Archibus OnSite

Quick Start Guide
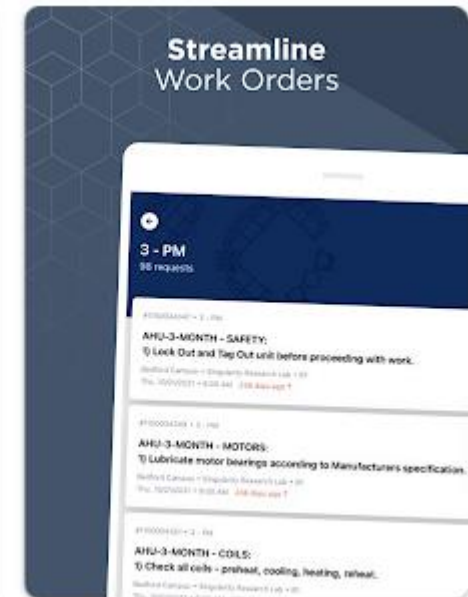
1. Download the app

The Archibus OnSite Mobile app can be downloaded for both IOS and Android devices.

For IOS   For Android

App Store   Play Store
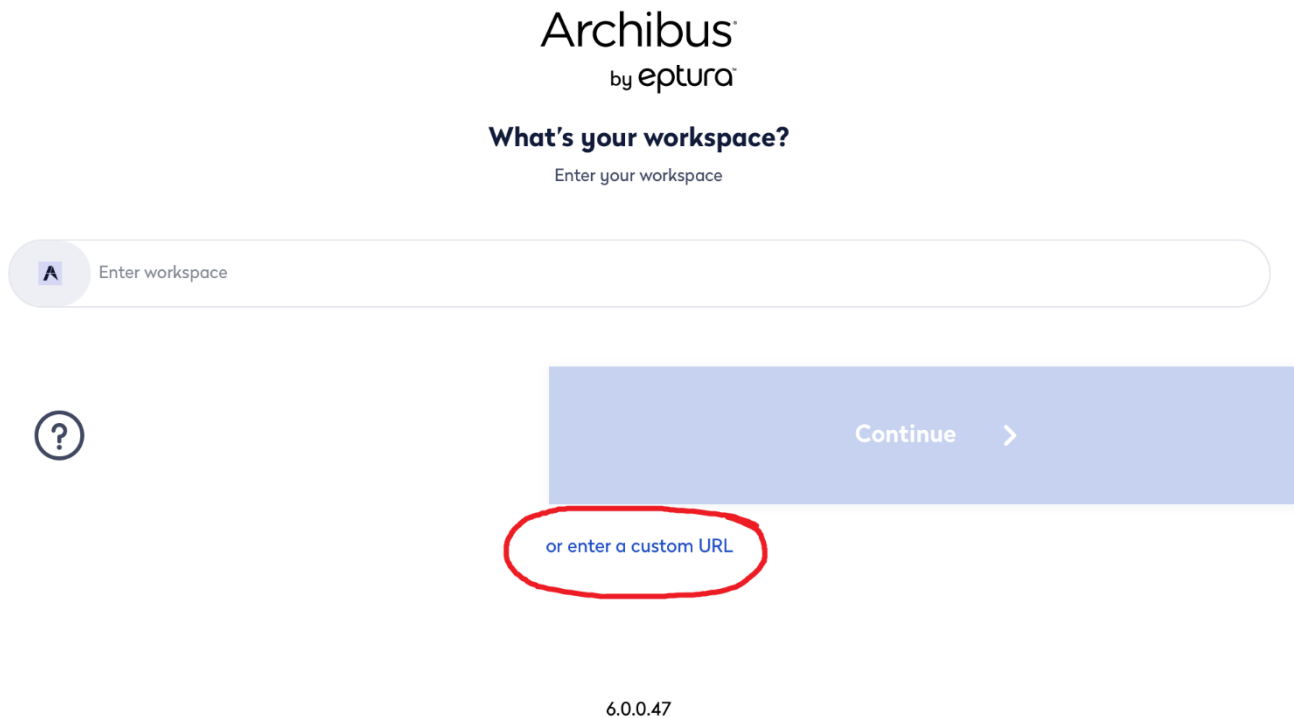
2. Connect to the University of Adelaide WorkSpace

Once launched, OnSite will prompt you to enter a WorkSpace:

IMPORTANT! You will need to select the option '**or enter a custom URL'**

In the URL field enter **https://unispace.adelaide.edu.au**

Select Continue.

It is important the address is entered exactly as it appears above.

Archibus
by eptura

What's your workspace?

