

Agenda

- Download
- Installation
- Register Device
- Concepts
- Synchronise Data
- User Roles:
 - Vendor Supervisor
 - Vendor Craftsperson
 - UNSW Staff
- Work Request Functionality:
 - 1. View WRs @ Issued & In Process
 - 2. Filtering Work Requests
 - 3. View WRs Assigned To Me
 - 4. Update WRs Assigned To Me
 - 5. Update Craftsperson Assignment Details
 - 6. Saving Craftsperson Assignment Changes
 - 7. Assign A Craftsperson To A Request (Supervisor only)
 - 8. Add Costs To A Request
 - 9. Add Photographs To Work Request
 - 10. View Work Request Location
 - 11. Complete Craftsperson Assignments From Assign Craftsperson Screen
 - 12. Return Work Requests To Previous Step From Update Screen
 - 13. Forward Work Requests From Update Screen
 - 14. Complete Work Requests From Update Screen

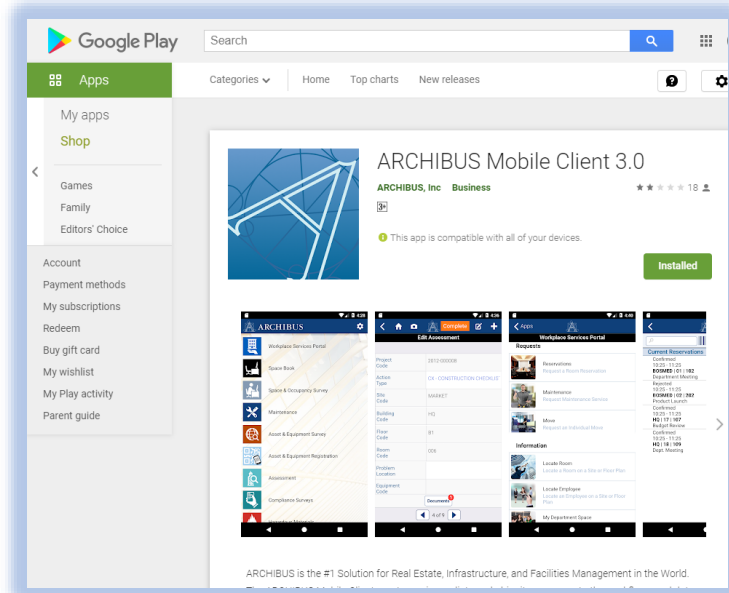
Courage

Passion

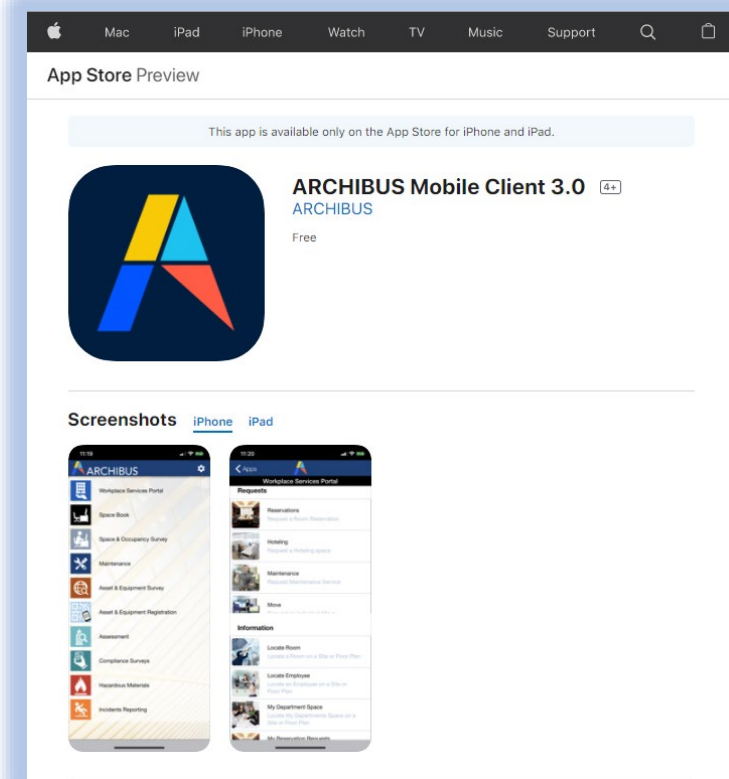
Pride

Integrity

Download

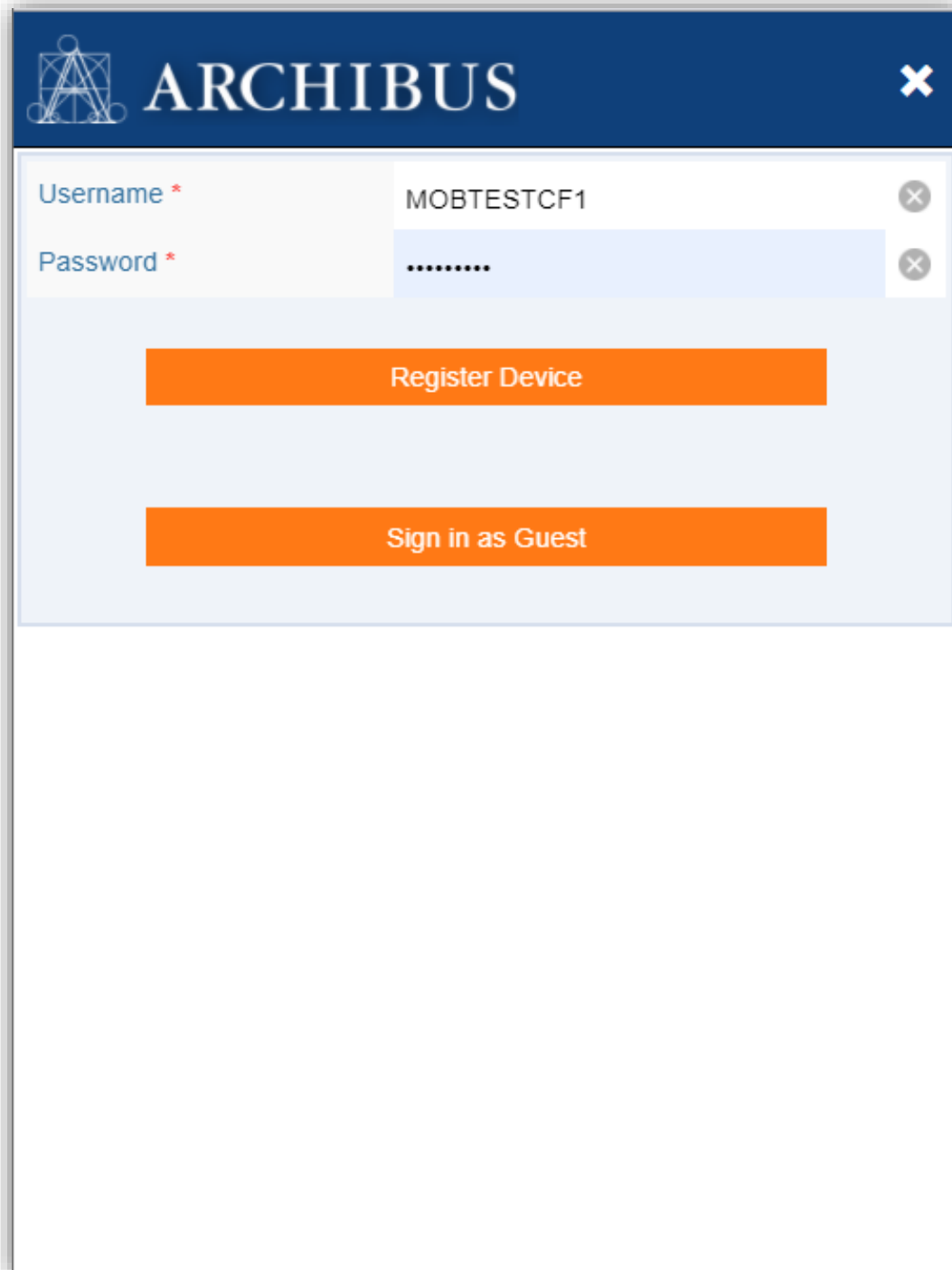


- Android devices – download from the Google Play store:
<https://play.google.com/store/apps/details?id=com.archibus.mobileclient3>



- Apple devices – download from the Apple App Store:
<https://apps.apple.com/au/app/archibus-mobile-client-3-0/id1291897774>
- NOTE: Users should always download version 3 of the app for our current UNSW version of Archibus

Register Device



The screenshot shows the ARCHIBUS mobile application interface. At the top is a dark blue header with the ARCHIBUS logo and a close button (X). Below the header is a light blue login/register form. It contains two input fields: 'Username *' with the text 'MOBTESTCF1' and 'Password *' with masked characters '*****'. To the right of each field is a small 'X' icon. Below the fields are two orange buttons: 'Register Device' and 'Sign in as Guest'.

- You will be asked to register the device
- This means you will need to enter your UNSW zID (e.g. z1234567) as the **Username** and your zPass as the **Password**, & then press the **Register Device** button (do not sign in as Guest)
- One zPass can only be registered to one device at any one time
