# FACILITIES MANAGEMENT - CREATE A SERVICE REQUEST

### Step 1: Enter your information in these fields:

- Requested by
- Department
- Phone
- ≻ E-mail
- > Work type
- > Location
- Summary
- > Details

\* You can also attach documents, images or PDF files useful for the Service Request.

### Step 2: When you finish filling in the fields, click the Submit button at the end of the page.

## **IMPORTANT TIPS**

In the Department field, type in your department or click on the Select Value icon to the right of the field to do a search (you can enter a few letters and press enter to do a search).

In the Location field, type in your location (i.e. 2E.21) or click on the Select Value icon to the right of the field to do a search. You can search by Location or Description. (NB.: You can use \* as a wildcard character).

#### Examples:

Create Service Request						
Requested by: SELF_SERVICE ×			Work type:			
Department:		Location:				
Phone:			Reported Date: 29/03/17	8:54 AM		
E-mail:						
Request Description			-	Attachments		0 - 0 of 0 0 cs. Download 1 =
				Document	Description	1
Please enter a summary and a more detailed description of your Service Request.					No rows to displa	sy
Summary:						Attach File Attach Web Page
Details:						
	8.101 💌 19					Submit Cancel
Select Value		Filter	Q	1 - 15 of 2041 🏟 📑	Download =	
	d: =	Location	Description		Site	
	^	-	"caf"	,	4	
Value Description			H-014.Classroom - Fitnes cap).Linoleum.219.65.Ph	88-125		
3D Animation & Comp. Gen.		<u>0H.01</u>	cap),Linole0m,219,65,Ph Education	vsical	ATWATER	
Academic Advising						
Academic Computing Serv. enter a few letter and		0H.01-1			ADWATED	-
		-	H-012.Storage - PhysEd.Vinyl.17.99.Physic		ATWATER	enter a few
		04.02	H-019 Bleacher seating (fit	xed)		enter a few — character of the
		<u>0H.02</u>	H-019 Bleacher seating (fin (20 cap),Concrete,9.43,Physic	xed)	ATWATER	
Academic Dean press enter to search			H-019 Bleacher seating (fr (20 cap), Concrete 9 43, Physic Education H-016, Classroom - Dancel	xed) al (Combat (25	ATWATER	Character of the
Academic Dean press enter to search Adaptech .		<u>0H.02</u> <u>0H.03</u>	H-019 Bleacher seating (fr (20 cap), Concrete, 9, 43, Physic Education H-016, Classroom - Dancel cap), Linoleum, 211, 27, Phys	xed) al (Combat (25		<ul> <li>character of the room number or</li> </ul>
Academic Dean     press enter to search       Adaptech     .       Administrative Services     .		<u>0H.03</u>	H-019 Bleacher seating (ft (20 cap).Concrete.9.43.Physic Education H-016.Classroom - Dancel cap).Linoleum 211.27.Phys Education H-017.Storage -	<u>xed)</u> al (Combat (25 sical	ATWATER ATWATER	<ul> <li>character of the room number or name to search.</li> </ul>
Academic Dean     press enter to search       Adaptech     .       Administrative Services     .       Admissions     .			H-019 Bleacher seating (ft (20 cap).Concrete 9 43.Physic Education H-016.Classroom - Dancel cap).Linoleum 211.27 Phys Education H-017.Storage_ PhysEd.Vinyl.29.02.Physic	xed) al (Combat (25 sical al Education	ATWATER	<ul> <li>character of the room number or name to search.</li> <li>* as a wildcard</li> </ul>
Academic Dean     press enter to search       Adaptech     -       Administrative Services     -       Admissions     -       AEC Programs     -       Antiropology     -       Athreads     -		<u>0H.03</u> 0H.03-1	H-019 Bleacher seating (ft (20 cap).Concrete 9 43.Physic Education H-016.Classroom - Dancel cap).Linoleum 211.27 Phys Education H-017.Storage_ PhysEd.Vinyl.29.02.Physic	xed) al (Combat (25 sical al Education	ATWATER ATWATER ATWATER	<ul> <li>character of the room number or name to search.</li> </ul>
