

Archibus Workplace Mobile App

Installation Help Guide

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July 2023

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1. Installing the P&S Workplace Mobile App

01

Want to log a service request using your mobile?



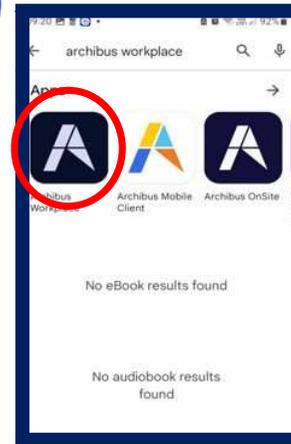
02

Access Google Play Store or Apple App Store



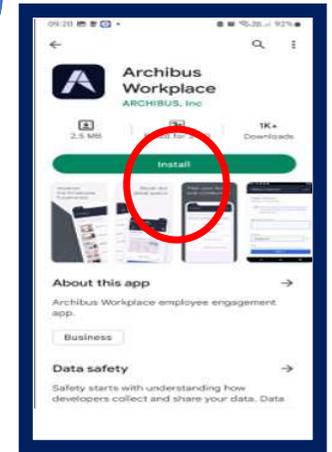
03

Search for Archibus Workplace



04

Click on Install or Get



The Mobile App is Installed and ready for the next step

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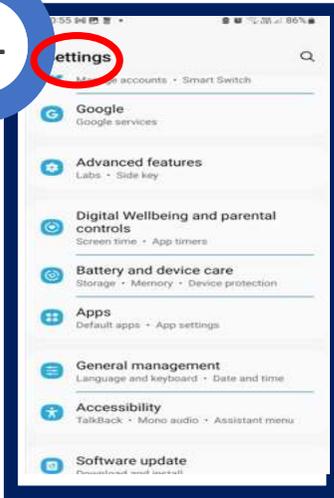
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2. Setting permissions to use the Camera (Android Phones)

