

# Training Outline

## Archibus - Kannapolis

### Creating/Managing Work Request



Supervisor/PA Training

# Agenda



- Kannapolis Documentation Review
- Kannapolis Roles
- Kannapolis Work Request Types Defined:
  - Improvements v/s Repairs
- Process and Work Flow Overview
- Logging In and Basic Archibus Navigation
- Processes Steps
  - Customer/FAM
  - Supervisor/PA
- Adding Employees to Kannapolis Archibus
- Assigning User Passwords

# Kannapolis Archibus Work Request Roles

## 2 Main Roles:

1. Customer/Financial Account Manager (FAM)
2. Supervisor/Processing Assistant (PA)

The screenshot displays the LNCCHARLOTTE system interface. It shows two user roles with their respective task lists:

- LNCCHARLOTTE**
  - Kannapolis - Customer**
    - Tasks:
      - Create Work Request
      - Approve Work Requests
      - Request Work Request Cancellation
      - Edit Work Request Description
      - Review All Active Work Requests
      - Work Request Satisfaction Results
  - Kannapolis - Supervisor**
    - Process
      - Create Work Request
      - Review and Issue Work Requests
      - Issue Approved Work Requests
      - Edit Work Request
      - Update Submitted Work Requests
      - Review All Work Requests

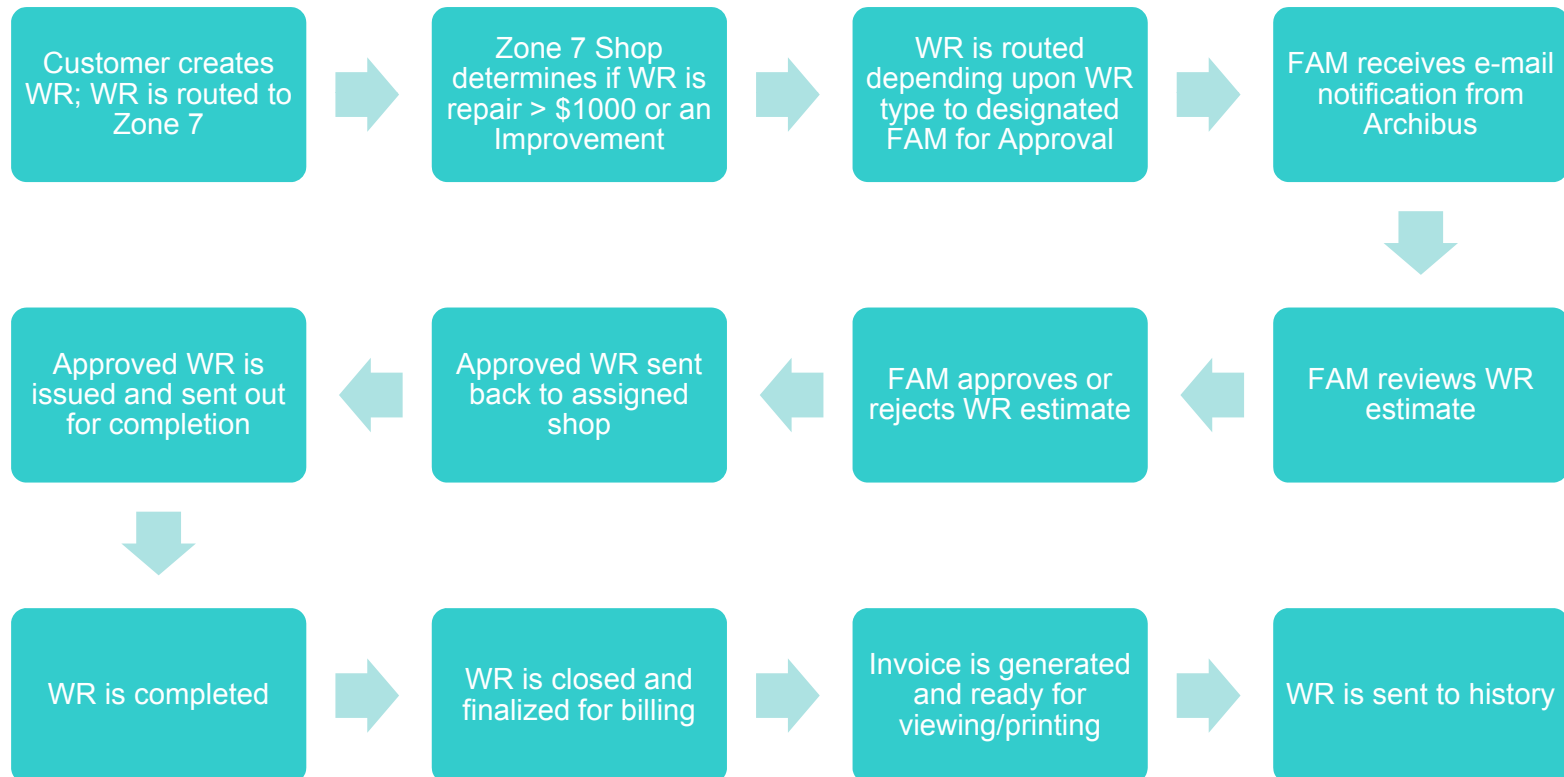
# Kannapolis Work Requests

- Types of Kannapolis Work Requests:
  1. Improvements: All improvements must be submitted for approval to the Department's Customer/FAM of the building where the work will be conducted.
  2. Repairs > \$1000: Repair estimates over \$1000.00 are submitted for approval to the Building Owner's Customer/FAM.
  3. Repairs <= \$1000: WRs estimated equal to or less than \$1000 are issued out for completion.

