



# ADD A CHARTSTRING TO A SERVICE REQUEST

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

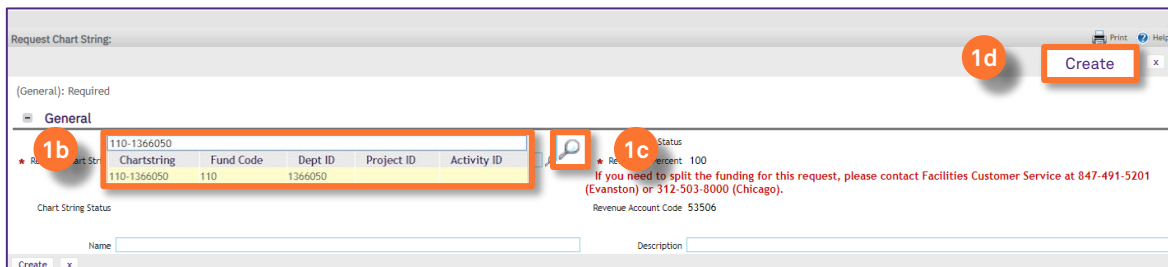
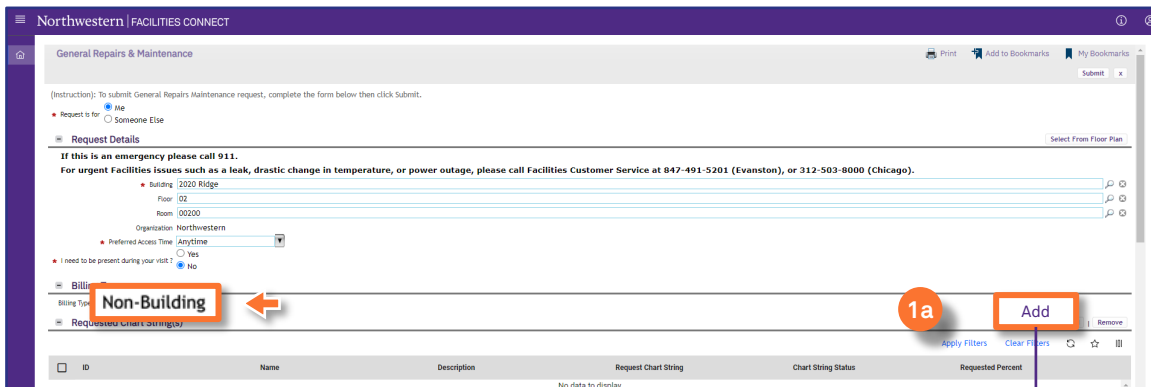
## ▼ IMPORTANT

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.

## DIRECTIONS:

**1** If your Service Request **Billing Type** displays **Non-Building**, locate the **Request Chartstring** section:

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



## ▼ 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)**.



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## DIRECTIONS:

**2** Enter any additional information to complete the Service Request.

**2** Click on the **Submit** button to finalize and release.

Home > General Repairs & Maintenance Print Open in New Window Add to Bookmarks My Bookmarks

(Instruction): To submit General Repairs Maintenance request, complete the form below then click Submit.

Request is for:  Me  Someone Else

Request Details Select From Floor Plan

If this is an emergency please call 911.  
For urgent Facilities issues such as a leak, drastic change in temperature, or power outage, please call Facilities Customer Service at 847-491-5201 (Evanston), or 312-503-8000 (Chicago).

Building: 2020 Ridge  
Floor: 02  
Room: 00200  
Organization:

Preferred Access Time: Anytime

I need to be present during your visit?  Yes  No

**2** **Submit**



Upload documents, pictures, emails, etc. to help aid in the completion of your work request

Related Documents Remove Upload

0 total found

Document Name	Document Description
No data to display	

**2** **Submit**