

BUSINESS MANAGER JOB AID

The Business Manager's involvement in work requests will normally begin with an e-mail from Archibus stating their approval is required on the request. First, the Business Manager will log into Archibus to access the request needing approval.

The screenshot shows the Archibus Business Manager Home interface. The top navigation bar includes the Archibus logo, 'Business Manager Home', and 'Applications'. The main content area is divided into several sections: 'Work Mgmt', 'Alerts', 'Help', 'Space - Reports', 'Keys - Request', and 'Business Mgmt'. A blue callout bubble with the number '1' points to the 'Approve/Review Active Work Requests' link under the 'Work Mgmt' section.

Work Mgmt

- Request Service (Work Request)
- Approve/Review Active Work Requests
- View Billed Work Requests
- View All Work Requests (Closed)

Alerts

- 12 Ave Turnaround Time (Days)
- 2,474 WRs Completed (last month)
- 16.17 Ave Response Time (Hrs)
- 3,350 WRs Requested (last month)

Help

- Archibus News, Notes & Information
- ARCHIBUS Learning Path
- ISM Key Control Learning Path
- Archibus Version Information

Space - Reports

- Campus Building List
- Campus Building List with Room Data
- Location of Work Requests
- View Floor Plans (CC Highlighted)
- View Floor Plans (Occupancy Plan)
- View Floor Plans with Room Data
- View Rooms by Building & Floor
- View Rooms by Floor & Resp. CC
- View Rooms by College & Resp. CC
- Highlight Rooms by Multiple Selections with Legend
- View Rooms by Category & Area Type
- Vacancies by Department

Keys - Request

- Key Request

Business Mgmt

- Schedule Substitutes

1. Once logged in, click on “Approve/Review Active Work Requests” on the Business Manager Home screen. This action will take you to the Building Operations Console where approval or rejection can be accomplished.

The screenshot shows the Archibus Building Operations Console. The top navigation bar includes the Archibus logo, 'Business Manager Home', and 'Applications'. The main content area is titled 'Building Operations Console'. A blue callout bubble with the number '2' points to the 'Request Service' button in the top right corner.

Building Operations Console

Show All Site Building Problem Type More Clear Filter Recent Group By Status

0 selected

| Work Request | Work Order | Requested Date | Building Name | Work Team Code | Work Description | Shop Priority | Supervisor | Due Date |
|------------------------------|------------|----------------|---------------------------|----------------|--|---------------|------------|---|
| Requested (2/2) | | | | | | | | |
| 202076142 | 0 | 4/29/2020 | Magnolia Hall | (None) | Please adjust the equipment specified on this r... | Approval | NONE | No effect on safety, health, environment... |
| 202065106 | 0 | 4/13/2020 | Facilities Services Compl | (None) | fix carpet, tripping hazard | Approval | NONE | No effect on safety, health, environment... |
| Approved (0/32) | | | | | | | | |
| Issued and In Process (0/85) | | | | | | | | |
| On Hold for Access (0/29) | | | | | | | | |
| On Hold for Labor (0/55) | | | | | | | | |
| On Hold for Parts (0/21) | | | | | | | | |
| Completed (0/116) | | | | | | | | |

2. From the Building Operations Console, the Business Manager can click on the Work Request Number to view the details of the request. They may also change the GL Account or Fund ID if needed (see below). Work Description will also be editable. Here, you can add information such as estimate requests. If any changes are made, you must click “Update Request” to save the information.

ARCHIBUS Business Manager Home Applications Tasks - FSUTADMIN - Find a form or report

Work Request

Work Request Summary

EDITABLE DESCRIPTION

Work Request # 202076162
Description* Please adjust the equipment specified on this request.

