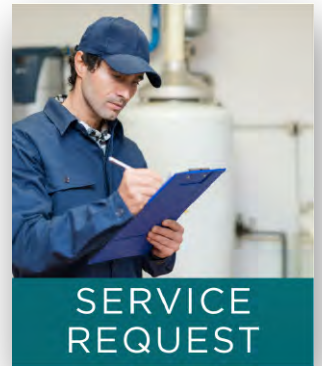


SERVICE REQUEST

You may use this screen to submit work orders. Based on your community settings, this may include maintenance, housekeeping, and/or information technology requests.



Home DINING CALENDARS PHOTOS CL UNIVERSITY BULLETINS COMMUNITY RESOURCES DIRECTORIES SERVICE REQUEST

Welcome back, George Kelly

VIEW REQUESTS & UPDATES

CREATE A NEW REQUEST

Department: ☒ Maintenance

Description
Enter a short description of the issue

Additional Details
Enter any additional details or instructions

Location
Enter Room Number or Location Name

Permission to Enter: ☐ Yes ☒ No

Location Notes
Enter any notes regarding the location such as: "Don't let the cat out." or "Key is under planter box."

SUBMIT

Copyright © 2020 Presbyterian Living. All rights reserved. PRIVACY POLICY

To create a Service Request, enter your description, location, and provide any additional information in the appropriate fields.

Click **SUBMIT** to complete your request. A pop-up message confirms your submission.

Click the **VIEW REQUESTS & UPDATES** button to view a list of submitted requests.

Click the down arrow on the right-hand side to view more details about the request. Click the arrow again to close the detail view.

NOTE: Not all communities support **Service Requests**. If this tile is missing from your **Home** screen, this feature is not available in your community.

