

SERVICE REQUEST BANNER

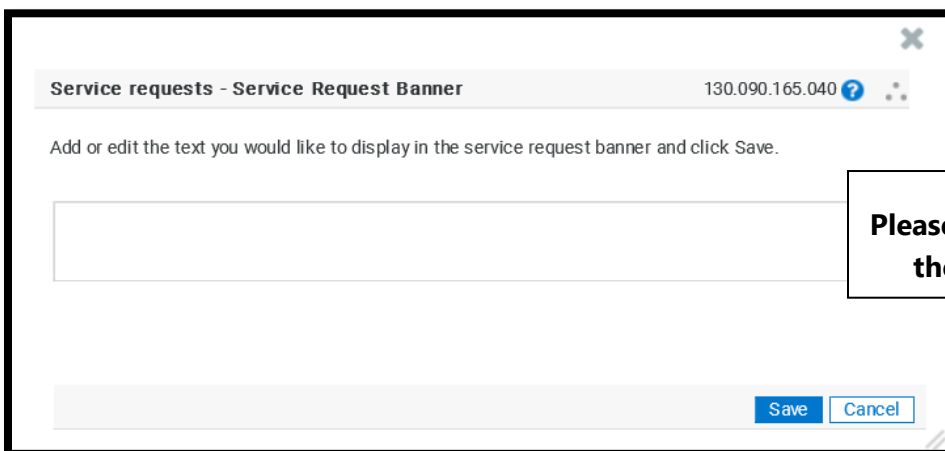
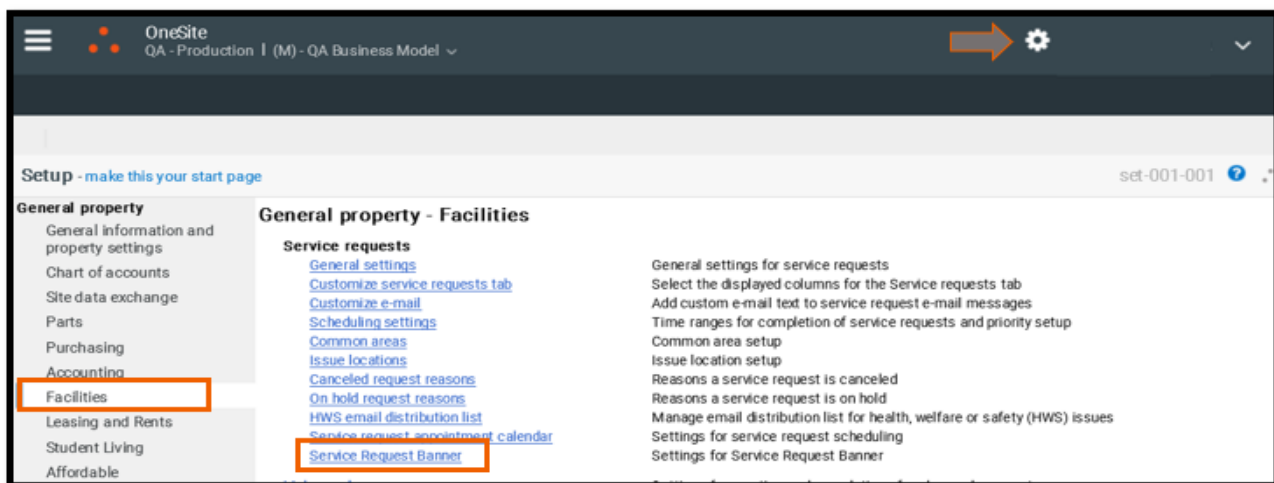
You now have the ability to add a banner message that appears in red text at the top of every service request details page, both in OneSite Facilities and the Mobile Facilities app. The message does not appear on the printable version of a service request. If you do not want a banner to appear on service requests, you do not have to configure this option.

* Please note that the set-up change will require super user access/set up access to Onsite Leasing and Rents. We recommend updating this setting at the Business Model if you want the message to be standardized across all sites.

Service Request Banner

To update the Service Request Banner, follow the steps below:

1. Click on the Set-up Gear (You can do this from the site level or Business Model)
2. Click on Facilities
3. Under Service Requests click on **Service Request Banner**
4. Add or edit the text you would like to display in the service request banner and click **Save**.



Please note the maximum character in the field is up to 200 characters.