WORX4U ARCHIBUS IMPLEMENTATION:

LEASE-IN: LEASE TERMINATION APPROVAL

public works
Department:
Public Works
REPUBLIC OF SOUTH AFRICA

WORX4U

DOCUMENT CONTROL SHEET

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CONTENTS

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This Training Manual covers ARCHIBUS v21.3 and subsequent versions unless this document is superseded by a later revision.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**.
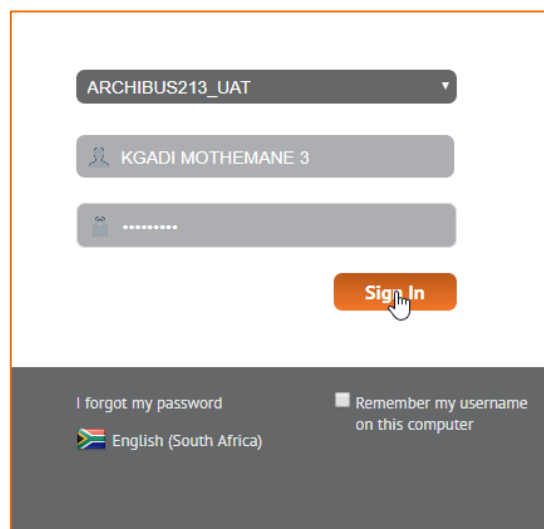
Figure 2: Sign - In

4. The following screen – landing page – will be displayed:
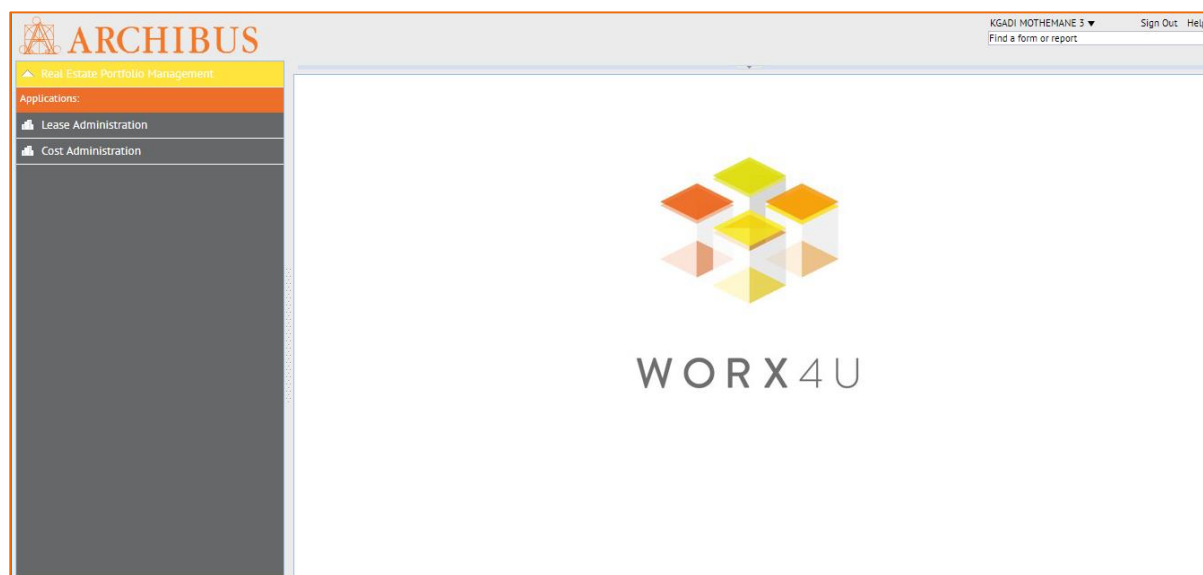
Figure 3: Landing Page

4. APPROVE LEASE

To access the Lease Approval,

1. Select **Lease Administration | Approve Lease | Lease Approval**
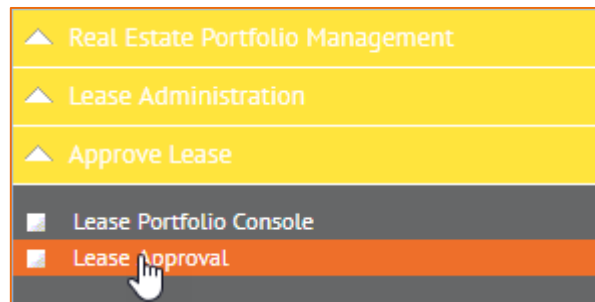
Figure 4: Process Navigator

