

HOW TO SUBMIT AN ARCHIBUS WORK REQUEST

The screenshot shows the 'Report Problem' form in the ARCHIBUS system. The form is divided into several sections: Requestor, Location, Equipment, Problem, and Description. Numbered callouts (1-6) and notes (Note 1, Note 2) are placed over the form to guide the user through the submission process.

- 1**: Points to the 'Requested By' field.
- 2**: Points to the 'Requestor Phone' field.
- 3**: Points to the 'Type of Problem' dropdown menu.
- 4**: Points to the 'View All Problem Types' button.
- 5**: Points to the 'Description' text area.
- 6**: Points to the 'Submit' button.

Note 1 (yellow box): Points to the 'View All Problem Types' button. Text: "The more precisely you specify your problem, the better we can route it to people who can help."

Note 2 (yellow box): Points to the 'Add Documents' button. Text: "The 'Add Documents' button is here to attach forms or pictures if needed. Click this button before clicking 'submit'. The system will generate the work request. You will then be able to add your document."

1. Use this box when work to be done is in your area
2. When using a different location use ellipse buttons to make choices
3. Select "Type of Problem"
4. Select this box for more problem detail
5. Enter detailed description of work to be done.
6. Click "Submit" button.

Note 1 – "view all Problem Types" allows you to see a listing of all problem types.

Note 2 - The "Add Documents" button is here to attach forms or pictures if needed. Click this button before clicking "submit". The system will generate the work request. You will then be able to add your document.