



Australian National University

Drag or upload files and add descriptions of these files.

Make sure the document lock status is set to **"Unlocked"**.

*You can also indicate on drawing function to add more details to the floorplan

2. Click **"Forward Request"** on the right side

The screenshot shows the Archibus Work Request interface. The main form is titled "Work Request" and includes fields for Location (Site Code, Building Code, Floor Code, Room Code, Problem Location, Latitude, Longitude), Problem (Priority, Status, Problem Type, Cause Code, Craftperson's Note, Equipment Code, Equipment Standard), and Request Details (Requested By, Requester's Phone #, Date Requested, Date to Perform, Due Date, Schedule, and a note about completion and approval). A red arrow points to the "Forward Request" button at the bottom right of the form.

3. Select the vendor by name or team code and click **"Save"**

The screenshot shows the Archibus Work Request interface with a "Forward Work Request" dialog box open. The dialog box has fields for "Supervisor" and "Work Team Code". A red arrow points to the "Work Team Code" field. The background form is dimmed, showing the same fields as in the previous screenshot. A URL is visible at the bottom: <https://hms.anu.edu.au/archibus/schema/ab-bldqops-console-wr-details-new.xcwf#>