Work Order #
Problem Type* ALARM/PANIC BUTTON(S)NEW

Work Team Code
Shop Priority NONE: No effect on safety, health, environment, mission

Problem Location
Status Requested

GL ACCOUNT

Requested By HENDERSON, CAROL ANN H - 112146
Requested For
Date Requested 4/29/2020
Time Requested 10:32 AM
Location* NNOX 50135000 IG G031
Building Name Magnolia Hall
GL Account
Date to Perform 4/29/2020
Time to Perform Work 10:32 AM
Equipment Code
Document 1 Upload a document
Document 3 Upload a document
Related Requests
SLA Priority @ Default

FUND ID

College ID 70180
Residence Halls
Fund ID E018003
Univ Housing Maint
Latitude
Longitude
Indicate on Drawing
Document 2 Upload a document
Document 4 Upload a document

Workflow
Workflow Steps:
On status of Requested: Financial Approval is required by an employee with Service Desk Role Business Manager
Request will be dispatched to CONSTRUCTION - PROJECTS (RUELLE)

Reference Material
Workflow History
Estimated Labor
Actual Labor

No records to display.
Parts / Material
Tool Types
Tools

Update Request Field Copy Close

ARCHIBUS Business Manager Home Applications Tasks - FSUTADMIN - Find a form or report

Building Operations Console

Show All Site Building Floor Problem Type More Clear Filter Recent Group By Status

0 selected

| Work Request # | Work Order | Requested Date | Building Name | Work Team Code | Work Description | Shop Priority | Supervisor | Due Date |
|----------------|------------|----------------|---------------------------|-----------------------------------|--|---------------|------------|---|
| 202076162 | 0 | 4/29/2020 | Magnolia Hall | (None) | Please adjust the equipment specified on this r... | Approve | | NONE: No effect on safety, health, environment... |
| 202065108 | 0 | 4/13/2020 | Facilities Services Compl | (None) | fix carpet, tripping hazard | Approve | | NONE: No effect on safety, health, environment... |
| 202114822 | 302016367 | 6/23/2020 | Magnolia Hall | ZONE MAINT - ZONE 9 (POE) | Testing, test 2 yd update request | Estimate | | NONE: No effect on safety, health, environment... |
| 202086402 | 302000814 | 5/13/2020 | Science & Engineering Bld | UTILITY - A/C-CONTROLS (COSTNER) | hood on the left goes into alarm when sash is r... | Estimate | | NONE: No effect on safety, health, environment... |
| 202086392 | 302020526 | 5/12/2020 | Facilities Services Compl | CONSTRUCTION - PROJECTS (RUELLE) | There is physical evidence of breakage. | Estimate | | NONE: No effect on safety, health, environment... |
| 202086391 | 302021166 | 5/12/2020 | Facilities Services Compl | OPS - BLDG SVCS-ZONE 2 (SLUSSER) | Please adjust the equipment specified on this r... | Estimate | | NONE: No effect on safety, health, environment... |
| 202086390 | 302021165 | 5/12/2020 | Facilities Services Compl | CONSTRUCTION - FIELD (LORD) | Please adjust the equipment specified on this r... | Estimate | | NONE: No effect on safety, health, environment... |
| 202085747 | 302020526 | 5/12/2020 | Facilities Services Compl | CONSTRUCTION - PROJECTS (RUELLE) | There is physical evidence of breakage. | Estimate | | NONE: No effect on safety, health, environment... |
| 202084122 | 302018921 | 5/9/2020 | Facilities Services Compl | UTILITY - A/C-CONTROLS (COSTNER) | There is physical evidence of breakage. | Estimate | | NONE: No effect on safety, health, environment... |
| 202082162 | 302017005 | 5/7/2020 | Facilities Services Compl | CONSTRUCTION - PROJECTS (RUELLE) | testing 5/7/2020 | Estimate | | NONE: No effect on safety, health, environment... |
| 202081504 | 302016368 | 5/6/2020 | Facilities Services Compl | OPS - BLDG SVCS-ZONE 7 (SMITHERS) | testing 5/6/2020, yd test Update Request button... | Estimate | | NONE: No effect on safety, health, environment... |
| 202079542 | 302014445 | 5/4/2020 | Facilities Services Compl | ZONE MAINT - ZONE 14 [D] (WEBB) | Equipment needs repair | Estimate | | NONE: No effect on safety, health, environment... |
| 202077142 | 302012085 | 4/29/2020 | Facilities Services Compl | CONSTRUCTION - PROJECTS (RUELLE) | Please adjust the equipment specified on this r... | Estimate | | NONE: No effect on safety, health, environment... |
| 202074943 | 302009906 | 4/27/2020 | Facilities Services Compl | CONSTRUCTION - PROJECTS (RUELLE) | There is physical evidence of breakage. | Estimate | | NONE: No effect on safety, health, environment... |
| 202056144 | 302009525 | 4/1/2020 | Melrose Hall | CONSTRUCTION - PROJECTS (RUELLE) | carpet is coming up, needs to be glued back down | Estimate | | NONE: No effect on safety, health, environment... |
| 202012083 | 302009745 | 1/10/2020 | Tickle Engineering | ZONE MAINT - ZONE 7 (HUTCHINS) | Please repair non-functioning a/c unit (not coo... | Estimate | | NONE: No effect on safety, health, environment... |
| 202012082 | 302008811 | 1/10/2020 | Blount Hall | UTILITY - A/C-CONTROLS (COSTNER) | Please adjust the equipment specified on this r... | Estimate | | NONE: No effect on safety, health, environment... |
| 202012065 | 302009594 | 1/9/2020 | Kingston Pike Building | CONSTRUCTION - FIELD (LORD) | Please adjust the equipment specified on this r... | Estimate | | NONE: No effect on safety, health, environment... |
| 202011010 | 302004510 | 8/27/2019 | Morgan Hall | ZONE MAINT - ZONE 8 (WAGGONER) | AUG 2019 - MORGAN HALL - Fire Watch | Estimate | | NONE: No effect on safety, health, environment... |

