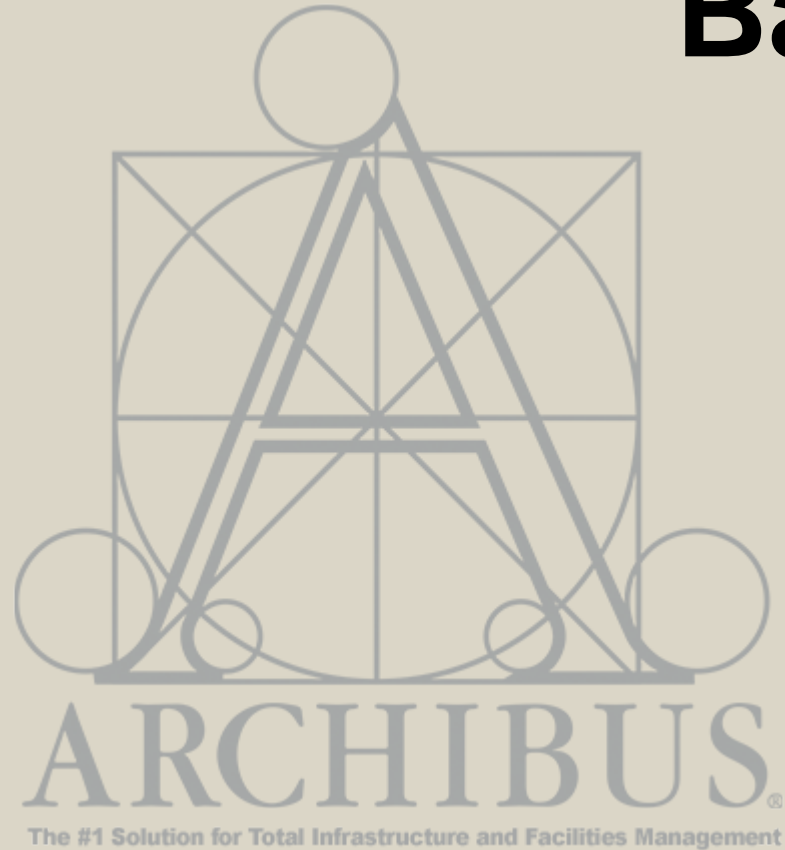# UCSF - Report Reader & Basic Navigation Training

For Questions, please contact

Archibus-support@ucsf.edu

Last Updated Sept. 2019

UCSF Space Management System - Overview
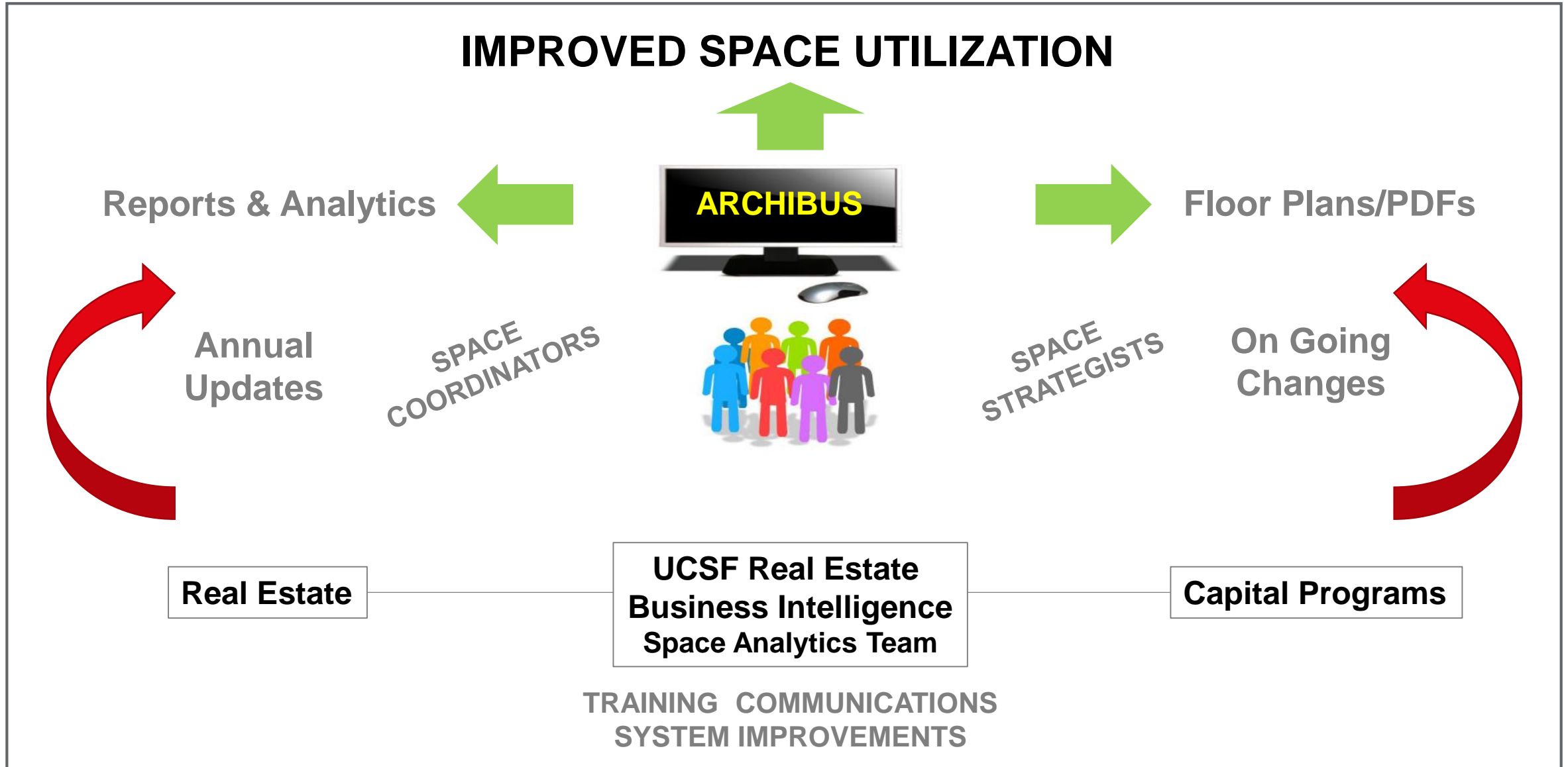
Background Information

