

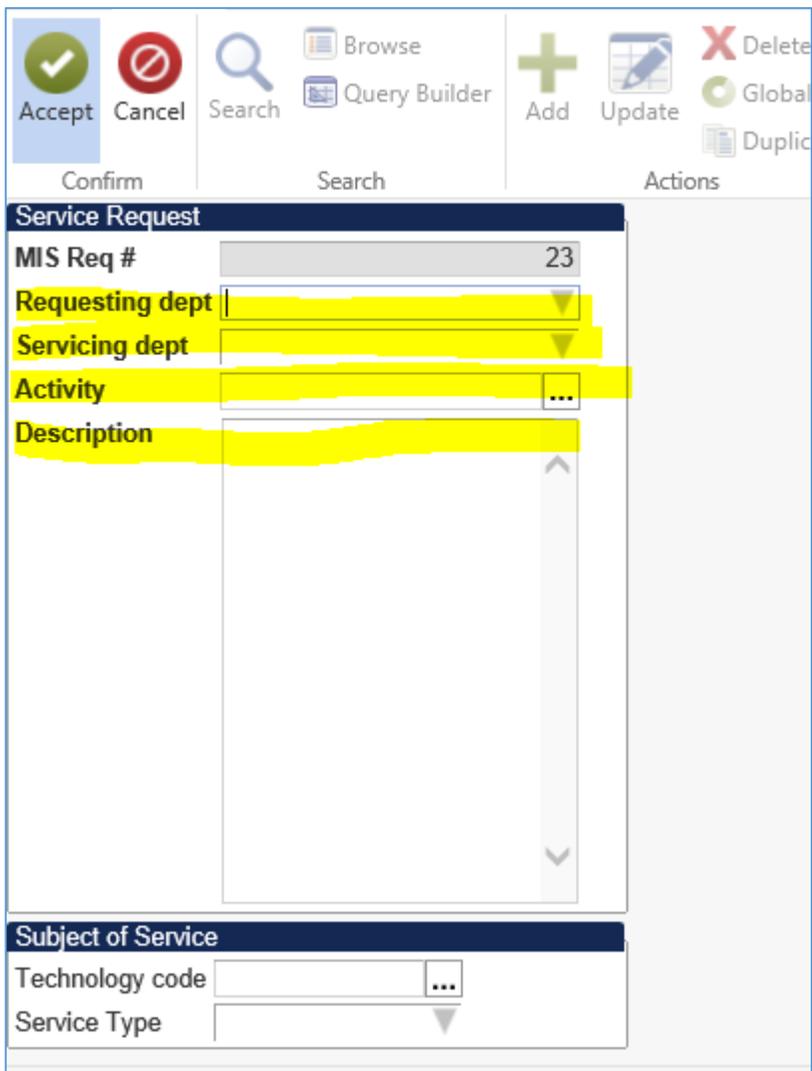
Choose **IS Service Request** from your Favorites Menu.

(Screen shot)

The Service Request Screen will open.

Enter:

1. Requesting Dept.
2. Servicing Dept.
3. Choose Activity that best fits the situation. 
4. Enter Description of situation in CAPITAL LETTERS.



The screenshot shows a software interface for creating a Service Request. At the top, there is a toolbar with icons for 'Accept' (checkmark), 'Cancel' (no), 'Search' (magnifying glass), 'Browse' (document), 'Query Builder' (document with code), 'Add' (plus), 'Update' (pencil), 'Delete' (X), 'Global' (globe), and 'Duplicate' (document with plus). Below the toolbar, the form is divided into two main sections. The first section, titled 'Service Request', contains the following fields: 'MIS Req #' with the value '23', 'Requesting dept' (dropdown menu), 'Servicing dept' (dropdown menu), 'Activity' (dropdown menu with a three-dot icon), and 'Description' (text area). The second section, titled 'Subject of Service', contains 'Technology code' (dropdown menu with a three-dot icon) and 'Service Type' (dropdown menu). The 'Requesting dept', 'Servicing dept', 'Activity', and 'Description' fields are highlighted in yellow.

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate

Confirm Search Actions

Service Request

MIS Req # 22

Requesting dept 11510 - FINANCE

Servicing dept 71490 - INFORMATION TECH

Activity IS200

Description IPAD WONT HOLD CHARGE.]

Subject of Service

Technology code

Service Type

Click Accept and Update if need be.

Then Submit.

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Attach Notes Notify Maplink Alerts Contacts Submit Change Form Return

Confirm Search Actions Output Office Tools Menu

Service Request

MIS Req # 22

Requesting dept 11510 - FINANCE

Servicing dept 71490 - INFORMATION TECH

Activity IS200

Description IPAD WONT HOLD CHARGE.]

Subject of Service

Technology code

Service Type