Enter a custom Archibus Workspace URL
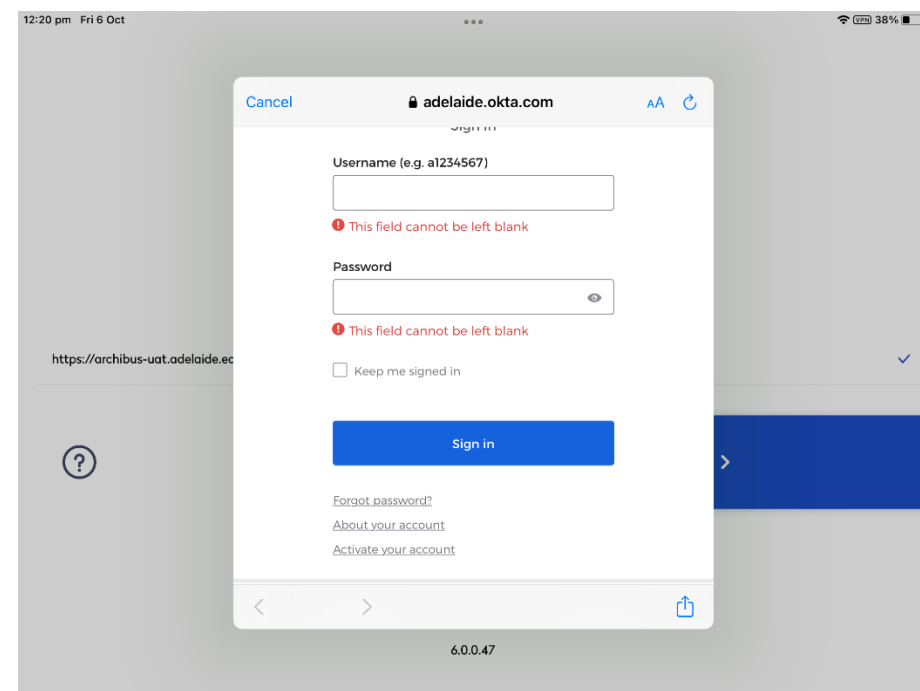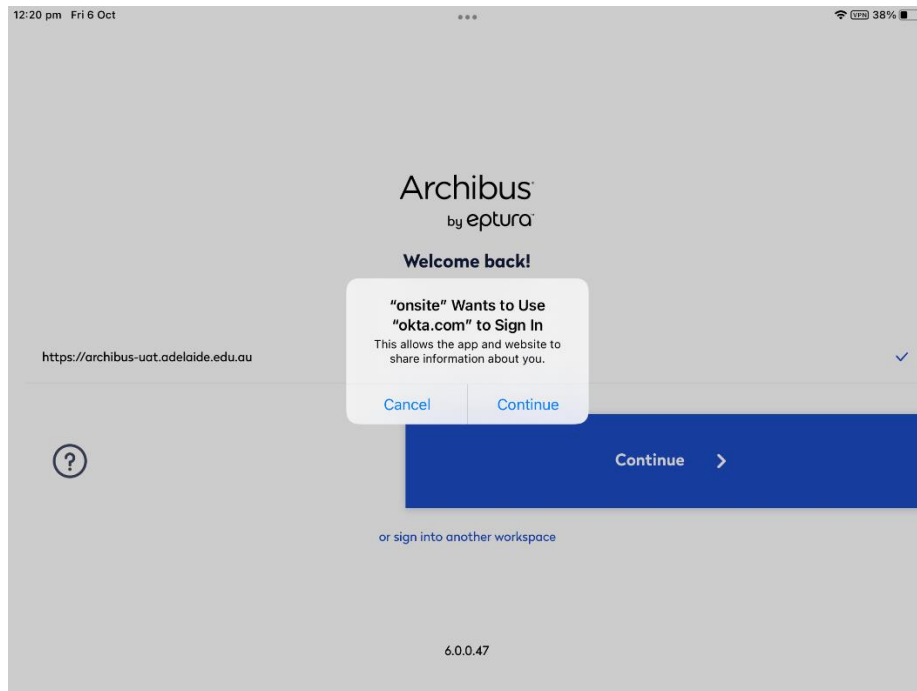
https://

Continue   >

or enter a standard URL

6.0.0.47

3. Log in with 2FA

Once you have entered the university's workplace address successfully you will be routed to the university's two-factor authentication login.