Goals of the Archibus System

- To support space governance at UCSF by providing a tool for effective space data collection through improved user interface and space reporting and analytics

- Take steps towards inspiring a cultural shift at UCSF towards an environment of transparency and collaboration as it relates to space management

- Ability to manage all space at UCSF as a strategic asset

Enable UCSF Campus & Health to Share One System

- UCSF Health and Campus now share the same Archibus Space Management System. All data and floorplans are maintained in the same database.

- The process and user interface to update Campus space data is different from the process and user interface to update UCSF Health space data. Both processes are supported within Archibus.

- Campus space records are maintained by "Campus Users"

- UCSF Health space records are maintained by "UCSF Health Users"

GOAL: Build a Cohesive Space Management Community

IMPROVED SPACE UTILIZATION

ARCHIBUS

Reports & Analytics

Floor Plans/PDFs

Annual Updates

SPACE COORDINATORS

SPACE STRATEGISTS

On Going Changes

Real Estate

UCSF Real Estate Business Intelligence Space Analytics Team

Capital Programs

TRAINING COMMUNICATIONS
SYSTEM IMPROVEMENTS

Importance of Accurate Space Data

Accurate space information is important to UCSF

- Provides the means for effectively managing our growing space at UCSF
- Helps us understand what's going on in our buildings
  - What type of activities are happening in this space? Which department is assigned by the Chancellor to this space? How many workstations are located in a particular room? Which employees are located in a particular room?
- Data Analytics can help decision makers determine risk, weigh outcomes, plan future scenarios and quantify benefits associated with decisions
- Required for the Annual UCOP Space Update report managed by the Campus Planning Office
- Provides the Budget Resource Management office with data to support:
  - Annual Indirect Cost Recovery Benchmarking (ICRB) report
  - Periodic Federal F&A Rate Proposal

Importance of Accurate Space Data (contd.)

Require us all to adhere to UCSF Space Governance Policy

UCSF-wide Space Committee appointed by Chancellor to:

- Provide for uniform, equitable, transparent and effective governance of space

- Ensure that space is allocated, used and managed effectively

- Assign space to Departments on the Chancellor's behalf via the issuance of Space Letters

Space Governance Policy approved in January 2013 includes principles on:

- Non-permanent assignment/retention/use of space

- Fairness/transparency in deployment of space

- Space accountability and governance

- Operational cost responsibility for space

Access and Roles in Archibus

How to Access Archibus Space Management System

Access to Archibus is via MyAccess

Login to MyAccess and browse through the list of Applications available.

Click on 'Archibus Space Management System' and it will take you to the Archibus Home Page. If you receive an error, most likely you do not have access to the system OR please clear your browser Cache and Cookies.

For access, questions/support please reach out to:

Archibus-Support@ucsf.edu

How to Sign out of Archibus

To log out of your application session, click Sign Out on the right-hand corner of the Navigation Bar

Sign Out of Archibus when you complete your work to return the license back to the pool.

The system will automatically log you out after 60 minutes of non-activity or disruption in internet connectivity.

