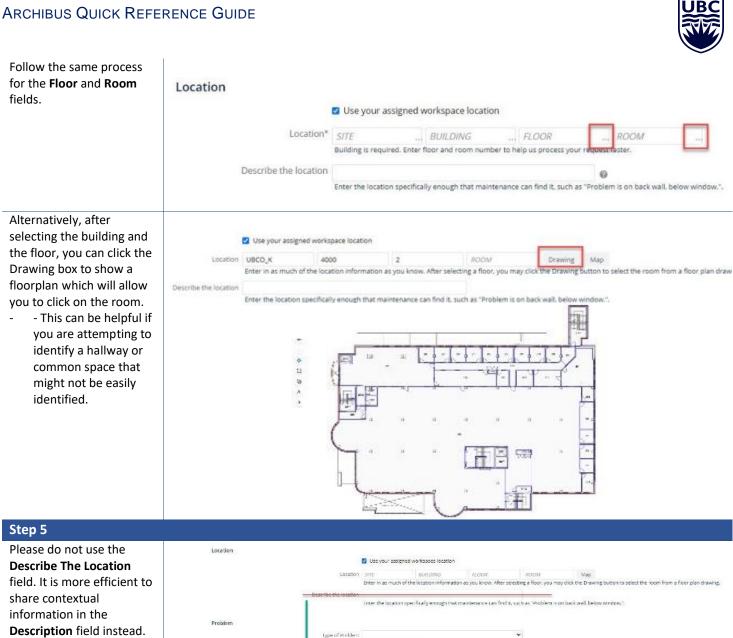


# HOW TO SUBMIT AN EVENT REQUEST

Step 1								
Near the top left corner of the main interface, select "Corrective Maintenance"	Å Archibus		Browse all	UBCO Requestor	UBCO Requestor			
and then select "Enter	,O Search	>	UBCO Requestor	K Enter Service	Request			
Service Request."			_					
Service Request.	☆ Favorites	>		Edit Service F	lequests			
	@ Corrective			View Service	Requests			
	Maintenan	ice		_				
Step 2								
Verify your information								
and provide your contact	Requestor							
phone number.	Requested By*							
	Requestor Phone							
			Requestor Email					
Step 3								
On the Enter Service								
Request screen, you will								
first choose the location of								
where the maintenance		Use your assigned	workspace location					
needs to take place.		on a second construction						
- Click the three dots on	Location		BUILDING FLOOR	ROOM Map	1			
the right side of the		Enter in as much of t	he location information as you know. After s	electing a floor, you may click the Drav	ving outton to select the room	rrom a tioor plan draw		
Building field which	Describe the location							
will show a list of all		Enter the location sp	ecifically enough that maintenance can find	t, such as "Problem is on back wall, be	low window.".			
buildings on campus.								
You can use the search box					1202			
to search for the building	Select Value - Building							
name or click the arrows		Building Code: 4 12 1						
to sort the list		Building Code	Building Name	© Site Code	0			
alphabetically.		4000	Library Building	UBCO_K				
Click on the building and		4001	Campus Administration Building	naco"k				
Archibus will fill in the		4002	Arts Building	UBCO_K				
fields for you.		4003	Science Rullding Creative & Critical Studies Building	URCO_K UBCO_K				
neids for you.		4005	Gymnasium	UBCO_K				
		4005-1	Field Amenity Building	UBCO_K				
		4005-2	The Hangar	neco"k				
		4005	Central Heating Plant University House	UBCO_K UBCO_K				
		4008	Upper Campus Health Building	UBCO_K				
		4009	Similkameen Residence	UBCO <sub>v</sub> K				
		4010	Monashee Residence	UBCO_K				

### Step 4



Estimate Required?

Date to Perform 10/25/2022 Description\*

Description

The more precisely you specify your problem, the better we can route it to people who can belo.

Workflow Workflow Steps: On status of Requested; Edit and Approve is required by UBCD HELPDESK QS

quest will be dispatched to UBCO GENERAL

### Step 6

## ARCHIBUS QUICK REFERENCE GUIDE



Next, click the TYPE OF PROBLEM drop-down menu and select EVENT. Archibus will automatically set the Date To Perform. Do not override this field. Note an ideal or preferred date in the Description field below. Use the Description field to type an explanation of the Event. Please provide as much detail as possible.	Problem Description	Type of Problem Date to Perform Description*	Estimate Required? The more precisely you specify your 10/12/2022		t to people who can help,	
Step 7						
If you are not certain if the work you have requested is chargeable then please skip past the Cost Coding section.	Cost Coding	Chargeable? Account Code Speed Chart	No V If Yes, Cost Coding and Authorization are re	equired		
<ul> <li>If your work is chargeable then please select 'Yes'.</li> <li>Account Code: Archibus requires this field. Please input an X.</li> <li>Speed Chart: Input your Workday Program Code.</li> </ul>	Cost Coding Chargeable? Ves V If Yes, Cost Coding and Authorization are required Account Code XXXXXXXX Speed Chart PM003985					
Step 8						
Finally, in the Authorization field, select the 'Same as requestor' check box and Archibus will automatically populate your user credentials.	Authorization		Same as requestor suthorized By orizer's Email Submit Add Do	r icuments Cancel		
Step 9						
If you wish to attach documents to your work request then please click the <b>Add Documents</b> button. A new window will appear allowing you to upload four documents. Click the OK button and the work request will be created.		Document 2 DI	rag-and-drop here rag-and-drop here rag-and-drop here rag-and-drop here	1 1 1 1 1	2	