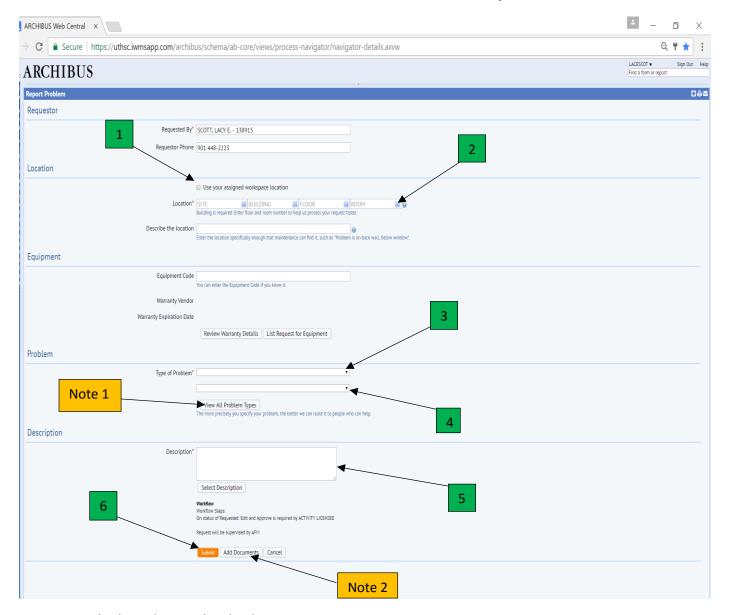# HOW TO SUBMIT AN ARCHIBUS WORK REQUEST



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.