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.

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.

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.

Work Request (screenshot 1)

EDITABLE DESCRIPTION → Description* Please adjust the equipment specified on this request.

Work Request # 202076162

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

General Details

Requested by HENDERSON, CAROL ANN H - 112146

Requested For

Date Requested 4/29/2020

Time Requested 10:32 AM

Location* KNOX 50135000 G G031

Building Name Magnolia Hall

GL ACCOUNT → 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

Requested By Info

Date Required

Time Required

College ID 70180 Residence Halls

FUND ID → 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

CLICK TO SAVE CHANGES

Building Operations Console (screenshot 2)

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

Approve or Reject Work Request 202076162

Comments

Reject Back To:
● Creator FSCUSTOMER (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

ARCHIBUS Business Manager Home   Applications   FSUTADMIN ▾   🔍 Find a form or report

Work Mgmt
Request Service (Work Request)
Approve/Review Active Work Requests   ← **Note 1**
View Billed Work Requests
View All Work Requests (Closed)   ← **Note 2**

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
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 Substitues

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.

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

Review Billed Work Orders   XLS
Work Order #: 2 [207] 3 [2880] All [4097]   Page 1 of 82   Next >>

	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	302016366	202081502	Completed	Magnolia Hall	CIS - IT (MCCARTER)	Yes	83.88	COMPUTER/IT/PROVIDE DESCRIPTION BELOW	Followup in Archibus	5/6/2020	5/6/2020
Details	302005896	202006671	Completed	Volunteer Hall	UTILITY - ELECTRICAL-BLDG SECURITY SYS (WEBB)	Yes	61.25	FIRE ALARM/REPAIR/TROUBLESHOOT (SYSTEM)	8/12/19: Fire Panel Trouble	8/13/2019	8/13/201
Details	302005726	202006626	Completed	Frank G Clement Hall	UTILITY - ELECTRICAL-BLDG SECURITY SYS (WEBB)	Yes	40.75	FIRE ALARM/OTHER: PROVIDE DESCRIPTION BELOW	Clement Hall- 5th floor Strobe Circuit SIG:8 co...	8/12/2019	8/22/201
Details	302005706	2020... Completed	Veterinary Medical Center	UTILITY - ELECTRICAL-BLDG SECURITY SYS (WEBB)	Yes	77.50	MAGLOCK/REPAIR/TROUBLESHOOT	Exterior doors at the small animal clinic are s...	8/10/2019	8/12/201
Details	302005691	202006...		Reese Hall	UTILITY - ELECTRICAL-BLDG SECURITY SYS (WEBB)	Yes	32.75	FIRE ALARM/REPAIR/TROUBLESHOOT (SYSTEM)	08/08/19 FIRE PANEL. S.A. ELECTRICAL	8/12/2019	8/12/201
Details	302005686	202006...	**Note 3**	Stokely Hall	UTILITY - ELECTRICAL-BLDG SECURITY SYS (WEBB)	Yes	16.38	FIRE ALARM/REPAIR/TROUBLESHOOT (SYSTEM)	08/08/19 FIRE ALARM. S.A. ELECTRICAL	8/12/2019	8/12/201
Details	302005383	202006...		Carrick Hall North	UTILITY - ELECTRICAL-BLDG SECURITY SYS (WEBB)	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 (WEBB)	Yes	73.50	FIRE ALARM/REPAIR/TROUBLESHOOT (SYSTEM)	08/06/19 FIRE PANEL. S.A. ELECTRICAL	8/8/2019	8/12/201
Details	302006068	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 isn't...	8/7/2019	8/19/201
Details	302005336	202006039	Completed	Kappa Delta Sorority	UTILITY - ELECTRICAL-BLDG SECURITY SYS (WEBB)	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	Carrick Hall South	UTILITY - ELECTRICAL-BLDG SECURITY SYS (WEBB)	Yes	73.50	BUILDING SECURITY/PROVIDE DESCRIPTION BELOW	8/6/19 South Carrick 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 (WEBB)	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 (WEBB)	Yes	32.75	FIRE ALARM	8/5/19 Fire Alarm George	8/5/2019	8/14/201
Details	302004828	202005493	Completed	Morrill Hall	UTILITY - ELECTRICAL-BLDG SECURITY SYS (WEBB)	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 (WEBB)	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 (WEBB)	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 (WEBB)	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 ▾

Work Request Summary

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

Summary Report Labor Report Material Report Close

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

▾ 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
▾ Actual 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		Parts Upcharge Cost		0.00
Estimated Cost of Labor	0.00	Cost of Labor	40.75	Project Management Upcharge?	No		Project Management Upcharge Cost		0.00
Estimated Cost of Tools	0.00	Cost of Tools	0.00	Is Chargeable?	Yes				
Estimated Other Costs	0.00	Other Costs	0.00	Billed?	Yes		Total WR Cost	40.75	
Estimated Total Cost	0.00	Actual Total Cost	40.75						

