



FM Solution Delivery

Never Stand Still

ARCHIBUS Shutdown and Fire Isolation Self-Generated Reports

Document ID:	ARCHIBUS Shutdown/Fire Isolation Reports
Version:	1.0
Last Updated:	24/10/2014

Revision History

Revision Number	Revision date	Author	Summary of Changes
1.0	24/10/2014	Dinesh Paikeday & Phil George	Initial Document

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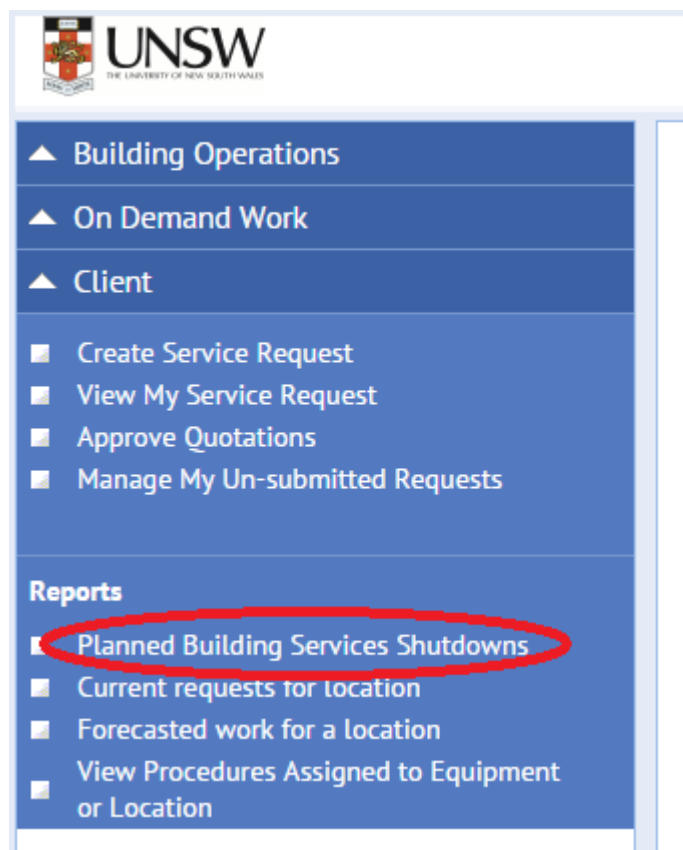
To access live ARCHIBUS reports relating to building shutdowns and fire isolations.

Log into ARCHIBUS through <https://archibus.unsw.edu.au> with your zID and password.

Click Building Operations



Click Planned Building Services Shutdowns



Please note – This screen can take up to 20 seconds to load

You will now have access to a screen where you can generate live reports from ARCHIBUS. The report can be filtered as follows.

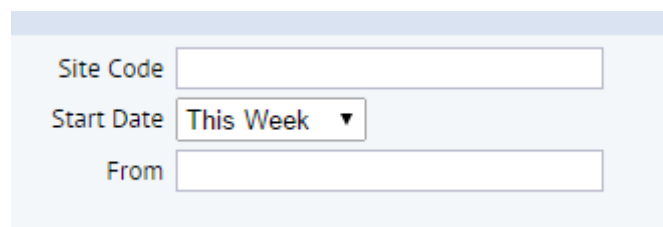
Site Code – You can select any UNSW site from this dropdown list.

Start Date – This will filter requests based on a date period. ‘This Week’ will only show requests for the current week, ‘This Month’ will only show requests for the current month.

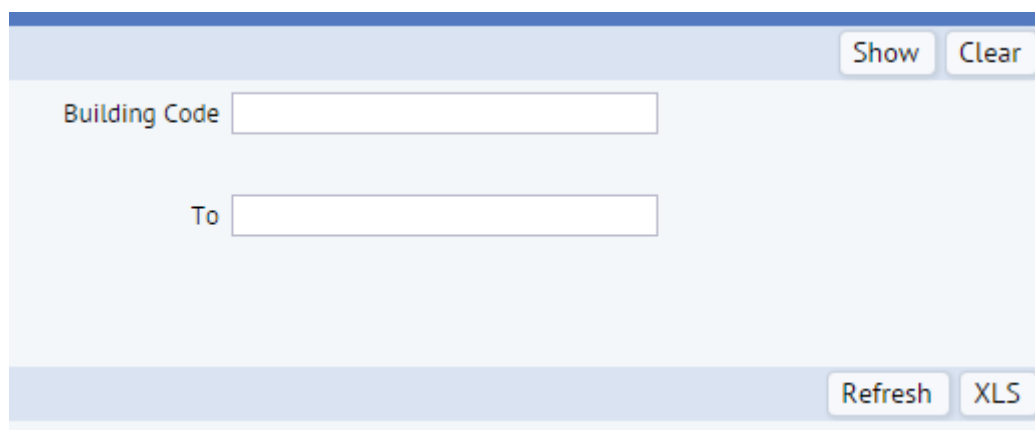
From –This will allow you to select a specific date range from when you would like to see requests for. The from date can be earlier than the current date.

