

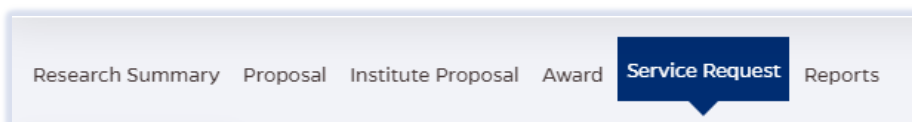


# Create a Service Request Revision

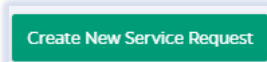
## How do I create a Service Request for a Revision?

- ❖ Revision was previously known as Proposal Type - Revision in Coeus. This type of Service Request is only applicable for School of Medicine contracts.

- ❑ From the Dashboard, click on **Service Request** in the top row.



- ❑ Click on the green **Create New Service Request** button in the upper right corner.



The following screen will open:


- ❑ The **Priority** dropdown menu can be changed if needed to *low* or *high*.
- ❑ The **Department** field is also editable, but defaults to the user's primary unit (cost center). To change this field, begin typing the unit name and a dropdown menu with options will open.
- ❑ Choose the **Category – Service Request** from the dropdown menu.
- ❑ Choose the **Type – Revision – Contracts (SOM only)** from the dropdown menu.

- ❑ Complete the Subject line in the **Subject** field. The first section of the Subject is the type of Service Request followed by other identifying information that the user will need to input.

A screenshot of a form field labeled "Subject". The text inside the field is "MTA / Deadline - / Dept. - / PI -".

Enter the **due date, department, and PI**.

A screenshot of a form field labeled "Subject". The text inside the field is "No Cost Extension (NCE)/Duedate - 1/24/23 /Dept. - ORIS /PI Last Name - Bell".

- ❑ Click on the **Save** button in the bottom right corner.  The Service Request has now been started and assigned a system number.
- ❑ Click on the **Questionnaire** tab and complete all questions on all questionnaires. Each questionnaire will begin as a **yellow** tab. There may be multiple questionnaires. In the case of Revisions, the PI must complete a Certification as well.

A screenshot of a "Questionnaire" tab. It shows a sub-tab labeled "RPPR/Progress Reports" with a yellow warning icon.

After the questionnaire is completed the tab will change to **green**.

A screenshot of a "Questionnaire" tab. It shows a sub-tab labeled "RPPR/Progress Reports" with a green checkmark.

If additional information or attachments need to be added:

- ❑ Click on the **Comments** tab.

The following files under 50 MB are supported: pdf, doc, docx, csv, xml, ppt, pptx, txt, xls, xlsx, zip, json, xlsx, msg.

A screenshot of the "Comments" tab. It features a text area for "Write your comments here", a "Private Comment" checkbox, and an "Add" button. There is also a "4000 characters remaining" indicator and an "Add Attachments" link.

- ❑ Click on the **Validate** button in the upper right corner to determine if further action is required. Fix any errors and evaluate if any warnings require changes. A Service Request can be submitted with warnings, but all errors that display must be fixed before Fibi will be able to route the Service Request for approval.
- ❑ Click on the **Submit** button when ready to submit.

A screenshot of the top right corner of the interface. It shows "Request Status : Draft" and buttons for "Validate", "Save", "Submit", and a refresh icon.