

ADD A CHARTSTRING TO A SERVICE REQUEST

Provides guidance on how to add a chartstring to a Service Request for a Non-Building charge.

▼ IMPORTANT

A **Chartstring** is required for all Service Requests in which the **Billing Type** is **Non-Building**. For a detailed walkthrough on how to create a Service Request, refer to the **Create a Service Request** job aid.

DIRECTIONS:

- If your Service Request **Billing Type** displays **Non-Building**, locate the **Request Chartstring** section:
 - Click on the Add button
 - 1b On the pop-up form, either enter the chartstring (clicking on the search result highlighted in yellow), or
 - Click the **Find** button to search and select a chartstring.
 - Once the chartstring has been added in the **Request Chartstring** field, click on the **Create** button to add to your Service Request.

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▼ 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:

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Enter any additional information to complete the Service Request.

Click on the **Submit** button to finalize and release.

Related Documents
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Submit

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