



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

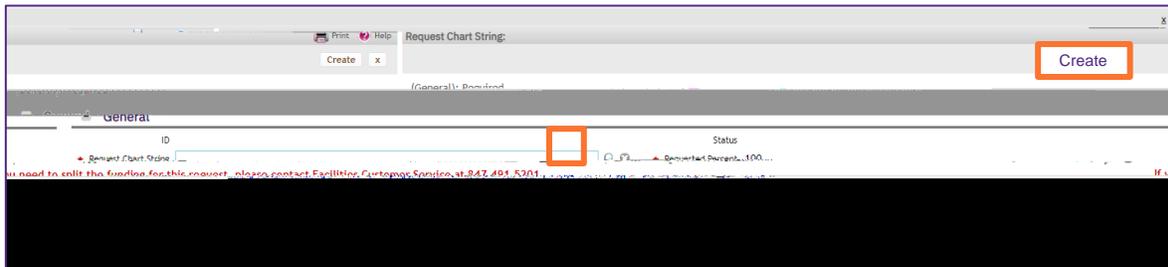
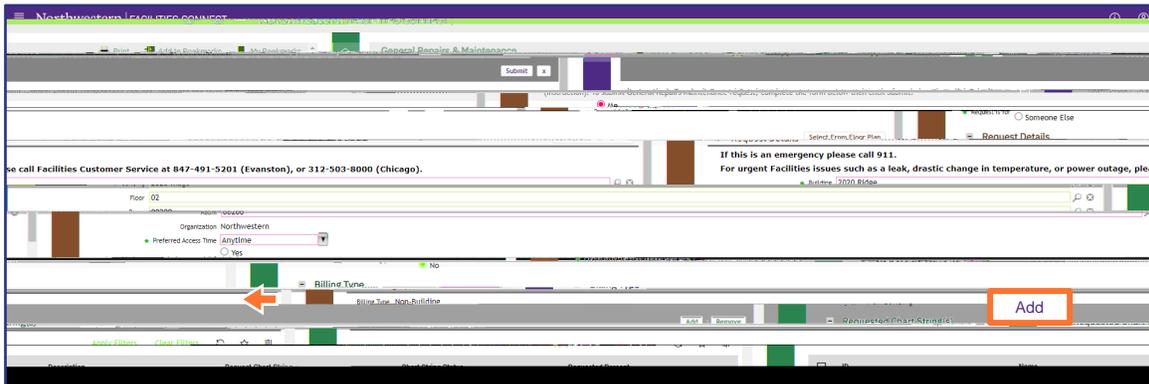
**IMPORTANT**  
A Chartstring is required for all Service Requests in which the Billing Type is Non-Building . For a detailed walkthrough on how to create a Service Request, refer to the Create a Service Request job aid.

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 .

Once the chartstring has been added in the Request Chartstring field, click on the Create button to add to your Service Request.





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DIRECTIONS:

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