# Kannapolis Archibus Process Overview

	Action Item	Menu Item
1	Create Service Request.	Create Work Request
2	Request is routed to the Zone 7 Shop Supervisor.	
3	Zone 7 Supervisor will determine whether the service request is improvement or repair and assigns the estimate.	
4	Repairs estimated < \$1000 are issued and proceed along the current corrective maintenance workflow.	Issue Requested WR
5	Improvement requests are submitted for Approval to the Department's Customer/FAM of the building where the work will be conducted.	Submit WR for Approval
6	Repairs estimates > \$1000 are submitted for approval to the Building Owner's Customer/FAM	Submit WR for Approval
7	Customer/FAM Reviews and then Approves or Rejects service request.	
8	Approved Work Requests are routed back to the Zone 7 Shop Supervisor.	
9	Approved Request is then issued and proceeds along the current corrective maintenance workflow.	Issue Approval WR
10	WR is completed, finalized and billed.	Update/Complete/Approve WR for Billing
11	Invoice is generated for printing and viewing	Print Invoice

# Kannapolis Work Flow Overview



# Starting and Logging in

- Address:  
<https://fmbld05.uncc.edu:8443/archibus>

ARCHIBUS

Project: UNCC Kannapolis Campus

## Sign In

Sign in to your personalized list of activities and join the collaboration now.

Enter your user name:

Enter your password:

[Forgot your password? Click here.](#)

Sign In

Remember my user name on this computer

# Basic Web Central Navigation

ARCHIBUS

My Home

My Favorites

My Profile

Sign Out

Help

UNCCHARLOTTE

My Home My Favorites My Profile Sign Out Help

Kannapolis - Supervisor

Tasks:

**Process**

- Create Work Request
- Review and Issue Work Requests
- Issue Approved Work Requests
- Edit Work Request
- Update Submitted Work Requests
- Review Work Requests

**Tech**

- Assign Craftsperson
- Print - Update Weekly Assignments
- Update Hours by Work Request by Day
- Update Hours by Crew
- Enter Time Off
- Review Time Off
- Craftsperson Maintenance
- Craftsperson Crew Maintenance
- Manage Craftsperson Positions
- Review Craftsperson by Shop
- Review Craftsperson Positions
- Review All Time by Craftsperson
- Review Craftsperson Labor Rates

**Parts**

- Review Part Inventory
- Add Parts To Work Request
- Return Work Request Status to Issue

**Completion**

- Review Resource Usage
- Update / Complete / Approve WR for Billing
- External Charges

Current Role

Task List



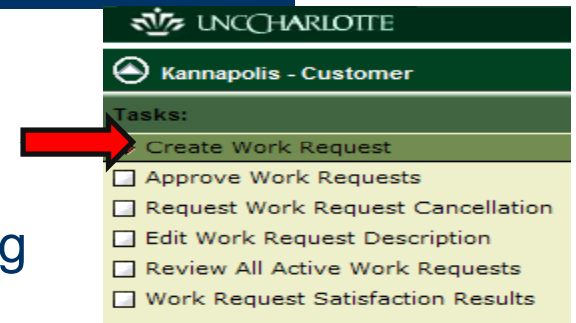
# Process: Creating the Work Request

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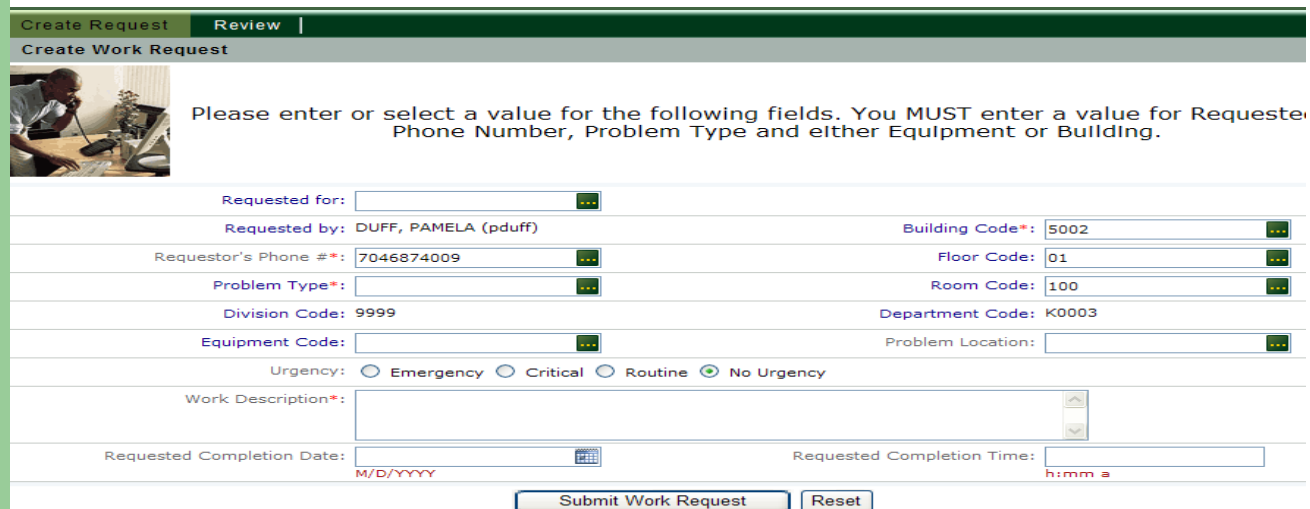
- Roles
  - Customer FAM
  - Supervisor/PA

# Creating a Work Request

- Create Work Request task
  - Both Roles can create a WR.
  - WR Form is auto populated with the building code, division code, name, dept code and phone.



UNCC-CHARLOTTE  
Kannapolis - Customer  
Tasks:  
 Create Work Request  
 Approve Work Requests  
 Request Work Request Cancellation  
 Edit Work Request Description  
 Review All Active Work Requests  
 Work Request Satisfaction Results



Create Request | Review |  
Create Work Request

Please enter or select a value for the following fields. You MUST enter a value for Requester Phone Number, Problem Type and either Equipment or Building.