Archibus is a web-based tool and interruptions in network connectivity can log you out.
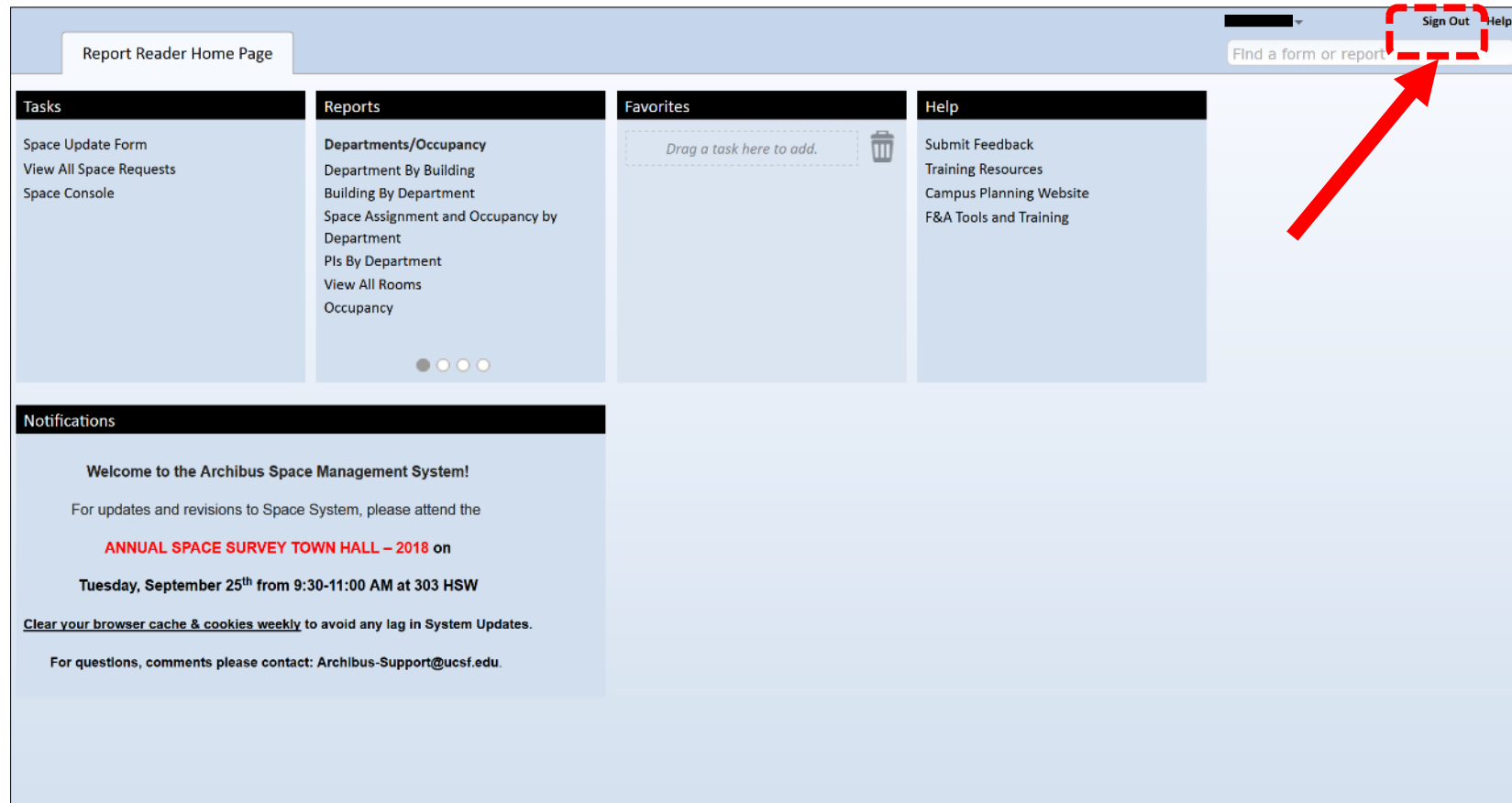
Who Can View and/or Maintain Space Data

Role	Description
REPORT READER	READ ONLY ACCESS
SPACE COORDINATOR/ STRATEGIST	READ & WRITE, ACCESS BY DEPT. ID (OR CONTROL POINT), PARTICIPATES IN ANNUAL SURVEY
CAMPUS PLANNING (PLANNERS)	SPACE REQUESTS (SRF)
LEASE ADMINISTRATION	LEASE ADMINISTRATION & MANAGEMENT
BRM	BUDGET & RESOURCE MANAGEMENT ADMINISTRATOR (F&A SURVEY)
SYSTEM ADMINISTRATOR	SYSTEM ADMINISTRATION, REPORTING, TRAINING, TROUBLESHOOTING, NEW ENHANCEMENTS

Space Management Roles and Responsibilities

REPORT READER

ACCESS:
Universal Read only access including floor plans, all UCSF data and custom reports.

**SPACE COORDINATOR
(Department level space contact)**

ACCESS:
Report Reader + Edit/ Write access for their assigned Dept. ID's only.

RESPONSIBILITIES:
- Keeps Department's/Unit's assigned space up to date in Archibus
- Submits the Annual Survey for their assigned space
- Is familiar with their assigned physical space
- Requests space assignments on their Department's behalf to their Control Point Strategist
- Informs UCSF Real Estate of completed renovation projects not reflected in Archibus
- Updates Employee Location
- Attends UCSF Real Estate-led trainings and meetings
- Conducts space walks informally and in collaboration with UCSF Real Estate

Space Management Roles and Responsibilities

SPACE STRATEGIST (Control Point/BU oversight of Space Management)

ACCESS:
Space Coordinator + Edit/ Write access for entire Control Point/ BU + Approval access for intra-Control Point/ BU Departmental space assignments + Updates to Loan fields and data changes within the same Control Point/ BU

RESPONSIBILITIES:
All Space Coordinator +

- Main space point of contact for their Control Point
- Tracks loans within Control Point
- Represented on the UCSF Space Subcommittee
- Facilitates space assignment requests for their Direct Report's approval
- Reviews and processes Space Request Forms (SRF) submitted by Space Coordinators within their Control Point. If request is outside of Control Point, requests are forwarded to Campus Planning for review.

How to find a Space Coordinator or Space Strategist assigned to a department?

Please refer to the "USER ROLES" report in Archibus for details on Space Coordinators and Strategists.

Who are the Space Strategists for UCSF

Control Point/ BU	Space Strategist	Control Point/ BU	Space Strategist
D_School of Dentistry	Larisa Kure * Thomas Lang	C_Office of the Chancellor E_Executive Vice Chancellor O_VC Diversity& Outreach	Suzanne Murphy * Ruth Pacquing
M_School of Medicine	Karin Wong * Adrian Miu Cristina Morrison John Ewers (ZSFG) Margaret Damiano (ZSFG)	R_University Relations	Michael Fortes *
N_School of Nursing	Michael Jaffe * Cecilia Chang Frances Lee	F_Finance & Administration	Judy Fuller * Rebecca Daro
		L_Langley Porter Hospital	Michael Walker *
P_School of Pharmacy	Michael Nordberg *	V_Development	Wendy Gamboa * Joseph Calger

Indicates Primary Strategist

Last Updated Sept. 2019

Homepage Orientation

HOMEPAGE: Browser Tips 💡

- All standard browsers can be used, Chrome, Firefox, IE and Safari. The application may render 'slightly' different depending on which browser you select. **Chrome and Firefox are the recommended browsers for Archibus.**
- Different browsers will download and save reports from Archibus differently.
- If you receive the message below while using Firefox to view a floorplan:
    - Click "Activate Adobe Flash" link to render the floor plan

*This plugin is vulnerable and should be updated.
Activate Adobe Flash.
Check for updates...*

It is recommended to clear your browser cache and cookies at least weekly.

