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Find a form or report

Building Operations

Building Operations Console   ←   **1**

Update Work Order and Work Requests

Update Labor Hours

1. Click on the link for "**Building Operations Console**".

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Find a form or report

Building Operations Console

Report Problem

Show [All ▾] Site Building Floor Problem Type   More Clear **Filter** Recent ▾   Group By

[Status ▾]

0 selected

☐ Project Number ▪ Work Request Code ▪ Problem Type ▪ Location ▪ Work Description ▪   Due Date ▪ Supervisor ▪

▶ **Assigned to Work Order** ☐ **(6)**

▶ **Issued and In Process** ☐ **(3)**

2

2. Click the arrow beside the "**Issued and In Process**" status. This will expand the status to see all the work requests in that status.

Total records: 9

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Building Operations Console

Report Problem

| Show | All ▾ | Site | ... | Building | ... | Floor | ... | Problem Type | ... | More | Clear | Filter | Recent ▾ | Group By |

Status ▾

0 selected

☐ Project Number ● Work Request Code ● Problem Type ● Location ● Work Description ■ Due Date ● Supervisor

▶ **Assigned to Work Order** ☐ **(6)**

▼ **Issued and In Process** ☐ **(3)**

☐ P201700012	1904		50227500-08-807	Plaster traps	Update	CompleteNotVerified
☐ P201700011	1890		50211000	Change plaster traps in Dunn Dental, 8th floor.	Update	CompleteNotVerified
☐	1102		50218100	Blinds for rooms 101 A and 101 C FY 17-51	Update	CompleteNotVerified

3

Total records: 9

3. Click the "**Update**" button to be taken to the pop up window that will allow you to enter your time and "**craftsperson notes**".

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Find a form or report
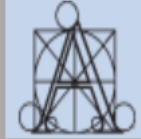
Update Work Request 1890

Problem

Work Request Code 1890   Problem Type

Description   Change plaster traps in Dunn Dental, 8th floor.

Problem Location

▶ **More Information**   Link New   ⓘ

▶ **Reference Material**   ⓘ

▶ **History**   ⓘ

                                                              4

▶ **Trades**   Add   ⓘ

▶ **Parts**   Add   ⓘ

▶ **Craftspersons**   Add   ⓘ

▶ **Tool Types**   ⓘ
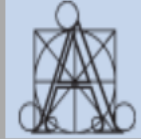
▶ **Tools**   Add   ⓘ

4. Click on the "**arrow**" for Craftspersons to expand this area enabling you to be able to enter your time.

▶ **Other Costs**   Add   ⓘ

Update Request   **Close**   ⓘ

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Update Work Request 1890

5. Click on the "**Actual Hours**" section under the "**Craftsperson**" to receive the pop-up window where you will enter time for the workday.

6. Once the pop-up window is shown, click the "**Actual Hours**" box and enter the amount of time spent on that day working on the request.

7. Click the **"Date Started"** box and select the date you started on the job. **7a.** Click the **"Time Started"** and enter the time you started. **7b.** Click the **"Date Finished"** and select the date that you completed the job. **7c.** Click the **"Time Finished"** and enter the time you finished the job.

8. Once you have completed entering your time, click the "**Save**" button to exit the pop-up box.

Problem Type

6

Add Craftsperson

Craftsperson Code* [CFTEST]

Date Scheduled* [1/25/2019]

Time Scheduled* [11:01]   11:01 AM

Scheduled Hours [0.00]

Actual Hours [0.00]

7

Doubletime Hours [0.00]

Overtime Hours [0.00]

7a.

Date Started [ ]

Time Started [ ]

7b.

Date Finished [ ]

7c.

Time Finished [ ]

8   Save   Cancel

▼ Craftspersons

Craftsperson	Date Scheduled	Time Scheduled	Scheduled Hours	Actual Hours	Doubletime Hours	Overtime Hours	Date Starte
CRAFTPERSON TEST	4/4/2017	9:23 AM	6.00	0.00	0.00	0.00	

5

▶ **Tool Types**

Update Request   Close

ARCHIBUS

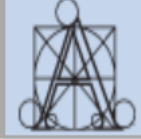**Craftsperson Home**   Applications   Tasks ▾

Find a form or report

Update Work Request 1890

8. To add additional time for each day worked you would click the "**add**" button where you will receive the pop-up box again to add yourself and time for each day worked, **(this would be done at the end of that day)**. Your name will be already populated in the "**Craftsperson Code**" box. All you will do is update your time, for that day, by once again clicking in the **8a.** "**Actual Hours**" box.
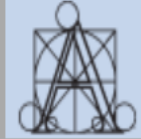
9. Click the **"Date Started"** box and select the date you started on the job. **9a.** Click the **"Time Started"** and enter the time you started. **9b.** Click the **"Date Finished"** and select the date that you completed the job. **9c.** Click the **"Time Finished"** and enter the time you finished the job.

