

## **WORX4U ARCHIBUS IMPLEMENTATION:**

### **LEASE-IN: LEASE RENEWAL APPROVAL**

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**public works**

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



**WORX4U**



## DOCUMENT CONTROL SHEET

Revision no.	Author	Date of Preparation (DD/MM/YYYY)
1.0	Mpho Nhuvunga	10/07/2019

## CLIENT DISTRIBUTION AND COMMUNICATION

Name	Organisation	Date of Issue (DD/MM/YYYY)
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## APPROVAL & SIGN OFF

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## 1. INTRODUCTION

- This user guide provides details about how to approve lease Renewal

## 2. SCOPE

### 2.1 PURPOSE

This training manual is intended for the National Department of Public Works: Property Management Trading Entity

. The purpose of this document is to provide details about how to:

- Approve Lease Renewal

The Lease approval view displays all the leases that are currently pending approval. The user will be able to assess the lease details captured with the matching mandatory documents. Once a full assessment has been undertaken to ensure that all the mandatory information has been captured the approver will either approve the lease renewal transaction or send it for review with comments to the capturer on the information that is outstanding or any corrections that need to be carried out.

### 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This Training Manual covers ARCHIBUS v21.3 and subsequent versions unless this document is superseded by a later revision.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/login.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**.

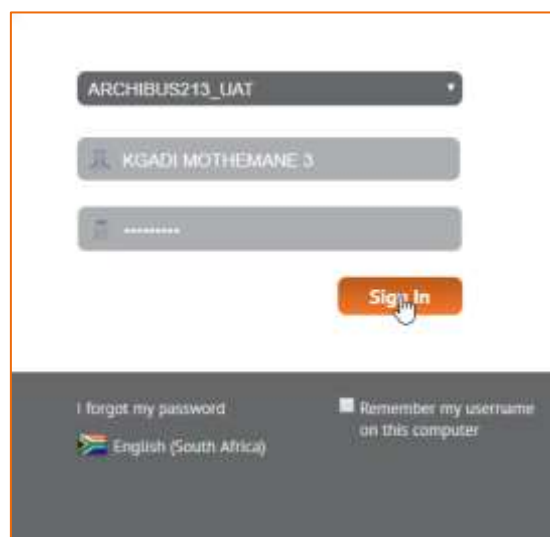
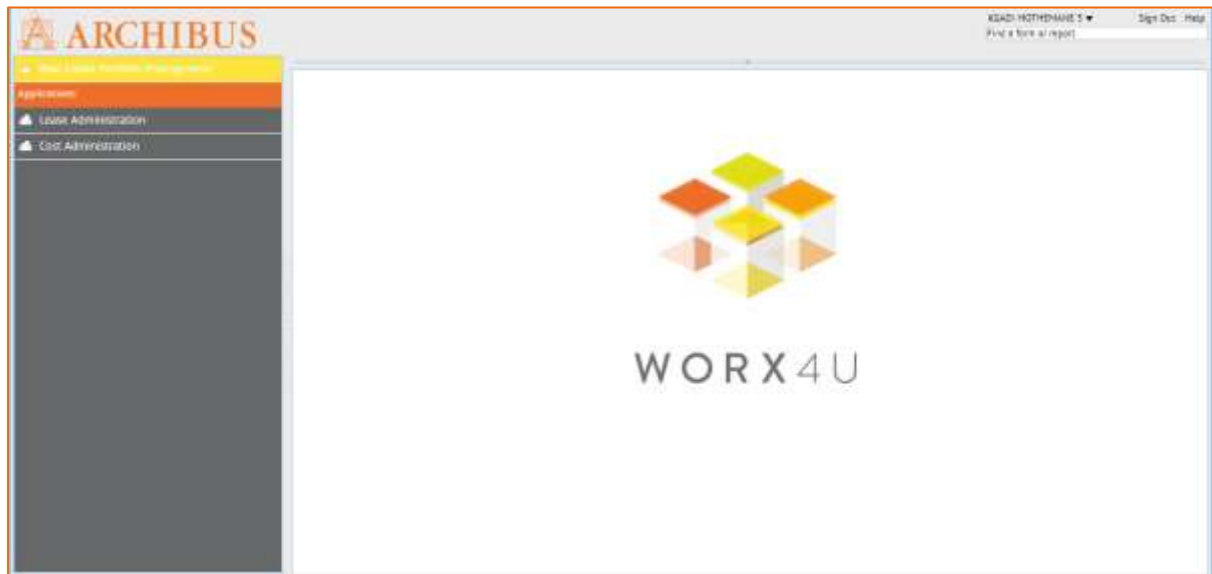


Figure 2: Sign - In

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



**Figure 3: Landing Page**

**General Rules:**

- This function can only be performed by the Approver.
- The Approver cannot edit the lease transaction information.
- He/she can only view the lease transaction details and the attached documents.

