW SERVICE REQUEST

DIRECTIONS:

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Optional: if the Service Request is for Someone Else :



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.

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Request is for	

In the Request Details section:

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



CREATE A NEW SERVICE REQUEST

DIRECTIONS:

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

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



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OPERATIONS & MAINTENANCE

CREATE A NEW SERVICE REQUEST

DIRECTIONS:	
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In the Describe Your Request (Required) section:
In the Describe Your Request (Required) section:
In the related Documents section:

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

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