

WORX4U ARCHIBUS IMPLEMENTATION:

LEASE-IN: LEASE RENEWAL VERIFICATION

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REPUBLIC OF SOUTH AFRICA



WORX4U



DOCUMENT CONTROL SHEET

Revision no.	Author	Date of Preparation (DD/MM/YYYY)
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CLIENT DISTRIBUTION AND COMMUNICATION

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

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1. INTRODUCTION

- This user guide provides details about how to verify 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:

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This Training Manual covers ARCHIBUS v21.3 and subsequent versions unless this document is superseded by a later revision.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

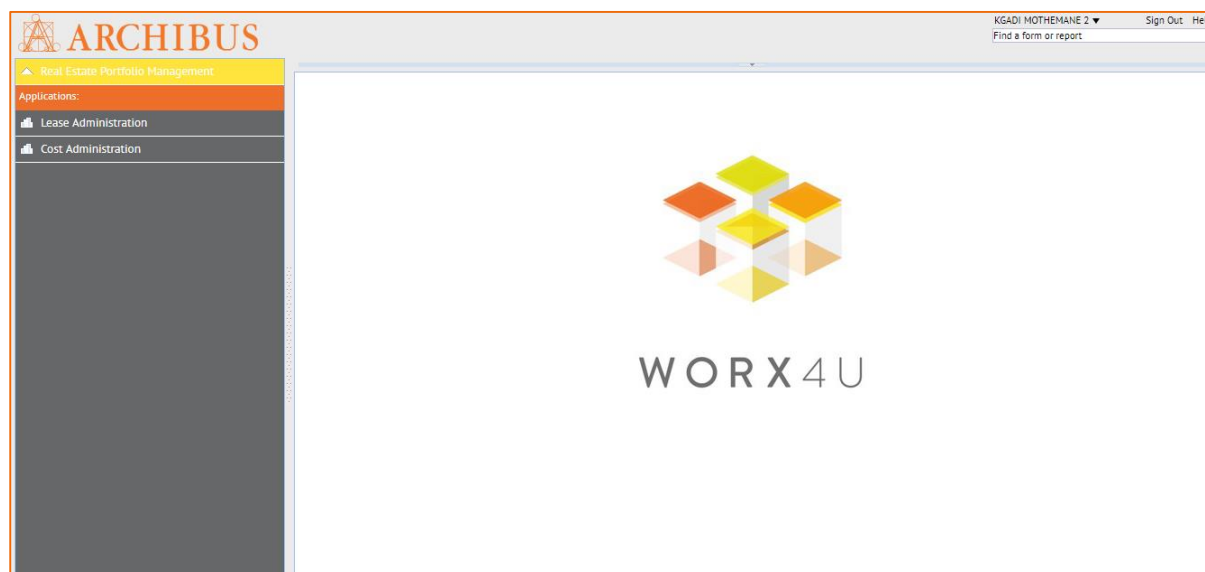


Figure 3: Landing Page

4. VERIFY LEASE

To access the Lease Verification,

1. Select **Lease Administration | Verify Lease | Lease Verification**

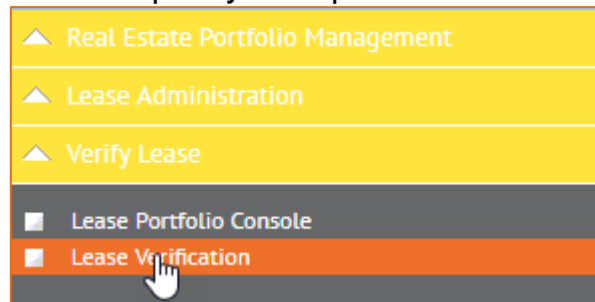


Figure 4: Process Navigator

2. The user selects the Lease code to open the general lease information to be verified.

Lease				
Lease Code	Description	Lease Captured By	Building Code	Land Code
32969407	Automated dry run test 3	MONGI SIMELANE	F0066035-B001	
32969435	EDE	MONGI SIMELANE	F0066055-B001	
32969457	land test	KGADI MOTHEMANE 1		F0066071-L001
32969454	Automated dry run test 3	KGADI MOTHEMANE 1	F0066035-B001	
32969457	land test	KGADI MOTHEMANE 1		F0066071-L001
32969460	THIS IS TO TEST FUNCTIONALITY	VICTOR MANAMELA	F0066014-B0001	
32969502	land test	KGADI MOTHEMANE 1		F0066071-L001

