

SUBMITTING A WAREHOUSE ISSUE

(Request Service under Service Requests on Employee Home Page or Request Service button on the Building Operations Console)

Submitting a Warehouse issue is essentially the same as submitting a work request. The major difference is there is no work completed against the request. The addition of items/stock (parts) to the work request ensures the items you request will issue from Supply.

The screenshot shows the 'Report Problem' form in the ARCHIBUS system. The form is divided into several sections: Requestor, Location, Equipment, and Problem. Annotations 1, 2, 3, and 4 point to specific fields, and Note 1 points to a checkbox. The 'Requestor' section includes fields for 'Requested By' (BAKER, TERRY DALE), 'Requestor Phone' (865 974-5346), 'Requested For', 'College ID' (70172), and 'Fund ID' (E017219001). The 'Location' section has a checked checkbox 'Use your assigned workspace location', a 'Location' field with sub-fields for 'SITE', 'BUILDING', 'FLOOR', and 'ROOM NUMBER', and a 'Describe the location' field. The 'Equipment' section includes 'Equipment Code', 'Warranty Vendor', and 'Warranty Expiration Date'. The 'Problem' section has 'Type of Problem' set to 'WAREHOUSE ISSUE' and 'Problem Detail' set to 'CENTRAL STORES WAREHC'. The 'Description' section has a 'Description' text area and a 'Select Common Description' button. At the bottom are 'Submit' and 'Cancel' buttons.

1. Click “Same as Requestor”.

2. Use ellipses buttons  to select location where the item/stock will go to. Enter a Building

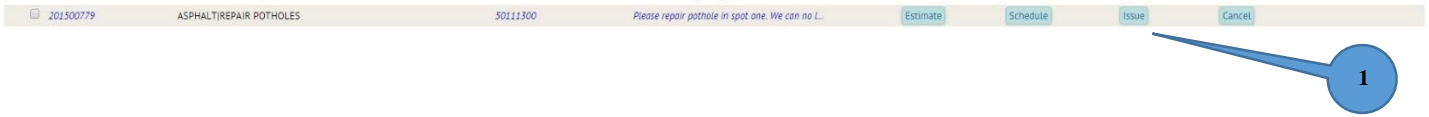
Note 1: You may have to uncheck this box to change the location.

3. Select “Type of Problem”. Use “Warehouse Issue”.

4. Select “Problem Detail”. Select the warehouse your item/stock will issue from. In the example above, we have selected “Central Stores Warehouse”.

5. Click “Submit”.

SUBMITTING A WAREHOUSE ISSUE CONTINUED



1. **(Supervisor Role)** Click “Issue”.



Note 1: You may review any job request you have by clicking on the work request number (a Warehouse Issue in this case). The Estimate, Schedule, Issue and Cancel buttons shown above only appear on the Supervisor Role. Once you click on the work request number, the below screen will appear.

Work Request

Work Request Summary

Work Request # 201507794 Work Order # 301506898
Work Team Code COMM & INFO SVCS (TRAINING) (GRACIUS) Problem Type WAREHOUSE ISSUE(CENTRAL STORES WAREHOUSE)
Description Paper for Training and Development (Keisha) Problem Location

General Details

Requested by FARLEY, CHARLES WAYNE - Requested For
Priority Default Date Requested 03/11/2015
Location 50119300-01-133 Time Requested 12:04 PM
Building Name Facilities Services & Ops College ID 70172
GL Account 436100 Fund ID E010116
Status Completed Equipment Code
Is Chargeable? Yes Ready for Bill? No
Document 1 Upload a document Document 2 Upload a document
Document 3 Upload a document Document 4 Upload a document

Workflow History

Estimated Labor

Actual Labor

Parts / Material

Tools

Other Resources

Total Costs

Estimated Costs		Actual Costs		Apply Upcharge		Upcharge Costs	
Estimated Cost of Parts	38.28	Cost of Parts	38.28	Parts Upcharge?	Yes	Parts Upcharge Cost	0.38
Estimated Cost of Labor	0.00	Cost of Labor	0.00	Project Management Upcharge?	No	Project Management Upcharge Cost	0.00
Estimated Cost of Tools	0.00	Cost of Tools	0.00				
Estimated Other Costs	0.00	Other Costs	0.00				
Estimated Total Cost	38.28					Total Cost	38.66

Close

2. **(Supervisor Role/Craftsperson)** To add the item/stock/part you wish to order, click the arrow next to “Parts/Material”. This action will activate the “Add” button on the same line. Once you click “Add”, the window listed on the next page will appear.

SUBMITTING A WAREHOUSE ISSUE CONTINUED

The screenshot shows a web form titled "Add Part" with the following fields and annotations:

- Note 1:** A blue box with an arrow pointing to the "Part Code" field.
- Part Code:** A text input field with an ellipsis button to its right.
- Quantity Requested:** A text input field containing "0.000".
- Units of Issue:** A dropdown menu.
- Location:** A dropdown menu.
- Part Description:** A text input field.
- Part Status:** A dropdown menu with "SHOPPING" selected.
- Requested by:** A text input field containing "BAKER, TERRY DALE".
- Issued To:** A text input field.
- Save:** An orange button.
- Cancel:** A grey button.
- 3:** A blue circle with an arrow pointing to the ellipsis button in the "Part Code" field.
- 4:** A blue circle with an arrow pointing to the "Save" button.

3. (Supervisor Role/Craftsperson) Use the ellipses button to add the item/part/stock you wish to order.

Note 1: Once the item/stock/part is added, the Unit of Issue and Location should prefill. If you wish to change them, simply click the arrow for a drop down list. Pay close attention to the unit of issue and understand you may be ordering a package (or similar) of something and not just a single item.

4. (Supervisor Role/Craftsperson) Click "Save".

5. Click "Close" after parts request window closes.

Note: If a supervisor is ordering the item/stock/part, approval is automatic and the request is sent to supply. If a craftsperson is ordering the item/stock/part, the supervisor must return to his/her home page and approve the part before the request is sent to Supply.