- If more than one person uses a single device (i.e. a shared device), each user will need to log out of the application before the next user can log in to see their work.
- **After you press Register Device, the app will download quite a bit of data (locations, equipment, requests, etc) & this can take a number of minutes, so please be patient.**

Synchronise Data



- Whenever data is entered into the mobile device, it remains on that device until the data is synchronised
- Synchronising data uploads data from the device back to Archibus Web Central
- Once data is synchronised, other users of the Archibus application will be able to see the data that had been entered using the Archibus Mobile app.
- Synchronising allows the user to download to their mobile device work requests that have been recently created or updated in Web Central
- A user can synchronise data using the orange refresh button

User Roles: Vendor Craftsperson

- Generally has a role of UNSW Craftsperson in Archibus

Tab	Purpose
My Work	To view and process the work in their queue. This tab shows work assigned to the craftsperson regardless of its status; that is, this tab will show work that is requested, on hold, issued. It also includes completed work not yet uploaded to the server.
My Requests	To review the work they have requested but have not yet uploaded to the server by syncing. From this tab, they can add further details to their initial request.
Approved	To self-assign work (if the facility manager has established this feature). NOTE: This has not been configured yet in the current version of UNSW Archibus.
Issued	To process work that is issued. This tab shows work assigned to the craftsperson that has a status of "Issued and in Process." The craftsperson can process work from either this tab or from the My Work tab.

User Roles: UNSW Staff

- Generally has a roles of OPS Supervisor, Facility Manager & General Services in Archibus application
- These users will only see My Requests (i.e. Requests assigned to them) if they have no Craftsperson record in Archibus
- If they do have a Craftsperson record (which must be assigned to a Primary Trade), they will only see requests for that Primary Trade (i.e. much like the Vendor Supervisor)

