

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:

