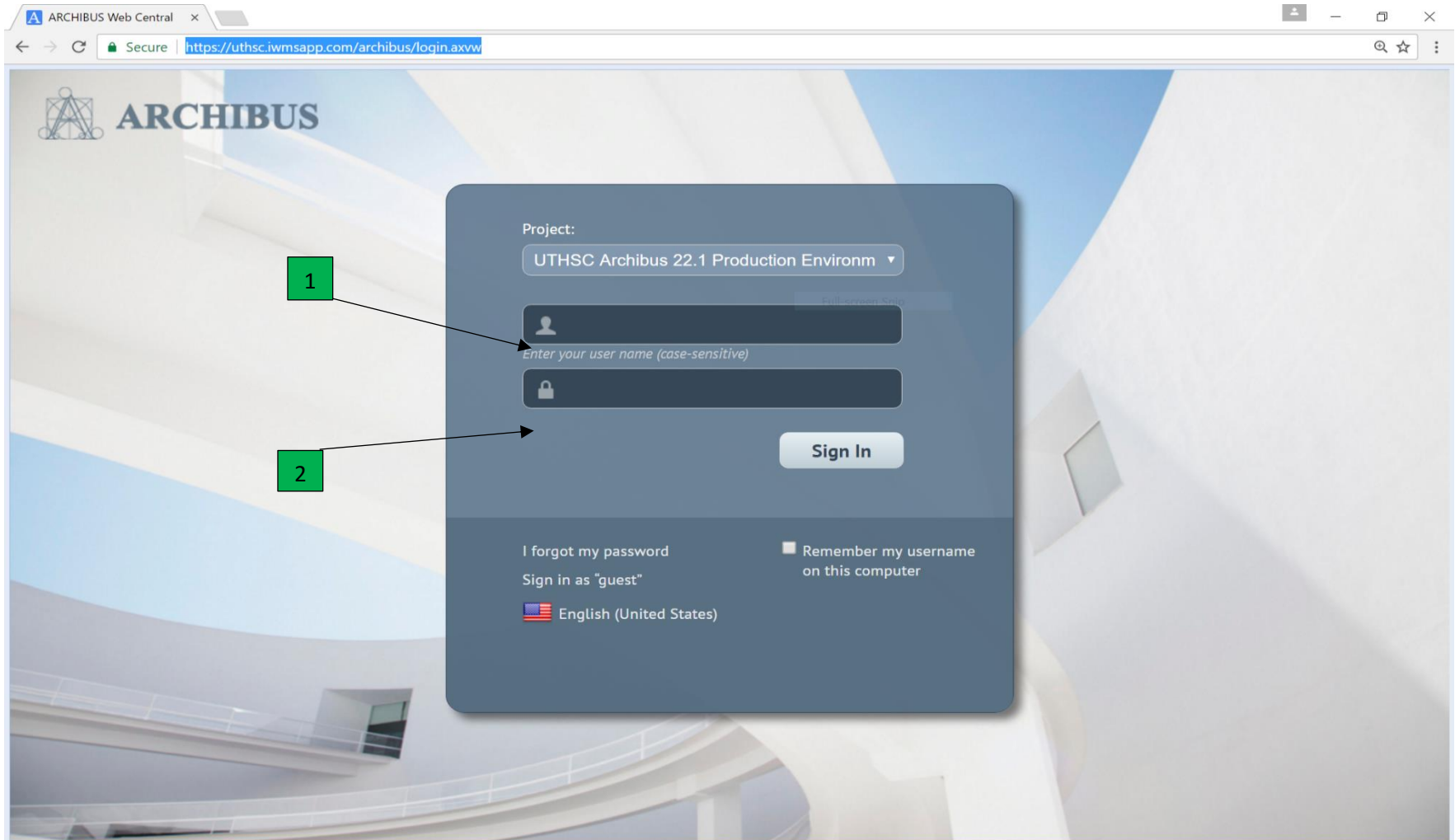
