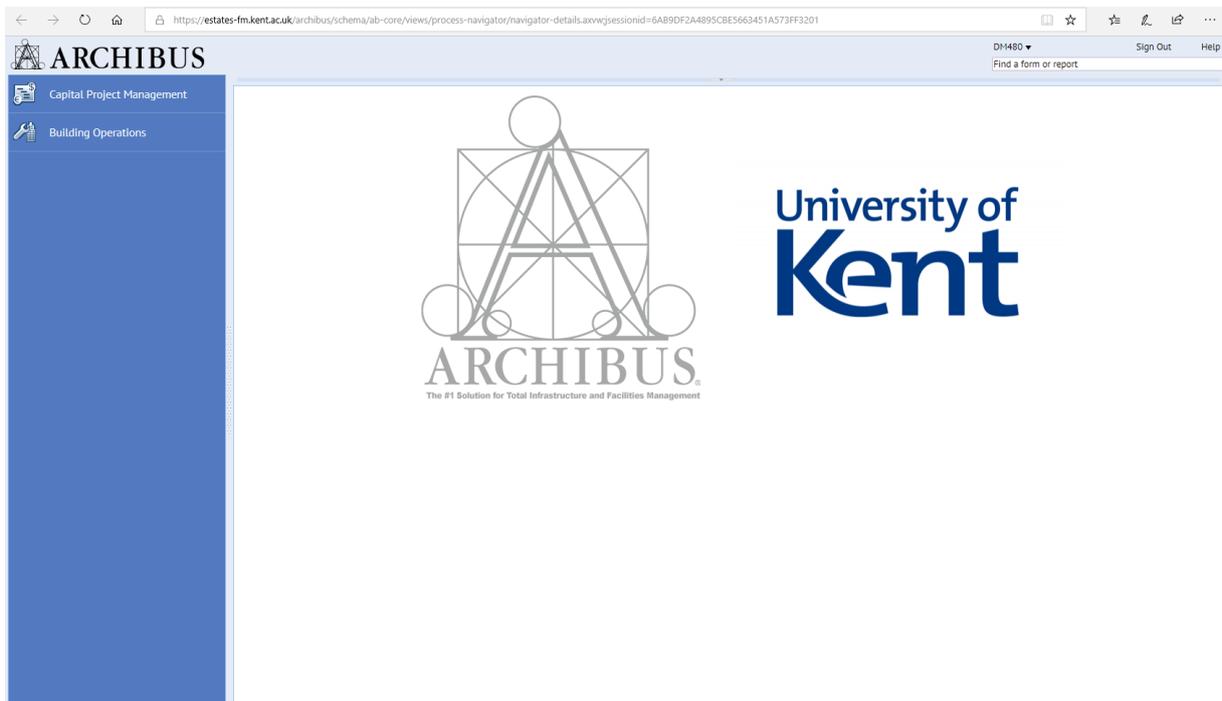# Guide to Using Archibus

Log in to system using the link:
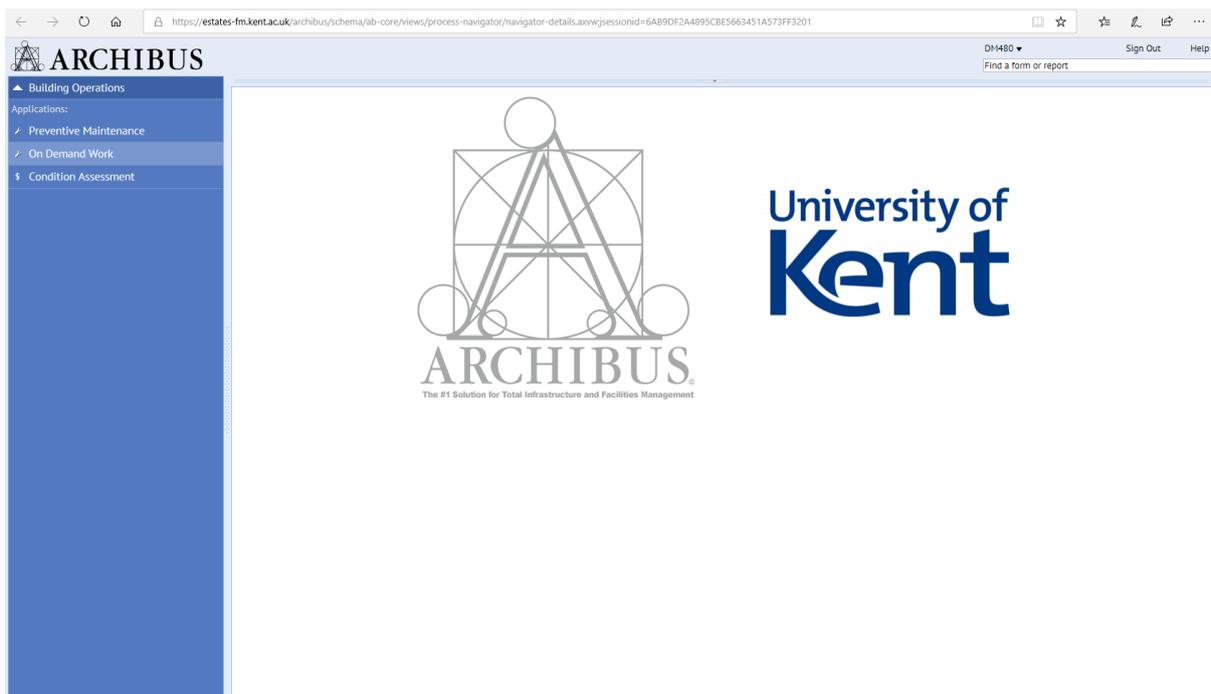
<u>To Create a Work Request</u>