3. Click the "Approve/Reject" button to take the appropriate action with the work request. A small window (as seen below) will appear.

ARCHIBUS Business Manager Home Applications Tasks - FSUTADMIN - Find a form or report

Building Operations Console

Show All Site Building Floor Problem Type More Clear Filter Recent Group By Status

0 selected

| Work Request # | Work Order | Requested Date | Building Name | Work Team Code | Work Description | Shop Priority | Supervisor | Due Date |
|----------------|------------|----------------|---------------------------|-----------------------------------|--|---------------|------------|---|
| 202076162 | 0 | 4/29/2020 | Magnolia Hall | (None) | Please adjust the equipment specified on this r... | Approve | | NONE: No effect on safety, health, environment... |
| 202065108 | 0 | 4/13/2020 | Facilities Services Compl | (None) | fix carpet, tripping hazard | Approve | | NONE: No effect on safety, health, environment... |
| 202114822 | 302016367 | 6/23/2020 | Magnolia Hall | ZONE MAINT - ZONE 9 (POE) | Testing, test 2 yd update request | Estimate | | NONE: No effect on safety, health, environment... |
| 202086402 | 302000814 | 5/13/2020 | Science & Engineering Bld | UTILITY - A/C-CONTROLS (COSTNER) | hood on the left goes into alarm when sash is r... | Estimate | | NONE: No effect on safety, health, environment... |
| 202086392 | 302020526 | 5/12/2020 | Facilities Services Compl | CONSTRUCTION - PROJECTS (RUELLE) | There is physical evidence of breakage. | Estimate | | NONE: No effect on safety, health, environment... |
| 202086391 | 302021166 | 5/12/2020 | Facilities Services Compl | OPS - BLDG SVCS-ZONE 2 (SLUSSER) | Please adjust the equipment specified on this r... | Estimate | | NONE: No effect on safety, health, environment... |
| 202086390 | 302021165 | 5/12/2020 | Facilities Services Compl | CONSTRUCTION - FIELD (LORD) | Please adjust the equipment specified on this r... | Estimate | | NONE: No effect on safety, health, environment... |
| 202085747 | 302020526 | 5/12/2020 | Facilities Services Compl | CONSTRUCTION - PROJECTS (RUELLE) | There is physical evidence of breakage. | Estimate | | NONE: No effect on safety, health, environment... |
| 202084122 | 302018921 | 5/9/2020 | Facilities Services Compl | UTILITY - A/C-CONTROLS (COSTNER) | There is physical evidence of breakage. | Estimate | | NONE: No effect on safety, health, environment... |
| 202082162 | 302017005 | 5/7/2020 | Facilities Services Compl | CONSTRUCTION - PROJECTS (RUELLE) | testing 5/7/2020 | Estimate | | NONE: No effect on safety, health, environment... |
| 202081504 | 302016368 | 5/6/2020 | Facilities Services Compl | OPS - BLDG SVCS-ZONE 7 (SMITHERS) | testing 5/6/2020, yd test Update Request button... | Estimate | | NONE: No effect on safety, health, environment... |
| 202079542 | 302014445 | 5/4/2020 | Facilities Services Compl | ZONE MAINT - ZONE 14 [D] (WEBB) | Equipment needs repair | Estimate | | NONE: No effect on safety, health, environment... |
