

WORX4U ARCHIBUS IMPLEMENTATION:

LEASE-IN: UNLOCKING OF LEASES

Date of Preparation: 20/09/2022
Date of Issue: 22/09/2022

Version No: 1.0
Reference No: NDPW-UOL-0022



public works
Department:
Public Works
REPUBLIC OF SOUTH AFRICA



WORX4U

DOCUMENT CONTROL SHEET



Revision no.	Author	Date of Preparation
1.0	Mongi Simelane	20/09/2022

■

DISTRIBUTION LIST

Name	Department	Date of Issue (DD/MM/YYYY)
Edward Nkuna	REMS	22/09/2022
Andre Joubert	Finance	22/09/2022
Morris Mabinja	REMS	22/09/2022

APPROVAL & SIGN OFF

Name	Signature	Title	Date of Issue
EDWARD NKUNA		Deputy Director	23/09/2022
Andre Joubert		Director	2022-09-30

QUERIES AND COMMENTS

All queries and comments in respect of this document must be addressed in writing to:

Mongi Simelane

Email: mongi.simelane@dpw.gov.za

CONTENTS	
DOCUMENT CONTROL SHEET	2
CLIENT DISTRIBUTION AND COMMUNICATION	2
APPROVAL & SIGN OFF	3
QUERIES AND COMMENTS	3
1. INTRODUCTION	5
2. SCOPE	5
2.1 PURPOSE	5
2.2 APPLICABILITY	5
3. CONNECT TO ARCHIBUS	6
4. UNLOCKING LEASES	8

1. INTRODUCTION

This user guide provides details about how to Unlock Active Leases

2. SCOPE

2.1 PURPOSE

This training manual is intended for the Department of Public Works Property Management Trading Entity (PMTE).

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

- Unlock active leases- Only an assigned user can perform this function.

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This Training Manual covers ARCHIBUS v21.3 and subsequent versions unless this document is superseded by a later revision.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

- *Only assigned user can perform this function.*
- *Leases will be locked and therefore need to be sent to the capturer for editing upon request. The “set editable” button will no longer be accessible by the capturer for editing of leases.*
- *A Review comment will need to be added in order for the system to send the lease to the capture for editing.*

4. UNLOCKING A LEASE

To access the Lease Creation

1. Select **Real Estate Portfolio Management | Lease Administration | Lease Manager View | Active Lease to Sent for Review**



