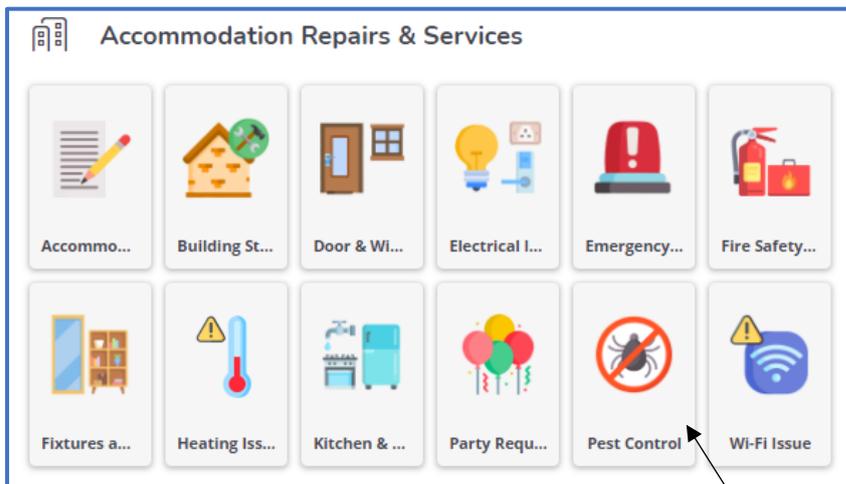


Requesting a Service

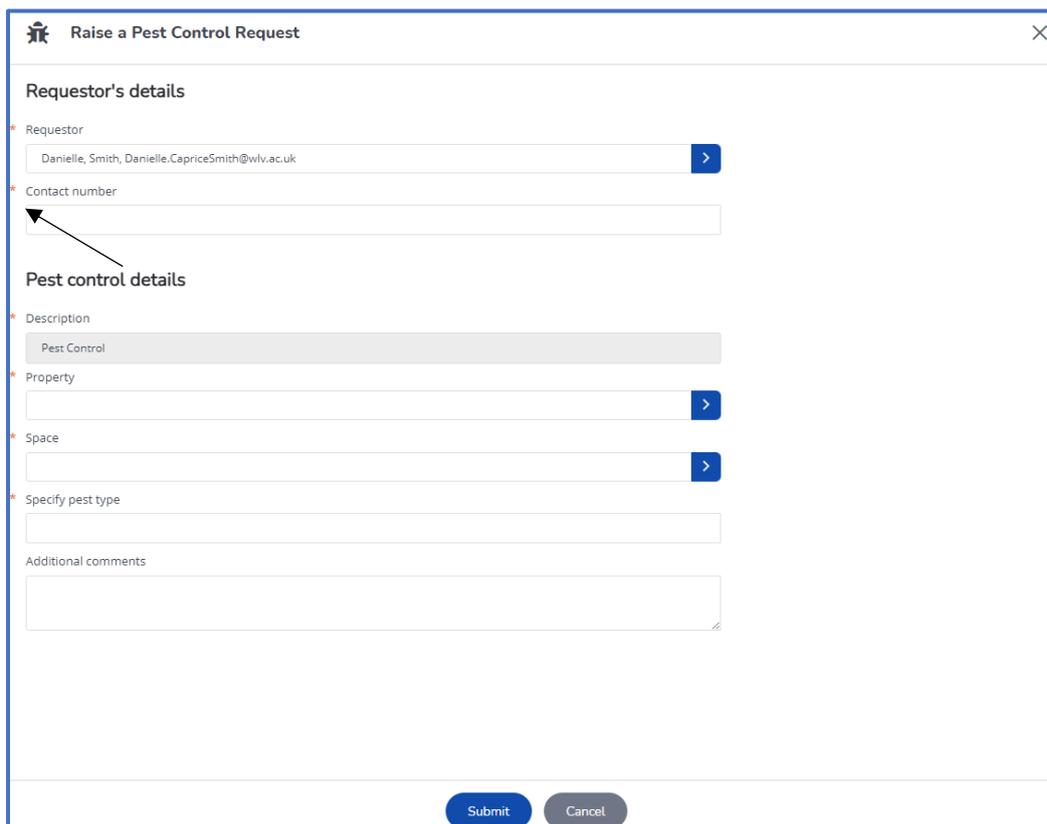
Here is a step-by-step guide on how to request a service.

(Using Pest Control as an example).

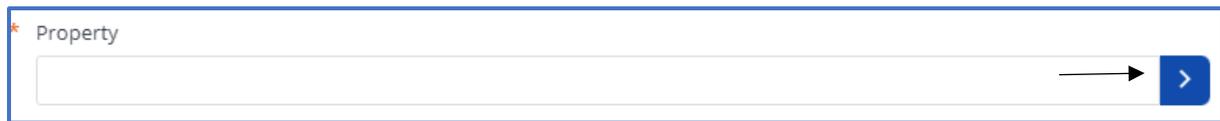
1. Firstly, click onto the **Pest Control** gadget.



2. Fields containing a **red asterix** are mandatory to be filled in.
A log cannot be submitted without this information.

