Printing an Active Space Request

1.) From the View All Space Requests view, select the PDF button for the submitted SRF to be printed

Space Requ	uest \	Work	Queue												🛎 XLS 💠
SRF Number: 1	1[1] 20	列 AllI4	1												
SRF Number	÷		Requested By Name	- R	lequest Type		Identify Type of Space	Division Name		Site Code	- Building Name	Date of Request	Planner Assigned	Status	Workflow Stage
						•							•	•	
28	1	PDF	Judy Fuller			Retain		F_CPL Campus Pla	nning			11/1/2016	TBD	Request Received	
26		PDF	Judy Fuller			Retain	Administration	F_CPL Campus Pla	nning			10/4/2016	TBD	Request Received	
77	1	005	David Camaball	le .		Detale		M Oches Center				8/14/2014	TPD	Descort Decalined	

2.) A dialogue box will appear* showing a print status bar. When "Job Complete – 100%" appears on the blue status bar, the document is available to open

* It may be necessary to disable pop-up blocking <u>software</u> if the dialogue box does not appear. You should not need to change browser settings for enabling pop-ups for this dialogue box.

3.) Click the SRF_Print_Form.pdf text to open the PDF

Space Reques	st Work	Queue																XLS Q
SRF Number: 111	ZIE ALL																	
SRF Number		Requested By Name	Request	Ђре	-	Identify Type of Space	Division Name		- 5	ite Code	- Bui	Iding Name	Date	of Request -	Planner Assigned	Status		Workflow Stage
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28	PDF	Judy Fuller			111		0.000	5 (3)							TED	Request Recei	ived	
26	PDF	Judy Fuller													TBD	Request Recei	ived	
23	PDF	Ronald Campbell Jr		Result View or	File			Percent						TBD	Request Received			
19	PDF	Ritesh Khanna		Link min be en	bilde	when job finishes.		Completed		Progress					Sharon	Request Recei	ived	
				SRF_Print_For	m.pdf				1009	6 Record 1 of 1		Stop PDF	Export					
						<u> </u>	- (fob Complete - 10	00%									
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4.) A tab will open in your browser with the SRF document in a printable PDF format

ARCHIBUS Web Central × SRF_Print_Form.pdf	4	
← → C	center.org/archibus/schema/per-site/pdf-forms	/029257136/SRF_Print_Form.pdf
		SPE Number 26
	USF	re Request Form
	1 Requested Bu	2 Date of Porquest
	Judy Fuller	10/4/2016
	JudyFuller	10/4/2016

Printing a blank Space Request Form

1.) From the Space Request Form view, select the Blank PDF button

NAME OF THE OWNER				029257136 ~	Sign Out Help
ARCHIBUS	Campus Admin Home Page	Applications	Tasks -	Find a form or report	
Space Request Form				Blank PDF	Submit Cancel
1. Requested By Name			2. Date of Request		
Lisa Lettau			7/19/2017		
3. Division Name*			4. Department Name*		
3. Division Name"			4. Department Name*		

2.) A second tab will open in your browser with the blank SRF document in a printable PDF format

	umea.carcenter.org/archibus/schema/ab-product	s/common/resources/pdf-forms/SRF_Print_Form_Blank.pdf	
Print_Form_Blank.pdf		1/3	
	110		
	USF	Space Request Form	
		Space Request Form	