Logging into ARCHIBUS Web Central

Log In Screen

1. Open your Internet browser.
2. Enter the URL to view the ARCHIBUS Login Page: (archibus.tennessee.edu)
3. Enter your NetID in the user name field.
4. Enter your Password in the password field.
5. Select Sign In.
6. Check off “Remember my username on this computer” to pre-fill your Username on next login. The password is still required.
The Building Operations Console is where you can manage your daily work request activities from a single web page.

1. On the Process Navigator, click on the On Demand Work application, click on the Client process, and click on the Building Operations Console task.
2. To create a new service request, click on the Request Service button.
3. Use the Filter Console to filter your results by specific restriction criteria.
4. Click on the More button to display additional fields on the filter console.

Total records: 2
5. The filter console includes a Group By selection that enables you to select how you would like to group the data. For example, the data to the right is grouped by Status.

6. Click on the Filter button to return the specified results.

7. Click on the Clear button to clear the filter.

8. Click on the Work Request number to view the work request details.
9. Review the work request information. To view the details on a panel, click on the inverted triangle and the panel will display.
10. To close the panel, click on the downward triangle.
11. After you have reviewed the work request, click on the Close button.
Building Operations Console (requesting service)

Once you click the Request Service button you can:

1. Update Requestor information. You can add a Requested For name to include this employee in future notifications of work statuses. Auto-update College ID, Fund ID & Location by clicking one of the “Same as” boxes. Or manually update your Phone number, College ID, or Location.

2. Make sure your Cost Center is in the Fund ID field for chargeable work.

3. Enter a specific location so workers can find the problem.

4. Chose from a drop-down list of Type of Problems and Problem Detail. If “Other” is chosen, you must enter additional details.
Building Operations Console (requesting service)

1. Enter a detailed description of the issue if you select a type of problem or problem detail of "OTHER"
2. The Workflow area will show you exactly how a problem is routed and what approvals are required.
3. Click Submit to send the request off for approvals or to start work.
5. The filter console includes a Group By selection that enables you to select how you would like to group the data. For example, the data to the right is grouped by Status.

6. Click on the Filter button to return the specified results.

7. Click on the Clear button to clear the filter.

8. Click on the Work Request number to view the work request details.
1. To logout of your application session, click Sign Out on the Navigation Bar.