| 202077142 | 302012085 | 4/29/2020 | Facilities Services Compl | CONSTRUCTION - PROJECTS (RUELLE) | Please adjust the equipment specified on this r... | Estimate | | NONE: No effect on safety, health, environment... |
| 202074943 | 302009906 | 4/27/2020 | Facilities Services Compl | CONSTRUCTION - PROJECTS (RUELLE) | There is physical evidence of breakage. | Estimate | | NONE: No effect on safety, health, environment... |
| 202056144 | 302009525 | 4/1/2020 | Melrose Hall | CONSTRUCTION - PROJECTS (RUELLE) | carpet is coming up, needs to be glued back down | Estimate | | NONE: No effect on safety, health, environment... |
| 202012083 | 302009745 | 1/10/2020 | Tickle Engineering | ZONE MAINT - ZONE 7 (HUTCHINS) | Please repair non-functioning a/c unit (not coo... | Estimate | | NONE: No effect on safety, health, environment... |
| 202012082 | 302008811 | 1/10/2020 | Blount Hall | UTILITY - A/C-CONTROLS (COSTNER) | Please adjust the equipment specified on this r... | Estimate | | NONE: No effect on safety, health, environment... |
| 202012065 | 302009594 | 1/9/2020 | Kingston Pike Building | CONSTRUCTION - FIELD (LORD) | Please adjust the equipment specified on this r... | Estimate | | NONE: No effect on safety, health, environment... |
| 202011010 | 302004510 | 8/27/2019 | Morgan Hall | ZONE MAINT - ZONE 8 (WAGGONER) | AUG 2019 - MORGAN HALL - Fire Watch | Estimate | | NONE: No effect on safety, health, environment... |

Approve or Reject Work Request 202076162

Comments

Reject Back To:
Creator FSUCUSTOMER (HENDERSON, CAROL ANN H - 112146)

Forward Approve Reject

4. The Business Manager may forward, approve, or reject the work request by clicking the appropriate button in the new window. They may also add comments related to the work request. Should the Business Manager select Reject, the work request will be removed from the system.

Reporting for the Business Manager

ARCHIBUSBusiness Manager HomeApplicationsFSUTADMIN - Find a form or report

Note 1

Note 2

Work Mgmt

Request Service (Work Request)
Approve/Review Active Work Requests
View Billed Work Requests
View All Work Requests (Closed)

Alerts

12 Ave Turnaround Time (Days)
2,474 WRs Completed (last month)
6.17 Ave Response Time (Hrs)
3,350 WRs Requested (last month)

Help

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Space - Reports

Campus Building List
Campus Building List with Room Data
Location of Work Requests
View Floor Plans (CC Highlighted)
View Floor Plans (Occupancy Plan)
View Floor Plans with Room Data
View Rooms by Building & Floor
View Rooms by Floor & Resp. CC
View Rooms by College & Resp. CC
Highlight Rooms by Multiple Selections with Legend
View Rooms by Category & Area Type
Vacancies by Department

Keys - Request

Key Request

Business Mgmt

Schedule Substitutes

Note 1: “Review All Billed Work” shows only transactions billed in IRIS. See next page for an example of the new window which will appear.