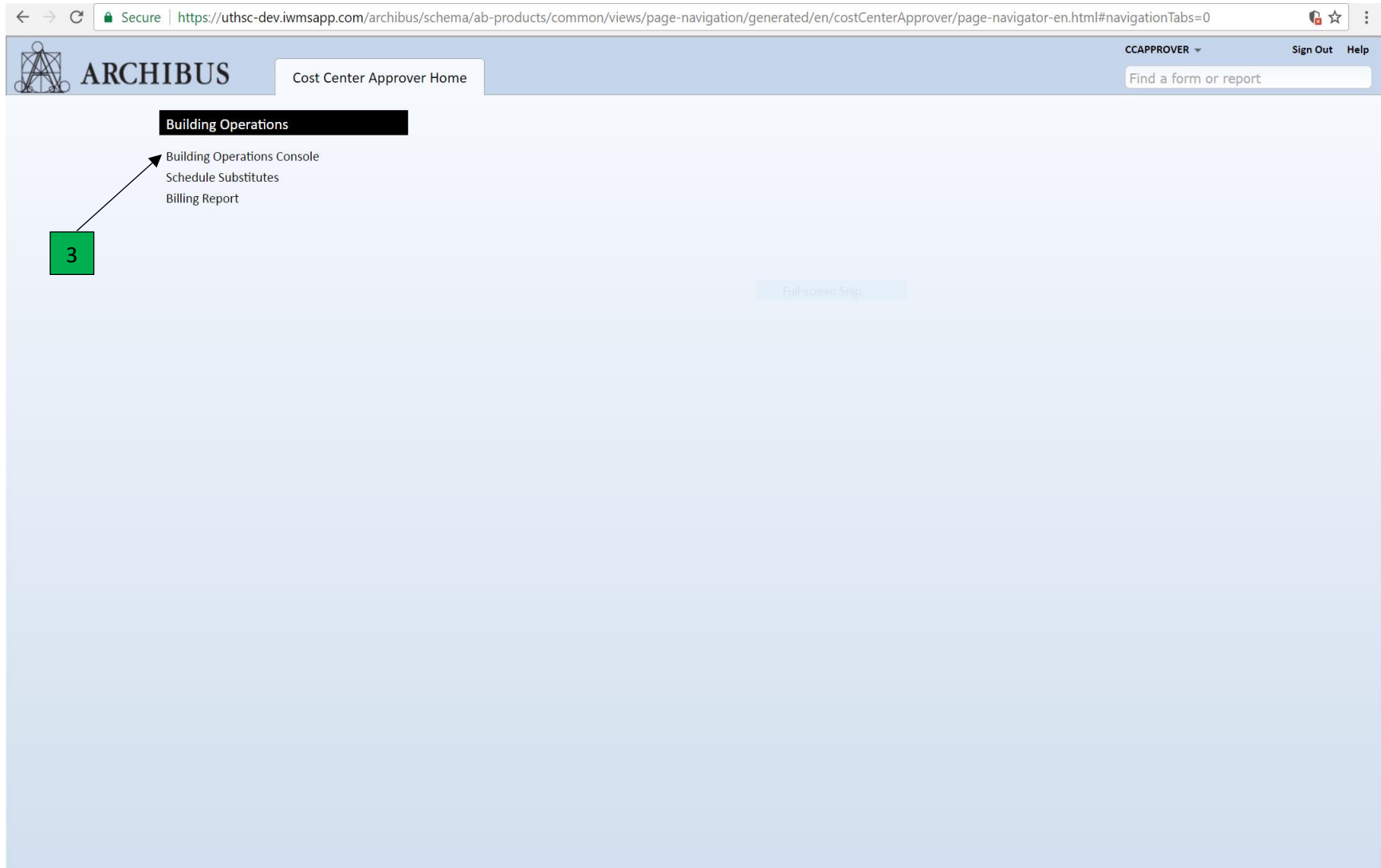


