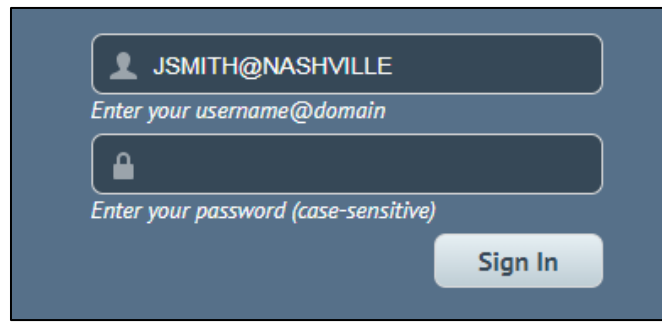


Sonny West Conference Center Reservation

To submit a request to reserve the Sonny West Conference Center, log into Archibus and submit a work order using the “Sonny West Conference Center” problem type. Outline your request in the description and be sure to attach the *Application to Use the Sonny West Conference Center* pdf form to the work order. For more information on how to fill out the work order and attach the form, follow the steps below.

To login to Archibus

1. Access the login screen at: <https://buildingoperations.nashville.gov>
2. In the format of *username@domain*, enter the username and domain given to you by Metro ITS
 - Example: JSMITH@NASHVILLE
 - *This login is NOT the same as your email address*
 - The username and domain will match those you use to sign into your Metro computer
 - Domains include: DCSO, JISORG, METROPD, and NASHVILLE



3. Enter your password (your Metro network password provided to you by ITS) and click the “Sign In” button, or hit the Enter key

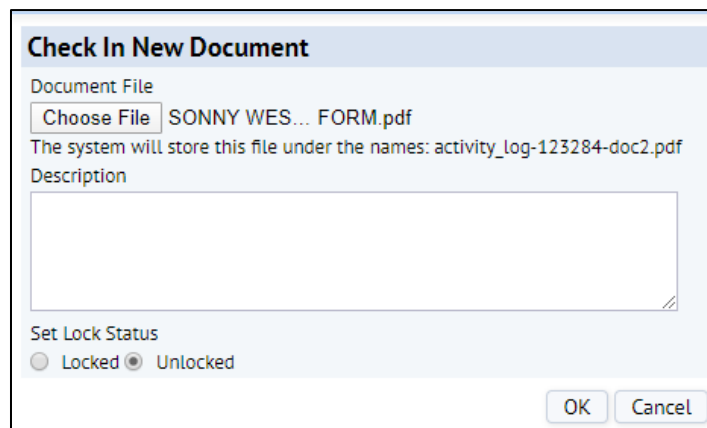
Entering the Request

4. Once logged in, you will see the Maintenance Work Request screen. Use the information below to properly complete your request to reserve the Sonny West Conference Center
 - *Requested By* – this field will already be populated with your name
 - *Requestor Phone* – enter your phone number using digits only, the dashes will be entered automatically
 - *Location* – select the location of the Sonny West Conference Center
 - *Building* – Howard Office Building
 - *Floor* – First Floor
 - *Room* – 1059
 - *Describe the Location* – this field can be left blank or enter “Sonny West Conference Center”
 - *Problem Type* – SONNY WEST CONFERENCE CENTER
 - *Description* – use this space to outline the date(s) and time(s) you are requesting, along with any other information relevant to your request
 - ★ Before submitting your request, be sure to attach the completed *Application to Use the Sonny West Conference Center* pdf form

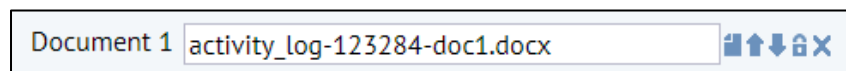
Sonny West Conference Center Reservation

Attaching the *Application to Use the Sonny West Conference Center* pdf form

5. Be sure you have completed the *Application to Use the Sonny West Conference Center* form and that it is saved to your computer
6. At the bottom of the Maintenance Work Request screen, click the “Attach Documents” button (located beside the orange “Submit” button)
7. On the Add Documents window, click the blue arrow beside the Document 1 field
8. Next, click the “Choose File” button on the Check In New Document window
9. Find and select your saved application and click the “Open” button to load your application; the screen will show that the file has been loaded and will be stored under a new name. Click the “OK” button to continue.



10. The loaded file will show with its new name beside the Document 1 field; use the blue X to delete the document, if needed, and the blue up arrow to reattach



11. Click the “OK” button to return to the Maintenance Work Request screen; the file will now be attached to the work order

Submitting Your Request

12. Click the orange “Submit” button on the Maintenance Work Request screen to submit your request

After Your Request Is Submitted

After your request has been submitted, someone will reach out to you to let you know if the dates you have requested are available.

Contact Information

If you have any questions about using Archibus, please contact ArchibusTechSupport@nashville.gov.

If you have any questions about reserving the Sonny West Conference Center, please contact Bridget.Galvin@nashville.gov or Joni.Estes@nashville.gov.