Academic Dean     press enter to search       Adaptich     -       Administrative Services     -       Admissions     -       AEC Programs     -       Antiropology     -       Antiropology     -       Antiropology     -       Audio-Visual Services     -		<u>0H.03</u>	H-019 Bleacher seating (ft (20 cap).Concrete.9.43.Physic Education H-016.Classroom - Dancel cap).Linoleum 211.27.Phys Education H-017.Storage -	xed) al (Combat (25 sical al Education	ATWATER ATWATER	<ul> <li>character of the room number or name to search.</li> <li>* as a wildcard</li> </ul>
Academic Dean     press enter to search       Adaptisch     -       Administrative Services     -       Admissions     -       AEC Programs     -       Antivosology     -       Antivosology     -       Anteless     -       Audio-Visual Services     -       Biology     -		<u>0H.03</u> 0H.03-1 0H.04	H-019 Bleacher seating (fit (20 cap), Concrete 9.43 Physic Education H-016 Classroom - Dancel cap), Linolsown 211.27 Phys Education H-017. Storage - PhysEd Vinty 29 02 Physic (100 cap), Vinty 29 25 Phys Education H-020, Bleacher seating (fit (100 cap) Vinty 29.25 Phys Education	xed) al (Combat (25 sical cal Education xed) iical	ATWATER ATWATER ATWATER ATWATER	<ul> <li>character of the room number or name to search.</li> <li>* as a wildcard</li> </ul>
Academic Dean     press enter to search       Adaptech     -       Administrative Services     -       Admissions     -       AEC Programs     -       Anthropology     -       Attelets     -       Audo-Visual Services     -       Biology     -       Biomedical Lab. Tech.     -		<u>0H.03</u> 0H.03-1	H-019.Bleacher seating (ft (20 cap).Concrete, 9.43.Physic Education H-016 Classroom - Dancel cap).Linoleum 211.27 Phys Education H-017.Storage - PhysEd Vinvl.29.02.Physic H-020.Bleacher seating (ft (100 cap).Vinvl.29.25.Phys Education	xed) al (Combat (25 sical cal Education xed) iical	ATWATER ATWATER ATWATER	<ul> <li>character of the room number or name to search.</li> <li>* as a wildcard</li> </ul>
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Academic Dean     press enter to search       Adaptech     -       Administrative Services     -       Admissions     -       AEC Programs     -       Anthropology     -       Anthropology     -       Auto-Visual Services     -       Biology     -		<u>0H.03</u> 0H.03-1 0H.04	H-019.Bleacher seating (fit (20 cap).Concrete 9.43.Physic Education H-016.Classroom - Dancel cap).Linoleum 211.27.Phys Education H-017.Storage - Physica Vinv.29.02.Physic H-020.Bleacher seating (fit (100 cap).Vinv.29.25.Physic Education H-021.Bleacher seating (fit (20 cap).Vinv.6.23.Physic Education	xed) al (Combat (25 sical al Education xed) Hical xed) al 10	ATWATER ATWATER ATWATER ATWATER	<ul> <li>character of the room number or name to search.</li> <li>* as a wildcard</li> </ul>
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Academic Dean     press enter to search       Adaptech     -       Administrative Services     -       Admissions     -       AEC Programs     -       Anthropology     -       Anthropology     -       Auto-Visual Services     -       Biology     -		<u>0H 03</u> <u>0H 03-1</u> <u>0H 04</u> <u>0H 06</u>	H-019.Bieacher seating (fit (20 cap).Concrete 9.43.Physic Education H-016.Classroom - Dancel cap).Linoleum 211.27.Phys Education H-017.Storage - PhysEd Vimid 29.02.Physic H-020.Bieacher seating (fit (20 cap).Vimid.22.35.Physic Education H-021.Bieacher seating (fit 20 cap).Vimid.23.25.Physic Education E-128.Kitchenette - Staff (f cap).Vimid.13.96.Plant and	xed) al (Combat (25 sical cal Education ked) ical xed) al 10	ATWATER ATWATER ATWATER ATWATER ATWATER	<ul> <li>character of the room number or name to search.</li> <li>* as a wildcard</li> </ul>