Provides guidance on how to add a chartstring   to a Service Request for a Non‑Building charge.
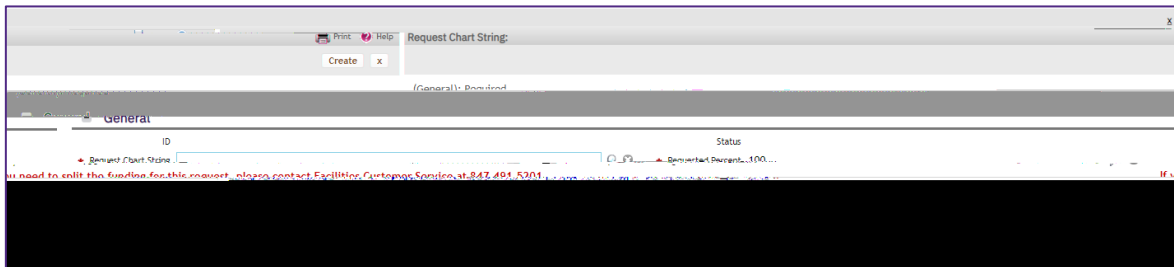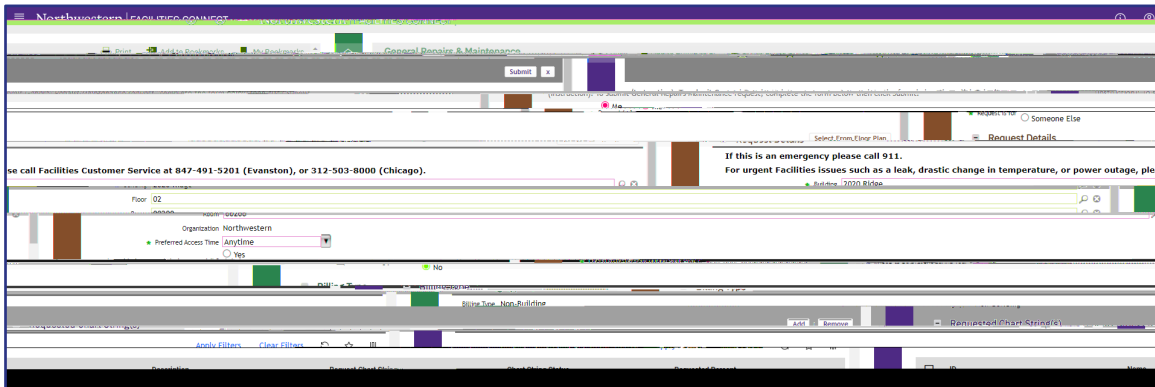
DIRECTIONS:

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

Click on the Add button

On the pop

DIRECTIONS:

2