Requested for:	<input type="text"/>		
Requested by:	DUFF, PAMELA (pduff)	Building Code*:	5002
Requestor's Phone #*:	7046874009	Floor Code:	01
Problem Type*:	<input type="text"/>	Room Code:	100
Division Code:	9999	Department Code:	K0003
Equipment Code:	<input type="text"/>	Problem Location:	<input type="text"/>

Urgency:  Emergency  Critical  Routine  No Urgency

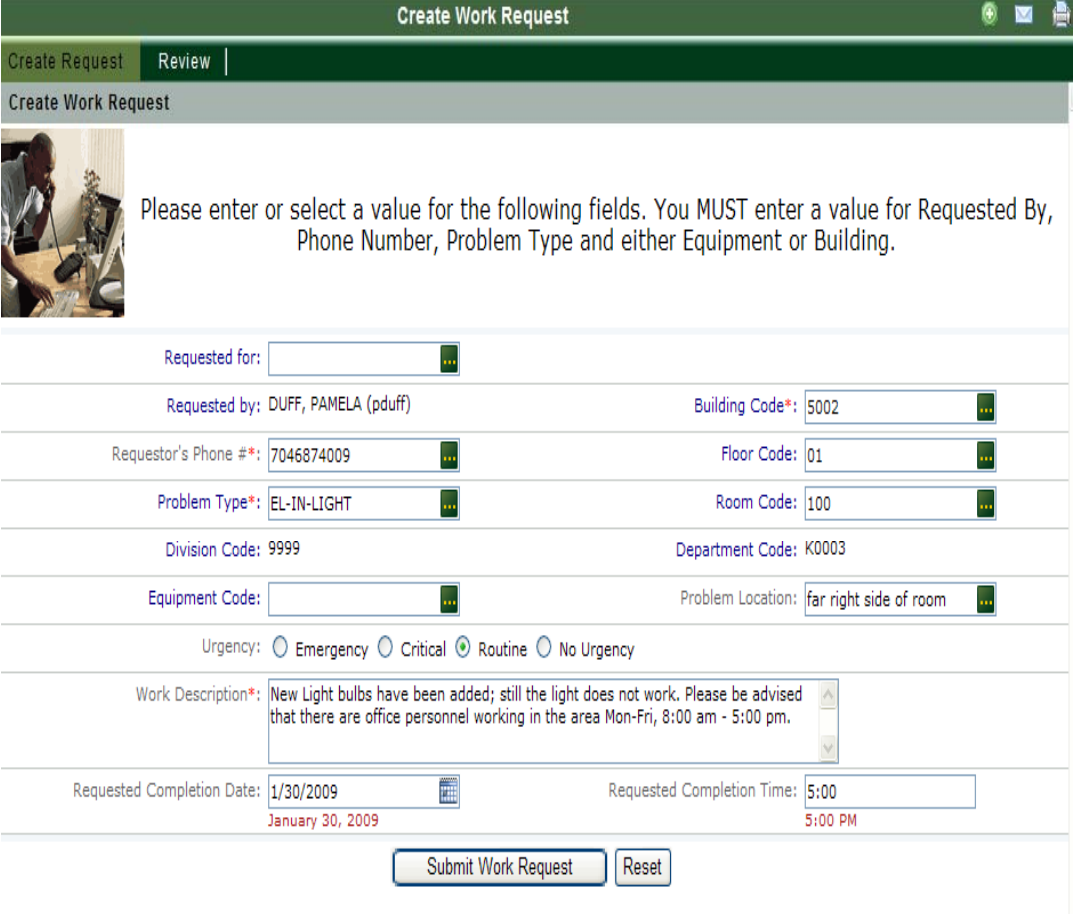
Work Description\*:

Requested Completion Date:  M/D/YYYY

Requested Completion Time:  h:mm a

# Completing the Work Request Form

- Complete all the data fields; then select the “Submit button”.



Create Work Request

Create Request | Review

Create Work Request

Please enter or select a value for the following fields. You MUST enter a value for Requested By, Phone Number, Problem Type and either Equipment or Building.

Requested for:

Requested by: DUFF, PAMELA (pduff) Building Code\*: 5002

Requestor's Phone #\*: 7046874009 Floor Code: 01

Problem Type\*: EL-IN-LIGHT Room Code: 100

Division Code: 9999 Department Code: K0003

Equipment Code:  Problem Location: far right side of room

Urgency:  Emergency  Critical  Routine  No Urgency

Work Description\*: New Light bulbs have been added; still the light does not work. Please be advised that there are office personnel working in the area Mon-Fri, 8:00 am - 5:00 pm.

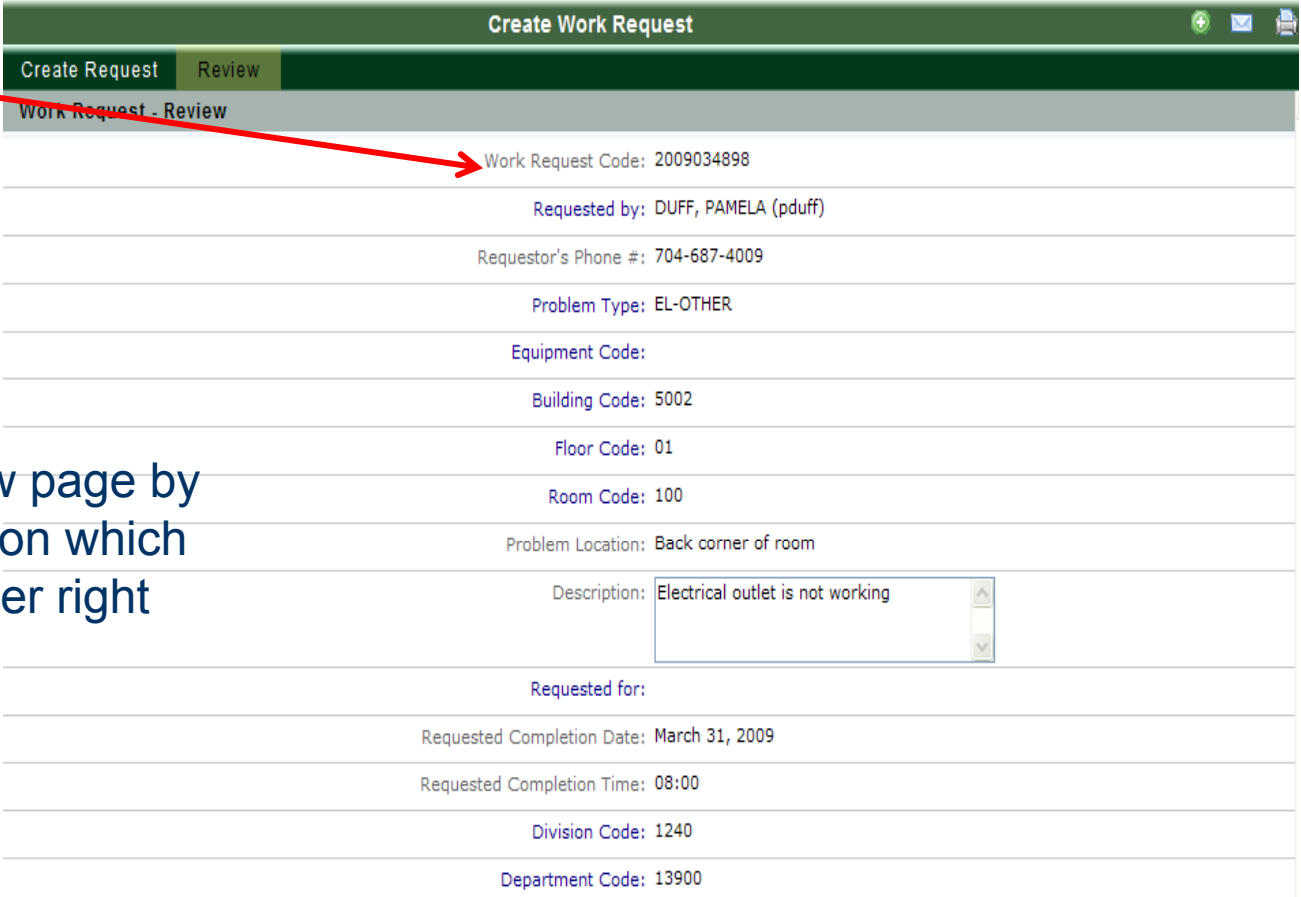
Requested Completion Date: 1/30/2009 Requested Completion Time: 5:00  
January 30, 2009 5:00 PM