Figure 5: Leases

3. Once the information has been verified the lease will have to be routed for Approval.

General Lease Information		
Lease Code: 32969457	Tenant Code: PUB50203	Landlord Code: ZPW0000031624
Description: land test	Tenant Contact: Sita	Landlord Contact: "electro - Lec
Building Code:	Occupation Date: 2019/07/31	Date End: 2021/08/01
Date Start: 2020/08/01	Area - Neg. Rentable m²: 250.00	Free Lease?: No
Land Code: F0066071-L001	Lease Terminated?: Yes	Lease Status: SENT FOR VERIFICATION
Terminate by: KGADI MOTHEMANE 1	Termination Description: damages	Termination Date: 2021/09/13
Termination Reason: damages	Effective Date:	
Pay Suspend: Yes		
Suspension Description:		
Capturer Comment: Renewal		
Verification Comment:		
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:	Reviewed By:	
Date Verified: 2019/07/12	Verified By: KGADI MOTHEMANE 2	
Authorised By: KGADI MOTHEMANE 3	Authorised Date: 2019/07/12	

Figure 6: Route for Approval

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

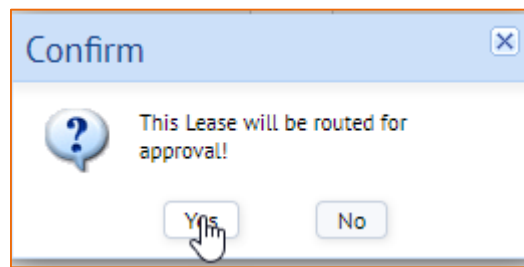


Figure 7: Sent for Approval Confirmation

- Confirmation that the transaction has been sent for approval.

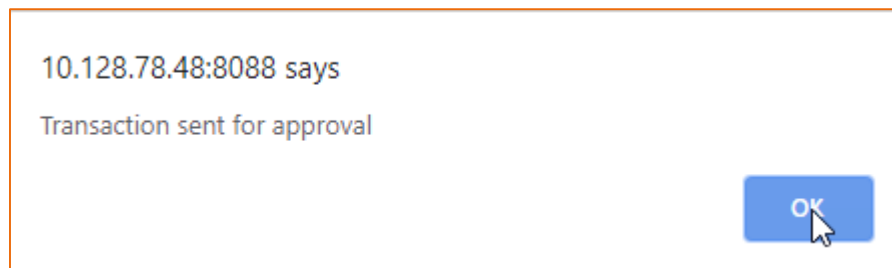
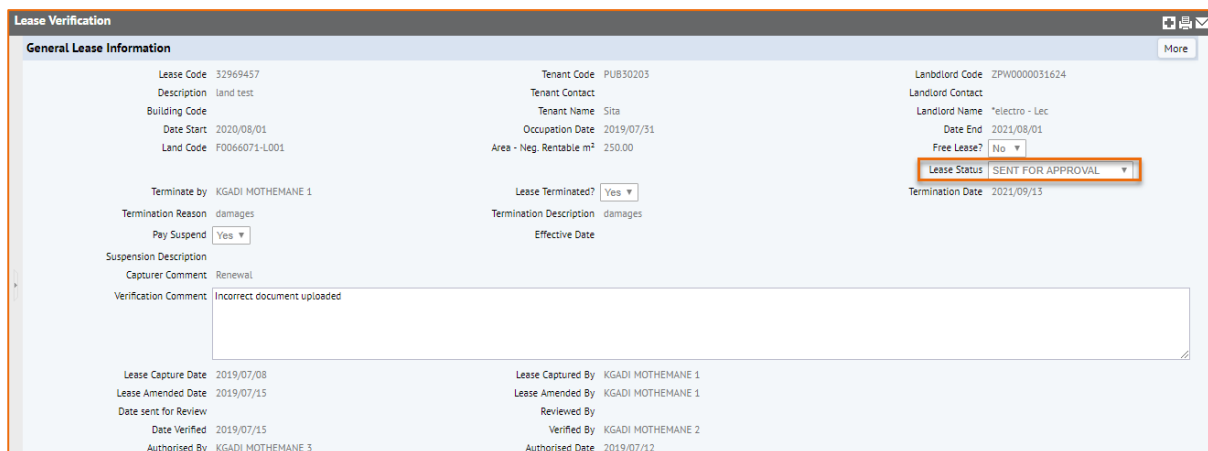