- Do <u>not</u> use the browser's back or refresh button. Archibus will <u>not</u> take you to the previous page if the back button is selected and may cause an error.

ARCHIBUS Web Central × +
← → C ⌂ ⓘ 🔒 https://mc
ARCHIBUS Campus A
Tasks R
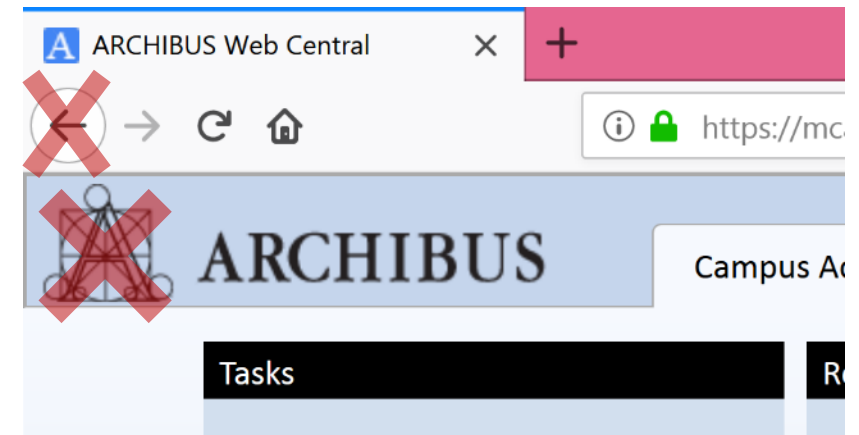
- Do not click on Archibus icon. This will take you to the Archibus company website.

HOMEPAGE: Buckets

Buckets: The rectangular boxes shown in the image below are referred to as Buckets. Each bucket contains various tasks that relate to the bucket header. In the below image we can see four buckets (Tasks, Reports, Favorites, Help) on the top section of the page, and one bucket (Notifications) at the lower section of the page.

ARCHIBUS's user interface, Web Central, presents a Homepage view that organizes tasks in an intuitive manner. You can access reports, drawings, and other data presented in various views. The Home Page presents content and links in logical buckets that are easily navigated:

1. **Tasks**: *Links to additional views of space related data*

2. **Reports:** *List of dynamic space reports for users*

3. **Favorites:** *Save frequently used Tasks or Reports here*

4. **Help**: *Training Resources, Campus Planning website, Submit Feedback*

5. **Notifications**: *User announcements*

6. **Employee ID**: *Displays your user ID*

7. **ROLE Home Page**: *Displays your Archibus role*
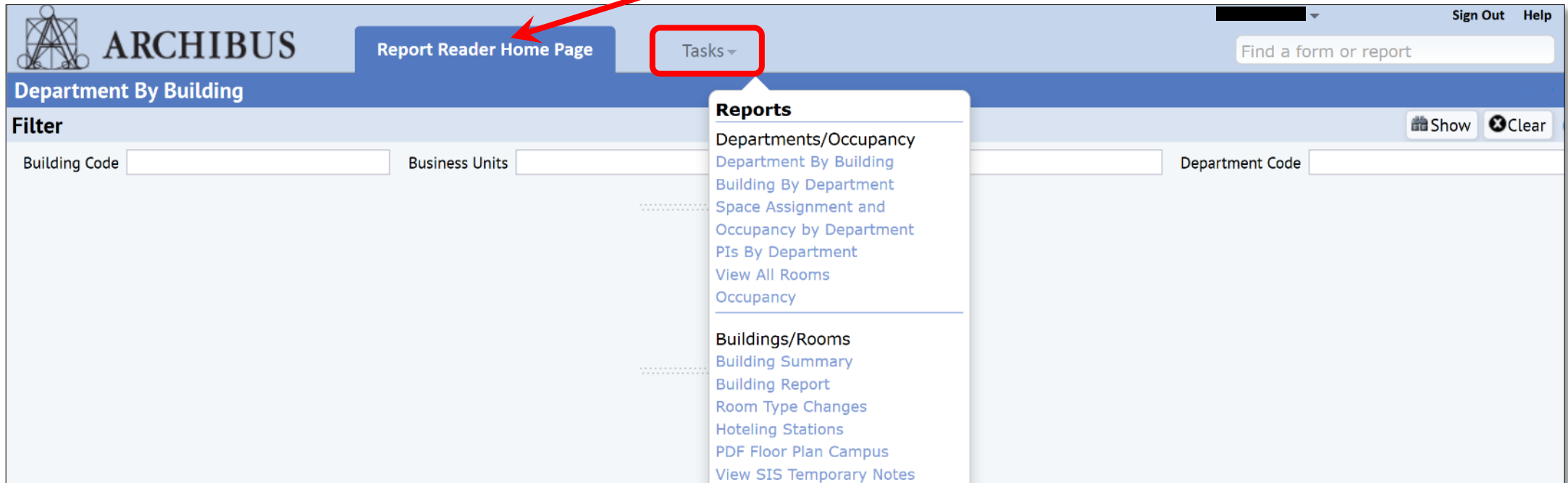
Note: *The Homepage displayed when you sign in varies depending on the role you have within the Archibus application*

HOMEPAGE: Tasks

Once you have navigated away from the Homepage to a specific view (or report) in a bucket, you can use the **Tasks** dropdown menu to navigate to other views within the same bucket.