Cost Center Approval Process

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.

The screenshot shows the ARCHIBUS Building Operations Console interface. At the top, there is a navigation bar with the ARCHIBUS logo, "Cost Center Approver Home", and "Tasks". A search bar contains "Find a form or report". Below this is a filter bar with dropdowns for "Show All", "Site", "Building", "Floor", and "Problem Type", along with buttons for "More", "Clear", "Filter", "Recent", and a "Group By Status" dropdown. A "Report Problem" button is also visible. The main content area displays a table of work requests under the heading "Assigned to Work Order (1)". The table has columns for "Work Request Code", "Problem Type", "Building Name", "Location", "Work Description", "Due Date", and "Supervisor". One record is shown with the work request code "1545", problem type "ELECTRICAL|ELECTRIC HEATER NEEDED", building name "Johnson Bldg", location "50210900", and work description "this is a test". An "Approve" button with a red star is next to the record. A green box with the number "4" and an arrow points to the work request code "1545". At the bottom left, it says "Total records: 1".

Work Request Code	Problem Type	Building Name	Location	Work Description	Due Date	Supervisor
1545	ELECTRICAL ELECTRIC HEATER NEEDED	Johnson Bldg	50210900	this is a test		

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.

The screenshot shows the ARCHIBUS Cost Center Approver Home interface. The page title is "Work Request". The "Problem" section contains the following information:

- Work Request Code: 1545
- Problem Type: ELECTRICAL/ELECTRIC HEATER NEEDED
- Description: this is a test
- Problem Location: (empty field)

Below the problem information is a navigation menu with the following items:

- More Information (highlighted with yellow box 5)
- Reference Material
- History (highlighted with yellow box 6)
- Trades
- Parts
- Craftspersons (highlighted with yellow box 7)
- Tool Types
- Tools
- Other Costs

The "Estimated Costs" table is as follows:

Category	Estimated Cost
Estimated Cost of Labor	56.00
Estimated Cost of Parts	10.00
Estimated Cost of Tools	0.00
Estimated Other Costs	0.00
Estimated Total Cost	66.00

The "Actual Costs" table is as follows:

Category	Actual Cost
Cost of Labor	0.00
Cost of Parts	0.00
Cost of Tools	0.00
Other Costs	0.00
Total Cost	0.00

Yellow boxes 5, 6, 7, and 8 highlight the "More Information", "History", "Craftspersons", and "Estimated Cost of Parts" elements, respectively. A green box 9 highlights the "Close" button at the bottom right of the page.

Click the "Approve" button, (10), to take the appropriate action with the work request.

The screenshot shows the ARCHIBUS Building Operations Console interface. At the top, there is a navigation bar with the ARCHIBUS logo, the text "Cost Center Approver Home", and a "Tasks" dropdown. On the right side of the navigation bar, there is a "CCAPPROVER" dropdown, "Sign Out", and "Help" links. Below the navigation bar is a search bar with the placeholder text "Find a form or report".

The main content area features a filter bar with the following elements: "Show All" (dropdown), "Site" (input), "Building" (input), "Floor" (input), "Problem Type" (input), "More" (button), "Clear" (button), "Filter" (button), "Recent" (dropdown), and "Group By Status" (dropdown). Below the filter bar is a table with the following columns: "Work Request Code", "Problem Type", "Building Name", "Location", "Work Description", "Due Date", and "Supervisor".

The table contains one record under the "Assigned to Work Order" section, which is expanded to show 1 item. The record is as follows:

Work Request Code	Problem Type	Building Name	Location	Work Description	Due Date	Supervisor
<input type="checkbox"/> 1545	ELECTRICAL/ELECTRIC HEATER NEEDED	Johnson Bldg	50210900	this is a test		

The "Approve" button for this record is highlighted with a green box labeled "10". An arrow points from the box to the button. At the bottom left of the page, it says "Total records: 1".

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 screenshot shows a web form for a work request. The form includes the following fields and elements:

- Site Code:** MEM
- Building Code*:** 50210300
- Floor Code:** 05
- Room Code:** 505
- Problem Type:** (empty)
- Equipment Code:** (empty)
- College Code:** 70732
- Fund Code:** E073005
- Document 1:** Upload a document
- Document 2:** Upload a document
- Document 3:** Upload a document
- Document 4:** Upload a document
- Description*:** The Autoclaves on 5th FL Wittenborg in Rooms #505 & #507 are not working properly and need to be checked out & repaired.
- Comments:** (empty text area)
- Priority*:** Urgent
- Workflow:**
 - Workflow Steps: On status of Requested: Edit and Approve is required by ACTIVITY LICENSEE
 - Request will be supervised by AFM
- Buttons:** Forward, Approve, Reject, Cancel Work Request

Numbered callouts (11-17) point to the following elements:

- 11:** Fund Code field
- 12:** Document 1 field
- 13:** Description* field
- 14:** Approve button
- 15:** Reject button
- 16:** Cancel Work Request button
- 17:** Comments field

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.