

How to Place an Employee Move Request (For Designated Moves Requesters)

Frontline, Submit a request, We'll find a solution



Request a Move using Chrome at:
<https://mruf frontline.iwmsapp.com/archibus/>

MOVES WEBSITE LOG-IN

- 1 A. Go to the Frontline Move's website at <https://mruf frontline.iwmsapp.com/archibus>
B. Sign-in with your MyMRU username and password.

SELECT YOUR MOVE TYPE

- 2 Under the Moves menu select the type of move that you are requesting.

Move Types

New Hire:

This move is to be placed whenever a new employee is hired. It includes office set-up, computer assignment and phone set-up.

Employee Move:

This is to move an existing employee to another office

Asset Move:

To move IT equipment only such as computers and phone lines (no employee is being moved).

FILL OUT THE "INITIATE" TAB

- 3 A. EMPLOYEE TO MOVE
 - Start typing in the name of the employee that will be moving and select the name of the employee from the resulting list

B. MOVE DESCRIPTION

- Include any special instructions or other related details here

C. DEPARTMENT CONTACT

D. REQUESTED MOVE DATE

- Move your mouse cursor over the box besides "Requested Move Date"; a calendar icon will appear. Click on it and select the date you wish to request.
- Please allow for **5 -7 days advanced notice** when choosing this date.
- It should be noted this date will not be guaranteed as it is depended upon available resources.

E. TO ROOM

- Move your mouse over the box besides "To Room", and a button with three dots will appear. Click on the three dots
- In the resulting pop-up window you will see a list of ALL rooms in frontline.
- **In the boxes underneath the headers, type in search criteria such as a building code and/or room code, then hit enter.**
 - The building code for the Main Building, also sometimes referred to as the Lincon Park Building, is "MB"
 - Room numbers at MRU are written with no space between the room letter and number ie A101.
 - If you are having difficulty finding a specific workstation which ends in a letter, "-01" or similar, just search for the first part of the room number
- **From the resulting list, click on the correct room number, this will fill in the loaction information on the form**

Building Code	Floor Code	Room Code
mb		x210
MB	02	X210
MB	02	X210-01
MB	02	X210-02
MB	02	X210-03
MB	02	X210-04
MB	02	X210-05
MB	02	X210-06
MR	02	X210-07

- F. CLICK "GO TO NEXT STEP"

Request an Asset Move

Step 1: Initiate Step 2: Add Detail and Request

Go To Next Step

4 FILL OUT THE "ADD DETAILS AND REQUEST" TAB

A. REVIEW DETAILS

- Review the details that are shown for accuracy
- Please also make a note of the **Move Order Code**, this is how this move request will be referenced moving forward.

B. NUMBER OF BOXES

- Specify the number of boxes you would like for the move.
- If you require additional boxes later, you can place a frontline request at a later time.

C. FILL OUT THE QUESTIONNAIRE

D. CLICK THE "REQUEST" BUTTON

- Once you click on the "Request" button, your move will be sent to one of our Move Coordinators to be reviewed.

The screenshot shows the 'Employee Move' form in 'Step 2: Add Detail and Request'. The form includes a 'Please Note' section with a 'Move Order Code' of 3870. It contains fields for 'Date Created' (2023-08-03), 'Move Description' (Specific Move Details), and 'Comments'. The 'Requestor' information includes Name (AWASSER, Alisse Van Reenen), Phone ((403) 440-8641), and Department (Facilities Management Administration). The 'Requested Move Date' is 2023-08-03. The 'From' location is LP Main Building, Room 01, Floor 01. The 'Move Status' is 'Created'. A 'Number of Boxes' field is set to 0. A questionnaire section asks for the reason for the move, if it's related to another move, the number of people moving, other IT equipment to be moved, and if the employee has ergonomic furniture.

Move Blackout Dates:

Moves cannot be scheduled during the Move Blackout dates, these dates are dependent upon the academic calendar.

- January: First week
- March: Limited availability of moves during the last two weeks of March (Year-End)
- April: Exam week (including the day before the first exam and day after the last exam)
- May/June: Convocation
- August: Last 2 weeks - NSO
- September: First week - NSO
- December: Exam week (from the day before to the day after exams) and University Holiday Closure (24-31)

More Information on Move Requests can be found at the FM website at <https://www.mtroyal.ca/FacilitiesManagement/office-moves.htm>

Have any Questions?

Send you questions to your Move's Coordinator or mruf frontline@mtroyal.com