Alternatively, from one of the views if you want to move to another view (report) you can go back by clicking on the Homepage tab (in the below image '**Report Reader Home Page**')
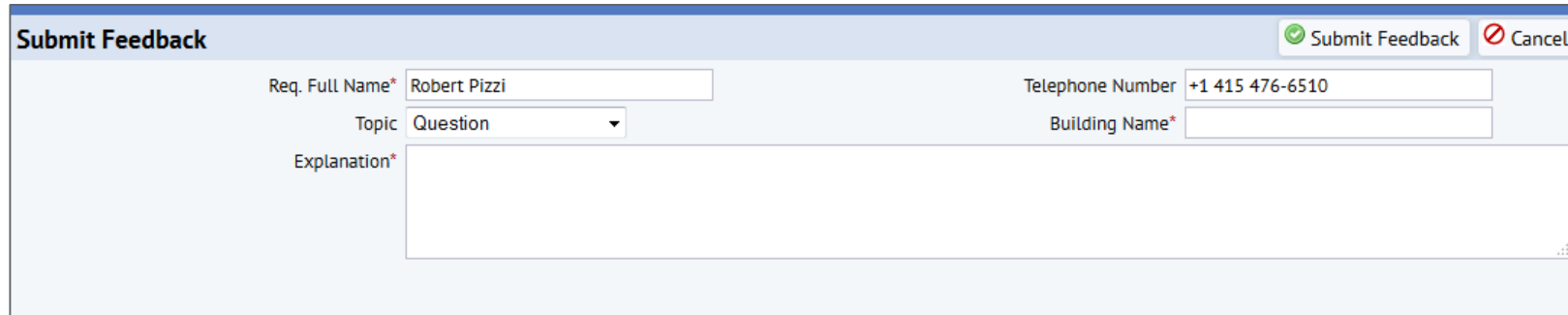
HOMEPAGE: Submit Feedback

The Submit Feedback form is used to report information or questions related to a UCSF Building to the Space Analytics team.

To access the form from the Homepage screen, locate the **Submit Feedback** link under the **Help bucket**.

Help
Submit Feedback
Training Resources
Campus Planning Website
F&A Tools and Training

Submit Feedback ⊘ Submit Feedback ⊘ Cancel

Req. Full Name*	Robert Pizzi	Telephone Number	+1 415 476-6510
Topic	Question	Building Name*	
Explanation*			
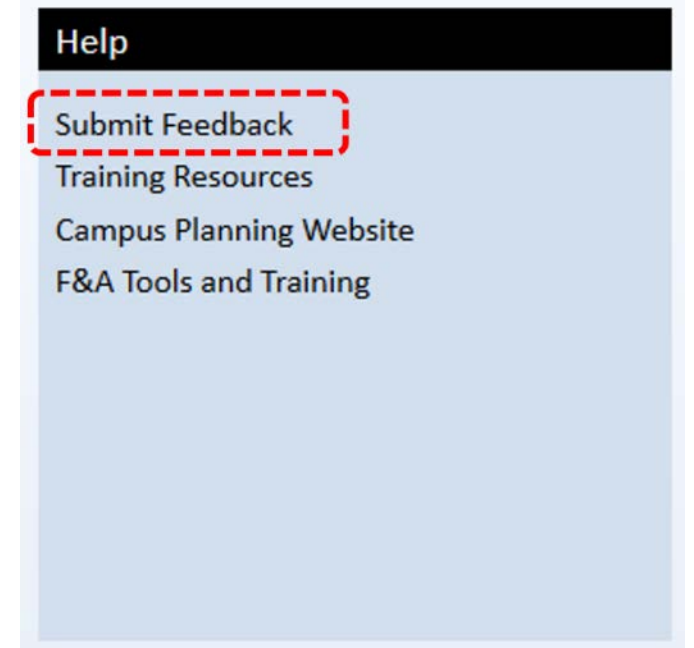
The Submit Feedback form snapshot is shown above as a reference.
Please provide details on your questions under the **Explanation** section.

You can also reach out to Space Analytics Team via Archibus-Support@ucsf.edu

Understanding
Report Layouts & Navigation

Report Layouts and Navigation

Using Filter Consoles

Since Archibus is able to return a large amount of information for a given view (report), you may need to use a Filter Console to restrict the information displayed. Many views offer filter consoles to restrict data.

The filter console displays a series of fields enabling you to enter restriction criteria for the data being returned.

1. Enter your restriction criteria.
2. Click on the **Show** button to display data in the lower panel.
3. If you do not want to enter a restriction, click Show without making any entries, and the data is presented without a restriction.

Report Layouts and Navigation

Sort/View Data

Many Archibus views present data in a tabular view. Column headers include a grey rectangle. Clicking this rectangle sorts the screen by that column.

1. Click on the **grey rectangle** to sort the view by this column's data.

2. The **black triangle** in a filter box indicates a drop down menu that predefined values can be selected from. All records for the view will be filtered based on the values selected in these columns.

Report Layouts and Navigation

Smart Searches

Components of views--such as filter consoles, Select Value lists, data entry forms, drill down lists, and so on--may include **Smart Search** capability so that you can restrict the data in the current view component.

Smart Search help you quickly locate specific values when working with large data sets by entering values for any column header.

1. To enter a search, complete one or more column headers with your search criteria and press Enter. The system redisplays the data that meets the restriction. You do not need to consider case when entering your values.