## 4. APPROVE LEASE

To access the Lease Approval,

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

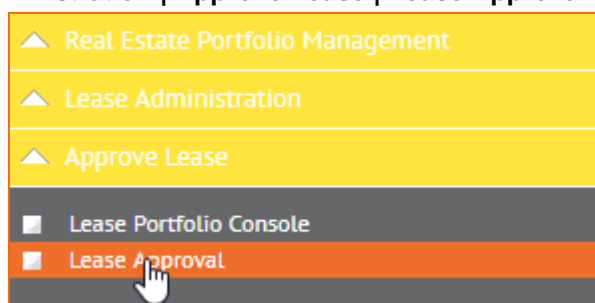


Figure 4: Process Navigator

2. The console includes filter that enables the user to quickly locate the leases that need attention. User can Filter by Lease Code, Description, Lease Captured by, verified by, Tenant name, Building Code or Land code.



Figure 5: Lease List

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

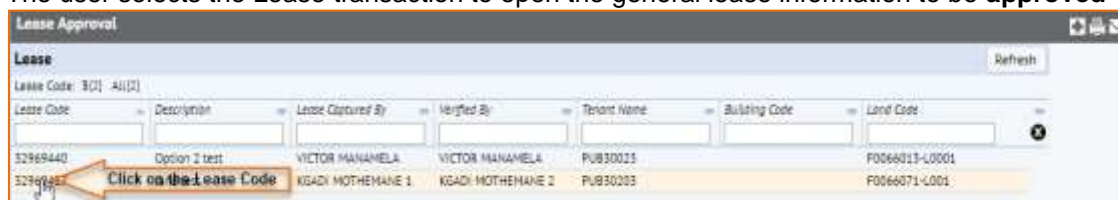


Figure 6: Filter Options

4. The user selects the lease transaction. The General Lease Information page is displayed. User checks if the information displayed is correct and should select approve.

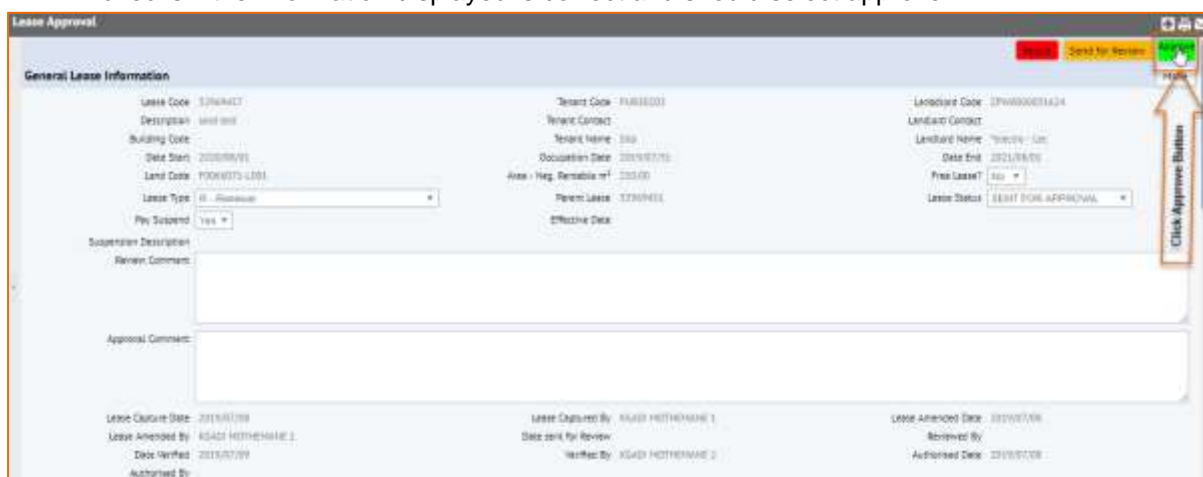


Figure 7: General Lease Information



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

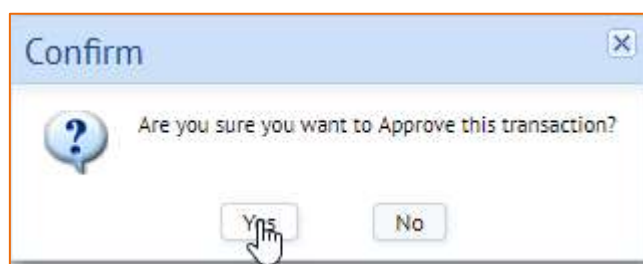


Figure 8: Approve Confirmation

- The system will confirm that the lease transaction has been Approved.