Submit Work Request Reset

# Review Work Request

The Work Request code is used to track the work request

Print the WR Review page by selecting the print icon which is located in the upper right hand corner of the windowpane.



The screenshot shows a web application window titled "Create Work Request". The window has a dark green header with the title and a small icon in the top right corner. Below the header, there are two tabs: "Create Request" and "Review", with "Review" being the active tab. The main content area is titled "Work Request - Review" and displays the following information:

Work Request Code:	2009034898
Requested by:	DUFF, PAMELA (pduff)
Requestor's Phone #:	704-687-4009
Problem Type:	EL-OTHER
Equipment Code:	
Building Code:	5002
Floor Code:	01
Room Code:	100
Problem Location:	Back corner of room
Description:	Electrical outlet is not working
Requested for:	
Requested Completion Date:	March 31, 2009
Requested Completion Time:	08:00
Division Code:	1240
Department Code:	13900

# Zone 7 Shop Tasks

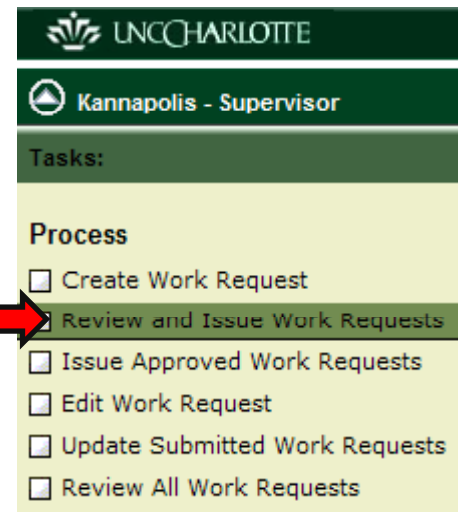
- WR Routed to Zone 7 Shop Supervisor in “Requested” status.  
**Note:** An email is generated to the Supervisor/PA informing them that a WR has been submitted by a Customer/FAM for an estimate.
- The Zone 7 Supervisor enters an Estimate and determines if WR is an Improvement or Repair.
- WR is either Issued or Submitted for FAM approval  
**Note:** All Improvements requests and all Repairs > \$1000 are routed to designated FAM queue to for review and approval.

# Reviewing WR/Estimate WR Costs

- The Requested WR is Routed to Shop Supervisor/PA in “Requested” status.

**Note:** An email is generated to the Supervisor/PA informing them that a WR has been submitted by a Customer/FAM for an estimate.

- To review the Submitted WR in the Supervisor queue, the Supervisor/PA selects the Review and Issue Work Request task.



# Estimating Labor

- Supervisor/PA locates and selects the WR.

The WR will display in the Edit Work Request Details window.

- To estimate labor (CF Assign), select the “Estimate Labor” tab located across the top of the windowpane.

Work Requests		
Work Request Code	Problem Type	Work Request Status
2009031268	EL-IN-LIGHT	Requested

Edit Work Request Details		Estimate Labor	Issue	Submit	Reject	Save	Cancel	
Work Request Code:	2009031268						Problem Type:	EL-IN-LIGHT
Requested for:						Work Request Status:	Requested	
Requested by:	DUFF, PAMELA (pduff)						Requestor's Phone #:	7046874009
Sub-Department Name:	University of North Carolina at Charlotte						Requested Completion Date:	January 30, 2009
Building Code:	5002						Requested Completion Time:	17:00
Floor Code:	01						Index/Fund Account:	336486
Room Code:	100						Banner Account Code:	928180
Problem Location:	far right side of room						Shop/Zone Code:	MOZ07
Description:	New Light bulbs have been added; still the light does not work. Please be advised that there are office personnel working in the area Mon-Fri. 8:00 am -							
Craftpersons Notes:								
Type:	<input checked="" type="radio"/> Repair <input type="radio"/> Improvement							
Estimated Total Cost:	0.00							

# Estimating Labor

- The “Add Craftspersons to Work” windowpane displays.
  - Select the “Add New” or “Add Crew” button. The Work Assignments window will then display.
  - Click the ellipse button beside the Craftsperson code and select your craftsperson.
- Next, add estimated hours and change the function level (if necessary). Then, select “Save”.

