ADD A CHARTSTRING TO A SERVICE REQUEST

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

**DIRECTIONS:**

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

**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.

**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).
ADD A CHARTSTRING TO A SERVICE REQUEST

DIRECTIONS:

2. Enter any additional information to complete the Service Request.
   2. Click on the Submit button to finalize and release.