

The screenshot displays the ARCHIBUS Building Operations Console interface. At the top, there is a navigation bar with 'Requestor Home', 'Applications', and 'Tasks'. A search bar contains 'Find a form or report'. Below this is a filter bar with 'Show All', 'Site', 'Building', 'Floor', and 'Problem Type' dropdowns, along with 'More', 'Clear', 'Filter', and 'Recent' buttons. A table lists work requests with columns for 'Project Number', 'Request Code', 'Problem Type', 'Location', and 'Work Description'. The table is grouped into 'Rejected (8)', 'Requested (7)', 'Approved (3)', 'Assigned to Work Order (20/24)', and 'Issued and In Process (5)'. A 'Report Problem' button is visible above the table. A dropdown menu is open from this button, showing options: 'Export to XLS', 'Export to DOCX', 'DOCX Selected Work Request Details', 'DOCX Selected Work Requests with Floor Plans', 'PDF Selected Work Request Details', and 'PDF Selected Work Requests with Floor Plans'. Numbered callouts 1-4 indicate the steps to access and use these options.

Project Number	Request Code	Problem Type	Location	Work Description	
<b>▶ Rejected (8)</b>					
<b>▼ Requested (7)</b>					
<input type="checkbox"/>	1647	PROJECT OTHER	50211000	test	Cancel
<input type="checkbox"/>	1588	PROJECT OTHER	50210300-01	aaa	Cancel
<input checked="" type="checkbox"/>	1530	PROJECT RENOVATIONS	50224300-04-468	tyhdrtyhdhdfgh	Cancel
<input type="checkbox"/>	1502	PROJECT OTHER	50210500-B	test billing 2	Cancel
<input type="checkbox"/>	1501	PROJECT OTHER	50210100-05	test Billing	Cancel
<input type="checkbox"/>	1443	PROJECT	50210300-06	pppp	Cancel
<input type="checkbox"/>	1441	PROJECT OTHER	50210100-03	proj	Cancel
<b>▶ Approved (3)</b>					
<b>▶ Assigned to Work Order (20/24)</b>					
<b>▶ Issued and In Process (5)</b>					

Total records: 48

1. First, click the page, (📄), icon to produce the drop down menu of choices.
2. Select the item(s) you want to print by clicking in the appropriate box to place a check mark for the work request.
3. By selecting one of these choices you can either print a “Word” document that has the work details or work details and floor plan.
4. These choices allow you to print a “PDF” version of either the work details or work details and floor plan.

The screenshot displays the ARCHIBUS Building Operations Console interface. A modal window titled 'Paginated Report View' is open, showing a 'Paginated Report Progress' table. The table has the following data:

Report or Job Name	Result View or File	Percent Complete	Elapsed Time	Estimated Time Remaining	
Work Request Details	<a href="#">Work-Requests-Details-2017-02-27.pdf</a>	100%	00:00.01	00:00.00	Stop Job

Below the table, a progress bar indicates 'Job Complete - 100%'. A 'Close' button is located at the bottom right of the modal window. In the background, the main console shows a sidebar with categories: Rejected(8), Requested (7), Approved (3), Assigned to Work Order, and Issued and In Process (5). A search bar at the top right contains the text 'Find a form or report'.

5. Once you have made your selection, the system will run a job to create your print documents.
6. When the job has completed, you would then click on this link to view your print job.



### Work Request Details: 1530

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February 27, 2017

<b>Work Request Code</b>	*1530*	<b>Problem Type</b>	PROJECT RENOVATIONS
<b>Service Request Code</b>	1570	<b>Work Order</b>	
<b>Requested by</b>	REQUESTOR1	<b>Priority</b>	1
<b>Date Requested</b>	2/3/2017	<b>Time Requested</b>	2:59 PM
<b>Building Code</b>	50224300	<b>Floor Code</b>	04
<b>Room Code</b>	468	<b>Equipment Code</b>	
<b>College Code</b>		<b>Fund Code</b>	
<b>Account Code</b>		<b>Status</b>	Requested
<b>Description</b>	tyhdrtyhdhdfgh		

Step Responded By	On	Workflow Step	Status	Step Status After
REQUESTOR1	2/3/2017	Basic	Requested	None
<b>Comments</b>				

Part Code	Quantity Estimated	Quantity Used
001-0301	0.000	55.000

<b>Estimated Cost of Labor</b>	\$0.00	<b>Cost of Labor</b>	\$0.00
<b>Estimated Cost of Parts</b>	\$0.00	<b>Cost of Parts</b>	\$55.00
<b>Estimated Cost of Tools</b>	\$0.00	<b>Cost of Tools</b>	\$0.00
<b>Estimated Other Costs</b>	\$0.00	<b>Other Costs</b>	\$0.00
<b>Estimated Total Cost</b>	\$0.00	<b>Total Cost</b>	\$55.00
<b>Other Costs Description</b>			

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7. Depending on which style you chose, your print out will look like this for PDF.



## Work Request Details: 1647

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March 1, 2017

<b>Work Request Code</b>	*1647* <b>*1647*</b>	<b>Problem Type</b>	PROJECT OTHER
<b>Service Request Code</b>	1687	<b>Work Order</b>	
<b>Requested by</b>	REQUESTOR1	<b>Priority</b>	1
<b>Date Requested</b>	2/21/2017	<b>Time Requested</b>	3:46 PM
<b>Building Code</b>	50211000	<b>Floor Code</b>	
<b>Room Code</b>		<b>Equipment Code</b>	
<b>College Code</b>		<b>Fund Code</b>	
<b>Account Code</b>		<b>Status</b>	Requested
<b>Description</b>	test		

Full-screen Snip

Step Responded By	On	Workflow Step	Status	Step Status After
REQUESTOR1	2/21/2017	Basic	Requested	None
<b>Comments</b>				



Part Code	Quantity Estimated	Quantity Used
001-0101	0.000	0.000

Other Resource Type	Date Used	Units	Quantity Used	Estimated Cost	Actual Cost
HOME DEPOT	2/23/2017		0.000	\$0.00	\$0.00

<b>Estimated Cost of Labor</b>	\$0.00	<b>Cost of Labor</b>	\$0.00
<b>Estimated Cost of Parts</b>	\$0.00	<b>Cost of Parts</b>	\$0.00
<b>Estimated Cost of Tools</b>	\$0.00	<b>Cost of Tools</b>	\$0.00
<b>Estimated Other Costs</b>	\$0.00	<b>Other Costs</b>	\$0.00
<b>Estimated Total Cost</b>	\$0.00	<b>Total Cost</b>	\$0.00
<b>Other Costs Description</b>			

8. Or like this for Word.