

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	
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 Description* Testing, test 2 yd update request

Work Order # 302016367 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

- 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: (**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	
<input checked="" type="checkbox"/>	Requested (2/2)						#1
<input checked="" type="checkbox"/>	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.

#1

Estimate Trades Add

No records to display.

Note 1

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	Total Upcharge Cost	0.00
Estimated Total Cost	0.00		

#2

#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

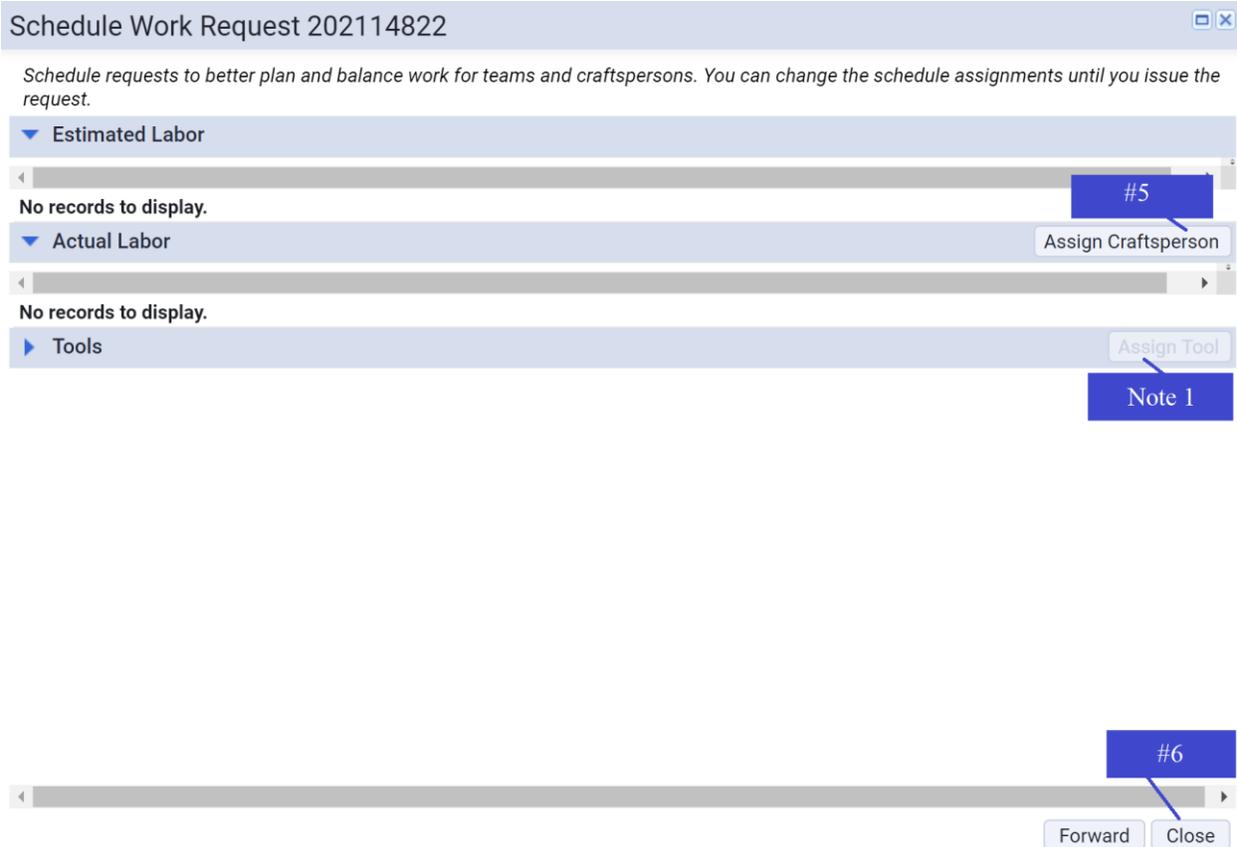
Save Cancel

PROCESSING A WORK REQUEST CONTINUED

3. Click “Save”.



4. **(Supervisor Role)** Click “Schedule”.



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”.



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”.

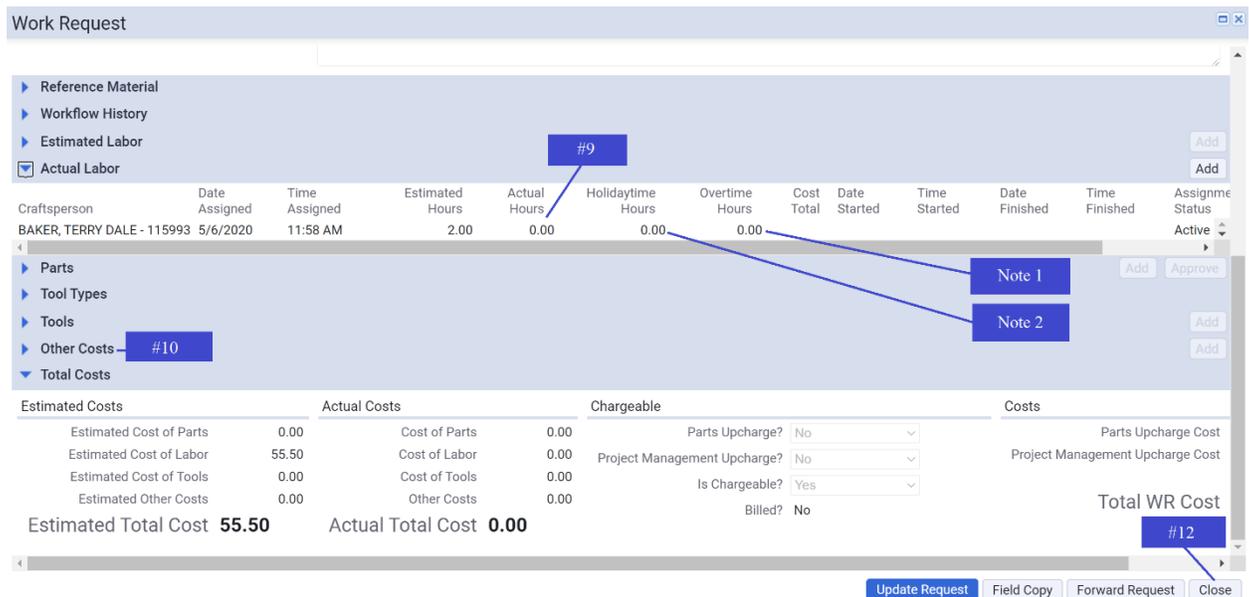
PROCESSING A WORK REQUEST CONTINUED



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.



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.)