Cost Center Approval Process

The Cost Center Approver’s involvement in work requests will normally begin with an e-mail from Archibus stating their approval is necessary on the request. First, the Cost Center Approver will log into Archibus, (1.NetID 2. Password), to access the request needing approval.
Once logged in, click on (3) “Building Operations Console” on the Cost Center Approver Home screen. This action will take you to the main screen where approval or rejection can be accomplished.
From the Building Operations Console, the Cost Center Approver can click on the Work Request Number, (4), to view the details of the request.
Here, you can see information pertaining to the ticket such as, more information, (5) history, (6) craftsperson assigned, (7) and estimates, (8). Click “close”, (9), when finished viewing.
Click the “Approve” button, (10), to take the appropriate action with the work request.
A window, (as seen below), will appear. Here they may change the Fund ID, (11), if needed, or add documents, (12). Work Description, (13), will also be editable.

The Cost Center Approver may approve, (14), reject, (15), or cancel, (16), the work request by clicking the appropriate button in the new window. They may also add comments, (17), related to the work request.