   Use the % character as a wildcard to represent the position for any series of characters you enter. For example, M%", to restrict the select value list to all values that begin with "M".

2. To Clear all restrictions click the **X Icon**.

Smart Searches (contd.)

3. Any header row can be used to filter the data being shown
4. % is the wild card that can be used to define STARTS WITH (Value%), CONTAINS (%Value%) and ENDS WITH (%Value)
5. Users can even use multiple values in header rows to help restrict the data being shown at any time.

Note – Fields with SmartText enabled allow the user to start typing the record value and the system will provide a list of matching record to choose from.

Active Room Information

Building Code: 2[29] ALL[29]

	Space Status	FA Req	FA Status	Floor Plan	Compare	Modified By	Building Code	Building Name	Floor Code	Room Code
								Medical% ④		
	In Progress	No	Ready		First Coordinator	2252	Medical Science Building	05	592
	In Progress	No	Ready		First Coordinator	2252	Medical Science Building	05	591
	In Progress	No	Ready		First Coordinator	2252	Medical Science Building	05	590
	In Progress	No	Ready		First Coordinator	2252	Medical Science Building	05	589
	In Progress	No	Ready		First Coordinator	2252	Medical Science Building	05	588
	In Progress	No	Ready		First Coordinator	2252	Medical Science Building	05	586
	In Progress	Yes	Ready		First Coordinator	2252	Medical Science Building	05	500J
	In Progress	Yes	Ready		First Coordinator	2252	Medical Science Building	03	394A
	In Progress	Yes	Ready		First Coordinator	2252	Medical Science Building	03	394

Active Room Information

Building Code: 2[29] ALL[29]

	Space Status	FA Req	FA Status	Floor Plan	Compare	Modified By	Building Code	Building Name	Floor Code	Room Code
								%Science% ⑤		
	In Progress	No	Ready		First Coordinator	2252	Medical Science Building	05	592
	In Progress	No	Ready		First Coordinator	2252	Medical Science Building	05	591
	In Progress	No	Ready		First Coordinator	2252	Medical Science Building	05	590
	In Progress	No	Ready		First Coordinator	2252	Medical Science Building	05	589
	In Progress	No	Ready		First Coordinator	2252	Medical Science Building	05	588
	In Progress	No	Ready		First Coordinator	2252	Medical Science Building	05	586

Report Layouts and Navigation

Smart Searches (contd.)

More examples:

6. A search of Room Code **A125** will return all the rooms with **A125** in the room code, as shown in the image on the right.

7. 2. A search of Room Code **A125** in quotes **" "**, i.e. **"A125"** will only return the exact matches.

Rooms

Building Code: 2[4] All[4]   Page 1 of 1

⑥

Site Code	Site Name	Building Code	Building Name	Floor Code	Room Code	Business Unit Code	Business Unit Name	Division
					A125			
MZ	Mount Zion	2018	Mt Zion Bldg A	01	A125	200000	Medical Center	200001
MZ	Mount Zion	2018	Mt Zion Bldg A	01	A125A	200000	Medical Center	200001
PN	Parnassus	2290	Langley Porter Psych Inst	01	A125	100000	M_School of Medicine	133100
PN	Parnassus	2408	ACC Building	01	A125	200000	Medical Center	200001

Rooms

Building Code: 2[3] All[3]   Page 1 of 1

⑦

Site Code	Site Name	Building Code	Building Name	Floor Code	Room Code	Business Unit Code	Business Unit Name	Division Code
					"A125"			
MZ	Mount Zion	2018	Mt Zion Bldg A	01	A125	200000	Medical Center	200001
PN	Parnassus	2290	Langley Porter Psych Inst	01	A125	100000	M_School of Medicine	133100
PN	Parnassus	2408	ACC Building	01	A125	200000	Medical Center	200001

Report Layouts and Navigation

ARCHIBUS has a few intricacies all users should be aware of. These tips will help you move through the application easier, and with less frustration.

To Lookup/Select Value fields from filters:

1. Use the **…** to open the select value dialogue box and choose the proper value. You can search within the filter panel by typing into the text fields and selecting *enter to narrow down results.*

2. Click the value or when multi-select is an option, click the checkbox and click SAVE SELECTED (when a single value is all that can be selected the pop-up will auto close on selection).

Note – Fields with SmartText enabled allow the user to start typing the record value and the system will provide a list of matching record to choose from.

Report Layouts and Navigation

Sort for Columns

1. To Sort the data in any direction the user should simply click on the column header to begin the sort.
2. Clicking on the column header multiple times changes the sort. Depending on the number of records being sorted, this can take a few seconds. The direction of the sort will be shown by an arrow.

Note – First Sort is ascending, second click would move to descending and final click would remove any sort on this column.

Active Room Information   ✅ Complete F&A Surve

Building Code: **2** [100]   All [100]

