

ADDING DOCUMENT(S) TO REQUEST

ARCHIBUS

Requestor Home Applications Tasks ▾

HLANG ▾ Sign Out Help

Find a form or report

Report Problem

View All Problem Types

The more precisely you specify your problem, the better we can route it to people who can help.

Work Order

Select Work Order

Description

Description*

Select Description

Workflow
Workflow Steps:
On status of Requested: Edit and Approve is required by ACTIVITY LICENSEE
Request will be supervised by AFM

Submit Add Documents Cancel

1

1. To add a form or document, instead of selecting “Submit” click “Add Documents” once information has been entered for request.

The screenshot shows the ARCHIBUS web application interface. At the top, there is a navigation bar with the ARCHIBUS logo and 'Requestor Home' link. Below this is a 'Report Problem' section with a dropdown menu set to 'KEYS MADE' and a 'View All Problem Types' button. A message below the button reads: 'The more precisely you specify your problem, the better we can route it to people who can help.' Below this is a 'Work Order' section with a 'Select Work Order' input field. The 'Description' section contains a text area with the text 'Need keys made.' and a 'Select Description' button. At the bottom of the form, there is a 'Workflow' section stating 'No Steps Required' and 'Request will be dispatched to LOCKSMITH'. At the very bottom are 'Submit', 'Add Documents', and 'Cancel' buttons. A white pop-up message box is overlaid on the top right of the page, containing the text: 'uthsc-dev.iwmsapp.com says: You created a work request with id 2221' and an 'OK' button. A yellow box with the number '2' and a blue arrow points to the 'OK' button.

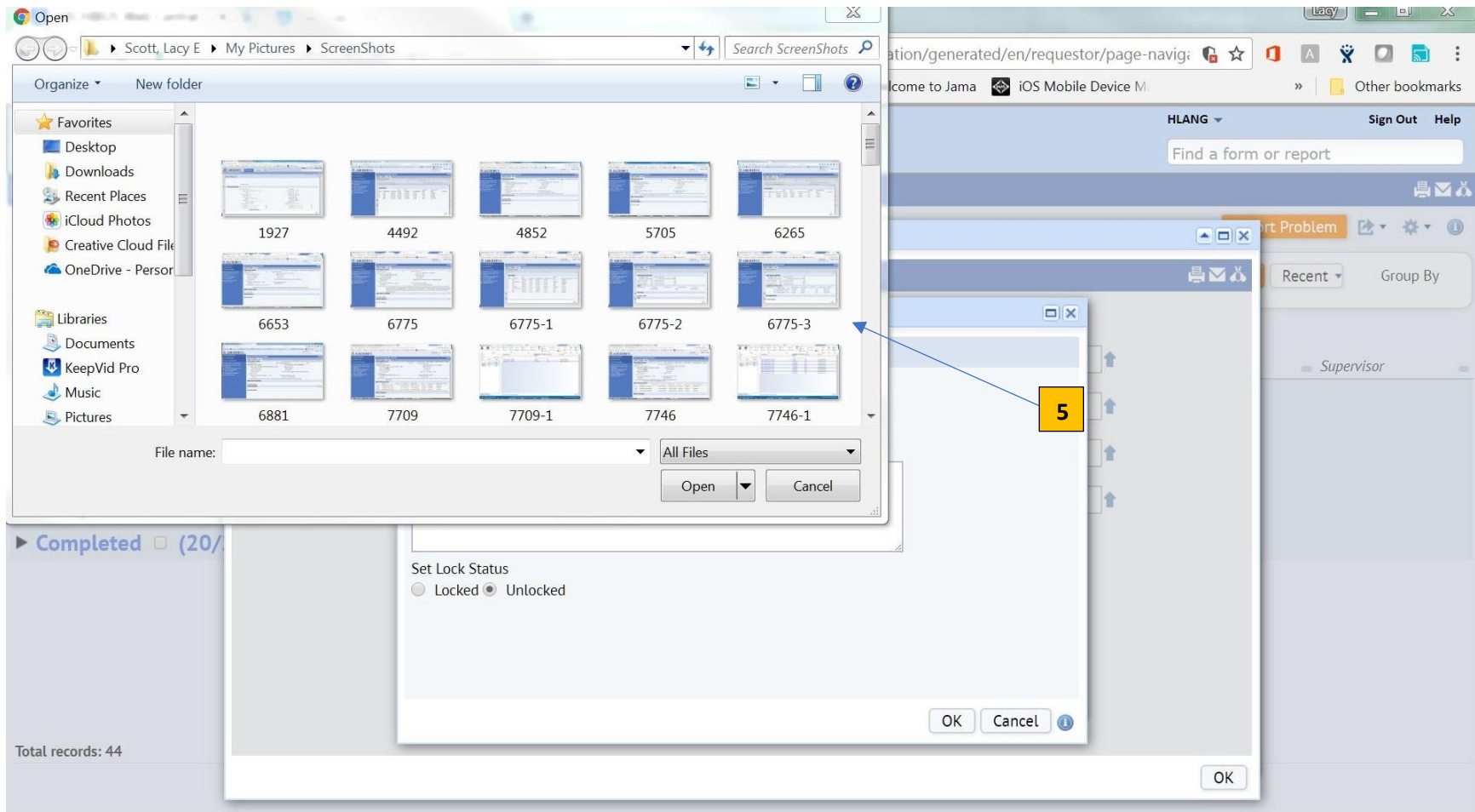
2. You will receive pop up box stating your work request, (with request id number), has been created. Click **“OK”**.

