

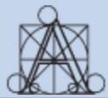
Central Supply Filling Work Request for Parts

ARCHIBUS CentralSupply Home Applications CENTRALSUPPLY ▾ Sign Out Help

Building Operations	Inventory Manager	Operational Reports	Management Reports
<ul style="list-style-type: none">Building Operations ConsoleUpdate Work Order and Work RequestsUpdate Work Request ResourcesUpdate Labor Hours	<ul style="list-style-type: none">Define Tool TypesDefine ToolsDefine Other Resource TypesDefine VendorsDefine Part VendorsDefine Parts InventoryView Parts by VendorReview Understocked PartsPhysical Inventory VarianceAdjust InventoryView Inventory TransactionsDefine Equipment StandardsDefine EquipmentDefine Equipment Parts by Equipment	<ul style="list-style-type: none">Equipment InformationCurrent EquipmentEquipment PartsEquipment Warranties and Service ContractsLabor InformationCurrent LaborResource InformationCurrent Parts InventoryCurrent ToolsEquipment AnalysisEquipment Schedules	<ul style="list-style-type: none">Cost AnalysisWork Request Budgets and CostsWork Request Schedules and CosStatisticsOpen Work RequestsOverdue Work RequestsCost AnalysisCompleted Work Request Budget CostsCosts of Completed Work RequesBuilding Costs by Area and OccupEquipment AnalysisEquipment Maintenance History

Adding a part to a ticket brought by a craftsman requires you to go to a different view than “building operations console” When adding a part to a work request you should, after logging in:

1. Click “**Update Work Request Resources**”



Update Work Request Resources



Select Work Request Resources

Work Request

<< Back

Work Request Code 1587

Requested by REQUESTOR1

Problem Type STOCKROOM|STOCKROOM ITEMS
NEEDED

Date Work Requested 2/14/2017

6a

5

Add Part

Delete Selected

Work Request Parts

<input type="checkbox"/>	Part Code	Work Request Code	Quantity Used	Date Scheduled	Time Scheduled	Parts Status
<input type="checkbox"/>	001-0101	1587	0.000	2/14/2017	9:27 AM	Reserved

6

Work Request Tools

Add Tool

Delete Selected

No records to display.

Work Request Other Costs

Add

Delete Selected

No records to display.

- On this screen, you would then click on “**add part**” to display the screen for adding the part necessary for the work request.
- If a part was added in error, you can place a check mark in the box beside the unwanted part and then click “**Delete Selected**”, (6a.), to remove it.

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CentralSupply Home Applications Tasks

CENTRALSUPPLY Sign Out Help

Find a form or report

Update Work Request Resources

Select Work Request Resources

Work Request << Back

Work Request Part

New Work Request Part

Cancel Save

Work Request Code 1587

Part Code*

Quantity Estimated 0.000

7

8

Close

No records to display.

7. You can either type in the part code or click on the blue ellipse to select the necessary part and quantity.
8. Once the part and quantity has been chosen, click **“save”**.

ARCHIBUS CENTRALSUPPLY Sign Out Help

CentralSupply Home Applications Tasks Find a form or report

Update Work Request Resources

Select **Work Request Resources**

Work Request << Back

Work Request Code 1587 Requested by REQUESTOR1
 Problem Type STOCKROOM|STOCKROOM ITEMS NEEDED Date Work Requested 2/14/2017

Work Request Parts Add Part Delete Selected

<input type="checkbox"/>	Part Code	Work Request Code	Quantity Used	Date Scheduled	Time Scheduled	Parts Status
<input type="checkbox"/>	001-0101	1587	0.000	2/14/2017	9:27 AM	Reserved

Work Request Tools Add Tool Delete Selected

No records to display.

Work Request Other Costs Add Delete Selected

No records to display.

9. Once you have completed adding parts, you can click on “<<Back” to return to the work requests.
10. You can click “Central Supply Home” to return to the home page.