**Add Craftspersons to Work**

Work Request Code	Problem Type	Work Request Status
2009031268	EL-IN-LIGHT	Requested

**Work Request**

Work Request Code: 2009031268

Problem Type: EL-IN-LIGHT

Estimated Labor Hours: 0.00

Building Code: 5002

Floor Code: 01

Room Code: 100

Equipment Code:

**Work Assignments** Save Delete Can

Work Request Code\*: 2009031268

Craftsperson Code\*: CGMCKINN

Function Code: ELEC

Function Level: 1

Estim. Hours: 2.00

Additional Comments:

Date Craftsperson Assigned: 1/22/2009  
January 22, 2009

Time Craftsperson Assigned: 7:32  
7:32 AM



# Estimating Labor

- The Craftsperson information will display in the Work Assignments window for that WR and the estimated hours will update in the Work Request window.
- Close the “Add Craftspersons to Work” Windowpane.

The screenshot displays the 'Add Craftspersons to Work' window, which is divided into several sections:

- Open Work Requests:** A table listing work requests.
- Work Request:** A detailed view of a selected work request.
- Work Assignments:** A table showing assigned craftspersons.
- Work Request Details:** A form containing metadata and description.

Work Request Code	Problem Type	Work Request Status	
2009031268	EL-IN-LIGHT	Requested	

Work Request Code	Craftsperson Code	Date Craftsperson Assigned	Time Craftsperson Assigned
2009031268	CGMCKINN	1/22/2009	07:30

**Work Request Details:**

- Work Request Code: 2009031268
- Problem Type: EL-IN-LIGHT
- Estimated Labor Hours: 2.00
- Building Code: 5002
- Floor Code: 01
- Room Code: 100
- Equipment Code:
- Date Work Requested: January 21, 2009
- Work Description: New Light bulbs have been added; still the light does not work. Please be advised that there are office personnel working in the area Mon-Fri, 8:00 am - 5:00 pm.

# Estimating Materials

- Click on your Work Request located in the Work Request window to refresh your estimation costs in the Edit WR Details window.
- Next, complete estimations for Parts, Shop Stock and Other costs.
- Then, select whether the WR is a repair or an Improvement.

Work Requests		
Work Request Code	Problem Type	Work Request Status
29031268	EL-IN-LIGHT	Requested

Edit Work Request Details		Estimate Labor	Issue	Submit	Reject	Save	Cancel
Work Request Code:	2009031268	Problem Type:		EL-IN-LIGHT			
Requested for:	Work Request Status: Requested						
Requested by:	DUFF, PAMELA (pduff)	Requestor's Phone #: 7046874009					
Sub-Department Name:	University of North Carolina at Charlotte	Requested Completion Date: January 30, 2009					
Building Code:	5002	Requested Completion Time: 17:00					
Floor Code:	01	Index/Fund Account: 336486					
Room Code:	100	Banner Account Code: 928180					
Problem Location:	far right side of room	Shop/Zone Code: MOZ07					
Description:	New Light bulbs have been added; still the light does not work. Please be advised that there are office personnel working in the area Mon-Fri 8:00am -						
Craftpersons Notes:							
Type:	<input checked="" type="radio"/> Repair <input type="radio"/> Improvement						
Estimated Total Cost:	60.84						
Estimated Cost of Labor:	60.84						
Estimated Cost of Parts:	<input type="text" value="0.00"/>						
Estimated Other Costs:	<input type="text" value="0.00"/>						
Estimated Cost of Shop Stock:	<input type="text" value="0.00"/>						

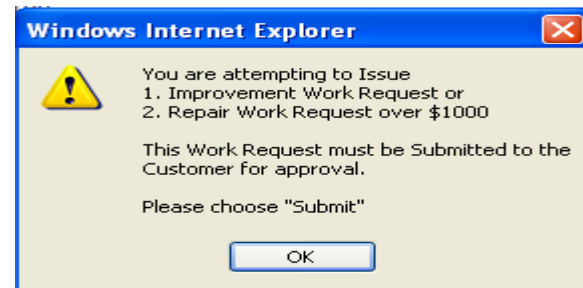
# Issuing or Submitting WR

- Next, depending upon the WR type and the estimate amount, either “Submit” for Approval to the designated FAM or “Issue” your Work Request out for completion.

**Note:** If you try to issue an Improvement WR or a Repair WR > \$1000, a warning message will display.

Likewise, if you try to submit a work request that is < or = \$1000, a warning message will display.

CF Assign | Issue | Reject | Save | Cancel



# Customer/FAM Role: Reviews, Approve or Reject WR

- Once the WR estimate is submitted by the Shop for approval, an email is generated to the Customer/FAM.
- The Supervisor/PA will receive an Email notification informing them of the approved or rejected WR.

# Issuing Approved WRs

LNC-CHARLOTTE

Kannapolis - Supervisor

Tasks:

**Process**

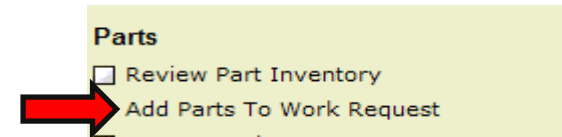
- Create Work Request
- Review and Issue Work Requests
- Issue Approved Work Requests
- Edit Work Request
- Update Submitted Work Requests
- Review All Work Requests

● Under the Supervisor Role, select the Issue Approved Work Requests task to view and issue the “Approved” work request.

Edit Work Request Details		CF Assign	Issue	Reject	Save
Work Request Code: 2009031265					Problem Type: EL-OTHER
Requested for: DUFF, PAMELA (pduff)					Work Request Status: Approved
Requested by: ZIMMER, KEVIN (kzimmer)					Requestor's Phone #: 7046874009
Sub-Department Name: University of North Carolina at Chapel Hill					Requested Completion Date:
Building Code: 5001					Requested Completion Time:
Floor Code: 01					Index/Fund Account: 336486
Room Code: 100					Banner Account Code: 928180
Problem Location:					Shop/Zone Code: MOZ07

# Supervisor/PA Assigns Materials to WR

- Stock Parts are added to the WR using the Add Parts to Work Request task.