Once prompted select continue.   Login via the two-factor authentication procedure with your university account and use your normal login details.
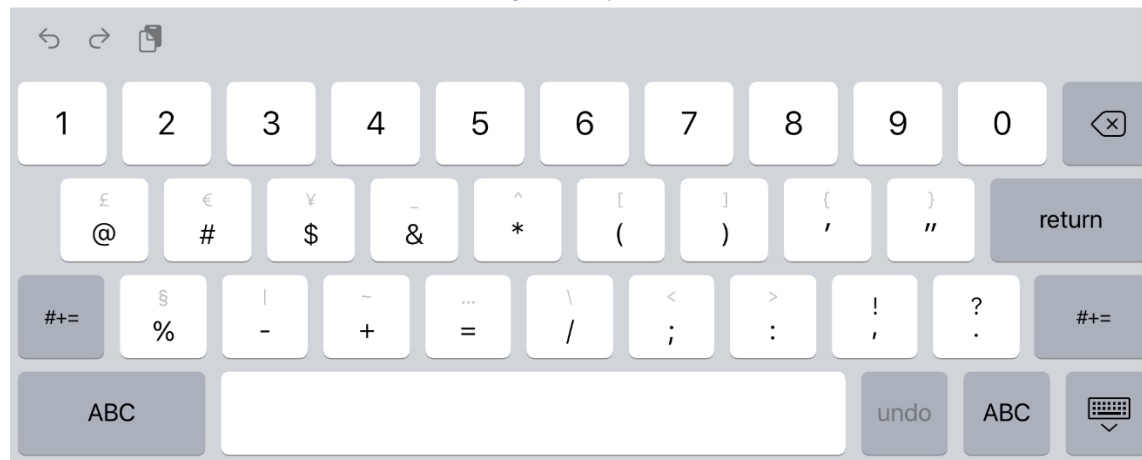
4. Enter a PIN

