

## PROCESSING A WORK REQUEST

(Building Operations Management Console under Work Management on Employee Homepage)

Note 1: You may review any job request you have by clicking on the work request number. The *estimate*, *schedule*, *issue*, and *cancel* buttons shown above only appear on the Supervisor role.

**Building Operations Console**

Request Service

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	
Note 1						
202114822	302016367	6/23/2020	Magnolia Hall	ZONE MAINT - ZONE 9 (POE)	Testing, test 2 yd update request	Estimate

**ARCHIBUS** Supervisor Home Applications Tasks FSUTADMIN Find a form or report

### Work Request

**Work Request Summary**

Work Request # 202114822	Work Order # 302016367
Description* Testing, test 2 yd update request	Problem Type* AIR COMPRESSOR PROVIDE DES
Work Team Code ZONE MAINT - ZONE 9 (POE)	Problem Location
Shop Priority NONE: No effect on safety, health, environment, mission	Status Approved

Shop Assist Map

- General Details
- Reference Material
- Workflow History
- Estimated Labor
- Actual Labor

No records to display.

- Parts
- Tool Types
- 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
Estimated Cost of Labor 0.00	Cost of Labor 0.00		Project Management Upcharge Cost

Update Request Field Copy Forward Request Close

Note 2

Note 2: (**Supervisor Role**) Clicking the “Forward Request” button will send the work request to a completely new shop. This is to be used only if the original shop has not done any work on the work request.

## PROCESSING A WORK REQUEST CONTINUED

<input type="checkbox"/> Work Request #	Work Order	Requested Date	Building Name	Work Team Code	Work Description	
Requested (2/2)						#1
Approved (32/32)						
<input type="checkbox"/> 202114822	302016367	6/23/2020	Magnolia Hall	ZONE MAINT - ZONE 9 (POE)	Testing, test 2 yd update request	Estimate

1. **(Supervisor Role)** Under Assigned to Work Order list on Building Operations Console, locate specific work request, click “Estimate”.

Building Operations Console

### Estimate Work Request 202114822

Estimate requests to more accurately budget, to schedule labor, and to reserve parts. You can change your estimates until you issue the request.

#2

Estimate Trades Add

No records to display.

Estimate and Reserve Parts Add

No records to display.

Estimate Other Costs Add

No records to display.

Summary of Estimated Costs

Estimated Cost of Labor	0.00	Project Management Upcharge Cost	0.00
Estimated Cost of Parts	0.00	Parts Upcharge Cost	0.00
Estimated Other Costs	0.00		
Estimated Total Cost	0.00	Total Upcharge Cost	0.00

#3

Send Estimate Close

2. **(Supervisor Role)** In a new window, click “Add Trade” to assign a trade.

Note 1: **(Supervisor Role)** If needed, add any parts required for the work request. Clicking “add parts” will open the window below. Use ellipses button to add parts by their stock number. Enter quantity requested and unit of issue. Click “Save”. This same parts request window is available to the Craftsperson after the job has issued.

Add Part

Note 1

Part Code\*

Quantity Requested 0.00

Units of Issue

Storage Location Code MAIN

Part Description

Part Status SHOPPING

Requested by GARLAND, KEVIN A. - 153642

Issued To

Save Cancel

## PROCESSING A WORK REQUEST CONTINUED

3. Click “Save”.

This screenshot shows the top header bar of the work request interface. It contains the text '9 (POE)', 'Testing, test 2 yd update request', and a row of buttons: 'Estimate', 'Schedule', 'Issue', and 'Cancel'. To the right of these buttons is the text 'NONE: No effect on safety, health, environment,...'. A blue callout box labeled '#4' points to the 'Schedule' button.

4. (Supervisor Role) Click “Schedule”.

This screenshot shows the 'Schedule Work Request 202114822' window. At the top, it says 'Schedule requests to better plan and balance work for teams and craftpersons. You can change the schedule assignments until you issue the request.' Below this are three sections: 'Estimated Labor', 'Actual Labor', and 'Tools'. Each section has a 'No records to display.' message. A blue callout box labeled '#5' points to the 'Assign Craftsperson' button in the 'Actual Labor' section. Another blue callout box labeled '#6' points to the 'Close' button at the bottom right of the window. There is also an 'Assign Tool' button in the 'Tools' section and a 'Note 1' label at the bottom right.

