

Assigning Work Requests to Craftsperson

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The screenshot shows the ARCHIBUS web application interface. At the top, there is a navigation bar with the ARCHIBUS logo on the left, a user profile 'SUPERVISOR1' with a dropdown arrow on the right, and links for 'Sign Out' and 'Help'. Below the navigation bar are two tabs: 'Supervisor Home' and 'Applications'. A search bar with the placeholder text 'Find a form or report' is located to the right of the tabs. The main content area is divided into three columns: 'Building Operations', 'Operational Reports', and 'Management Reports'. The 'Building Operations' column is highlighted with a black header and contains the following items: Building Operations Console, Supervisor Work Team Billing Report, Estimate and Schedule Work Requests, Planning Board, Reserve New Part Inventory, Approve Work Requests, Assign Work Requests to Work Order, Manage Work Order/Requests, Issue Work Orders, Update Work Orders and Work Requests, and Work Team Performance Report. The 'Operational Reports' column has a black header and contains: Equipment Information (Current Equipment, Equipment Parts, Equipment Warranties and Service Contracts), Labor Information (Current Labor), Resource Information (Current Parts Inventory, Current Tools), and Equipment Analysis (Equipment Schedules). The 'Management Reports' column has a black header and contains: Cost Analysis (Work Request Budgets and Costs, Work Request Schedules and Costs), Statistics (Open Work Requests, Overdue Work Requests), Cost Analysis (Completed Work Request Budgets and Costs, Costs of Completed Work Requests, Building Costs by Area and Occupancy), and Equipment Analysis (Equipment Maintenance History). At the bottom of the main content area, there are two sets of three small circular indicators, likely for a carousel or pagination.

1. After logging in click on “**Building Operations Console**”.

Building Operations Console

Report Problem

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

Status

0 selected

Work Request Code Problem Type Location Work Description Due Date

► Requested (1)

▼ Assigned to Work Order (20/25)

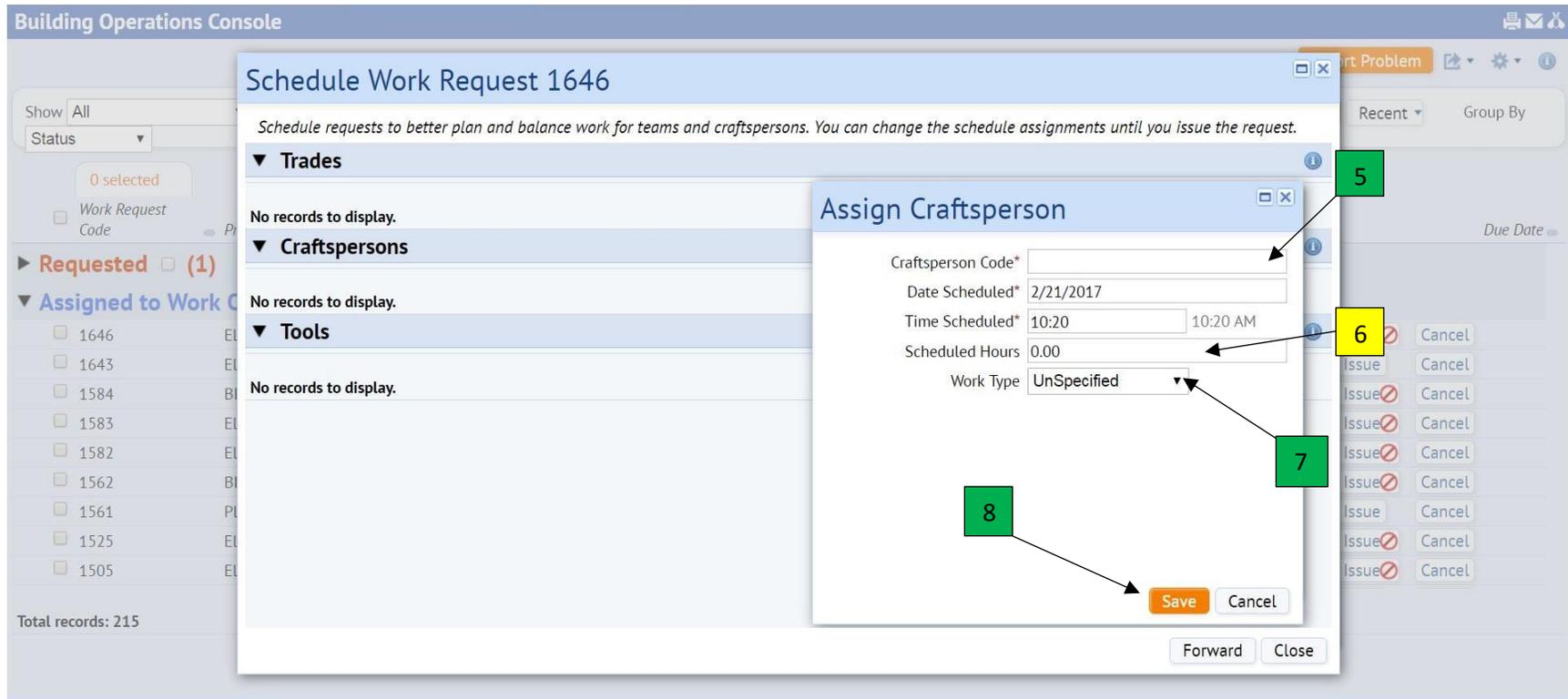
Work Request Code	Problem Type	Location	Work Description	Estimate	Schedule	Issue	Cancel
<input type="checkbox"/> 1646	ELECTRICAL WIRING	50210300	test	Estimate ✖	Schedule	Issue ✖	Cancel
<input type="checkbox"/> 1643	ELECTRICAL RECEPTACLE REPLACEMENT	50210900	test	Estimate	Schedule	Issue	Cancel
<input type="checkbox"/> 1584	BIOMEDICAL FABRICATION	50210200-01	bio	Estimate ✖	Schedule	Issue ✖	Cancel
<input type="checkbox"/> 1583	ELECTRICAL WIRING	50210300-04	wr3	Estimate ✖	Schedule	Issue ✖	Cancel
<input type="checkbox"/> 1582	ELECTRICAL WIRING	50210100-05	wr222	Estimate ✖	Schedule	Issue ✖	Cancel
<input type="checkbox"/> 1562	BIOMEDICAL AUTOCLAVE - LEAKING	50210100	this test	Estimate ✖	Schedule	Issue ✖	Cancel
<input type="checkbox"/> 1561	PLUMBING PLASTER TRAPS	50211000	this is a test	Estimate ✔	Schedule ✔	Issue	Cancel
<input type="checkbox"/> 1525	ELECTRICAL ELECTRIC HEATER NEEDED	50210100-06	test 101	Estimate ✖	Schedule	Issue ✖	Cancel
<input type="checkbox"/> 1505	ELECTRICAL WIRING	50210100-03	req1	Estimate ✖	Schedule	Issue ✖	Cancel