This pin will help you log in quicker throughout your day.
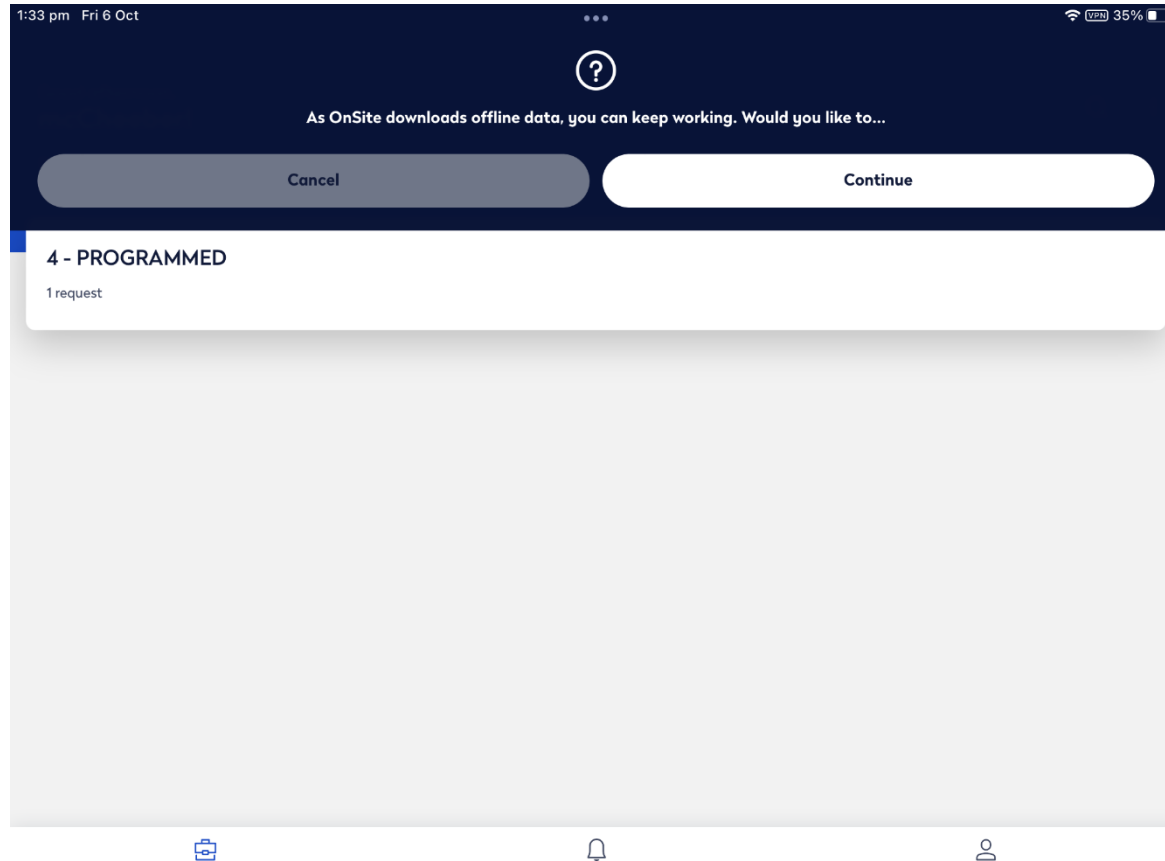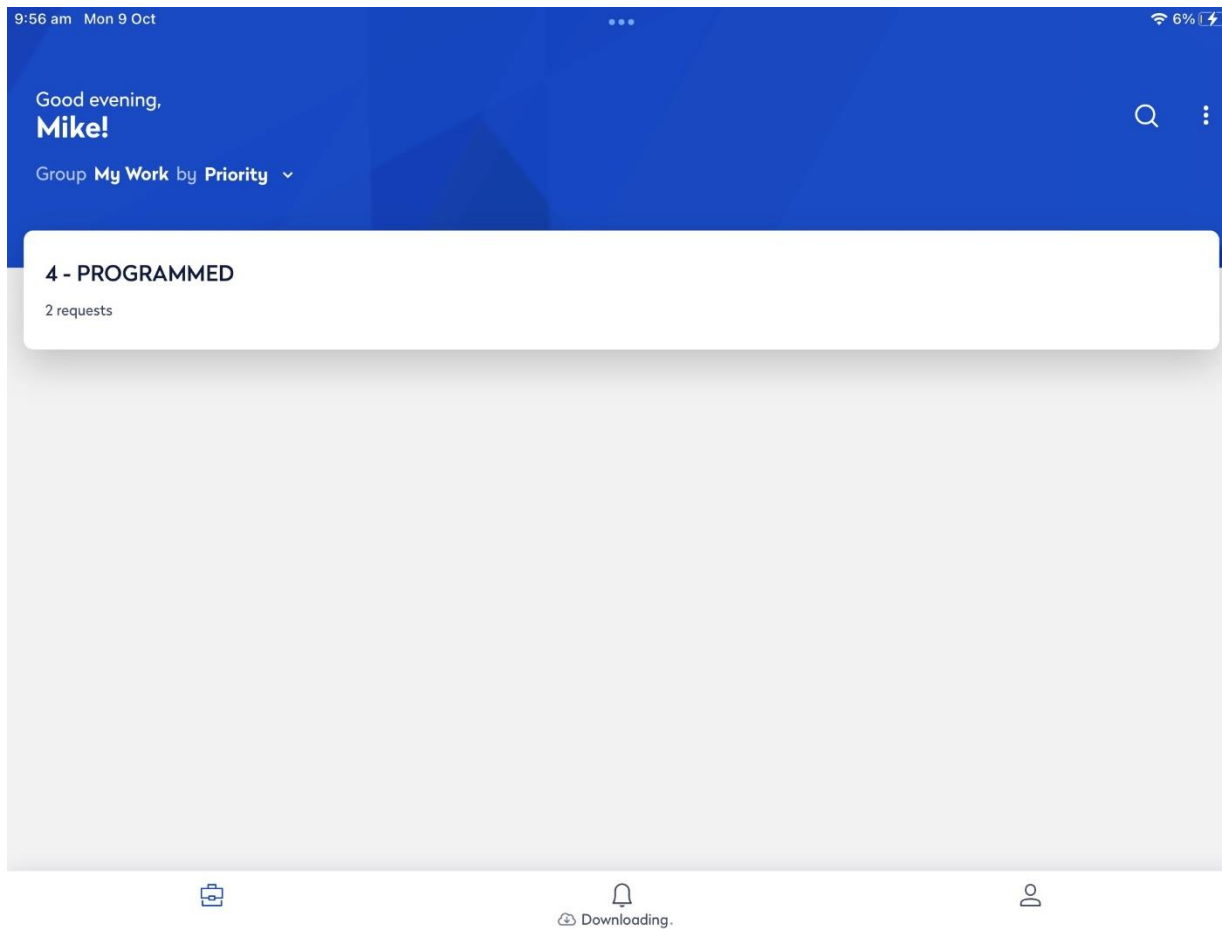
5. Background data