Screenshots show each part of the request screen to highlight the area being described.
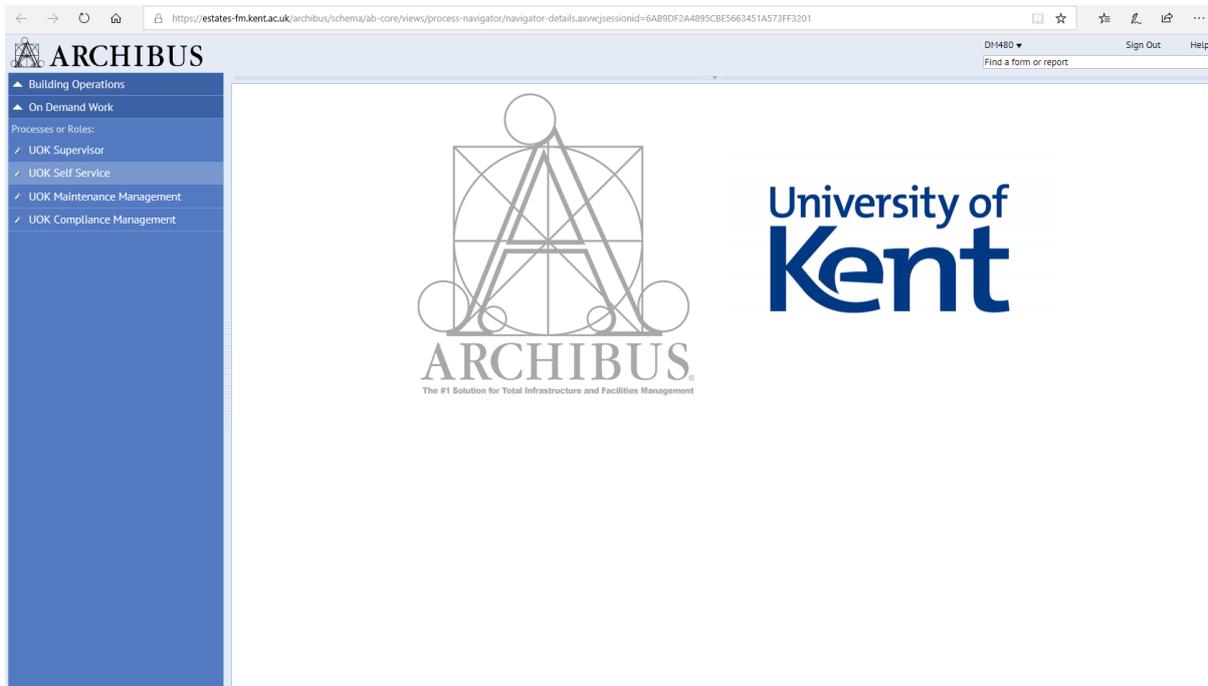
1) Click on the "Building Operations" button in the left hand column

2) Click on the "On Demand Work" in the Left hand column

2) Click on "UOK Self Service"

3) Click on "Report Problem"

4) Enter your requestor details in the first section if this is not automatically filled in for you.

5) If you are not making the request for the room you are based in, (i.e. your office or reception area) uncheck the "same as requestor" box that is approximately half way down the page under the "REQUESTED BY" section. Then manually delete the "Building Code"

entry. You can now make a defect request for any area, this will explained in further detail in the steps below.

6) Click in the "Building Code" box and then the blue ellipsis box on the right side of the box.

7) This will bring up a list of buildings across campus, the list is not comprehensive so you will need to type in the building code in the "building code" filter box at the top if you know what this is. If you do not know the code then type in the name of the building in the "Building Name" box (i.e Parkwood) and press "Enter"

8) You can now select from list the exact area you are making a request for (i.e Parkwood – Marley Court).

Click on the chosen area and it will automatically enter onto the form. By doing this it will automatically fill in the "Site code" (i.e. CANT)

The room number can now be added by clicking on the room code and again clicking on the blue ellipsis box in the "Room Code" box, again this list is not comprehensive so you will need to type in the room code (e.g 12c) and press "enter". Click on the highlighted entry shown to update the request form. PLEASE NOTE COLLEGE ROOMS ARE IDENTIFIED BY THE BLOCK AND FLOOR FOLLOWED BY A DOT THEN THE ROOM NUMBER e.g Keynes I2.1

If the room code cannot be found then do not worry just make sure you type the room in the description box at the beginning of the description.

8) Now complete the description of the fault in the "Description"

The form should now be complete, once you are satisfied that it is, click on the "Submit" button. Alternatively, if you would like to add a document such as a photo, click on the "Add Documents" button

You will now see a pop up saying: