

## **WORX4U ARCHIBUS IMPLEMENTATION:**

### **LEASE-IN: LEASE TERMINATION APPROVAL**

Date of Preparation: 12/07/2019  
Date of Issue:

Version No: Version 0.1  
Reference No: NDPW-UDO-0018



**public works**

Department:  
Public Works  
**REPUBLIC OF SOUTH AFRICA**



**WORX4U**



## DOCUMENT CONTROL SHEET

Revision no.	Author	Date of Preparation (DD/MM/YYYY)
Version 0.1	Mpho Nhuvunga	12/07/2019

## CLIENT DISTRIBUTION AND COMMUNICATION

Name	Organisation	Date of Issue (DD/MM/YYYY)
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	NDPW	
	NDPW	
	NDPW	
	NDPW	

## APPROVAL & SIGN OFF

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## **1. INTRODUCTION**

- This user guide provides details about how to approve lease termination.

## **2. SCOPE**

### **2.1 PURPOSE**

This training manual is intended for PMTE. The purpose of this document is to provide details about how to:

- Approve Lease Termination.

### **2.2 APPLICABILITY**

This Training Manual covers ARCHIBUS v21.3 and subsequent versions unless this document is superseded by a later revision. The document is applicable to:

- Web Central v21.3

### 3. CONNECT TO ARCHIBUS

Using the Web Central application is the easiest way to access ARCHIBUS.

To access the data, only a web browser (Internet Explorer, Google Chrome or Mozilla Firefox) and a URL (Internet address) is required

1. URL: e.g. <https://worx4uarch-uat.pmte.org.za/archibus/schema/ab-core/views/process-navigator/navigator-details.axvw> - this URL is for exercise purposes

**Note: The browser cache (history) must be deleted to view the updated ARCHIBUS functions.**

2. Enter your username and password.



Figure 1: Sign in Window

Once all login information has been typed,

3. Click **Sign In**.

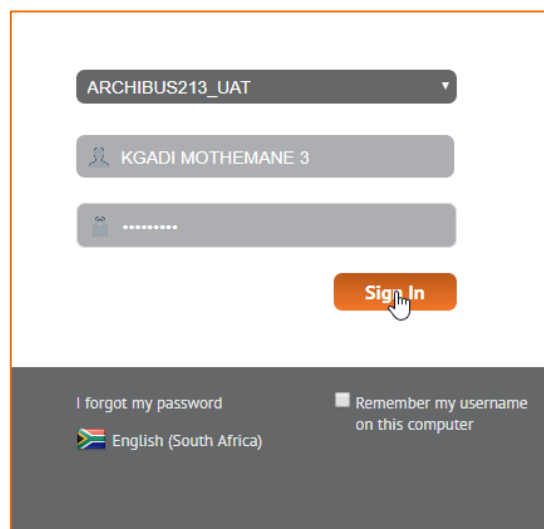
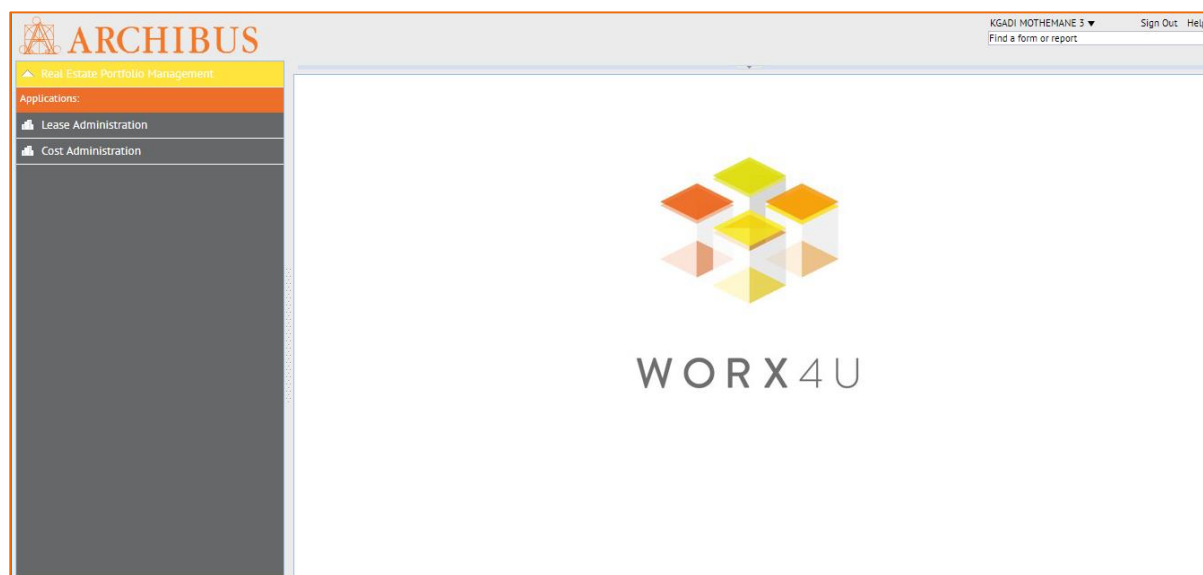


Figure 2: Sign - In

4. The following screen – landing page – will be displayed:



**Figure 3: Landing Page**

## 4. APPROVE LEASE

To access the Lease Approval,

1. Select **Lease Administration | Approve Lease | Lease Approval**

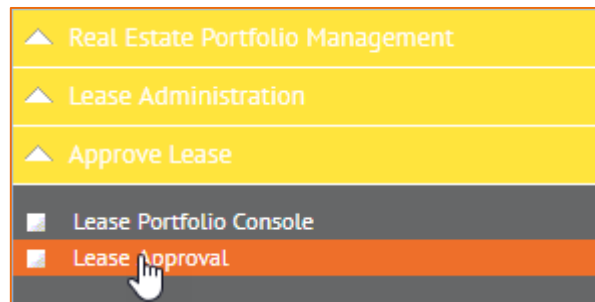


Figure 4: Process Navigator

2. The user selects the Lease transaction to open the general lease information to be approved.

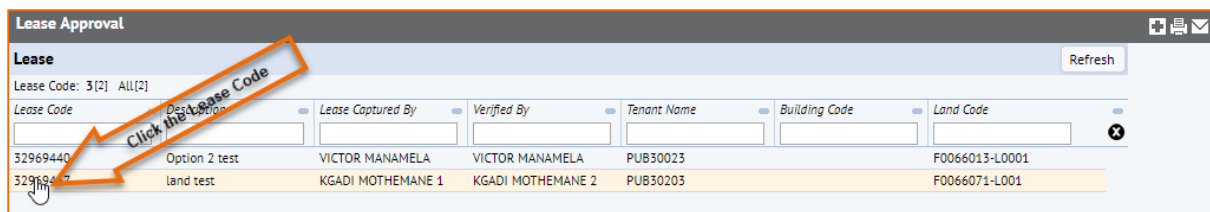


Figure 5: Lease List

3. The user selects the lease transaction to open the general lease information to be approved.

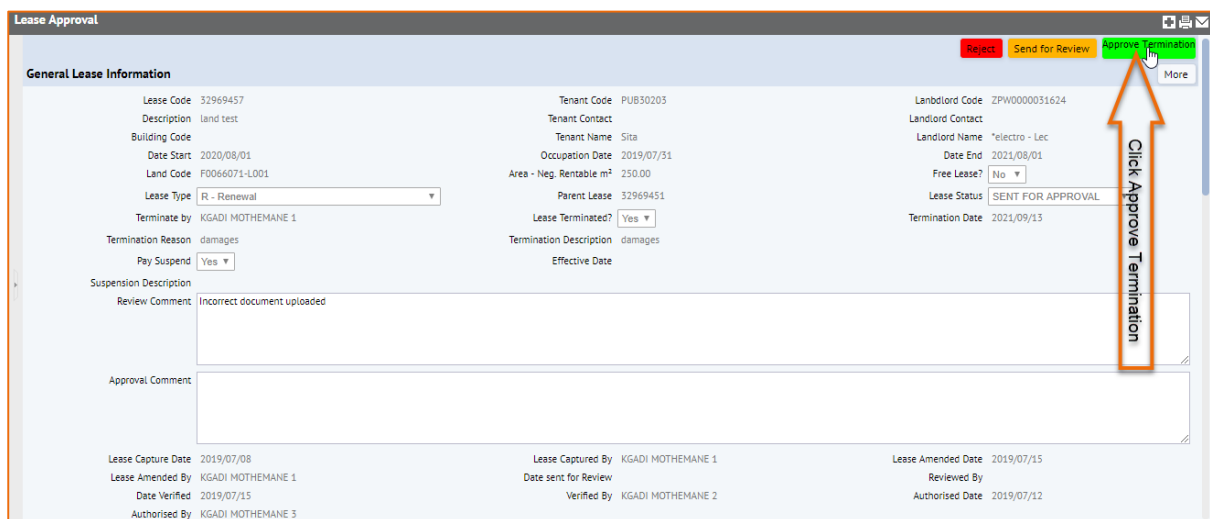


Figure 6: General Lease Information



- The system will require confirmation to proceed for lease for Approval. Confirm by clicking on **Yes**

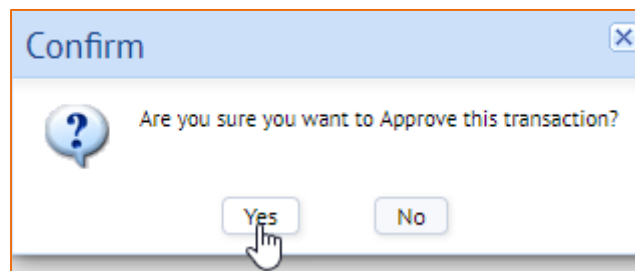


Figure 7: Confirm for Approval

- The system will display a confirmation message that the lease code has been **Approved**.

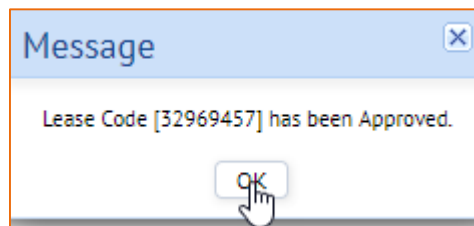


Figure 8: Lease Code Approved

- Once the user has confirmed the transaction, the status of the Lease will change to **Terminated**

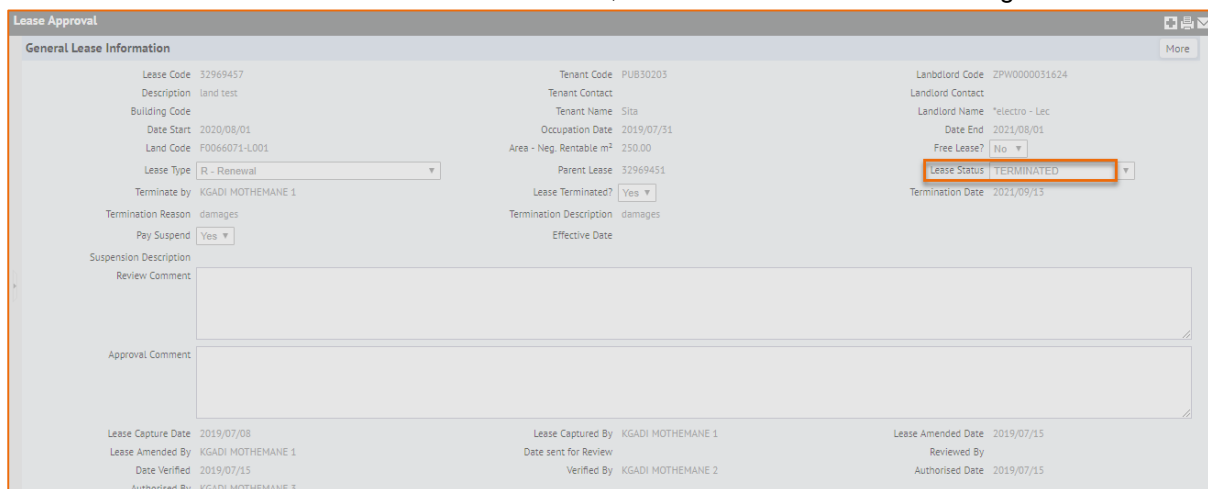
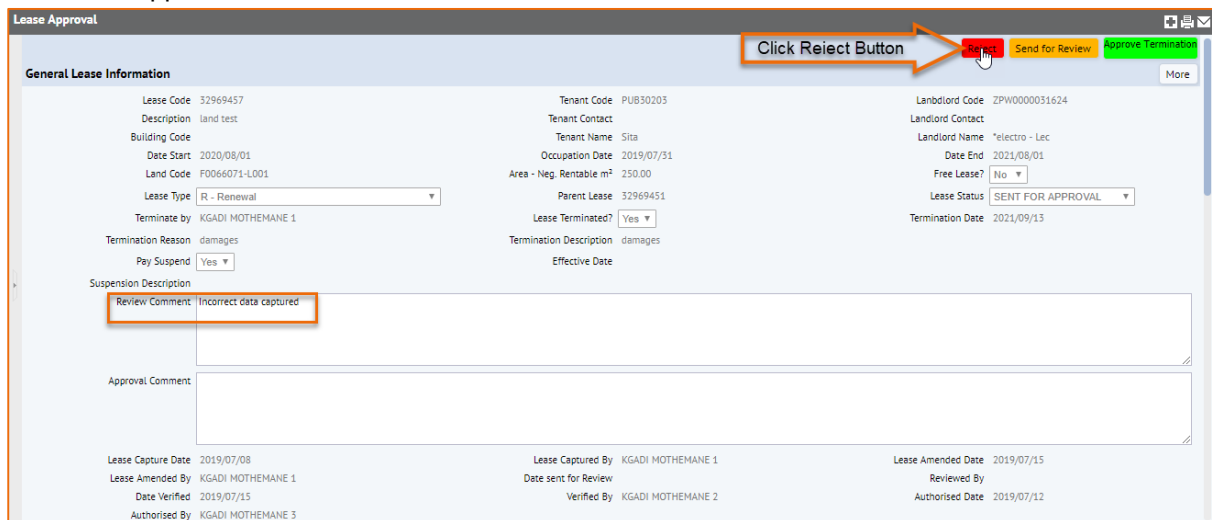
A screenshot of the 'Lease Approval' form. The form is titled 'Lease Approval' and has a 'More' button in the top right corner. It is divided into several sections: 'General Lease Information', 'Termination Reason', 'Suspension Description', and 'Approval Comment'. The 'General Lease Information' section contains fields for Lease Code (32969457), Description (land test), Building Code, Date Start (2020/08/01), Land Code (F0066071-L001), Lease Type (R - Renewal), Terminate by (KGADI MOTHEMANE 1), Termination Reason (damages), Pay Suspend (Yes), Suspension Description, Review Comment, Approval Comment, Tenant Code (PUB30203), Tenant Contact, Tenant Name (Sita), Occupation Date (2019/07/31), Area - Neg. Rentable m² (250.00), Parent Lease (32969451), Lease Terminated? (Yes), Termination Description (damages), Effective Date, Landlord Code (ZPW0000031624), Landlord Contact, Landlord Name (electro - Lec), Date End (2021/08/01), Free Lease? (No), Lease Status (TERMINATED), and Termination Date (2021/09/13). The 'Lease Status' field is highlighted with a red box. The bottom section contains fields for Lease Capture Date (2019/07/08), Lease Captured By (KGADI MOTHEMANE 1), Lease Amended Date (2019/07/15), Lease Amended By (KGADI MOTHEMANE 1), Date sent for Review, Date Verified (2019/07/15), Verified By (KGADI MOTHEMANE 2), and Authorised Date (2019/07/15).

Figure 9: General Lease Information – Lease Status

7. If Reject is selected, the transaction will be deleted from the system, requesting a comment from the approver.



The screenshot shows the 'Lease Approval' form. At the top right, there are three buttons: 'Reject' (red), 'Send for Review' (yellow), and 'Approve Termination' (green). An orange arrow points to the 'Reject' button with the text 'Click Reject Button'. Below the buttons, the form is divided into sections. The 'General Lease Information' section contains fields for Lease Code, Description, Building Code, Date Start, Land Code, Lease Type, Terminate by, Termination Reason, Pay Suspend, Suspension Description, Review Comment, and Approval Comment. The 'Review Comment' field contains the text 'Incorrect data captured'. The bottom of the form shows metadata including Lease Capture Date, Lease Amended By, Date Verified, Authorised By, Lease Captured By, Date sent for Review, Verified By, Lease Amended Date, Reviewed By, and Authorised Date.

Figure 10: Reject Option

8. The system will require confirmation to proceed with rejecting the lease. Confirm by clicking on Yes.

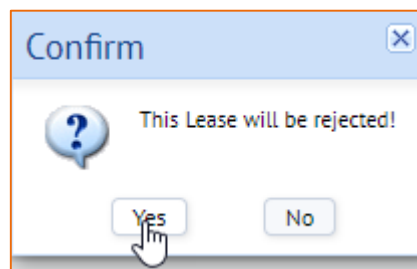


Figure 11: Reject Confirmation

9. If Send for Review is selected, the transaction will be routed to the Capturer for review.

The screenshot shows the 'Lease Approval' form. At the top right, there are three buttons: 'Reject' (red), 'Send for Review' (orange), and 'Approve Termination' (green). An orange arrow points to the 'Send for Review' button, with a label 'Click Send for Review' next to it. The form contains various fields for lease information, including Lease Code, Tenant Code, Landlord Code, and Termination Date. A 'Review Comment' field is highlighted with an orange box, containing the text 'Incorrect document uploaded'.

Figure 12: Send for Review Option

10. The system will require confirmation to proceed with route for review. Confirm by clicking on **Yes**

The screenshot shows a 'Confirm' dialog box. It has a blue header with the word 'Confirm' and a close button. Below the header, there is a question mark icon and the text 'This Lease will be routed for review!'. At the bottom, there are two buttons: 'Yes' and 'No'. A mouse cursor is pointing at the 'Yes' button.

Figure 13: Route for Review