The screenshot displays the ARCHIBUS Building Operations Console. At the top, there is a navigation bar with the ARCHIBUS logo, 'Requestor Home', 'Applications', and 'Tasks' tabs. A search bar contains the text 'Find a form or report'. Below this is a 'Building Operations Console' header. On the left, a sidebar shows a 'Show All Status' dropdown, a '0 selected' indicator, and a list of work request categories: 'Assigned to Work C', 'Issued and In Proce', 'On Hold for Access', 'Completed Not Veri', and 'Completed (20/'. At the bottom left, it says 'Total records: 44'. The main area is partially obscured by a modal window titled 'Add Documents' for 'Work Request Code 2221'. This window lists four documents, each with a text input field containing 'Upload a document' and a blue up arrow icon. A blue arrow points to the up arrow of the first document. An 'OK' button is at the bottom right of the modal.

3. After clicking “OK”, you will receive pop up box to “Upload a Document” click on the “up arrow” for the document(s) you would like to add. (You can add up to four, (4), documents.)

The screenshot displays the ARCHIBUS Building Operations Console interface. At the top, the ARCHIBUS logo is on the left, and navigation links for 'Requestor Home', 'Applications', and 'Tasks' are in the center. On the right, there are links for 'HLANG', 'Sign Out', and 'Help', along with a search bar labeled 'Find a form or report'. Below the navigation bar, the 'Building Operations Console' title is visible. The main content area shows a list of items with filters for 'Show All' and 'Status'. A '0 selected' indicator and a 'Project Number' field are also present. A list of status categories is shown: 'Assigned to Work C', 'Issued and In Proce', 'On Hold for Access', 'Completed Not Veri', and 'Completed (20/'. At the bottom left, it says 'Total records: 44'. A 'Report Problem' button is visible on the right. A 'Supervisor' dropdown menu is also present. A large 'Add Documents' dialog box is open in the center. Inside this dialog, there is a 'Check In New Document' sub-dialog. This sub-dialog has a 'Document File' section with a 'Choose File' button and the text 'No file chosen'. Below this is a 'Description' text area. At the bottom of the sub-dialog, there is a 'Set Lock Status' section with radio buttons for 'Locked' and 'Unlocked'. The 'Unlocked' option is selected. At the bottom of the sub-dialog are 'OK' and 'Cancel' buttons. At the bottom of the main 'Add Documents' dialog is an 'OK' button. A yellow box with the number '4' is positioned to the left of the 'Choose File' button, with a blue arrow pointing to it.

4. You will receive a pop up to “choose file” to upload.



5. This pop up window is where you will look for the document on “**your computer**” to upload.

The screenshot displays the ARCHIBUS Building Operations Console. A modal dialog box titled "Add Documents" is open, containing a sub-dialog titled "Check In New Document".

- Document File:** A "Choose File" button is followed by the text "6775.JPG". Below this, a note states: "The system will store this file under the names: wr-2221-doc1.JPG".
- Description:** A large, empty text input area.
- Set Lock Status:** Two radio buttons are present: "Locked" (unselected) and "Unlocked" (selected).
- Buttons:** At the bottom of the sub-dialog, there are "OK", "Cancel", and an information icon. A yellow box with the number "6" has an arrow pointing to the "OK" button.

The background interface includes a top navigation bar with "Requestor Home", "Applications", and "Tasks" tabs. A search bar on the right contains the text "Find a form or report". On the left, there are filters for "Show All" and "Status", and a list of document statuses: "Assigned to Work C", "Issued and In Proce", "On Hold for Access", "Completed Not Veri", and "Completed (20/".