Note 2: “Review All Closed Work” shows transactions billed in IRIS and work done with no charge. See next page for an example of the new window which will appear.

ARCHIBUSBusiness Manager HomeApplicationsTasks - FSUTADMIN - Find a form or report

Review Billed Work Orders

Work Order #: 202013666 All Page 1 of 82 Next »

XLS

| Work Order # | Work Request # | Work Request Status | Building Name | Work Team Code | Work Order Is Chargeable? | Total Cost | Problem Type | Work Description | Date Work Requested | Date Work Completed |
|--------------|----------------|---------------------|---|---|---------------------------|------------|---|--|---------------------|---------------------|
| Details | 302013666 | 202001502 Completed | Magnolia Hall | CIS - IT (MCCARTER) | Yes | 83.88 | COMPUTER/IT/PROVIDE DESCRIPTION BELOW | Followup in Archibus | 5/6/2020 | 5/6/2020 |
| Details | 302005596 | 202006671 Completed | Volunteer Hall | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 61.25 | FIRE ALARM/REPAIR/TROUBLESHOOT (SYSTEM) | 8/12/19 Fire Panel Trouble | 8/13/2019 | 8/13/2019 |
| Details | 302005726 | 202006626 Completed | Frank G Clement Hall | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 40.75 | FIRE ALARM/OTHER: PROVIDE DESCRIPTION BELOW | Clement Hall- 5th floor Strobe Circuit SIG 8 co... | 8/12/2019 | 8/22/2019 |
| Details | 302005706 | 202006626 Completed | Veterinary Medical Center | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 77.50 | MAGLOCK/REPAIR/TROUBLESHOOT | Exterior doors at the small animal clinic are s... | 8/10/2019 | 8/12/2019 |
| Details | 302005691 | 202006626 Completed | Reese Hall | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 32.75 | FIRE ALARM/REPAIR/TROUBLESHOOT (SYSTEM) | 08/08/19 FIRE PANEL S.A. ELECTRICAL | 8/12/2019 | 8/12/2019 |
| Details | 302005686 | 202006626 Completed | Stokely Hall | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 16.38 | FIRE ALARM/REPAIR/TROUBLESHOOT (SYSTEM) | 08/08/19 FIRE ALARM S.A. ELECTRICAL | 8/12/2019 | 8/12/2019 |
| Details | 302005383 | 202006626 Completed | Carroll Hall North | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 75.64 | FIRE ALARM/REPAIR/TROUBLESHOOT (SYSTEM) | 08/07/19 FIRE PANEL S.A. ELECTRICAL | 8/8/2019 | 8/8/2019 |
| Details | 302005381 | 202006113 Completed | Delta Delta Delta Sorority | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 73.50 | FIRE ALARM/REPAIR/TROUBLESHOOT (SYSTEM) | 08/04/19 FIRE PANEL S.A. ELECTRICAL | 8/8/2019 | 8/12/2019 |
| Details | 302005360 | 202006068 Completed | Student Aquatic Center | UTILITY - A/C CONTROLS (COSTNER) | Yes | 441.00 | A/C SHOP/A/C CONTROLS | air controls for the out door pool filter unit... | 8/7/2019 | 8/19/2019 |
| Details | 302005336 | 202006039 Completed | Kappa Delta Sorority | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 61.13 | FIRE ALARM/REPAIR/TROUBLESHOOT (SMOKE DETECTOR) | repairing a/c system. need smoke detector disab... | 8/7/2019 | 8/8/2019 |
| Details | 302005302 | 202006004 Completed | Carroll Hall South | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 73.50 | BUILDING SECURITY/PROVIDE DESCRIPTION BELOW | 8/6/19 South Carick Room 1112 Smoke-detector a... | 8/7/2019 | 8/8/2019 |
| Details | 302005262 | 202005959 Completed | Fred D. Brown, Jr. Residence Hall | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 92.02 | BUILDING SECURITY/PROVIDE DESCRIPTION BELOW | Fred Brown Supervisory Alarm Called in by Centr... | 8/6/2019 | 8/8/2019 |
| Details | 302004972 | 202005631 Completed | Thompson-Boling Assembly Center and Arena | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 32.75 | FIRE ALARM | 8/5/19 Fire Alarm George | 8/5/2019 | 8/14/2019 |
| Details | 302004828 | 202005493 Completed | Morrill Hall | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 73.50 | FIRE ALARM/REPAIR/TROUBLESHOOT (SYSTEM) | 08/3/19 FIRE ALARM S.A. ELECTRICAL | 8/5/2019 | 8/6/2019 |
| Details | 302004771 | 202005395 Completed | Facilities Services Complex | ADMIN & SUPPORT - CENTRAL SUPPLY (MAPLES) | Yes | 399.60 | WAREHOUSE ISSUE/CENTRAL STORES WAREHOUSE | RADIO BATTERIES FOR FIRE WATCH | 8/2/2019 | 8/5/2019 |
| Details | 302004160 | 202004750 Completed | Volunteer Hall | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 32.75 | FIRE ALARM/REPAIR/TROUBLESHOOT (SYSTEM) | 07/30/19 FIRE PANEL S.A. ELECTRICAL | 7/31/2019 | 8/1/2019 |
| Details | 302004159 | 202004751 Completed | White Hall | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 16.38 | FIRE ALARM/REPAIR/TROUBLESHOOT (SYSTEM) | 07/30/19 FIRE PANEL S.A. ELECTRICAL | 7/31/2019 | 8/1/2019 |
| Details | 302004150 | 202004755 Completed | Lambda Chi Alpha Fraternity House | UTILITY - ELECTRICAL-BLDG SECURITY SYS (WE88) | Yes | 40.75 | FIRE ALARM/REPAIR/TROUBLESHOOT (SYSTEM) | 07/29/19 fire panel S.A. ELECTRICAL | 7/31/2019 | 8/1/2019 |