Work Requests

Work Request Code	Problem Type	Building Code	
2009031293	HVAC-TEMPCONTROL	5001	
2009031292	EL-OTHER	5001	
2009031268	EL-IN-LIGHT	5002	
2009031267	EL-IN-LIGHT	5001	

Work Request Code: 2009031293

Problem Type: HVAC-TEMPCONTROL

Work Description: test

Date Work Requested: January 22, 2009

Problem Location:

Work Request Status: Issued and In Process

Is this WR reimbursable?: No

Index/Fund Account: 336486

Assign Stock Part

Line Number	Part Status	Part Code	Quantity Estimated	Quantity Used	Total Parts Cost	Part Classification	Part Description	User Name
No records to display.								

Assign Non-Stock Part

Line Number	Part Status	Non Stocked Item	Non Stocked Item	Quantity Estimated	Units Used	Estimated Cost	manufacturer	User Name
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Red arrows indicate the flow of information: from the 'Building Code' column in the list to the 'Assign Stock Part' table, and from the 'Problem Type' field in the details to the 'Assign Non-Stock Part' table.

# Ordering Parts

- Once all parts have been added to the WR, Select the Export to SDI button

Work Requests								Export to SDI	
Work Request Code: 2009031293									
Problem Type: HVAC-TEMPCONTROL									
Work Description: test									
Date Work Requested: January 22, 2009									
Problem Location:									
Work Request Status: Issued and In Process									
Is this WR reimbursable?: No									
Index/Fund Account: 336486									
Banner Account Code: 928180									
							Assign Stock Part		
Line Number	Part Status	Part Code	Quantity Estimated	Quantity Used	Total Parts Cost	Part Classification	Part Description	User Name	
1	Shopping	0001274	1	0	0.00	THERMOMETER	THERMOMETER 0 / 200 F 2.5" STEM 1/2" NPT	PDUFF	
							Assign Non-Stock Part		
Line Number	Part Status	Non Stocked Item	Non Stocked Item Description	Quantity Estimated	Units Used	Estimated Cost	manufacturer	User Name	
2	Shopping	BRASS COUPLINGS		12	Each	12.00	A & M Supply	PDUFF	

## Zone 7 Tasks

- Work is executed
- Time, Materials and other charges are updated on the work request by the Zone 7 Supervisor/PA.
- Work is closed out
- Invoice is generated and available for printing



# WR is Completed

- Once work is completed, PA updates the WR using existing processes.
- Although WR hours are updated daily and weekly, any additional actual time, material charges and stock used are added to the WR at this point.

The screenshot shows the 'Kannapolis - Supervisor' interface. It features a 'Tasks' section with two categories: 'Process' and 'Tech'. The 'Process' tasks include 'Create Work Request', 'Review and Issue Work Requests', 'Issue Approved Work Requests', 'Edit Work Request', 'Update Submitted Work Requests', and 'Review Work Requests'. The 'Tech' tasks include 'Assign Craftsperson', 'Print - Update Weekly Assignments', 'Update Hours by Work Request by Day', 'Update Hours by Crew', 'Enter Time Off', 'Review Time Off', 'Craftsperson Maintenance', 'Craftsperson Crew Maintenance', 'Manage Craftsperson Positions', 'Review Craftsperson by Shop', 'Review Craftsperson Positions', 'Review All Time by Craftsperson', and 'Review Craftsperson Labor Rates'. A red arrow points to the 'Update Hours by Work Request by Day' task. Below the tasks is a section titled 'Work Assignments for Work Request: 2009031293' with 'Save Hours' and 'Print Timesheet' buttons. A table shows work assignments for the week of March 9th to 15th, 2009, with columns for 'Str.' and 'Ovr.' for each day. The table shows zero hours for all days. Below the table is a dropdown menu for 'ARGUETA, ARNULFO -Function: HVAC' and a grid of empty cells.

**Kannapolis - Supervisor**

**Tasks:**

**Process**

- Create Work Request
- Review and Issue Work Requests
- Issue Approved Work Requests
- Edit Work Request
- Update Submitted Work Requests
- Review Work Requests

**Tech**

- Assign Craftsperson
- Print - Update Weekly Assignments
- Update Hours by Work Request by Day
- Update Hours by Crew
- Enter Time Off
- Review Time Off
- Craftsperson Maintenance
- Craftsperson Crew Maintenance
- Manage Craftsperson Positions
- Review Craftsperson by Shop
- Review Craftsperson Positions
- Review All Time by Craftsperson
- Review Craftsperson Labor Rates

Work Assignments for Work Request: 2009031293

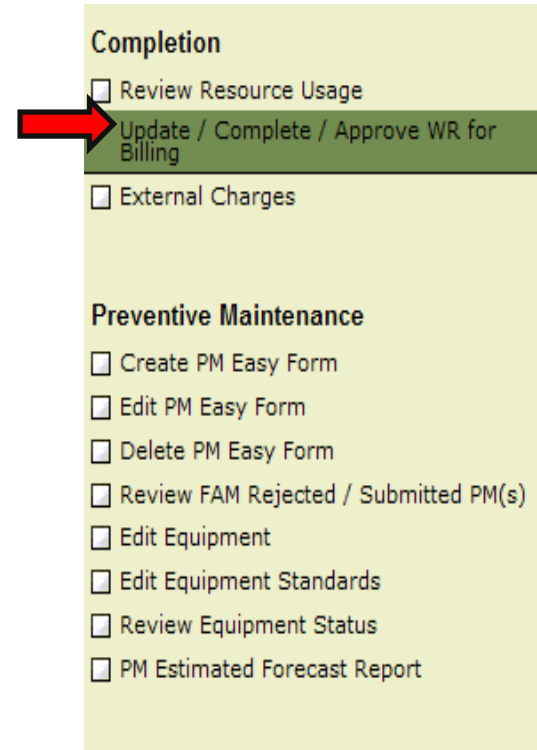
Save Hours Print Timesheet

Mon-03-09		Tue-03-10		Wed-03-11		Thu-03-12		Fri-03-13		Sat-03-14		Sun-03-15	
Str.	Ovr.	Str.	Ovr.	Str.	Ovr.	Str.	Ovr.	Str.	Ovr.	Str.	Ovr.	Str.	Ovr.
0	0	0	0	0	0	0	0	0	0	0	0	0	0

ARGUETA, ARNULFO -Function: HVAC

# WR is Marked Completed

- At this point, the Supervisor or PA may also update any additional time & materials using the Update/Complete/Approve WR for Billing
- Supervisor or PA marks the Work Request Completed



Completion


- Review Resource Usage
- Update / Complete / Approve WR for Billing
- External Charges

Preventive Maintenance

- Create PM Easy Form
- Edit PM Easy Form
- Delete PM Easy Form
- Review FAM Rejected / Submitted PM(s)
- Edit Equipment
- Edit Equipment Standards
- Review Equipment Status
- PM Estimated Forecast Report

# Supervisor Reviews/Finalizes WR

- Once the Supervisor reviews the WR, the WR is marked Ready to be Finalized.
- The WR is queued for Invoicing.

