Creating a Maintenance Request

1. Navigate to the UNMC INTRANET > UNMC TODAY > Services > Get It Done > Maintenance Request.

2. In the ARCHIBUS General Navigation, select 'Manage Requests' and then 'Create Maintenance Request.'
Creating a Maintenance & Repairs Request

1. Fill out the form as required, all fields with a red asterisk are required fields. Change ‘Location’ to indicate where the problem is.

2. Select the appropriate Problem Type (the second line is left blank) and enter in a basic description.

3. If no documents are needed, click the Submit button.

4. If the problem type requires a document to be attached, click on the Add Documents button at the bottom of the form. A work request will be created first and then an document upload window will become open. You can attach up to 4 documents.
Select Facilities Request, 'View Service Requests'.

A screen like this should appear. Then pick the 'Select' button to view request details.