Note 3: Clicking “Details” to the left of the work order number will open a new window similar to the one seen below. From the new window, you will be able to select and print a Summary Report, Labor Report or a Material Report.

ARCHIBUS Business Manager Home Applications Tasks - FSUTADMIN - or report

Work Request Summary Summary Report Labor Report Material Report Close

Work Request # 202006626
 Description Clement Hall- 5th floor Strobe Circuit SIG-8 coming in and out of
 Open circuit
 Work Team Code UTILITY - ELECTRICAL-BLDG
 SECURITY SYS (WEBB)
 Shop Priority NONE: No effect on safety, health, environment, mission
 Status Completed

Work Order # 302005726
 Problem Type FIRE ALARM/OTHER: PROVIDE
 DESCRIPTION BELOW
 Problem Location Fire Panel

General Details

Requested by GOMETZ, ERIC JAMES - 247711
 Requested For HENDERSON, CAROL ANN H - 112146
 Date Requested 8/12/2019
 Time Requested 11:08 PM
 Location -
 College ID 70180
 Fund ID E018003
 Latitude
 Longitude
 Document 1
 Document 3
 Related Requests

Requested By Info
 Requested For Info

Date Required
 Time Required
 Building Name Clement Hall
 GL Account 436100
 Date to Perform 8/12/2019
 Time to Perform Work 6:19 AM
 Equipment Code
 Document 2
 Document 4

Notes / Comments
Reference Material
Estimated Labor

| Craftsperson | Date | Time | Estimated Hours | Actual Hours | Holidaytime Hours | Overtime Hours | Cost Total | Date Started | Time Started | Date Finished | End Time |
|-------------------------------|-----------|---------|-----------------|--------------|-------------------|----------------|------------|--------------|--------------|---------------|----------|
| COWDEN, WAYNE STEVEN - 105407 | 8/12/2019 | 6:19 AM | 0.00 | 1.00 | 0.00 | 0.00 | 40.75 | | | | |

