

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



DIRECTIONS:

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

Click on the Add button

On the pop-up form, either enter the chartstring (clicking on the search result highlighted in yellow), or

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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