	Space Status	FA Req	FA Status	Floor Plan	Compare	Modified By	Building Code	Building Name	Floor Code	Room Code	BU Name
☐	In Progress	No	Ready	🗖	⚖	First Coordinator	2024	Mt Zion Bldg E, Brunn	01	115	M_School of Medicine
☐	In Progress	Yes	Ready	🗖	⚖	First Coordinator	2252	Medical Science Building	02	272	E_Executive Vice Chancellor
☐	In Progress	No	Ready	🗖	⚖	First Coordinator	2252	Medical Science Building	02	272A	E_Executive Vice Chancellor
☐	In Progress	No	Ready	🗖	⚖	First Coordinator	2252	Medical Science Building	02	272C	E_Executive Vice Chancellor
☐	In Progress	No	Ready	🗖	⚖	First Coordinator	2252	Medical Science Building	02	289	E_Executive Vice Chancellor
☐	In Progress	Yes	Ready	🗖	⚖	First Coordinator	2252	Medical Science Building	02	290	E_Executive Vice Chancellor
☐	In Progress	Yes	Ready	🗖	⚖	First Coordinator	2252	Medical Science Building	02	291	E_Executive Vice Chancellor
☐	In Progress	No	Ready	🗖	⚖	First Coordinator	2252	Medical Science Building	02	295	E_Executive Vice Chancellor
☐	In Progress	Yes	Ready	🗖	⚖	First Coordinator	2252	Medical Science Building	03	386A	E_Executive Vice Chancellor
☐	In Progress	Yes	Ready	🗖	⚖	First Coordinator	2252	Medical Science Building	03	386B	E_Executive Vice Chancellor
☐	In Progress	No	Ready	🗖	⚖	First Coordinator	2252	Medical Science Building	03	386C	E_Executive Vice Chancellor
☐	In Progress	Yes	Ready	🗖	⚖	First Coordinator	2252	Medical Science Building	03	386D	E_Executive Vice Chancellor
☐	In Progress	Yes	Ready	🗖	⚖	First Coordinator	2252	Medical Science Building	03	386E	E_Executive Vice Chancellor
☐	In Progress	N/A	N/A	🗖	⚖	First Coordinator	2252	Medical Science Building	03	386F	E_Executive Vice Chancellor
☐	In Progress	Yes	Ready	🗖	⚖	First Coordinator	2252	Medical Science Building	03	386F1	E_Executive Vice Chancellor
☐	In Progress	No	Ready	🗖	⚖	First Coordinator	2252	Medical Science Building	03	387	E_Executive Vice Chancellor

Report Layouts and Navigation

Panel Dividers

Panel dividers are used to separate and adjust the size of each panel. This allows users to show more information where they need to, and hide certain panels if they are no longer needed.

1. The divider panel bar is identified by a very small series of faint black dots. If the user mouses over the panel divider, the mouse icon will change (up/down arrow)
2. Click and hold the mouse button while this icon is active to move the divider panel.
3. Click on the series of black dots to hide the panel above. In order to bring the panel back open, click on the arrow that now shows where the panel used to be.

Report Layouts and Navigation

Select Fields

Select screens contain a gear icon in the top right. This gear allows users to select and order visible fields in select views:

1. Click on the gear icon
2. Click on Select Fields
3. Select Fields pop-up box will open
4. Select the fields you want to be visible and the order they appear in as needed. Double-click on a field to move between visible/not visible. Drag and drop within the Visible Field box to re-order fields.
5. Click Update.

Note – The new order and selection of fields will be preserved in the browser until the user clears browser cookies. At that time the fields will move back to the default values.

Tip:
- Field order and visibility in each View is saved as a cookie on your computer. When you clear your browser cookies, any customized settings will be removed.

Report Layouts and Navigation

More records than can be displayed

In reports that return large amounts of data (over 100 rows) all information may not be displayed. If the results do not contain what you are searching for, utilize the filters available to narrow the search results.

1. The "**Not all records are shown.**" message at the bottom of a list of data in a report indicates that to see the information you are looking for, you must utilize the filters available to restrict to a smaller amount of data. *Exporting to Excel* will retrieve all records and is not restricted.

Report Layouts and Navigation

Index Panel

Select views with large data sets have an index bar to facilitate selecting data.

1. Click on a letter/number in the index bar to view the records beginning with that letter/number based on values in the first column.
2. The number in parentheses shows how many records begin with that letter/number.
3. "All" provides the number of records meeting your restriction or total number of records.
4. The index bar includes Prev (Previous) and Next links if there are more than the maximum number of records that fit on the screen.
5. "Top" brings you to where you started.
6. "Up" brings you to the next level, which may not always be Top depending on how far you drill down.

ARCHIBUS   Strategist Home Page   Tasks

View All Rooms

Filter

① ② ③ ④ ④

Building Code   Business Unit Code

Rooms

⑤ ⑥

Building Code: **2** [24618]   **3** [14443]   **9** [4]   All [39065]   **<< Prev**   Page 2 of 391   **Next >>**

Rooms

Site C   Building Code: **221** [802]   **223** [17]   **225** [2135]   **226** [90]   **227** [3879]   **228** [3350]   **229** [641]   **Up Top** All [10914]   Pag Floor Code   Room

PN	Parnassus	2012	Kalmanovitz Library 02	223
PN	Parnassus	2012	Kalmanovitz Library 02	224
PN	Parnassus	2012	Kalmanovitz Library 02	225

Exporting Reports

Exporting Reports

Reports can be exported to Excel or Word

1. Click on the Paginated Report button for Word download. The output of this report type can not be easily manipulated. *Paginated Reporting is not recommended due to its limitations.*
   Click the XLS button for an Excel spreadsheet download. The data can be manipulated as needed. This report type is recommended to export data.
2. If the report has a filter active, the filtered data is what will be exported. In the example to the right, nothing has been selected in the Filter console so if the user downloads, then *all* data will be downloaded.

Exporting Reports

Export an Excel Report

Reports can be exported to Excel:

1. Run any report (by selecting some sample data)
2. Click on the XLS icon
3. You can choose to Save the file or Open it to be displayed immediately. In this example the Open option is selected.
4. The Excel output is displayed.
5. If your browser settings are to save the downloads in a folder located on your machine then you will not see the Save as dialogue box.

