

How to Locate All Active Internal Service Requests for a Service Center

If a Service Center has a large number of pending 'Active' Requests, it may be useful to utilize the Find an Existing Value tab.

1. Navigate to UTMB Internal Service>Requests

Menu ☰

Search: »

- ▷ My Favorites
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Inventory
- ▷ eProcurement
- ▷ Services Procurement
- ▷ Travel and Expenses
- ▷ Accounts Payable
- ▽ UTMB Internal Services
 - ▷ Charge
 - Requests
- ▷ Commitment Control
- ▷ General Ledger
- ▷ Allocations
- ▷ Statutory Reports
- ▷ Set Up Financials/Supply Chain
- ▷ Worklist
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- ▷ FRS Interface
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)

Request Services

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Service Center ID:	begins with	<input type="text"/>	🔍
Request ID:	begins with	<input type="text"/>	🔍
Source:	begins with	<input type="text"/>	🔍
Name:	begins with	<input type="text"/>	
Status:	=	<input type="text"/>	▼
Requestor Reference:	begins with	<input type="text"/>	
Debit Department ID:	begins with	<input type="text"/>	🔍
Debit Class Field:	begins with	<input type="text"/>	🔍
Debit Project ID:	begins with	<input type="text"/>	🔍

Case Sensitive

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. Enter your Service Center ID
3. Select Active Request for Status

Menu ☐

Search: ➤

- ▷ My Favorites
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Request Services

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Service Center ID: begins with ▼ 🔍

Request ID: begins with ▼ 🔍

Source: begins with ▼ 🔍

Name: begins with ▼ 🔍

Status: = ▼ Active Request ▼ 🔍

Requestor Reference: begins with ▼ 🔍

Debit Department ID: begins with ▼ 🔍

Debit Class Field: begins with ▼ 🔍

Debit Project ID: begins with ▼ 🔍

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

4. Click the Search Button

Home Worklist Add to Favorites Sign out

Menu

Search:

- My Favorites
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- Services Procurement
- Travel and Expenses
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Debit Department ID:

Debit Class Field:

Debit Project ID:

Case Sensitive

[Basic Search](#)

Search Results

[View All](#)

Service Center	Request ID	Source Name	Requested	Status	Request Origin	Requestor Reference	Debit Department ID	Debit Class Field	Debit Project ID
HR_ETD	ISC0004703	ISC Marquez, Tracy L.	01/09/2004	Active	On-Line	LARRY TUTTOILMONDO - EXT. 2404	221310	11402	(blank)
HR_ETD	ISC0005565	ISC Garcia, Jennifer A.	01/21/2004	Active	On-Line	SPEER-EMOTIONAL INTELL. CLASS	143605	12143	(blank)
HR_ETD	ISC0005809	ISC Harper, Debra B.	01/27/2004	Active	On-Line	CANTRELL, TERRA	223300	10664	(blank)
HR_ETD	ISC0006222	ISC Breish, Dianne C.	02/05/2004	Active	On-Line	STATHAKOS	242500	12895	(blank)
HR_ETD	ISC0006628	ISC Simmons, Marilyn A.	02/10/2004	Active	On-Line	CAROL CARLSON	143500	11252	(blank)
HR_ETD	ISC0007279	ISC Riggsby, Davida L.	02/12/2004	Active	On-Line	DUSTY NORWOOD EXT. 75905	223200	10677	(blank)
HR_ETD	ISC0007619	ISC Vasquez, Lucille	02/20/2004	Active	On-Line	JEFF DICKERSON	223100	10644	(blank)
HR_ETD	ISC0008020	ISC Genzer, Rebecca J.	02/26/2004	Active	On-Line	REBECCA GENZER	245100	12638	(blank)
HR_ETD	ISC0008020	ISC Vergiels, Rebecca J.	02/26/2004	Active	On-Line	REBECCA GENZER	245100	12638	(blank)
HR_ETD	ISC0008499	ISC Schexnaider, Susie	03/04/2004	Active	On-Line	SUSIE SCHEXNAIDER	223415	11458	(blank)
HR_ETD	ISC0008634	ISC Genzer, Rebecca J.	03/05/2004	Active	On-Line	REBECCA GENZER	245100	12638	(blank)
HR_ETD	ISC0008634	ISC Vergiels, Rebecca J.	03/05/2004	Active	On-Line	REBECCA GENZER	245100	12638	(blank)
HR_ETD	ISC0008635	ISC Genzer, Rebecca J.	03/05/2004	Active	On-Line	REBECCA GENZER	245100	12638	(blank)
HR_ETD	ISC0008635	ISC Vergiels, Rebecca J.	03/05/2004	Active	On-Line	REBECCA GENZER	245100	12638	(blank)
HR_ETD	ISC0009505	ISC Riggs, Kerry L.	03/17/2004	Active	On-Line	VICKIE & ELAINE REG. FEES	131400	13167	(blank)
HR_ETD	ISC0009837	ISC Copado, Rita J.	03/23/2004	Active	On-Line	REGISTRATION FOR TRAINING	222400	10630	(blank)
HR_ETD	ISC0009884	ISC Bledona, Annette M.	03/25/2004	Active	On-Line	KEITH BILLINGS Y29749	249200	10008	(blank)

Internet