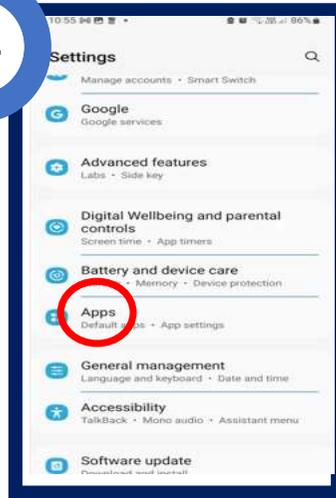
Access your Mobile settings

01



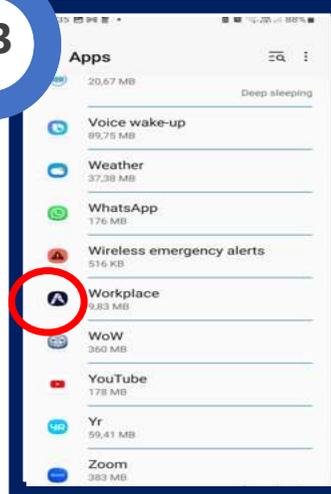
Click on Apps

02



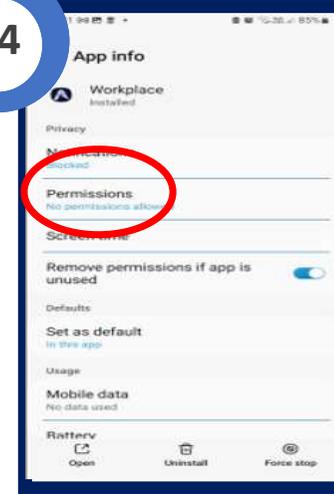
Click on Workplace

03



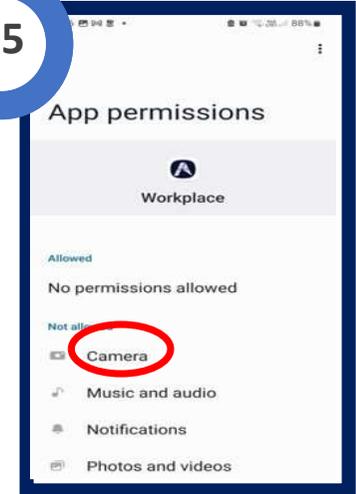
Click on Permissions

04



Click on Camera

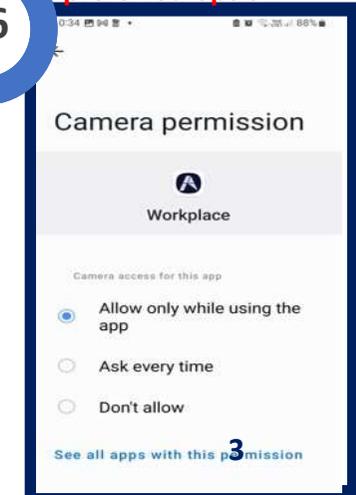
05



The Camera is now enabled to use with the Workplace Mobile App

Click on your preferred option

06



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3. Setting up the P&S Workplace Mobile App

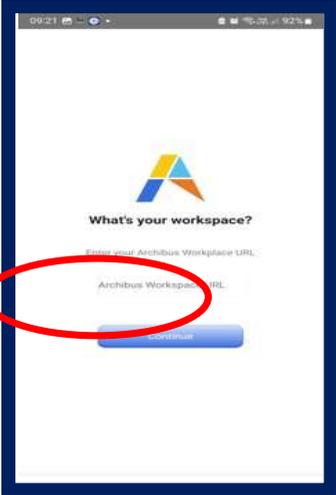
01

Open the App



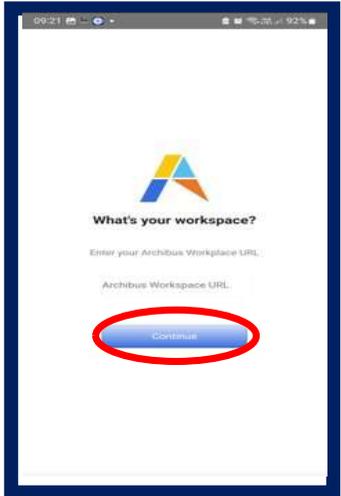
02

Insert - <https://archibus.uct.ac.za>



03

Select Continue



The P&S Workplace Portal is now connected to the Archibus Workplace Mobile App



4. Logging into the P&S Workplace Mobile App

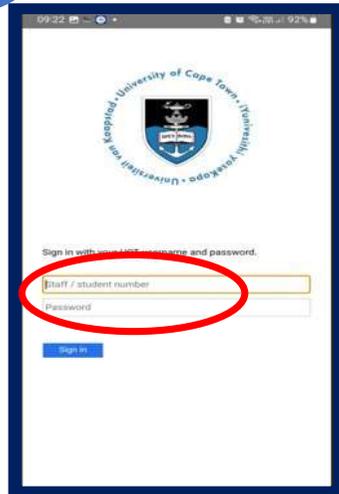
01

Click on the Archibus Mobile App



02

Enter your UCT Credentials & Password



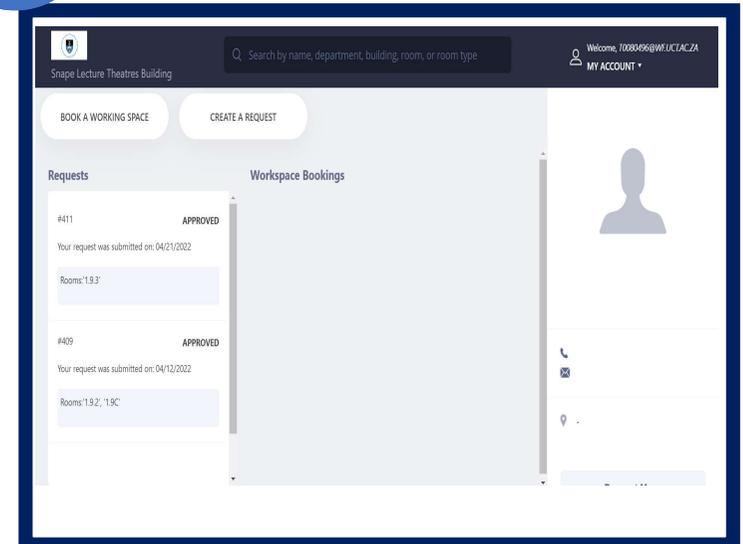
03

Select Sign In



04

You can now create a service request



Archibus Workplace Mobile App
Can be accessed anytime/anywhere to log service requests