Figure 8: Transaction Sent for Approval

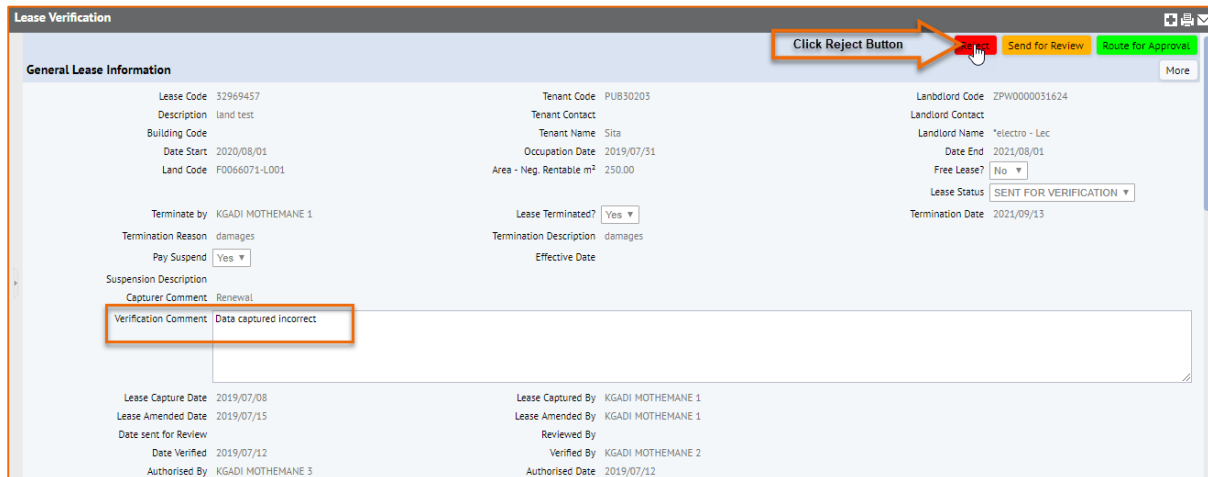
- Once the user has confirmed the transaction, the status of the Lease will change to send for Approval.



General Lease Information					
Lease Code	32969457	Tenant Code	PUB30203	Landlord Code	ZPW0000031624
Description	land test	Tenant Contact		Landlord Contact	
Building Code		Tenant Name	Sita	Landlord Name	*electro - Lec
Date Start	2020/08/01	Occupation Date	2019/07/31	Date End	2021/08/01
Land Code	F0066071-L001	Area - Neg. Rentable m²	250.00	Free Lease?	No
Terminate by	KGADI MOTHEMANE 1	Lease Terminated?	Yes	Lease Status	SENT FOR APPROVAL
Termination Reason	damages	Termination Description	damages	Termination Date	2021/09/13
Pay Suspend	Yes	Effective Date			
Suspension Description					
Capturer Comment	Renewal				
Verification Comment	Incorrect document uploaded				
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		Reviewed By			
Date Verified	2019/07/15	Verified By	KGADI MOTHEMANE 2		
Authorised By	KGADI MOTHEMANE 3	Authorised Date	2019/07/12		

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 Verifier.



The screenshot shows the 'Lease Verification' form. At the top right, there are three buttons: 'Reject' (red), 'Send for Review' (yellow), and 'Route for Approval' (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, Tenant Code, Tenant Contact, Tenant Name, Occupation Date, Area - Neg. Rentable m², Landlord Code, Landlord Contact, Landlord Name, Date End, Free Lease?, Lease Status, and Termination Date. The 'Termination' section includes Terminate by, Termination Reason, Pay Suspend, Suspension Description, Capturer Comment, and Verification Comment. The 'Verification Comment' field is highlighted with an orange box and contains the text 'Data captured incorrect'. The 'Lease History' section at the bottom shows dates and names for Lease Capture, Lease Amended, Date sent for Review, Date Verified, and Authorised By.