To – This will allow you to select specific date ranges to when you would like to see requests. Note: “From Date” needs to be earlier than the “To date”, otherwise the system will show no result.

Building Code – This will allow you to select one or multiple building codes for which you would like to view shutdown or fire isolation requests for. This is useful if you are only interested in a specific or specific set of locations on campus.



A screenshot of a web form with a light blue background. It contains three input fields: 'Site Code' with an empty text box, 'Start Date' with a dropdown menu showing 'This Week' and a downward arrow, and 'From' with an empty text box.



A screenshot of a web form with a light blue background. It contains two input fields: 'Building Code' and 'To', both with empty text boxes. In the top right corner, there are two buttons: 'Show' and 'Clear'. In the bottom right corner, there are two buttons: 'Refresh' and 'XLS'.

Example of shutdown report screen

SHUTDOWN	Kensington Campus	E19	Central Lecture Block	LG	LG02	25/10/2014	7:00 AM	25/10/2014	12:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	E19	Central Lecture Block	G		25/10/2014	7:00 AM	25/10/2014	12:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	E19	Central Lecture Block	L1		25/10/2014	7:00 AM	25/10/2014	12:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	E19	Central Lecture Block	LAN		25/10/2014	7:00 AM	25/10/2014	12:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	F21	Library	L6		19/10/2014	7:00 AM	19/09/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	F21	Library	L1		19/10/2014	7:00 AM	19/09/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	F21	Library	L7		19/10/2014	7:00 AM	19/09/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	F21	Library	L8		19/10/2014	7:00 AM	19/09/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	F21	Library	L9		19/10/2014	7:00 AM	19/09/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	F21	Library	L12		19/10/2014	7:00 AM	19/09/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	F21	Library	L13		19/10/2014	7:00 AM	19/09/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	F21	Library	L14		19/10/2014	7:00 AM	19/09/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	F23	Mathews	L1		25/10/2014	7:00 AM	25/10/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	N8	House At Pooh Corner	G		25/10/2014	7:00 AM	25/10/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	N8	House At Pooh Corner	B		25/10/2014	7:00 AM	25/10/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	N8	House At Pooh Corner	R1		25/10/2014	7:00 AM	25/10/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	E19	Central Lecture Block	LG	LG02	25/10/2014	7:00 AM	25/10/2014	12:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	E19	Central Lecture Block	G		25/10/2014	7:00 AM	25/10/2014	12:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	E19	Central Lecture Block	L1		25/10/2014	7:00 AM	25/10/2014	12:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	E19	Central Lecture Block	LAN		25/10/2014	7:00 AM	25/10/2014	12:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	F21	Library	L6		19/10/2014	7:00 AM	19/09/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	F21	Library	L1		19/10/2014	7:00 AM	19/09/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	F21	Library	L7		19/10/2014	7:00 AM	19/09/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	F21	Library	L8		19/10/2014	7:00 AM	19/09/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply
SHUTDOWN	Kensington Campus	F21	Library	L9		19/10/2014	7:00 AM	19/09/2014	5:00 PM	SHUTDOWN-SCHED	Electrical Supply

Other notes

- You can export reports to Excel filtering and clicking the XLS button on the screen.
- The system contains live data and anything you export into a static Excel report can change depending on circumstance. It is advisable to refer to the live system reports for up to date information.
- The screen shows you limited number of records on a page. Scroll to other pages to see more by clicking on the page icon shown below.

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If you have any problems or issues, please send a request through to the IT Service Desk and ask for it to be assigned to the ARCHIBUS Team. servicedesk@unsw.edu.au or Ext 51333