2. The user selects the Lease transaction to open the general lease information to be approved.
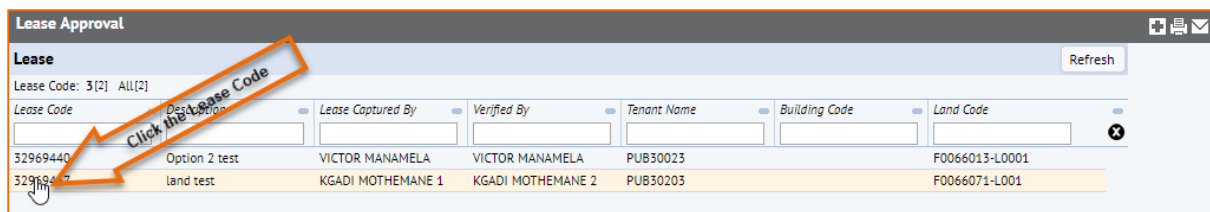
Figure 5: Lease List

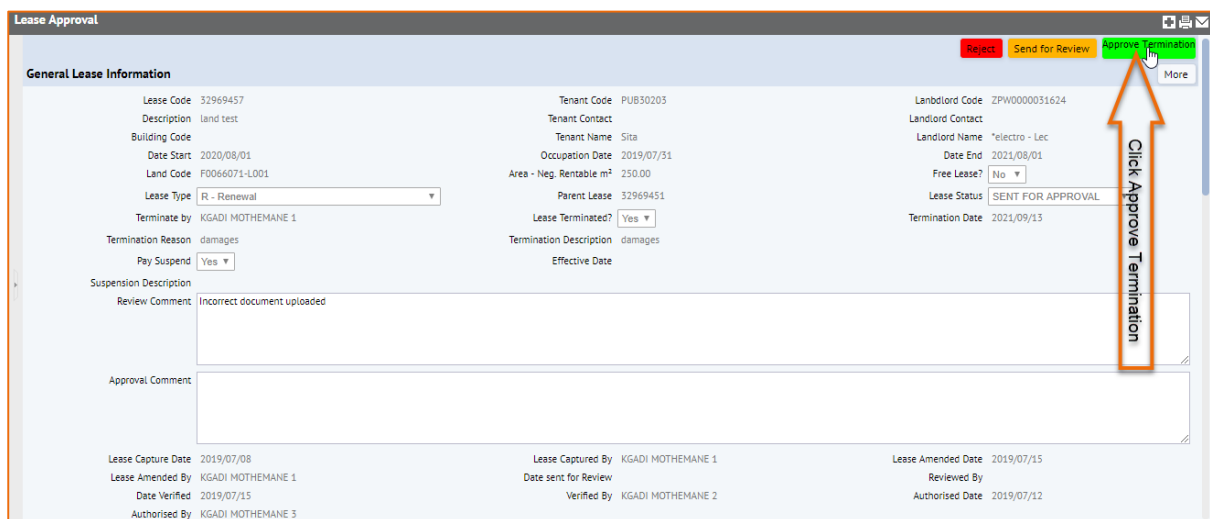3. The user selects the lease transaction to open the general lease information to be approved.

Figure 6: General Lease Information

4. The system will require confirmation to proceed for lease for Approval. Confirm by clicking on **Yes**
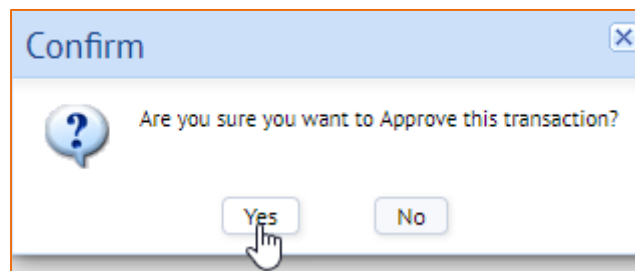
Figure 7: Confirm for Approval

5. The system will display a confirmation message that the lease code has been **Approved**.
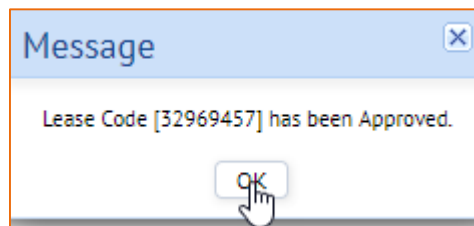
Figure 8: Lease Code Approved

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

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.

Figure 10: Reject Option

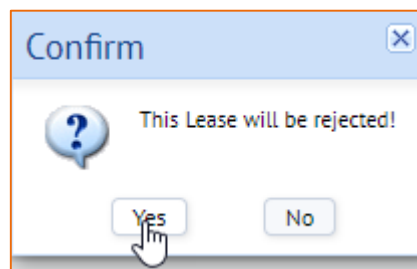8. The system will require confirmation to proceed with rejecting the lease. Confirm by clicking on **Yes.**

Figure 11: Reject Confirmation

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

Figure 12: Send for Review Option

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

Figure 13: Route for Review