

DUKE MEDICINE



CoreResearch@Duke Facility User Service Request Guide

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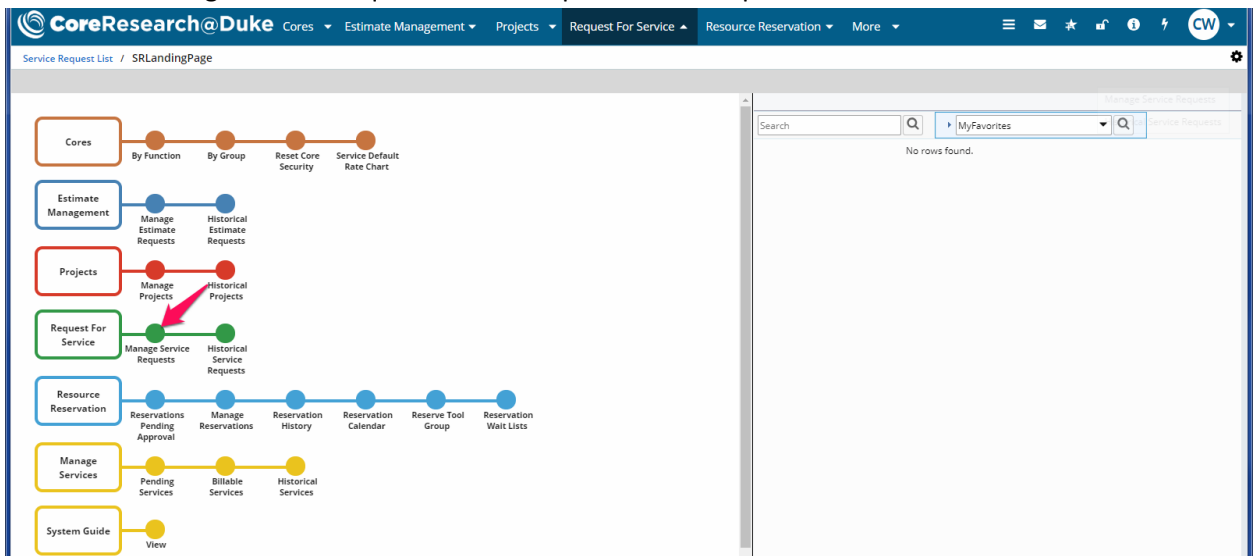
Service Requests

What is a Service Request?

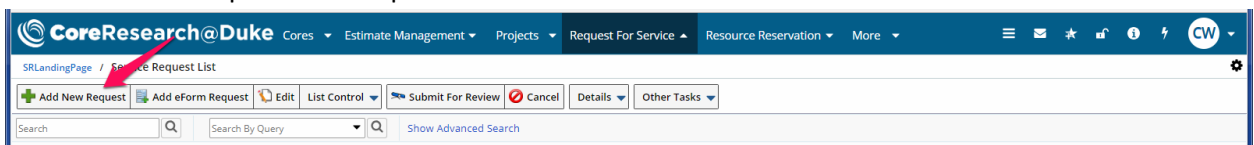
A 'Service Request' is a form that is created when an authorized user selects 'Add New' from the Service Request List Page, adds a line item for a consumable or service, and then submits it for approval. A Service Request ID is auto generated.

How to Create a Service Request

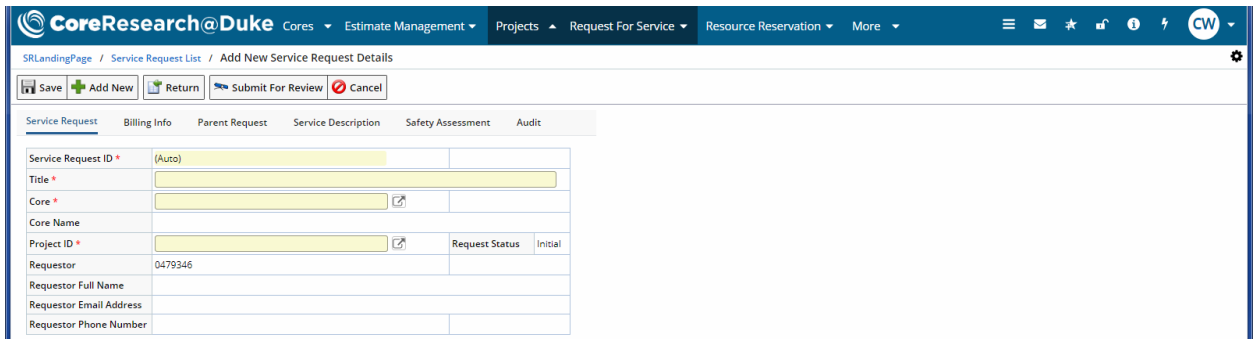
1. LOGIN to CoreResearch@Duke.
2. Select the 'Manage Service Requests' Tram Stop from the 'Request For Service' Tram Line.



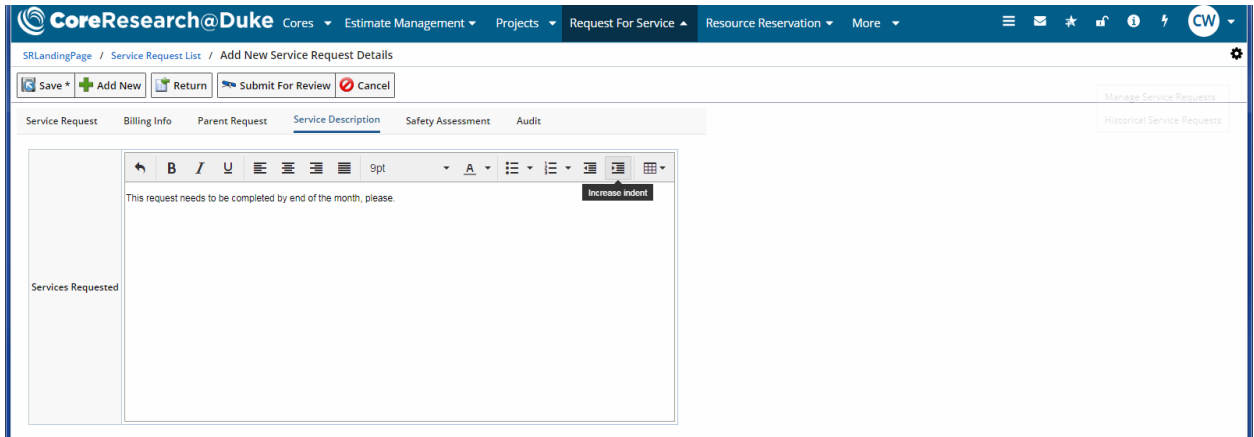
3. Click 'Add New Request' in the operations bar.'



4. Enter all necessary information on each tab. Mandatory fields are highlighted in yellow.



- If you have a description of the service to be provided, click on the Service Description tab and type any notes.



- Click 'Save'.
- Once the request is saved click 'Submit For Review'.

