

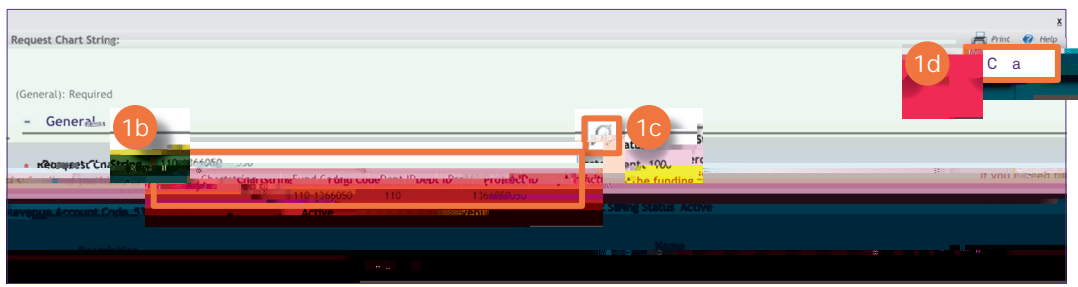
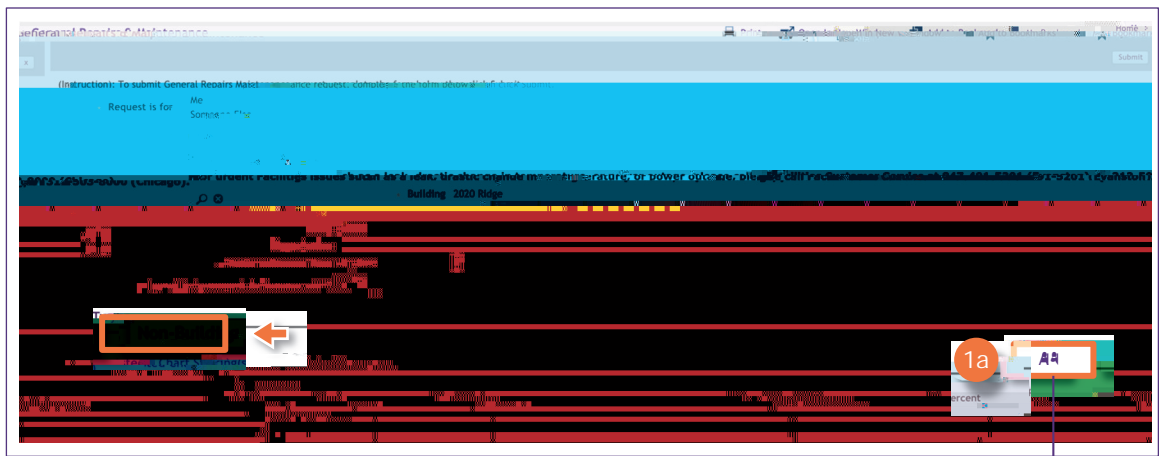
ADD A CHARTSTRING TO A SERVICE REQUEST

IMPORTANT

A Chartstring is required for all Service Requests with Billing Type Non-Building. Building Billing Type is automatically assigned to all Building Service Requests. For more information, see the Service Request Billing page.

DIRECTIONS:

1. If the Service Request Billing Type is Non-Building, click the Request Chartstring column:
 - 1a. Click Add button
 - 1b. Open the Add Chartstring dialog box (click on Add button)
 - 1c. Click Find button to search for a chartstring.
 - 1d. Once a chartstring is found, click the Request Chartstring field, click Create button to add the chartstring to the Service Request.



INFORMATION

If you need assistance in creating a Service Request, please contact Facilities Customer Service at 847-491-5201 (Evanston) or 312-503-8000 (Chicago).

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DIRECTIONS:

- 2 Enter a description of the problem in the Service Request form.
- 2 Click the Submit button of the form.