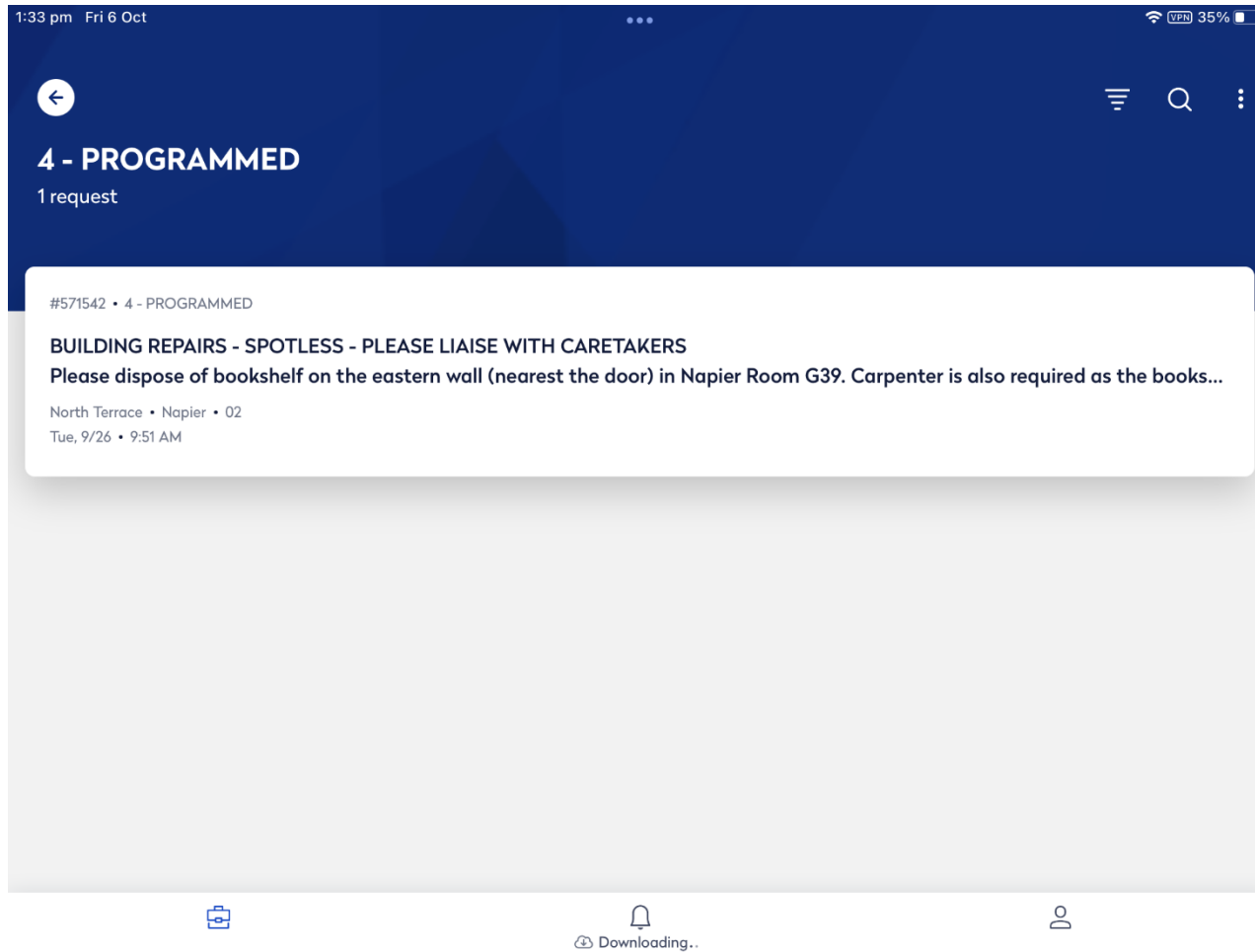Onsite will begin downloading background data once you log in. please select continue from the pop up.

6. Congrats you're all set

Welcome to your work queue. Work Requests are grouped by priority by default but can be grouped by several options including location and due-date using the drop-down list.

Simply click through to get to individual jobs.

From here you can update jobs, add hours and change status.

For detailed instructions please read this help file. OnSite help file

1:33 pm Fri 6 Oct

571542

BUILDING REPAIRS

4 - PROGRAMMED · Tue, 9/26 · 11:50 AM

Issued and In Process ⌄

Details	Equipment

💬 **Description**

SPOTLESS - PLEASE LIAISE WITH CARETAKERS
Please dispose of bookshelf on the eastern wall (nearest the door) in Napier Room G39. Carpenter is also required as the bookshelf is attached to the wall. Please also dispose of leather chair. Please charge to 401|15016560. Thank you. Sarah Hoggard

PS Note: Please do not take anything to the Nexus car park - these items need to be sustainably disposed of

▽ **Location** >

Napier
02 - G39 - Office

University of Adelaide, North Terrace, Adelaide, Adelaide, SA (North Terrace)

🔊 **Requestor**

Support Team

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