

WORX4U ARCHIBUS IMPLEMENTATION:

LEASE-IN: UPLIFTING TERMINATION OF LEASES

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

Version No: 1.0
Reference No: NDPW-UTL-0021



public works
Department:
Public Works
REPUBLIC OF SOUTH AFRICA



WORX4U

DOCUMENT CONTROL SHEET

| Revision no. | Author | Date of Preparation |
|--------------|----------------|---------------------|
| 1.0 | Mongi Simelane | 22/09/2022 |

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QUERIES AND COMMENTS

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1. INTRODUCTION

This user guide provides details about how to uplift terminated 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:

- Uplifting terminated 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This Training Manual covers ARCHIBUS v21.3 and subsequent versions unless this document is superseded by a later revision.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 edible” 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| Terminated Lease to Sent for Review**

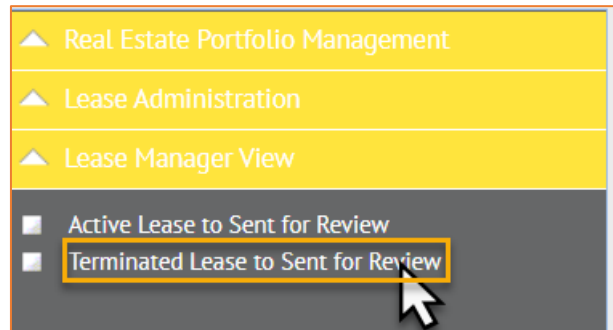
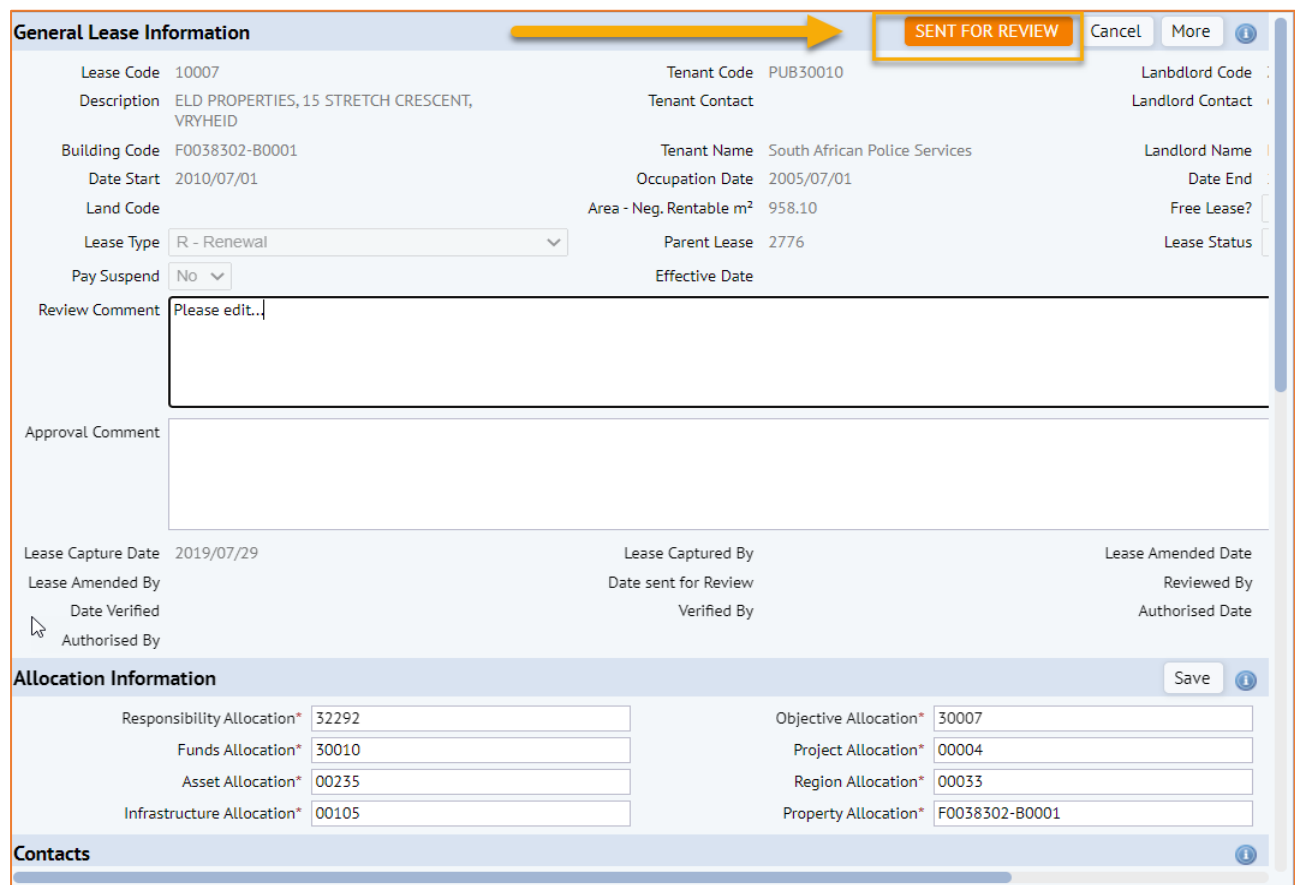


Figure 4: Process Navigator

2. Enter Lease Code for which you want to lift the termination.
 - a. ***NB* Only leases with a “Terminated Status” will display on this list.**

Figure 5: Terminated Lease Status Change

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: 10007 Tenant Code: PUB30010 Landlord Code: :
 Description: ELD PROPERTIES, 15 STRETCH CRESCENT, VRYHEID Tenant Contact: :
 Building Code: F0038302-B0001 Tenant Name: South African Police Services Landlord Name: :
 Date Start: 2010/07/01 Occupation Date: 2005/07/01 Date End: :
 Land Code: Area - Neg. Rentable m²: 958.10 Free Lease?: :
 Lease Type: R - Renewal Parent Lease: 2776 Lease Status: :
 Pay Suspend: No Effective Date: :
 Review Comment: Please edit.. :
 Approval Comment: :
 Lease Capture Date: 2019/07/29 Lease Captured By: Lease Amended Date: :
 Lease Amended By: Date sent for Review: Reviewed By: :
 Date Verified: Verified By: Authorised Date: :
 Authorised By: :
Allocation Information Save :
 Responsibility Allocation*: 32292 Objective Allocation*: 30007
 Funds Allocation*: 30010 Project Allocation*: 00004
 Asset Allocation*: 00235 Region Allocation*: 00033
 Infrastructure Allocation*: 00105 Property Allocation*: F0038302-B0001
Contacts :

Figure 6: Terminated Lease Status Change – General Lease Information

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.

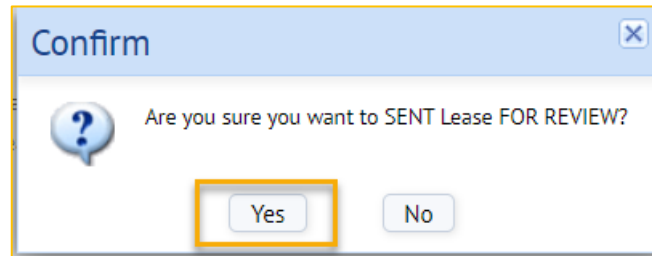


Figure 7: System Confirmation

THE END!