Figure 10: Reject Option

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

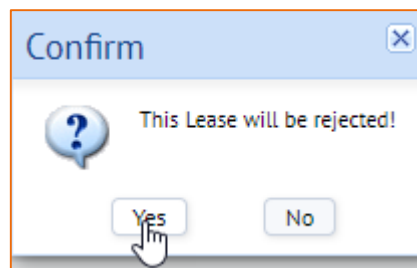
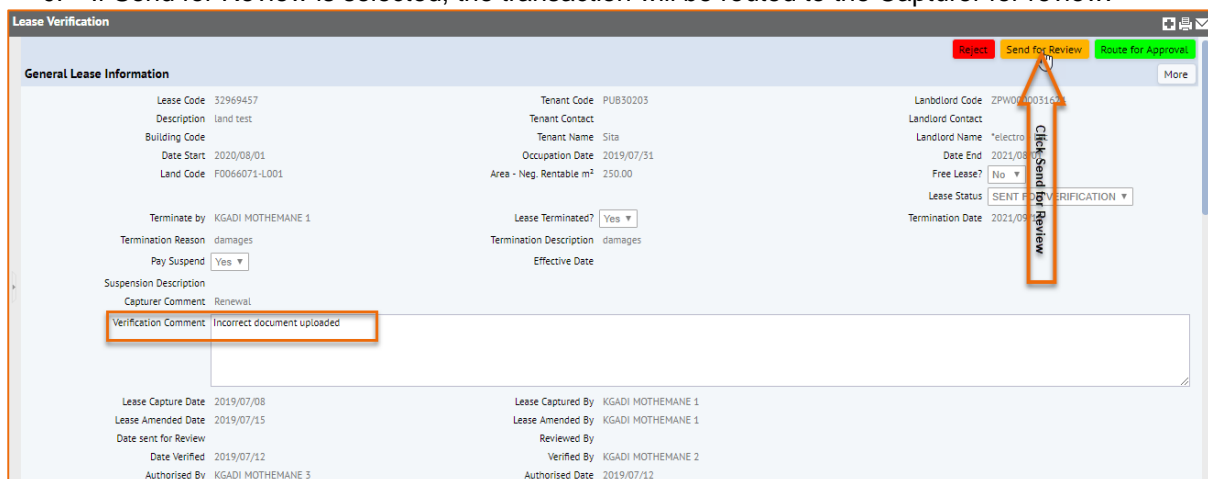


Figure 11: Reject Confirmation

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



The screenshot shows the 'Lease Verification' form. At the top right, there are three buttons: 'Reject' (red), 'Send for Review' (yellow), and 'Route for Approval' (green). An orange arrow points to the 'Send for Review' button with the text 'Click Send for Review'. 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, Tenant Code, Tenant Contact, Tenant Name, Occupation Date, Area - Neg. Rentable m², Landlord Code, Landlord Contact, Landlord Name, Date End, Free Lease?, Lease Status, and Termination Date. The 'Termination' section includes Terminate by, Termination Reason, Pay Suspend, Suspension Description, Capturer Comment, and Verification Comment. The 'Verification Comment' field is highlighted with an orange box and contains the text 'Incorrect document uploaded'. The 'Lease History' section at the bottom shows dates and names for Lease Capture, Lease Amended, Date sent for Review, Date Verified, and Authorised By.

Figure 12: Sent for Review Option

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

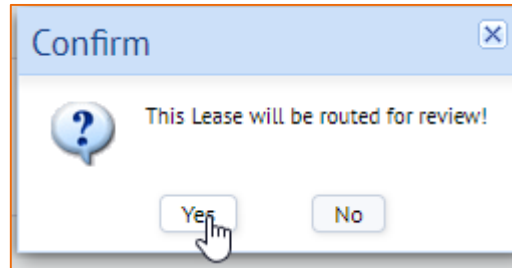


Figure 13: Route for Review Confirmation