

Please provide a brief description of the work you would like to have performed in the "Describe your Request" section.

Click the "Add Another Account Group" link below the OK & RESET buttons.

[Create Request](#) [My Requests](#) [Documents](#)

■ indicates a required field

Property: Floor:

Space:

Type: Sub Type:

Priority:

Describe your Request: [View Procedure](#)

Who is making this request?:

First Name: Last Name:

Company: E-mail Address:

Phone: Fax:

Department: [Select](#) [Clear](#) Email CC:

Requested Completion Date: 9:00 AM

Click OK to submit, RESET to reset page

▼ ACCOUNTS [Add Another Account Group](#)

Click the "Add New" link on the bottom right to add your FOAPAL.

▼ ACCOUNTS [Add Another Account Group](#)

Billing Type:

Accounting Hold: Reason:

Accounts [Add New](#)

Account String	Percentage
No Accounts are configured.	

Once you have entered the Fund, Org, Account (usually 70008) & Program, click the ADD button.

The screenshot shows a dialog box titled "Add Account String" with a close button (X) in the top right corner. It contains four input fields: "Fund" with value "101008", "Organization" with value "10180", "Account" with value "70008", and "Program" with value "30". A red rectangular box highlights these four fields. To the right of the fields are two buttons: "ADD" and "CANCEL". A red arrow points from the right towards the "ADD" button.

Click the OK button above "Add Another Account Group".

The screenshot shows a web application interface. At the top, there is a message: "Click OK to submit, RESET to reset page". Below this are two buttons: "OK" and "RESET". A red arrow points from the text above to the "OK" button. Below the buttons is a section titled "ACCOUNTS" with a dropdown arrow. To the right of this section is a link: "Add Another Account Group". Below that is a form with "Billing Type:" set to "Billables", "Accounting Hold:" set to "No", and a "Reason:" field. Below the form is a table of accounts. The table has columns for "Account String", "Percentage", and "Edit | Delete". The first row shows "101008-10180-70008-30" with a percentage of "100.00".

After you click the OK button, you will be prompted with an electronic version of the Minor Service Request form. The electronic version of the Minor Service Request form eliminates the need for the PDF form.

Please complete the electronic form, then click the UPDATE button.

This electronic form will now become a permanent attachment to the Famis Work Order Request.

After you click the UPDATE button, you will be given the work request number and you will have the opportunity to upload a document or image to attach to the work order. The work order number will also be sent to you via email.