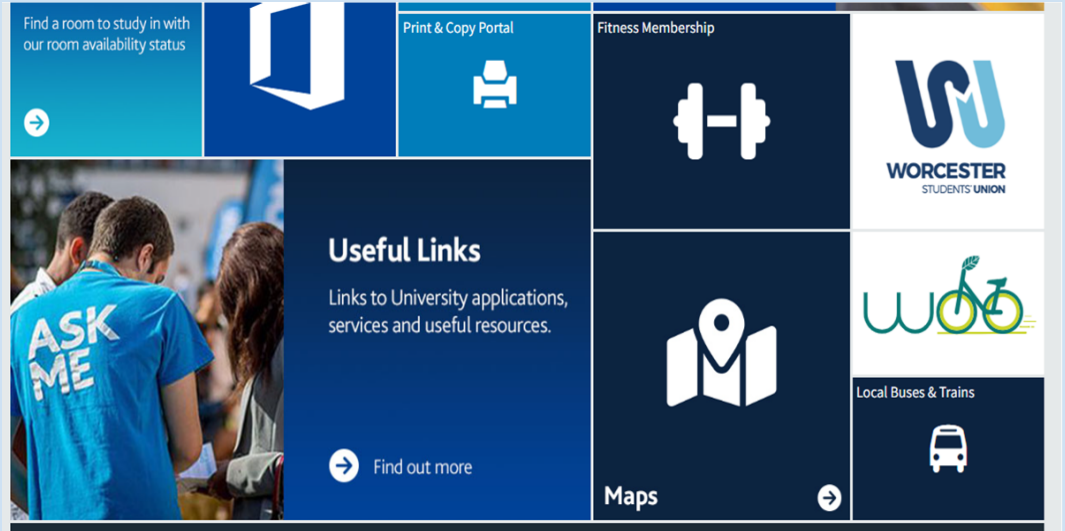


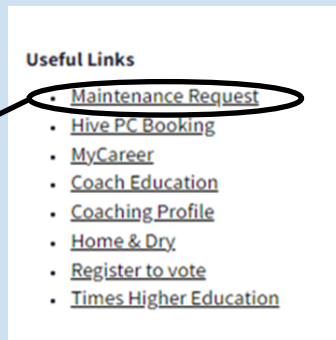
Facilities Helpdesk

How to Log a Request

Firstly, you will need to log into your Student Portal and select 'Useful Links'.

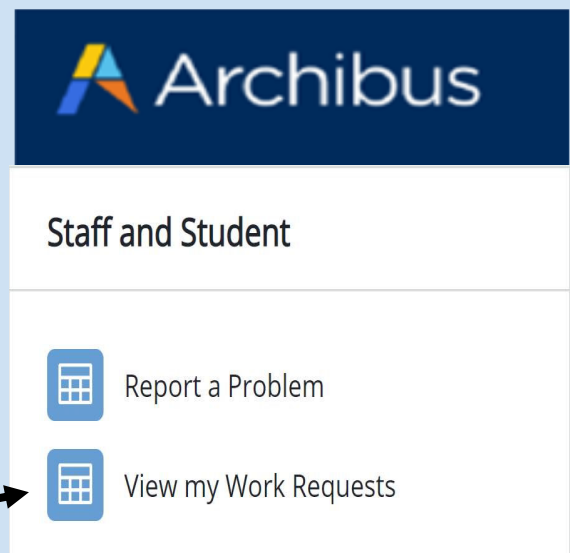


Then select 'Maintenance Request'



This will then take you to Archibus, the online reporting system.

Click on 'Report a Problem' and you will be taken to the page to import your problem details.



If you would like to view any of your previous maintenance requests, you can click on 'View Maintenance Service Request'.

Entering your Request Details

Location

The location section is one of the critical areas to get right. Your University Accommodation will be automatically entered if you are a resident unless you untick 'Use your assigned workplace location' box. Please make sure you do this by logging a request for a location outside of your office.

Once you have entered the site, building and floor a 'Drawing' icon will come up on the right. Click on this and you will be able to see the floor plan for that building and select the exact room you would like.

If you are not sure what the building abbreviation is, you can select and it will show you them.

You can also provide more detail on the location 'Describe the location' section (*ground floor ladies toilet, 3rd cubicle from the left*).

Requestor

Your student ID will be automatically detected.

The screenshot shows a web form with the following sections:

- Requestor:** Fields for 'Requested By*' (containing '18502') and 'Requestor Phone'.
- Location:** A checkbox for 'Use your assigned workspace location'. Below it are dropdown menus for 'Location', 'SITE', 'BUILDING', 'FLOOR', and 'ROOM', followed by a 'Map' button. A 'Describe the location' text area contains the text: 'Enter the location specifically enough that maintenance can find it, such as "Problem is on back wall, below window:"'. A 'Drawing' icon is visible to the right of the location dropdowns.
- Problem:** Two dropdown menus for 'Type of Problem'. Below them is a 'View All Problem Types' button and a note: 'The more precisely you specify your problem, the better we can route it to people who can help.'
- Description:** A large text area for 'Description*' with a 'Select Description' button below it.

Arrows in the image point from the text blocks to these specific sections: one from 'Requestor' to the 'Requested By' field, one from 'Location' to the 'Describe the location' text area, one from 'Type of Problem' to the first dropdown menu, and one from 'Description' to the 'Description*' text area.

Type of Problem

You will be given options in the dropdown to select from, these include: **Building, Campus Services, Cleaning, Electrical, Furniture, Grounds, Plumbing, Security, Ventilation**

After choosing a category, you will then need to select a specific item it is relating to in the second dropdown. Please do look carefully for the option that is best suited to your problem as this will help to get it issued to correct department quickly

Once you have selected from both dropdowns, you will be given a priority section underneath the description. Here you will be able to select your issue.

EXAMPLE

Electrical > Lighting > Single light

Description

This is where you can write any specific details about your problem or request to give it better understanding. The more detail the better!

Submit

Once you have completed all of the sections, click 'Submit' and you will receive a confirmation email providing you with a work request code.

