REVIEW A SERVICE REQUEST FOR APPROVAL

Provides guidance for reviewing Service Requests which require Chartstring approval.

- **GETTING STARTED**
  Service Request Action Items are located on the Requests screen. For additional details, please refer to the Locate a Service Request for Approval job aid.

- **DIRECTIONS:**
  1. From your Action Items list:
     1. Click anywhere on the Action Item Record which you wish to review.

     ![Action Item Record]

     Upon clicking, the Action Item Record will open as a new window. This record contains:

     2a. **Linked Record**: Click the link to view the full detail of the submitted Service Request

     2b. **Submitted By**: Identifies the individual who submitted the request

     ![Linked Record]

     ![Submitted By]
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DIRECTIONS:

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On the Service Request, you can find the following information:

3a Requested For
3b Requested By
3c Location
3d Service Requested
3e Access Information
3f Billing Type
3g Requested Chartstring
3h Request Description
3i Related Documents

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On the Service Request, you can find the following information:

- **Requested For**
  - Net ID: C1866
  - Name: Foster, Crystal L
  - Phone: 847-491-3658
  - Email: crystal-foster@northwestern.edu

- **Requested By**
  - Net ID: M11374
  - Name: Lemoin, Anthony Lamar

- **Location**
  - Building: Kresge/Crowe Mall
  - Floor: 03
  - Room: 03510
  - Website (if applicable)

- **Service Requested**
  - Key/Lock Request Other
  - Preferred Access Time: Anytime

- **Access Information**
  - Key Type: Mechanical Key
  - Access Type: Key Box
  - Access Type: Key
  - Access Type: Key
  - Access Type: Key

- **Billing Type**
  - Non-Building

- **Request Description**
  - Kresge room 3510 cabinet needs to be unlocked so Crystal can get the keys out that unlock the cabinets

- **Related Documents**
  - No document to display