5. (Supervisor Role) In a new window, click “Assign Craftsperson” to assign an employee by name.

Note 1: Click “Assign Tool” to reserve unique tools like forklifts or aerial lifts.

6. Click “Close”.

This screenshot shows the top header bar of the work request interface, similar to the first one. It contains the text '9 (POE)', 'Testing, test 2 yd update request', and a row of buttons: 'Estimate', 'Schedule', 'Issue', and 'Cancel'. To the right of these buttons is the text 'NONE: No effect on safety, health, environment,...'. A blue callout box labeled '#7' points to the 'Issue' button.

7. (Supervisor Role) Click “Issue” to send this work request to the assigned craftsperson. Click “Yes” on the confirmation message which pops up after clicking “Issue”.

## PROCESSING A WORK REQUEST CONTINUED

8. **(Supervisor Role/ Craftsperson Role)** Under Issued and In Process list on the Building Operations Console, click “Update” to update employee time taken on the job.

Note 2- Clicking the “Hold” button will allow the craftsperson to place the job on hold for labor, access, or parts. This action will also notify the requestor that the job is on hold.

Note 3- Clicking the “Stop” button stops progress on the work request completely, but allows the work previously done to be billed. This action will also notify the requestor that the job has been stopped.

Craftsperson	Date Assigned	Time Assigned	Estimated Hours	Actual Hours	Holidaytime Hours	Overtime Hours	Cost Total	Date Started	Time Started	Date Finished	Time Finished	Assignme Status
BAKER, TERRY DALE - 115993	5/6/2020	11:58 AM	2.00	0.00	0.00	0.00						Active

Estimated Costs		Actual Costs		Chargeable		Costs	
Estimated Cost of Parts	0.00	Cost of Parts	0.00	Parts Upcharge?	No	Parts Upcharge Cost	
Estimated Cost of Labor	55.50	Cost of Labor	0.00	Project Management Upcharge?	No	Project Management Upcharge Cost	
Estimated Cost of Tools	0.00	Cost of Tools	0.00	Is Chargeable?	Yes		
Estimated Other Costs	0.00	Other Costs	0.00	Billed?	No		
<b>Estimated Total Cost</b>	<b>55.50</b>	<b>Actual Total Cost</b>	<b>0.00</b>	<b>Total WR Cost</b>			

9. **(Supervisor Role/ Craftsperson Role)** In a new window, click the blue numbers to update actual hours spent on the job.

Note 1- Enter overtime hours if needed. This would be hours on the job over 8 hours each day.

Note 2- Enter holiday time hours if needed. Enter only if work occurred on Holiday or Administrative Closing.

10. Click “Other Costs” to add shop stock used on the job. Once you click the “Other Costs” button, the “Add” button will become active. Click “Add”.

## PROCESSING A WORK REQUEST CONTINUED

Add Other Cost

Purchase Doc / Shop Stock\*

Shop Stock

Date Used\*

7/8/2020

Other Resource Description

Quantity Used

0.00

Units

Estimated Cost

0.00

Actual Cost

0.00

Save

Cancel

11. Add all items/shop stock used under “Other Resource Description”. You must itemize all additional items here and enter the total cost of all the items combined next to “Actual Cost”. Click “Save”.

12. Click “Close”.

(85/85)

2016367

5/6/2020

Magnolia Hall

ZONE MAINT - ZONE 9 (POE)

Testing, test 2 yd update request

Hold

Stop

Update

Complete

13. **(Supervisor/Craftsperson Role)** Click “Complete” when the job is reported as finished. Click “Yes” for the confirmation message which pops up.

#14

Verify

View

14. **(Supervisor Role)** Under Completed list on the Building Operations Console, locate the work request and click “Verify”.

## PROCESSING A WORK REQUEST CONTINUED

Verify Work Request 202056145

Comments

#15

Note 1

Confirm Return Incomplete

15. **(Supervisor Role)** Click “Confirm” to verify completion of the work request.

Note 1- Should a work request need to go back to the craftsperson for rework, click “Return Incomplete”. Enter the reason for the return in the comments (hours not recorded, stock not recorded, etc.)