

# How to ADD a file to your Work Request

## Facilities Service Request Details

[CREATE another Service Request](#)

[Document Manager](#)

**SELECT Document Manager**



Thank you, we have received your Facilities Service Request. Please record your Facilities Service Request work order number or print this page for your records.

### Facilities Service Request Details

<b>WO Number:</b>	1459209
<b>Brief Description of Work that needs done:</b>	This is the work I need
<b>Comments:</b>	Test - of new work request system
<b>Funding Source:</b>	CC00023
<b>Funding Source description:</b>	VUH 100 Oaks OR Pre Admission Testing
<b>Building :</b>	OHO - One Hundred Oaks
<b>Floor :</b>	2-Second
<b>Room Number/Location Description:</b>	2345
<b>Contact Name :</b>	Public, John Q.
<b>Contact Email Address:</b>	john.q.public@vumc.org
<b>Contact Phone :</b>	615-875-7825

[Add Another Facilities Service Request](#)

## Documents - Facilities Service Request 1459209

[New Document](#)

[New Link](#)

**SELECT New Document**

### Documents

Description

No records to display

[First](#) | [Previous](#) | [Next](#) | [Last](#)

[Return to Facilities Service Request](#)

## Documents - Facilities Service Request 1459209

### Document Edit

Description\*:

File Name\*:  No file chosen

**Provide the document description  
Then Select the file to be attached**

[Return to Document Manager](#)

## Documents - Facilities Service Request 1459209

### Document Edit

Description\*:

File Name\*:

**Document attached to Work Order**

**Remember to SAVE**

[Return to Document Manager](#)

## Documents - Facilities Service Request 1459209

[New Link](#)

**Repeat the process to attach additional documents**

### Documents

	Description
<a href="#">Edit</a>   <a href="#">Delete</a>	Test Document to add to NEW WORK ORDER

Record(s) 1 - 1 of 1

[First](#) | [Previous](#) | [Next](#) | [Last](#)

[Return to Facilities Service Request](#)