Parts / Material
Tools
Other Costs
Total Costs

| Estimated Costs | Actual Costs | Chargeable | Costs |
|------------------------------|-------------------------|--|---------------------------------------|
| Estimated Cost of Parts 0.00 | Cost of Parts 0.00 | Parts Upcharge? No <input type="text"/> | Parts Upcharge Cost 0.00 |
| Estimated Cost of Labor 0.00 | Cost of Labor 40.75 | Project Management Upcharge? No <input type="text"/> | Project Management Upcharge Cost 0.00 |
| Estimated Cost of Tools 0.00 | Cost of Tools 0.00 | Is Chargeable? Yes <input type="text"/> | |
| Estimated Other Costs 0.00 | Other Costs 0.00 | Billed? Yes <input type="text"/> | |
| Estimated Total Cost 0.00 | Actual Total Cost 40.75 | | Total WR Cost 40.75 |

Example of a Report Available to the Business Manager

BIRT Report Viewer

Showing page 1 of 1 Go to page:

PROJECT SUMMARY (WO #302054322) **FACILITIES SERVICES**

Building: Presidential Court
 Contact: HONS, PAUL ALLEN; PH: 865 974-5346
 Approver:
 Descr: 2nd Floor-Mens Restroom- Remove Graffiti from Stall Wall.

Requested: June 18, 2020
 Completed: June 19, 2020
 Ready to Bill? Yes
 Chargeable? Yes

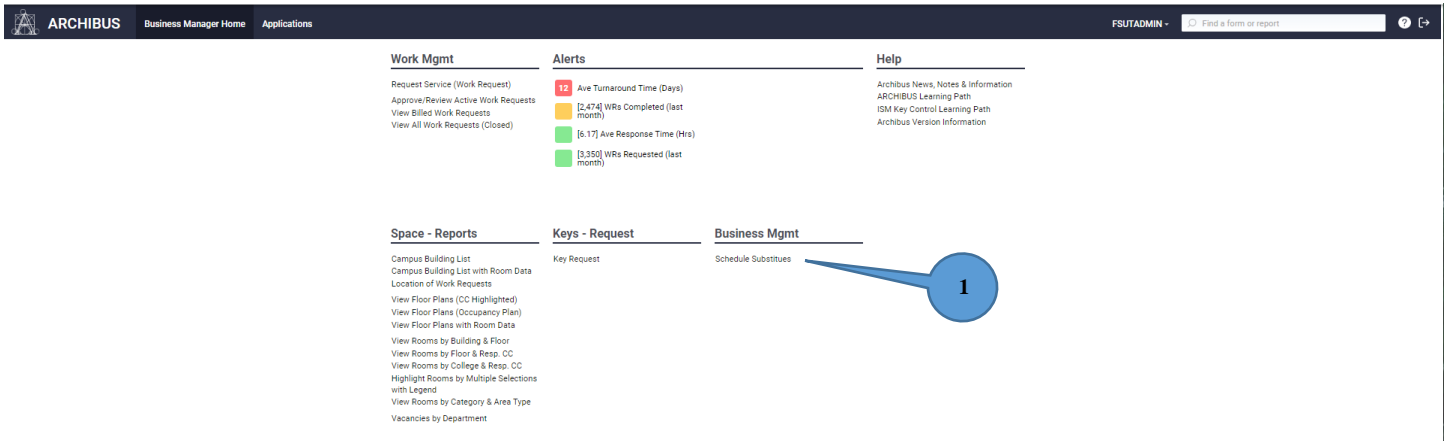
| TOTAL LABOR COST | TOTAL MATERIAL COST | PROJECT COORDINATION | TOTAL COST |
|------------------|---------------------|----------------------|------------|
| \$62.50 | \$0.00 | \$0.00 | \$62.50 |

| WR # | Work Team | Fund ID | Status | Labor | Material | Proj Coord | WR Total | IRIS # |
|-----------|--|---------|--------|---------|----------|------------|----------|--------|
| 202060039 | E018970: ZONE MAINT - ZONE 4 [D] (WEBB) | E018970 | Com | \$62.50 | \$0.00 | \$0.00 | \$62.50 | |