6. Once you have selected your document to upload then you will click "OK" to add.

ARCHIBUS Requestor Home Applications Tasks HLANG Sign Out Help Find a form or report

Building Operations Console

Show All Status 0 selected Project Number

Assigned to Work C Issued and In Proce On Hold for Access Completed Not Veri Completed (20/

Total records: 44

Supervisor

Add Documents

Work Request Code 2221

Document 1 wr-2221-doc1.JPG

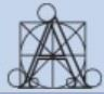
Document 2 Upload a document

Document 3 Upload a document

Document 4 Upload a document

7 OK

7. Click the final “OK” to add the document(s) to request.



Building Operations Console

Report Problem

Show All Site Building Floor Problem Type More

Clear Filter Recent Group By Status

0 selected

Project Number Work Request Code Problem Type Location Work Description Due Date Supervisor

- ▶ Assigned to Work Order (7)
- ▶ Issued and In Process (11)
- ▶ On Hold for Access (3)
- ▶ Completed Not Verified (4)
- ▶ Completed (20/26)

Total records: 51

After clicking the final "OK" to add the document(s) to request you will be returned to your main status screen.

VERIFYING DOCUMENT(S) ADDED

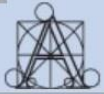
8. To verify that the document you have selected has been added, click the “**arrow**” beside the appropriate status to show the request(s).

The screenshot shows the ARCHIBUS Building Operations Console interface. At the top, there is a navigation bar with the ARCHIBUS logo, 'Craftsperson Home', 'Applications', and 'Tasks' tabs. A search bar is present on the right. Below the navigation bar, the 'Building Operations Console' header is visible, along with a 'Report Problem' button. The main content area features a filter section with 'Show All', 'Site', 'Building', 'Floor', and 'Problem Type' dropdowns, and a 'Group By Status' dropdown. A table of work requests is displayed below, with columns for 'Project Number', 'Code', 'Problem Type', 'Location', 'Work Description', 'Due Date', and 'Super'. The table is filtered to show 'Assigned to Work Order' requests. A yellow box with the number 8 points to a downward arrow next to the 'Assigned to Work Order' status. A yellow box with the number 9 points to the 'Work Request Code' column header.

Project Number	Code	Problem Type	Location	Work Description	Due Date	Super
▼ Assigned to Work Order (7)						
<input type="checkbox"/>	2381	CARPENTRY INSTALL CEILING GRID	50224200-02-224B	Need ceiling tiles replaced in room 239 above d...		Cancel
<input type="checkbox"/>	2322	LOCKSMITH KEYS MADE	50227500-10-1037	Need key for room 239.		Cancel
<input type="checkbox"/>	2221	LOCKSMITH KEYS MADE	50227500-10-1037	Need keys made.		Cancel
<input type="checkbox"/>	2203	PLUMBING FLOOR LEAK	50227500-10-1037	water leak on floor from drinking fountain cont...		Cancel
<input type="checkbox"/>	2021	CARPENTRY INSTALL CEILING GRID	50211000-01-C101A	two ceiling tiles need replacing.		Cancel

Total records: 52

9. Next, click on the “**work request code**” to view the work request details.



Work Request



Problem

Work Request Code 2322

Problem Type LOCKSMITH|KEYS MADE

Description Need key for room 239.

Problem Location

▶ More Information

▶ Reference Material

▶ History

▶ Trades

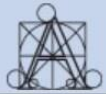
▶ Parts

Update Request

Close

10

10. Click on the arrow beside "More Information".



Work Request



Service Request Code 2322

Requested by LANG, HARRIET C. - 267404

Priority 1

Time Requested 2:43 PM

Floor Code 10

Location 50227500-10-1037

Account Code

Status Assigned to Work Order

Date to Perform 9/28/2017

Document 1 wr-2322-doc1.docx

Document 3 Upload a document

Indicate on Drawing

Related Requests

Work Order 2322

Date Requested 9/28/2017

Priority Label Default

Building Code 50227500

Room Code 1037

College Code 70701

Fund Code E070101

Equipment Code

Requestor's Phone # 901 448-5033

Document 2 Upload a document

Document 4 Upload a document

11

12

13

14

Update Request

Close

- 11. You will then be able to see the document in either of the four, (4), areas for document uploads.
- 12. You can see the document that you uploaded by clicking the "show document" to verify that it is the correct document.
- 13. If the document is incorrect you can then click the "X" to delete and start over with the (14) "upload document" to enter a new one.