10. . Once you have completed entering your time, click the "**Save**" button to exit the pop-up box.

Problem Type

Add Craftsperson

Craftsperson Code*	CFTEST
Date Scheduled*	1/25/2019
Time Scheduled*	11:59 11:59 AM
Scheduled Hours	0.00
Actual Hours	0.00
Doubletime Hours	0.00
Overtime Hours	0.00
Date Started	
Time Started	
Date Finished	
Time Finished	

8a.
9
8
9a.
9b.
9c.
10

Save   Cancel

Link New

Add

Add

Add

Time Finished

▶ **Tool Types**

Update Request   Close

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Update Work Request 1890

▶ **Tool Types** ⓘ

▶ **Tools** [Add] ⓘ

▶ **Other Costs** [Add] ⓘ

Estimat

11. Be sure to update the "**Craftspersons Notes**" section. This is where you document what you did to resolve the problem as well as any information as to being able to contact the requestor if not available when you arrive to do the work.

12. When you have completed entering your hours, adding additional days, (if needed), and updating the notes section, the next step is to click the "**Update Request**" button. This saves all the information you have entered into the request.

Update Work Request ⓘ

Equipment Down (Hours) `0.00`   Cause Code [   ]

Current Equip. meter reading `0.00`   Repair Type [   ]

Craftspersons Notes [   ]

11 →

12 → [**Update Request**] [Close]

CFTEST ▾   Sign Out   Help

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| **Craftsperson Home** | Applications | Tasks ▾ |

Find a form or report

Building Operations Console

🖶 ✉ 📇

Report Problem   📤▾   ⚙▾   ⓘ

Show | All ▾ | Site [...]   Building [...]   Floor [...]   Problem Type [...] | More | Clear | **Filter** | Recent ▾ | Group By

Status ▾

| 0 selected |

| ☐ | Project Number | ● Work Request Code | ● Problem Type | ● Location | ● Work Description | | **13** | Due Date | ● Supervisor |

▶ **Assigned to Work Order** ☐ **(6)**

▼ **Issued and In Process** ☐ **(3)**

☐	P201700012	1904		50227500-08-807	Plaster traps	Update	CompleteNotVerified
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☐		1102		50218100	Blinds for rooms 101 A and 101 C FY 17-51	Update	CompleteNotVerified

13. When you click the "**Update Request**" button on the previous pop up screen, you will be returned to the main status screen. If the job has been completed you will then click the "**CompletedNotVerified**" button. This will inform your supervisor and the requestor that the job has been completed. If the job is ongoing, then instead of clicking the "**CompletedNotVerified**" button, you would simply **14.** "**Sign Out**" until you are ready to login again and "**Update**" your information.

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Craftsperson Home   Applications   Tasks ▾

Building Operations Console

Report Problem

| Show | All ▾ | Site | Building | Floor | Problem Type | More | Clear | Filter | Recent ▾ | Group By |
| Status ▾ |

0 selected

☐ Project Number ☐ Work Request Code ☐ Problem Type ☐ Location ☐ Work Description   Due Date ☐ Supervisor

▶ **Assigned to Work Order** ☐ **(6)**

▼ **Issued and In Process** ☐ **(3)**

☐	P201700012	1904	50227500-08-807	Plaster traps	Update CompleteNotVerified
☐	P201700011	1890	50211000	Change plaster traps in Dunn Dental,	
☐		1102	50218100	Blinds for rooms 101 A and 101 C FY	

Complete Not Verified Work Request 1904 ☐ ✕

This action marks the request as Completed Not Verified.

15. The last step, as a craftsperson, after clicking the "Completed Not Verified" button, you will receive a pop-up window to confirm that all information has been entered and you are ready to close the work request.

15

Total records: 9

Yes   No