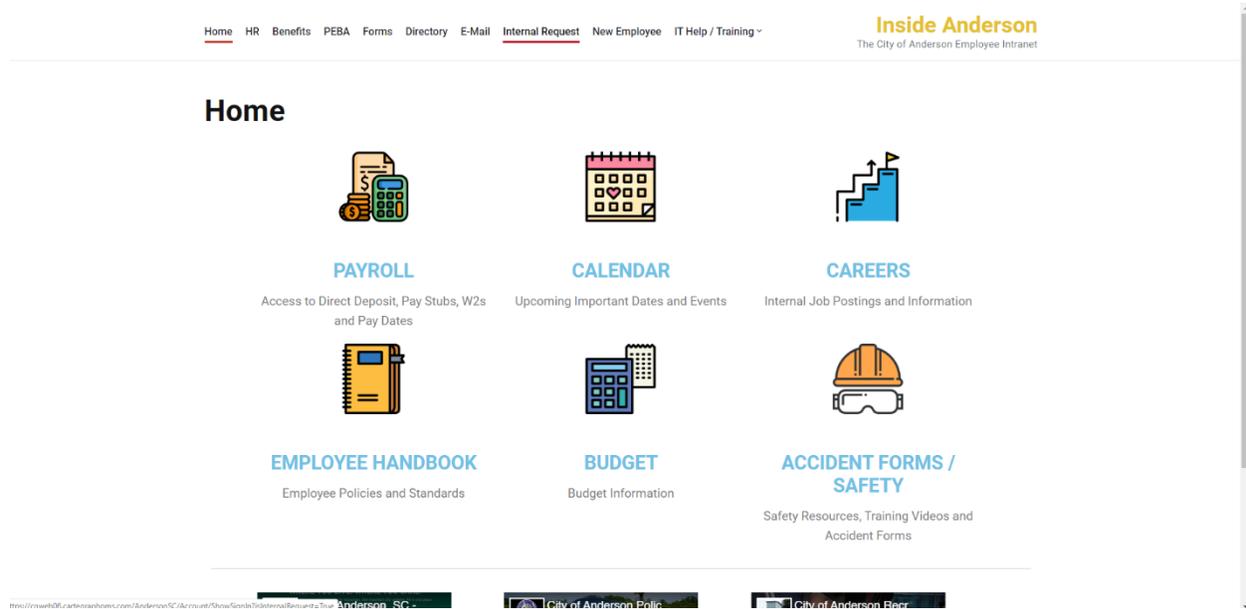
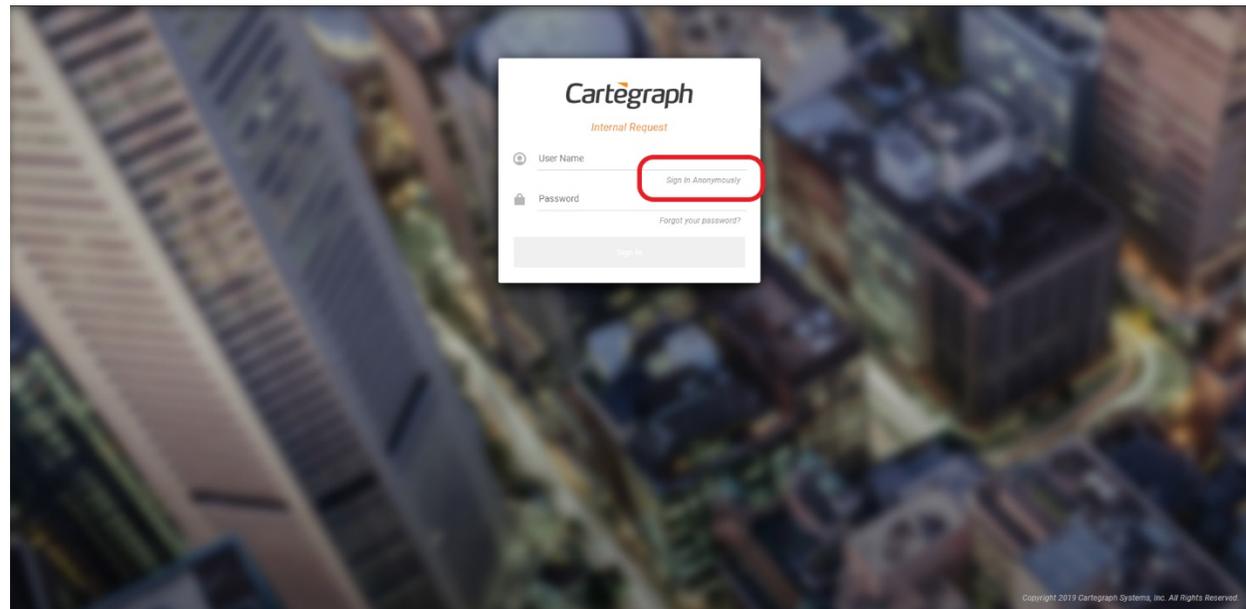