Ready to be Finalized ? 

**Edit Work Request Details** CF Assign Assign Hours Complete WR Return to Issue Cancel WR Save

Work Request Code: 2009031293

Problem Type: HVAC-TEMPCONTROL

Requested for: ZIMMER, KEVIN (kzimmer)

BI-FI-Rm: 5001-01-100

Problem Location: far right side of room

Equipment Code:

Date Work Requested: 1/22/2009  
January 22, 2009

Work Request Status: Issued and In Process

Work Description: test

Repair Type: ADJUSTED

Cause Code: TEST

Craftsperson Notes:

Estimated Cost of Shop Stock: 0.00

Cost of Shop Stock: 0.00

Cost of Parts: 0.00

Other Costs: 0.00

Cost of Labor: 0.00

Total Cost: 0.00

Ready to be Finalized ?

**Work Request Labor Assignments**

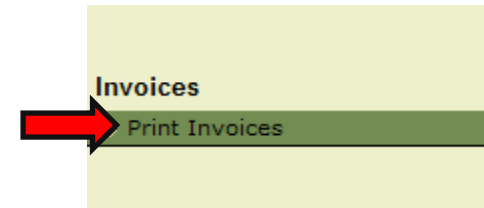
Craftsperson Code	Date Craftsperson Assigned	Estim. Hours	Function Code	Total Hours	Total Labor Cost	Assign By	Work Request Code	Craftsperson Name
ARGUETA	2/2/2009	10.00	GROUNDS	0.00	0.00	DANG, HAI (HDANG12)	2009031293	ARGUETA, ARNULFO
ARGUETA	2/1/2009	0.00	GROUNDS	0.00	0.00	DANG, HAI (HDANG12)	2009031293	ARGUETA, ARNULFO

**Work Request SDI Stock Parts**

Line Number	Part Code	Part Status	Quantity Estimated	Quantity Used	Total Parts Cost	Work Request Code	Date Part Assigned	Time Part Assigned	Part Classification	Part Description
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# Invoiced WR Ready for Viewing

- Once Facilities Business Office completes the Billing process, an email will generate informing the Supervisor and PA that the Invoice is ready for viewing.
- To view and print WR invoice, select the Print Invoice task located under the Supervisor role.



# Adding New Employee Access— Supervisor Role

- Under the Supervisor role, select Edit Employees task located under the Administrative task heading.

- To add a new employee, click the “Add New” button in the Employees window.

LNC-CHARLOTTE  
Kannapolis - Supervisor  
Tasks:  
Administrative  
 Edit Employees

Employee Details

Employee Name	Department Code
CARROLL-CASE, CHRISTY (cccaskn)	K0001
CHAMPION, DAVID (dchampi4kn)	K0001
DANG, HAI (hdang12kn)	K0003
DINELLO, RAY (rdinellokn)	K0003
DUFF, PAMELA (pduff)	K0003
GARST, JOHN (jgarstkn)	K0003
GRIFFIN, LARRY (lgriffkn)	K0001
ZIMMER, KEVIN (kzimmer)	K0001

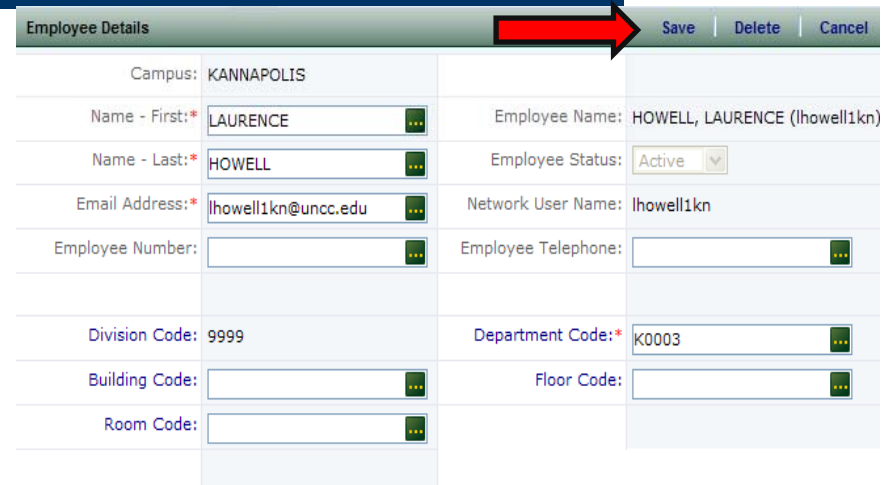
Buttons: Add New, Refresh, Save, Delete, Cancel

Form fields:  
Campus: KANNAPOLIS  
Name - First: \*  
Name - Last: \*  
Employee Name:  
Employee Status: Active  
Email Address: \*  
Network User Name:  
Employee Number: \*  
Employee Telephone: \*  
Division Code: 9999  
Department Code: \*  
Building Code: \*  
Floor Code: \*  
Room Code: \*

# Adding New Employees

- Complete the Employee Detail information and select the “Save” button.

- The new employee will then display in the Employees window.