Close

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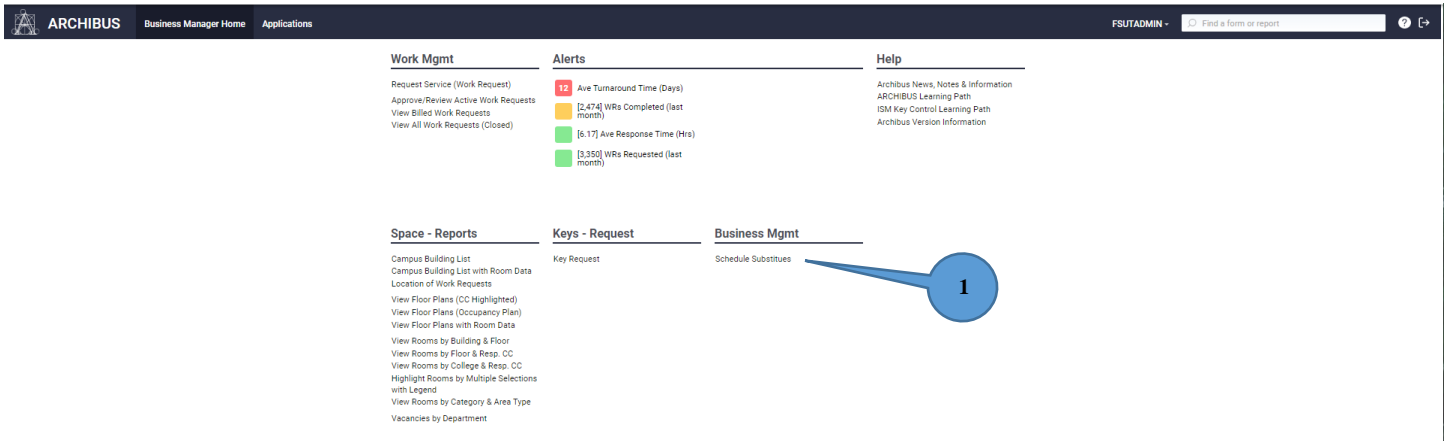**Completed:** June 19, 2020
Ready to Bill? Yes
Chargeable? Yes

TOTAL LABOR COST	TOTAL MATERIAL COST	PROJECT COORDINATION	TOTAL COST
$62.50	$0.00	$0.00	$62.50

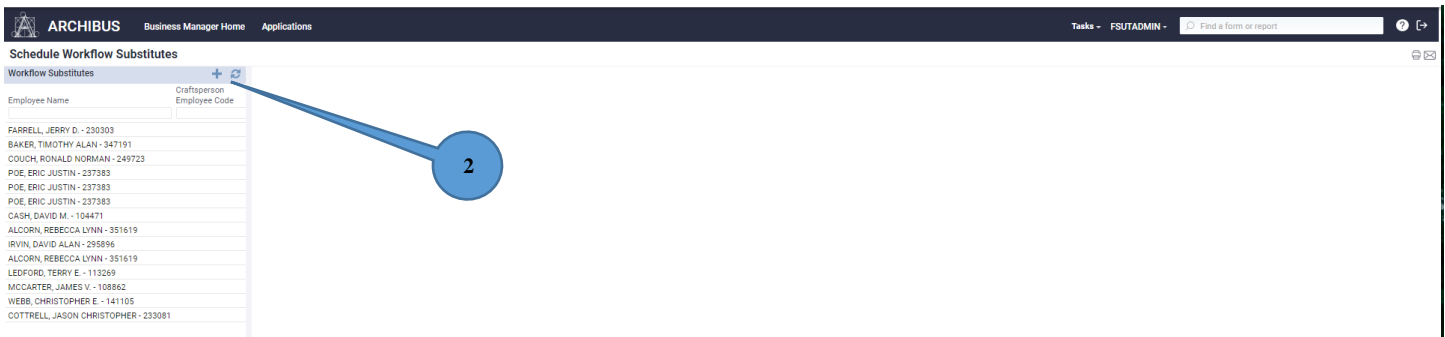| WR #	Work Team	Fund ID	Status	Labor	Material	Proj Coord	WR Total	IRIS #
202060039	E018970: ZONE MAINT - ZONE 4 [D] (WEBB)	E018970	Com	$62.50	$0.00	$0.00	$62.50	
							$62.50	

Jun 23, 2020, 3:23 PM   Page 1 / 1
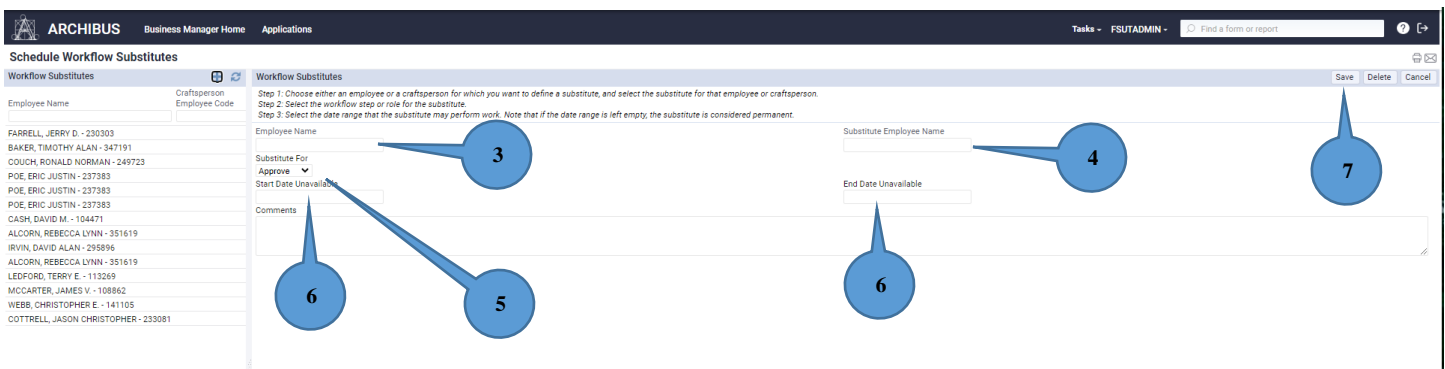
Close

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.