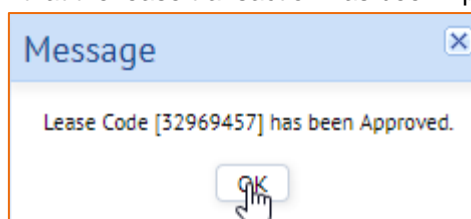


Figure 9: Approve Confirmation

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



Figure 10: General Lease Information – Lease Status

- If the data captured is incorrect and the transaction needs to be redone the transaction can be rejected. Before rejecting the transaction ensure that sufficient understandable comments are added for the capturer in the open **Comment** field. Once the comment is completed, click **Reject**.

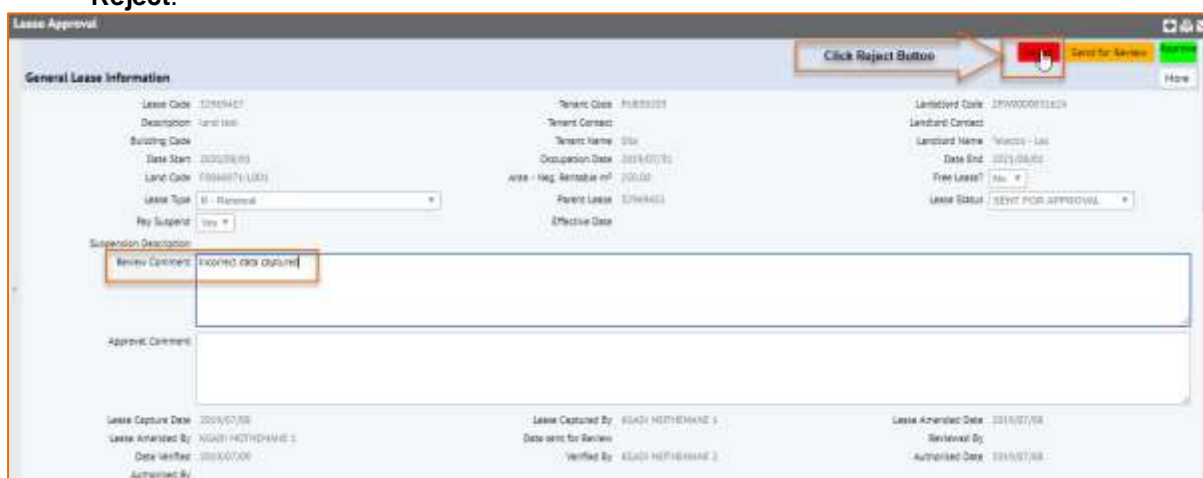


Figure 11: Reject Option

9. The system will require confirmation to proceed for lease to be rejected. Confirm by clicking on **Yes**.

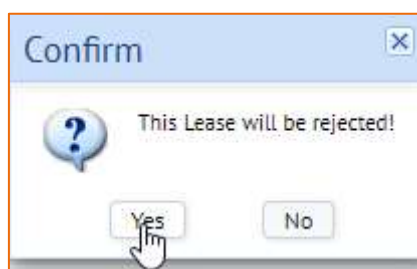


Figure 12: Rejected Confirmation

10. If the information is reviewed and the approver is not satisfied with the data captured and needs the information to be corrected, the transaction can be sent for review. Before sending the transaction for review ensure that sufficient understandable comments are added for the capturer in the open **Comment** field. Once the comment is completed click **Send for Review**.

Figure 13: Send for Review Option

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

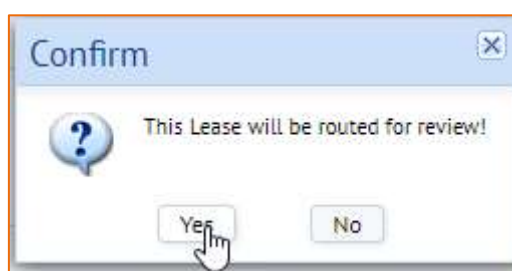


Figure 14: Route for Review

You have now reached the end of the manual and once the lease transaction have been approved the lease will be renewed on an Active status as seen in Figure 10 above.

**THE END!**