Employee Details

Campus: KANNAPOLIS

Name - First:\* LAURENCE Employee Name: HOWELL, LAURENCE (lhowell1kn)

Name - Last:\* HOWELL Employee Status: Active

Email Address:\* lhowell1kn@uncc.edu Network User Name: lhowell1kn

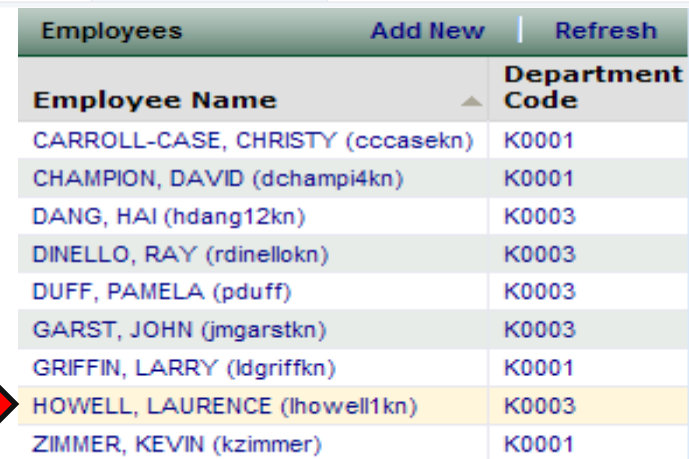
Employee Number: Employee Telephone:

Division Code: 9999 Department Code:\* K0003

Building Code: Floor Code:

Room Code:

Save Delete Cancel



Employees	Add New	Refresh
Employee Name	Department Code	
CARROLL-CASE, CHRISTY (cccaskn)	K0001	
CHAMPION, DAVID (dchampi4kn)	K0001	
DANG, HAI (hdang12kn)	K0003	
DINELLO, RAY (rdinellokn)	K0003	
DUFF, PAMELA (pduff)	K0003	
GARST, JOHN (jmgarstkn)	K0003	
GRIFFIN, LARRY (ldgriffkn)	K0001	
HOWELL, LAURENCE (lhowell1kn)	K0003	
ZIMMER, KEVIN (kzimmer)	K0001	

# Assign User Passwords

## Administrative

- Edit Employees
- Assign User Passwords

Select the Assign User Password task. Next select the User Name from the list. Click the green ellipse button to display the Change Password window.

Once the new password is entered, check the box to email user and select "Change".

The screenshot shows the 'Add or Edit Users' application interface. On the left, a list of users is displayed, with 'PDUFF' highlighted. On the right, the 'Edit User' form is visible, showing the user's details and a password field. A red arrow points from the 'Change Password' button in the 'Edit User' form to the 'Change Password - Administrator Access' dialog box. The dialog box shows the user's name as 'PDUFF', the new password as 'ABCDE', and the 'Send Email to User' checkbox checked. A red arrow points from the 'Change' button in the dialog box back to the 'Change' button in the 'Edit User' form.

Users	Edit User
<b>User Name</b>	User Name: PDUFF
biproper	User Password: AFM
CCCASEKN	Color Scheme: UNCC
cesmith1	Locale: English (United States)
D_KIPP	Email Address: pduff@uncc.edu
DCHAMPKN	
downsmf	
dwsteelekn	
efoflahe	
efoflahe1	
HDANG12KN	
jana_harrison	
JMGARSTKN	
JSNDER	
KWESTPH1KN	
KZIMMER	
KZIMMERKN	
KZIMMERKN2	
LDGRIFFKN	
LHOWELL1KN	
lhowellkn	
PDUFF	
PDUFFKN	
RANDALL_KELLER	
RDINELLOKN	
ryan_dayvault	
shanelya	
susan_stirewalt	
SYXKATS	
tara_vogelien	
tblevins	

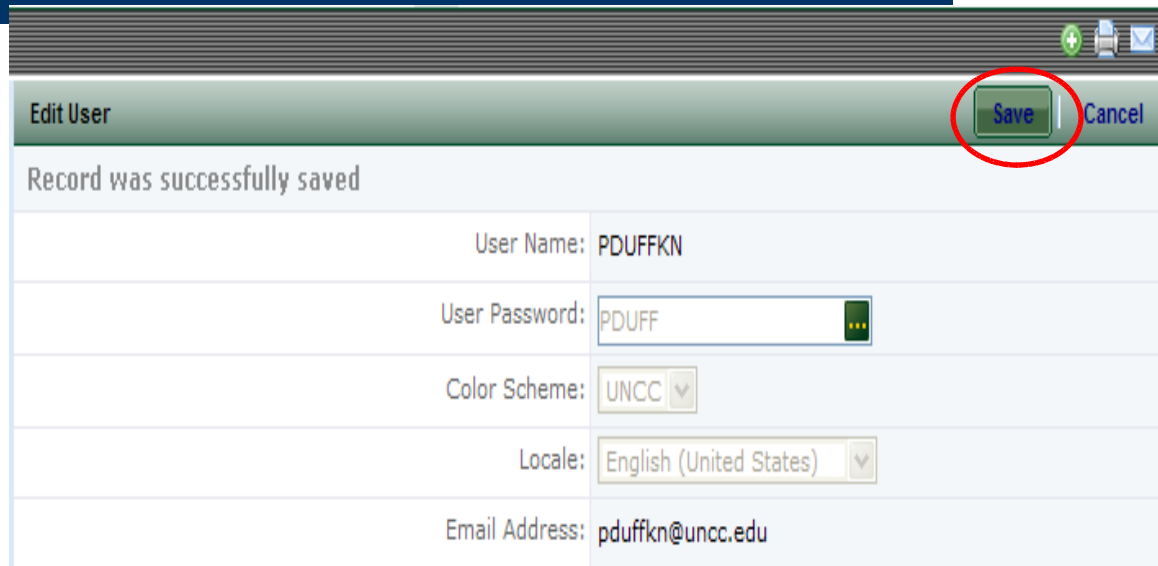
# Assign User Passwords

## Administrative

- Edit Employees
- Assign User Passwords

Next, select the “Save” button located at the top of the screen to Save the password changes.

A notification will display that the Record was successfully saved.



The screenshot shows a web application window titled "Edit User". At the top right, there are three buttons: "Save" (circled in red), "Cancel", and a "Print" icon. Below the buttons, a notification message reads "Record was successfully saved". The form contains the following fields:

User Name:	PDUFFKN
User Password:	PDUFF
Color Scheme:	UNCC
Locale:	English (United States)
Email Address:	pduffkn@uncc.edu



# Q&A

