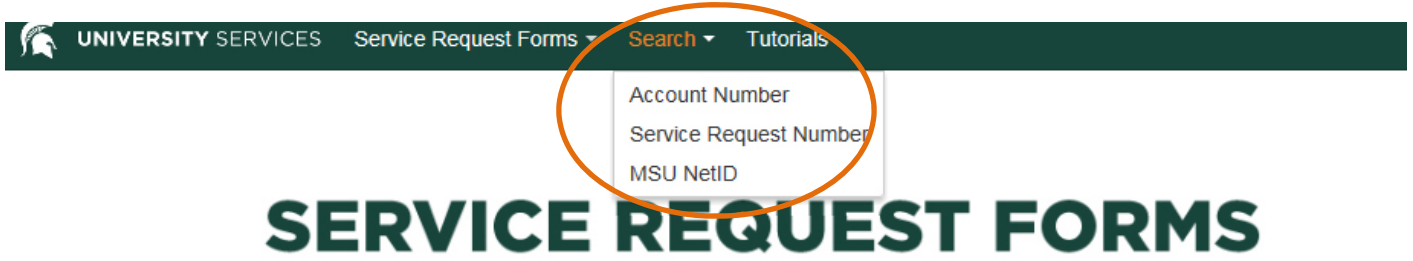




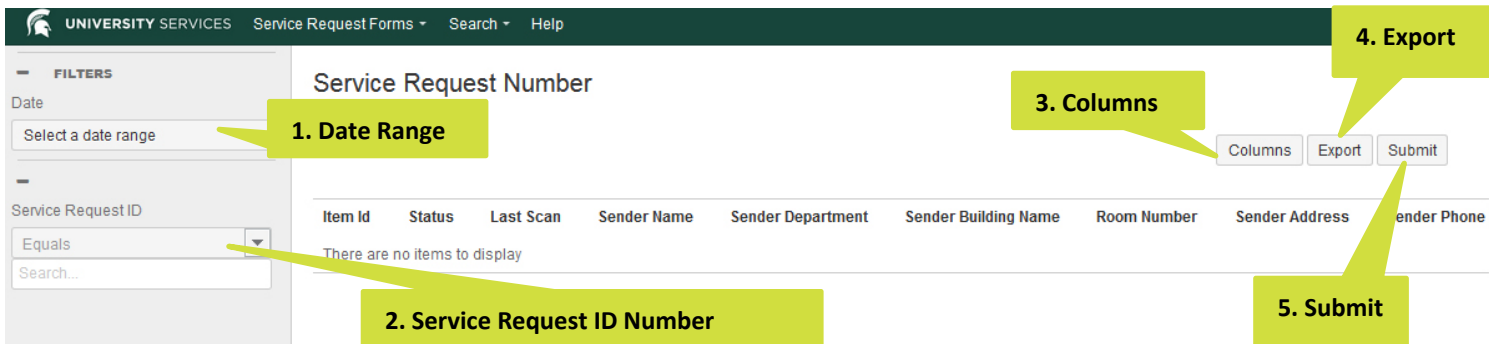
**Step 1:** From the Service Request home page, click the **Search** dropdown. All three options—Account Number, Service Request Number, and MSU NetID will also include the ability to select a date range.



### Using a Service Request Form

Service Request Forms are required for campus pickup of parcels or mail and act as departmental authorization for

**Step 2:** In this example, **Service Request Number** was chosen, though all search options function similarly.



<b>1. Date Range</b>	Defaults to 30 days, but offers other options and is customizable.
<b>2. Service Request ID</b>	Enter the <b>Service Request Number</b> (or <b>Account Number</b> or <b>MSU NetID</b> if the other options are selected). <i>Information entered must be exact to return results.</i>
<b>3. Columns</b>	Using the <b>Columns</b> button, more search criteria are available in addition to the default display.
<b>4. Export</b>	Search reports can be exported to an Excel file.
<b>5. Submit</b>	Click <b>Submit</b> to return search results.

**Step 3:** Example of returned search results.

