LOCATE A SERVICE REQUEST FOR APPROVAL

Provides guidance for locating Service Requests which have been routed to you for Chartstring approval.

DIRECTIONS:

1. From the **Facilities Connect Home Screen**, click on the **Requests** section, located in the hamburger menu.

![Facilities Connect Home Screen and Requests section](image)

2. Locate the **Reminders – Request Central** section:
   - Click on the **Action Items** option.

![Reminders - Request Central section](image)

- The number beside the **Action Items** link indicates the number of pending Service Requests for your review/approval.
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DIRECTIONS:

3 Upon clicking, your list of current Action Items will appear.
   Click anywhere on the Action Item Record to view detail.

4 Upon clicking, the Action Item Record will open as a new window. The record includes:

   4a Linked Record – A link to view the full detail of the submitted Service Request.
   4b Reviewer List – Identifies the individual(s) with approval/rejection rights for the request.
   4c Sent Date – Indicates the date the Service Request was submitted.

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Anthony Lenoir has submitted Service Request (SR-1003532-0) for your review. You can see this record by clicking the “Linked Record” link below. You are listed as a required reviewer, so after reviewing the details, please click the Approve, Return, Request Clarification, Reassign or Escalate above.