Figure 4: Process Navigator

2. Select Existing Lease that needs editing.

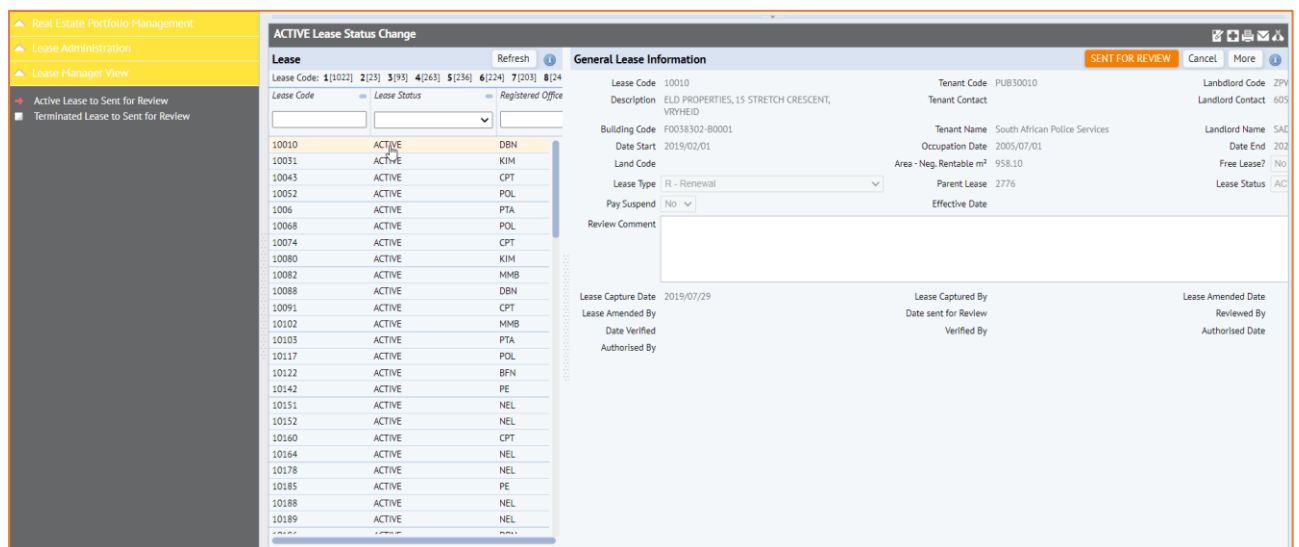
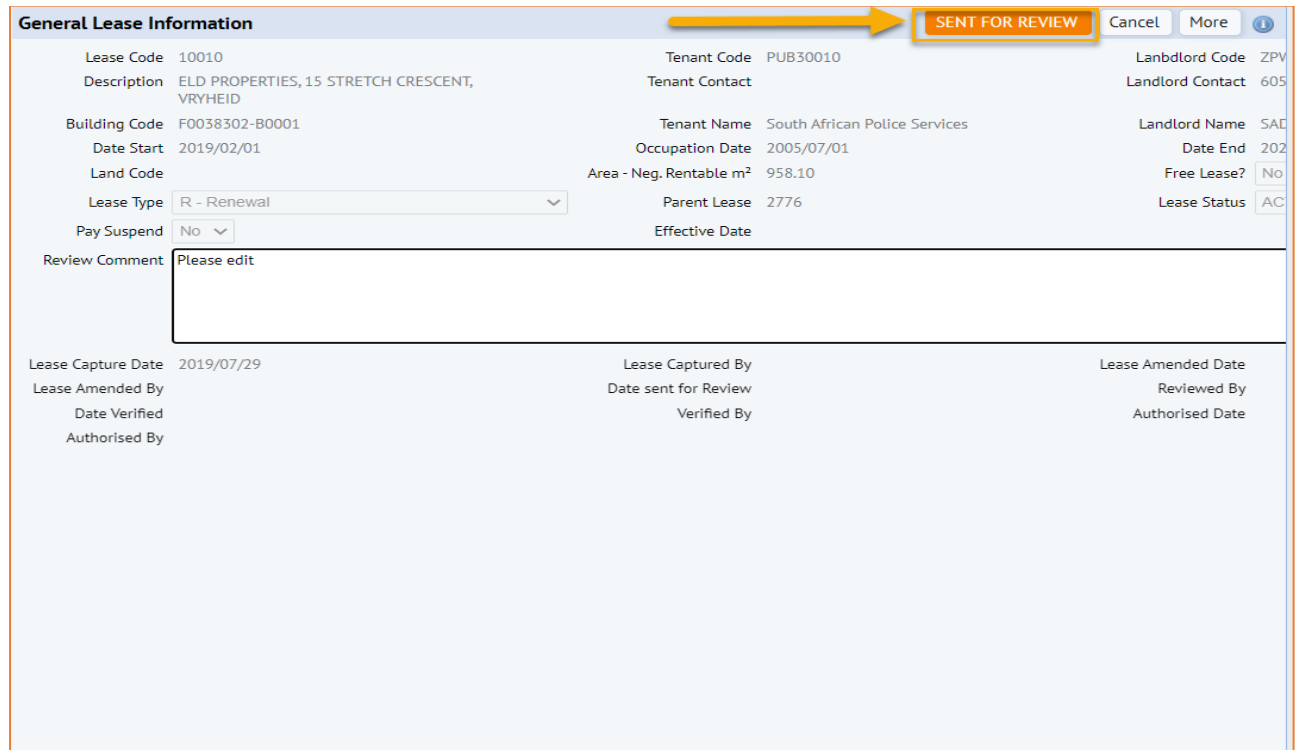


Figure 5: Lease Status Change View

3. Insert review comment (System will not allow the lease to be sent back to the capturer without a review comment) and select “Sent for Review”.



General Lease Information

Lease Code: 10010 Tenant Code: PUB30010 Landlord Code: ZPV

Description: ELD PROPERTIES, 15 STRETCH CRESCENT, VRYHEID Tenant Contact: Landlord Contact: 605

Building Code: F0038302-B0001 Tenant Name: South African Police Services Landlord Name: SAD

Date Start: 2019/02/01 Occupation Date: 2005/07/01 Date End: 202

Land Code: Area - Neg. Rentable m²: 958.10 Free Lease?: No

Lease Type: R - Renewal Parent Lease: 2776 Lease Status: AC

Pay Suspend: No

Review Comment: Please edit

Lease Capture Date: 2019/07/29 Lease Captured By: Lease Amended Date: Lease Amended By: Reviewed By: Authorised Date: Date Verified: Verified By: Authorised Date:

Figure 6: Lease Status View Change

4. System will need confirmation from user to process their action. Select “Yes” to confirm.
 - a. Upon selecting “Yes” the lease will disappear from the list and sent to the capturer under a new status of “Sent for Review” for editing.

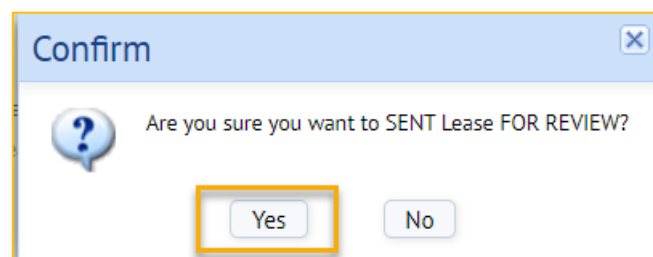


Figure 7: System Confirmation

THE END!