# Internal Request: Anonymous User Instructions

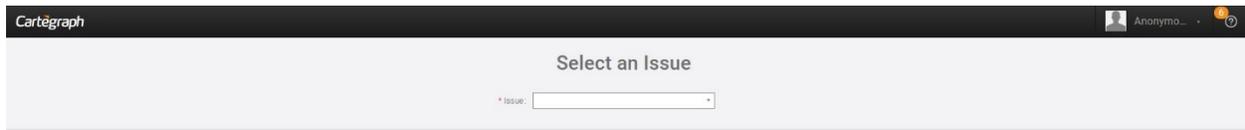
Step 1: Navigate to Inside Anderson, the City's Employee Intranet (<http://www.insideanderson.info/>). Click the "Internal Request" link in the top banner. This will redirect to the Internal Request sign-in screen.



Step 2: Click "Sign In Anonymously" located within the red box.



Step 3: Select an issue from the "Issue" drop-down screen.

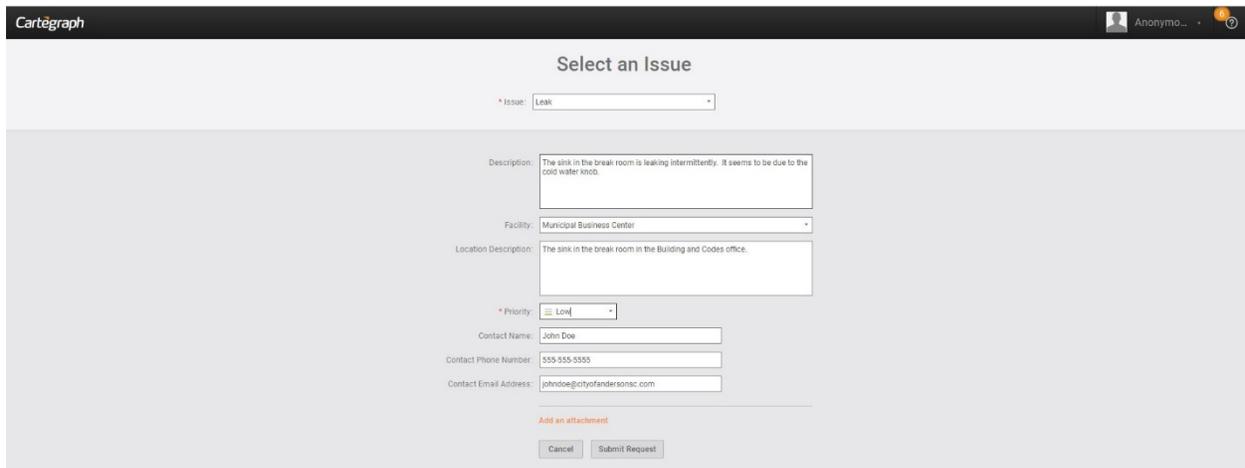


Cartegraph Anonymo...

### Select an Issue

\* Issue:

Step 4: Fill out the related issue details. This includes a description of the issue or problem; the facility where the issue is located; the specific location within that facility; a priority level; and your contact information.



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### Select an Issue

\* Issue:

Description:

Facility:

Location Description:

\* Priority:

Contact Name:

Contact Phone Number:

Contact Email Address:

[Add an attachment](#)

Step 5: You may add attachments by clicking "Add an attachment." Navigate to the file or location of your photo(s) and click "Open." The attachment(s) will appear below the "Contact E-mail Address" box. When you are finished, click "Submit Request."

The screenshot shows a web form titled "Select an Issue" on the Cartegraph platform. The form is filled out with the following information:

- Issue:** Leak
- Description:** The sink in the break room is leaking intermittently. It seems to be due to the cold water knob.
- Facility:** Municipal Business Center
- Location Description:** The sink in the break room in the Building and Codes office.
- Priority:** Low
- Contact Name:** John Doe
- Contact Phone Number:** 555-555-5555
- Contact Email Address:** johndoe@cityofandersonsc.com

Below the email field, an attachment named "Dripping Faucet.jpg" is displayed. At the bottom of the form, there are two buttons: "Cancel" and "Submit Request".

#### General Notes:

We are unable to change the appearance of the Facility drop-down for anonymous users. If you begin typing the name of your facility in the box, any facility with that name (or that contains a portion of that name) will appear.

It is important that as much detail is provided as possible, including your contact information. Providing contact information is the only way an employee from Building Maintenance will be able to follow-up with you about the issue.