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 tab.

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

INFORMATION

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.