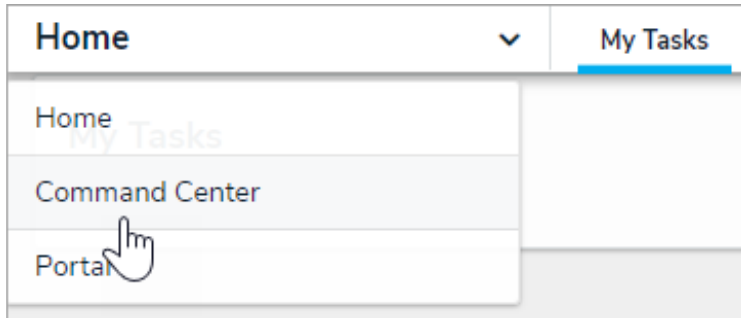


View or Create a Service Request

Service requests are created to track tasks an outside organization must complete, such as maintenance or security assistance. You can create new service requests from the **Service Requests** tab, as well view and edit any open requests made from the [Requests](#) tab of an open activity form.

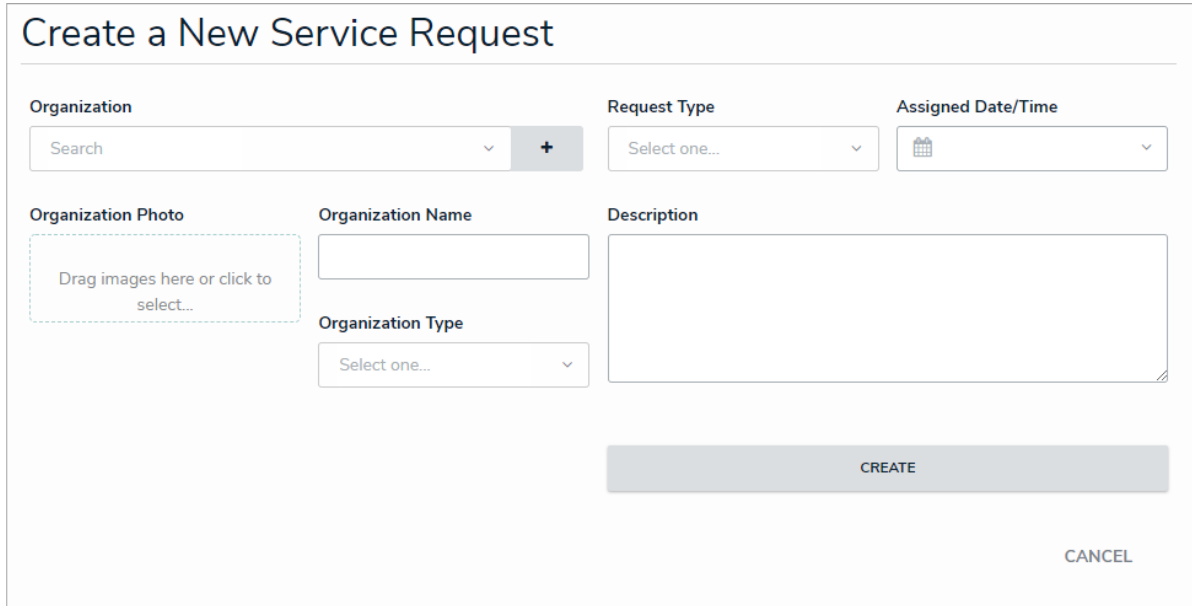
To create a service request:

1. Click the dropdown menu at the top-left of the page > **Command Center**.



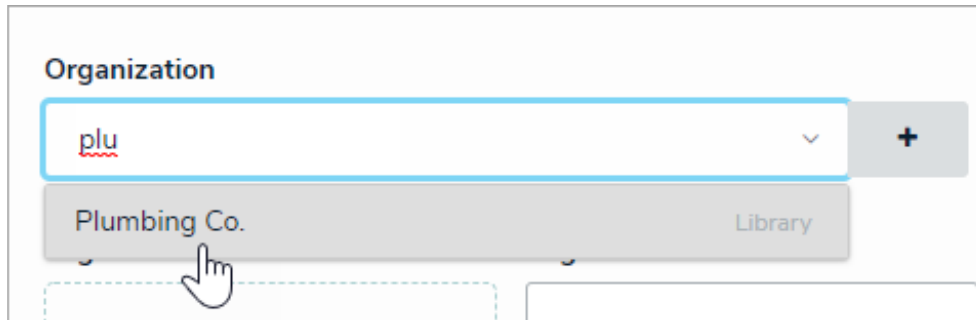
The Command Center application option.

2. Click the **Service Requests** tab.
3. Click **Create Service Request** to display the **Create a New Service Request** page.

A screenshot of a form titled 'Create a New Service Request'. The form has several sections: 'Organization' with a search field and a plus sign; 'Request Type' with a dropdown menu; 'Assigned Date/Time' with a calendar icon and a dropdown menu; 'Organization Photo' with a dashed box and the text 'Drag images here or click to select...'; 'Organization Name' with a text input field; 'Organization Type' with a dropdown menu; and 'Description' with a large text area. At the bottom right, there are two buttons: 'CREATE' and 'CANCEL'.

The Create a New Service Request page.

4. Click the **Organization** field, begin typing keywords to search for the relevant organization, then click to select it. You may select more than one organization, as required.



The screenshot shows a form field labeled "Organization". The input box contains the text "plu" with a red squiggly underline. To the right of the input box is a grey button with a plus sign. Below the input box, a dropdown menu is open, displaying two options: "Plumbing Co." and "Library". A hand cursor is pointing at the "Plumbing Co." option.

The Organization field.

5. Select the type of service request from the **Request Type** dropdown menu.
6. Select a date from the **Assigned Date/Time** field.
7. Provide a photo, alternate organization name, an organization type, and/or description of the request in the remaining fields.
8. Click **Create**.