Exporting Reports

1 Paginated Report ☒XLS

Reports can be exported as a Word document:

1. Click on the Paginated Report.
2. A Paginated Report progress page is displayed. The Word report is ready to be retrieved when the status of the Job is complete and reaches 100%
3. Click the active Hyperlink to download the report
4. You can choose to Save the file or Open it to be displayed immediately. In this example the Open option is selected.
5. The Paginated report Word output is displayed.

Paginated Report View

Paginated Report Progress

3

Report or Job Name	Result View or File Link will be enabled when job finishes.	Percent Complete	Elapsed Time	Estimated Time Remaining	
Department By Building Report	brg-sp-vw-dp-by-bl-paginated-report-2016-04-261...	100%	00:00.14	00:00.00	Stop Job

2 Job Complete - 100%

Department By Building Report
page 1 of 3
April 26, 2016

5

Building Code	Building Name	ASF	Number Of Rooms	Stations
2415	Mission Center Building	281,534.79	1,442	9,377

Building Code	Floor Code	ASF	Number Of Rooms	Stations
2415	01	23,455.93	247	582

Department Code	Department Name	ASF	Number Of Rooms	Stations
407029	F_Audit	829.00	20	24
409049	F_Police	2,181.75	39	41
411101	F_IT Info Tech Svcs	37.17	1	0
412156	F_FS Facilities Services	161.11	9	8
412299	F_CLS Rtl Retail Svcs	0.00	5	3
412333	F_CLS DM Documents Media	4,778.77	24	28
CHANCELLOR	Chancellor	453.12	3	104
NSF	Non-assignable Square Footage	15,015.01	37	0

Building Code	Floor Code	ASF	Number Of Rooms	Stations
2415	02	43,121.12	190	722

Department Code	Department Name	ASF	Number Of Rooms	Stations
121085	M_Neurological Surgery	3,123.84	15	22

Internet Explorer

What do you want to do with
brg-sp-vw-dp-by-bl-paginated-report-2016-04-261029...

Size: 21.1 KB
From: mcabuswwd02.ucsfmedicalcenter.org

→ **Open**
The file won't be saved automatically. **4**

→ Save

→ Save as

Cancel

Note: **Paginated reports are not recommended** due to the volume of data displayed, they are often hard to read/understand.

Organizational Hierarchy in Archibus

Organizational Hierarchy in Archibus

Levels of Hierarchy

There are three levels of organizational hierarchy available in the Archibus system that provide the ability to perform roll-up reporting:

UCSF uses the Dept ID tree Levels 1- 3 to assign rooms to departments.

In select cases, Level 4 was also brought in and consolidated with level 3 in Archibus

To understand your unit's organizational hierarchy within the UCSF DeptID tree, refer to the Controllers website to access the most current DeptID tree.

http://controller.ucsf.edu/inquiry/inquiry.aspx?c=Dept

Examples of how Division/Departments look in Archibus:

Labels in Archibus	What we know at UCSF
Business Unit Name	Control Point
Division Name	Department
Department Name	Department or Division

Example 1: Rooms assigned to the: *Department of Pediatrics*

Business Unit Name	Division Name	Department Name	
M_School of Medicine	M_PEDIATRICS	M_PEDIATRICS	

Example 2: Rooms assigned to the *Division of Gastroenterology in the Department of Pediatrics*

Business Unit Name	Division Name	Department Name	
M_School of Medicine	M_PEDIATRICS	M_PEDS-GASTROENTEROLOGY	

Organizational Hierarchy in Archibus

Shared Space

In Archibus, you will sometimes see a room assigned to a Business Unit, Division and Department of "SHARED".

This indicates that more than one Department is assigned to the room.

BU Name	Division Name	Department Name
SHARED	SHARED	SHARED
SHARED	SHARED	SHARED
SHARED	SHARED	SHARED

Organizational Hierarchy in Archibus

Viewing Shared Space Details

How to see the details of Shared space via the Archibus Report Builder view:

1. Use Filter boxes to restrict data and select Submit to view report. If you do not apply any filters, selecting Submit will return all data.
2. The **'% of Space'** field will indicate which rooms are shared if the value is <100%.
3. Detailed instructions for how to use this report are available in the report itself.

Set Restriction and Options

Instructions Panel — Submit | Reset All

SHARED ROOMS WILL BE DISPLAYED ACROSS MULTIPLE ROWS (during analysis, avoid duplication by not totaling Room ASF and Room Availability across multiple rows.)

③ *Click here for **Instructions** document*

Site	Division Code
①	
Building	Department Code
2410	
Floor Code	PI

Display Options | Data Options

☐ Alternating Row Highlight | Group By [No Grouping ▼]

August 1, 2019 - 11:39:53 AM
Building Name= School of Nursing

Building Name	Floor Code	Room Code	Room Type	Department	% Space ②	Division ASF	Room ASF	Room Occupants
School of Nursing	04	405E	DRY LAB	N_Family Health Care Nursing	50.00	57.23	114.47	Dorothy Forde
School of Nursing	04	405E	DRY LAB	N_Family Health Care Nursing	50.00	57.23	114.47	Dorothy Forde
School of Nursing	04	411B	DRY LAB	N_FHCN-Administration	50.00	57.97	115.94	Arianne Nedd Riley
School of Nursing	04	411B	DRY LAB	N_FHCN-Administration	50.00	57.97	115.94	Arianne Nedd Riley
School of Nursing	04	411C	DRY LAB	N_FHCN-Administration	50.00	57.42	114.84	
School of Nursing	04	411C	DRY LAB	N_Family Health Care Nursing	50.00	57.42	114.84	

End of
"Report Reader Overview & Basic Navigation" Training