LOCATE SERVICE REQUEST RETURN DETAILS

Provides guidance for locating Service Requests that have been returned or rejected from approval.

DIRECTIONS:

1. From the Homepage:
   - Click on the Notifications link in the Reminders section.

2. View the notifications for the Returned (Rejected) Service Requests.
UPDATING A RETURNED SERVICE REQUEST

DIRECTIONS:

3. Click on the notification to view the Return Service Request Detail.

4. In the Notification pop out window, you can see from the:
   4a. The individual that Returned the Service Request.
   4b. The reason for the Return.

↓ INFORMATION

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