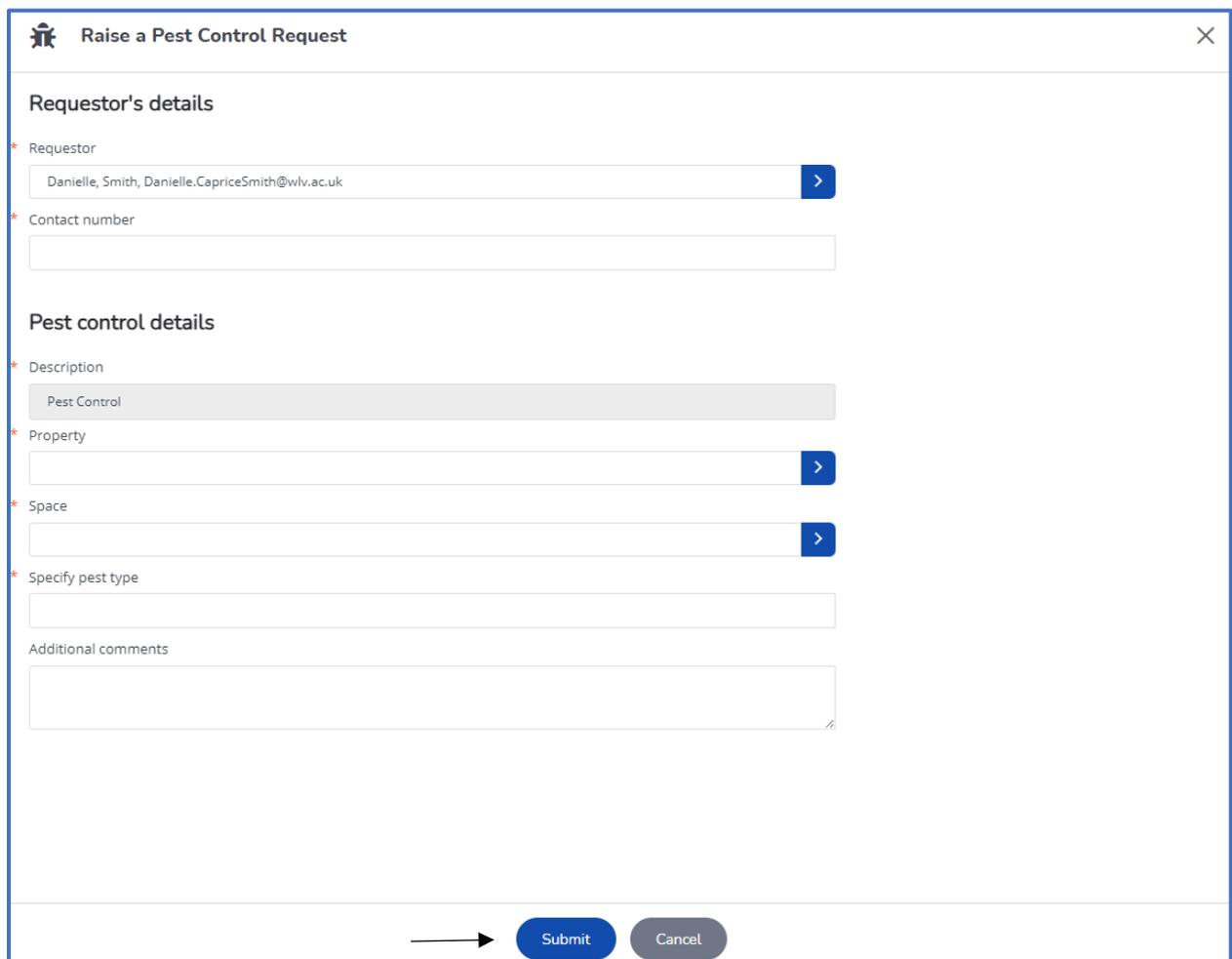
A screenshot of a web form titled "Raise a Pest Control Request". The form is divided into sections: "Requestor's details" and "Pest control details". In the "Requestor's details" section, there are three fields: "Requestor" (containing "Danielle, Smith, Danielle.CapriceSmith@wlv.ac.uk"), "Contact number", and "Property". The "Requestor", "Contact number", and "Property" fields are marked with a red asterisk, indicating they are mandatory. The "Pest control details" section includes a "Description" field (pre-filled with "Pest Control"), "Space" (with a dropdown arrow), "Specify pest type", and "Additional comments" (a text area). At the bottom of the form are "Submit" and "Cancel" buttons. A black arrow points to the "Contact number" field.

3. Click onto the **blue arrow** to open the search box



A search box with the label "Property" and a blue arrow button on the right. A black arrow points to the blue arrow button.

4. When completed, click **submit**.



The form is titled "Raise a Pest Control Request" and contains the following sections:

- Requestor's details**
 - * Requestor: Danielle, Smith, Danielle.CapriceSmith@wlv.ac.uk (with a blue arrow button)
 - * Contact number: (empty text box)
- Pest control details**
 - * Description: Pest Control (selected from a dropdown menu)
 - * Property: (empty text box with a blue arrow button)
 - * Space: (empty text box with a blue arrow button)
 - * Specify pest type: (empty text box)
 - Additional comments: (empty text area)

At the bottom, there are "Submit" and "Cancel" buttons. A black arrow points to the "Submit" button.

5. You will now receive an email confirming your request has been submitted.