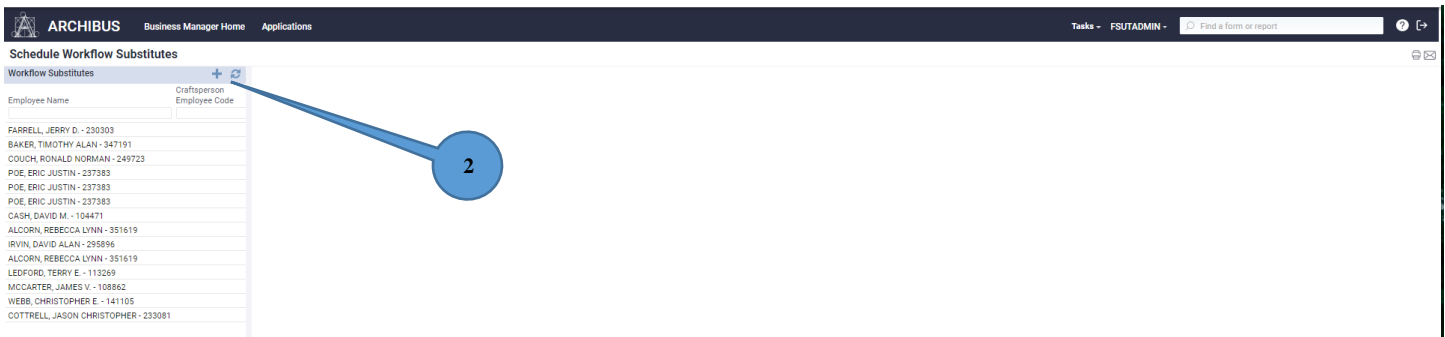
Jun 23, 2020, 3:23 PM

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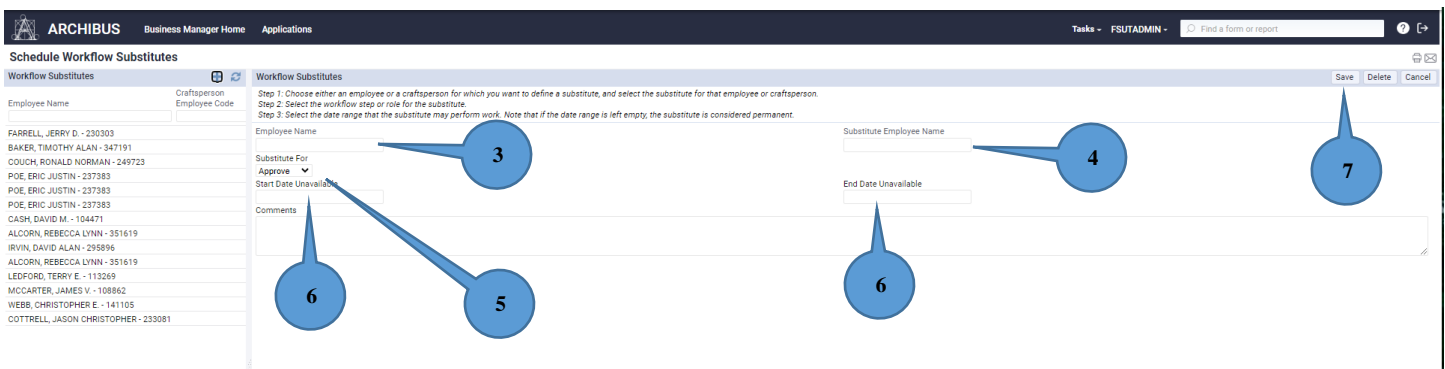
HOW TO SCHEDULE SUBSTITUTES



1. It may be necessary to select a substitute to fill in in the event a Business Manager is absent. From the Business Manager Home, click “Schedule Substitutes” under Business Management.



2. Click “Add New” (the plus symbol) on the Workflow Substitutes screen.



3. Using the ellipses button, select the name of the employee who will be absent.

4. Using the ellipses button, select the name of the employee to act as a substitute.

5. Select the level of approvals for the substitute.

6. Enter start and end dates.

Note: If no dates are entered, the substitute will remain activated until removed.

7. Click the "Save" button.