

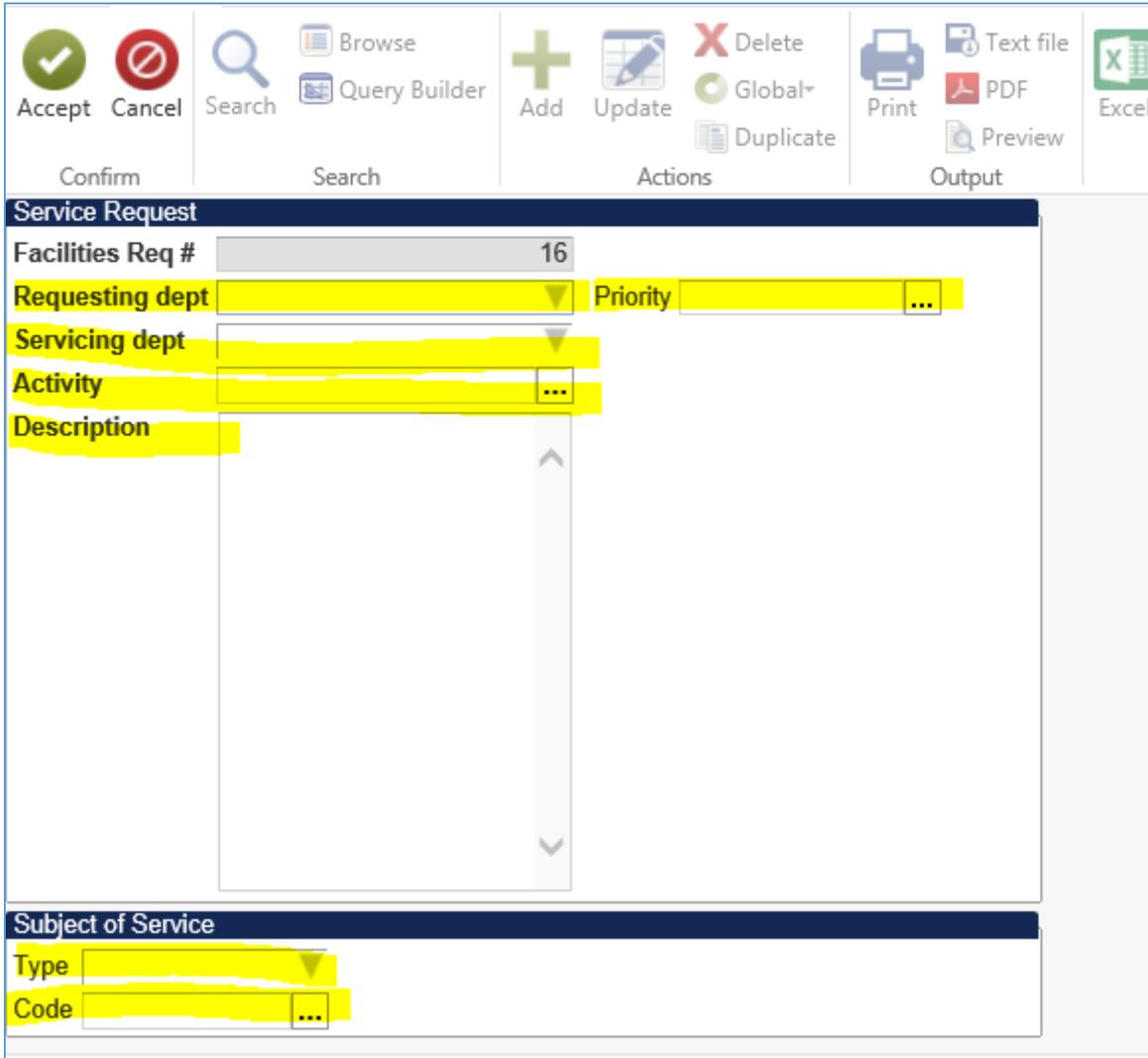
Choose **Maintenance Service Request** from your Favorites Menu.

(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.
5. Choose the Priority Level ONLY FOR MAINTENANCE.
6. Pick a Code based on your location.



The screenshot shows a software interface for creating a service request. At the top is a toolbar with the following sections:

- Confirm:** Accept (green checkmark), Cancel (red circle with slash).
- Search:** Search (magnifying glass), Browse (document with magnifying glass), Query Builder (document with magnifying glass).
- Actions:** Add (green plus), Update (calendar with pencil), Delete (red X), Global (green circle with plus), Duplicate (document with plus).
- Output:** Print (printer), Text file (document with plus), PDF (red document), Preview (magnifying glass over document), Excel (green X).

The main form area is titled "Service Request" and contains the following fields:

- Facilities Req #:** Text input field containing "16".
- Requesting dept:** Dropdown menu, highlighted in yellow.
- Servicing dept:** Dropdown menu, highlighted in yellow.
- Activity:** Dropdown menu with a three-dot icon, highlighted in yellow.
- Description:** Large text area for entering the request details, highlighted in yellow.
- Priority:** Dropdown menu with a three-dot icon, highlighted in yellow.

Below the "Service Request" section is the "Subject of Service" section, which contains:

- Type:** Dropdown menu, highlighted in yellow.
- Code:** Dropdown menu with a three-dot icon, highlighted in yellow.

Accept	Cancel	Search	Browse	Add	Update	Delete	Global	Duplicate	Print	Text file	Excel
Confirm		Search		Actions				Output		Off	

Service Request

Facilities Req #

Requesting dept Priority ... URGENT

Servicing dept

Activity ...

Description

Subject of Service

Type

Code ...

Click Accept and Update if need be.

Then Submit.

Accept	Cancel	Search	Browse	Add	Update	Delete	Global	Duplicate	Print	Text file	Excel	Word	Email	Attach	Notes	Audit	Contacts	Return	
Confirm		Search		Actions				Output		Office		Tools		Menu					

Service Request

Facilities Req #

Requesting dept Priority ... URGENT

Servicing dept

Activity ...

Description

Subject of Service

Type

Code ...