Total records: 215

- In the case of this being a “billable” request, you will have to do an “estimate” to be sent to the cost center approver before work can begin.
- Find the Work Request you want to assign and click on the “**schedule**” button. This allows you to assign the craftsperson to the work request.



4. When the schedule work request screen pops up you will then click on the “**assign craftsperson**” button.



5. On the “**assign craftsperson**” window you will choose the craftsperson by typing the last name or clicking on the blue ellipse in the “craftsperson code” box.
6. After assigning a craftsperson you will then key in the amount of hours estimated to do the job.
7. You can then click on the “**work type**” drop down arrow to select the type work to be done.
8. Once you have made your selections, click on “**save**” to save your information.

Building Operations Console

Report Problem

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

Status

0 selected

Work Request Code Problem Type Location Work Description Date

► Requested (1)

▼ Assigned to Work Order (20/25)

Work Request Code	Problem Type	Location	Work Description	Estimate	Schedule	Issue	Cancel
1646	ELECTRICAL WIRING	50210300	test	Estimate ✖	Schedule	Issue ⛔	Cancel
1643	ELECTRICAL RECEPTACLE REPLACEMENT	50210900	test	Estimate	Schedule	Issue	Cancel
1584	BIOMEDICAL FABRICATION	50210200-01	bio	Estimate ✖	Schedule	Issue ⛔	Cancel
1583	ELECTRICAL WIRING	50210300-04	wr3	Estimate ✖	Schedule	Issue ⛔	Cancel
1582	ELECTRICAL WIRING	50210100-05	wr222	Estimate ✖	Schedule	Issue ⛔	Cancel
1562	BIOMEDICAL AUTOCLAVE - LEAKING	50210100	this test	Estimate ✖	Schedule	Issue ⛔	Cancel
1561	PLUMBING PLASTER TRAPS	50211000	this is a test	Estimate ✔	Schedule ✔	Issue	Cancel
1525	ELECTRICAL ELECTRIC HEATER NEEDED	50210100-06	test 101	Estimate ✖	Schedule	Issue ⛔	Cancel
1505	ELECTRICAL WIRING	50210100-03	req1	Estimate ✖	Schedule	Issue ⛔	Cancel

Total records: 215

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Note 1

- Once your work request has been scheduled you will then have to “issue” it to move forward in the process to be worked by craftsman.
Note 1 – If you see a stop sign, ⛔, that means that the cost center approver has not approved this, (billable), request and therefore it cannot be issued.

Building Operations Console

Report Problem

Show All Site Building Floor Problem Type More

Clear Filter Recent Group By Status

0 selected

Work Request Code	Problem Type	Building Name	Room	Location	Work Description
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- Assigned to Work Order (1)
 - 1528 STOCKROOM|STOCKROOM ITEMS NEEDED GEB Garage
- Issued and In Process (2)
- Completed Not Verified (1)
- Completed (11)

Total records: 15

Issue Work Request 1528

This action issues the request to the field personnel, at which point it cannot be canceled, only completed, put on hold, or stopped.

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Yes No

10. Once you have click on the issue button you will receive a verification window warning that it cannot be canceled. You will click “yes” to issue.