Archibus News

Space Analytics Team, UCSF Real Estate

Create Customizable Reports

Now Available! Our new Archibus Report Builder has a number of customizable options. This report allows users to view and export room details for any rooms, including shared spaces.

- Commonly used fields and data now available in a single report that can be customized and exported to Excel.
- Functionality to view and export all room splits, breakdown of PI's, BU/DV/DP allocations, station counts, occupancy, loan details and much more!

This report can be found in the Tasks bucket on the Archibus homepage. An instruction link can be found in the Instruction Panel of the Archibus Report Builder view.

USER TIPS

Did you know that you can update your space data any time of the year? No need to wait until the next Annual Space Survey kick off to get started. Update space data as changes occur so you can easily complete your 2019 Space Survey in the time allowed.

DATA REVIEW

If you have any questions on where to start, contact us anytime!

Error Reports

Archibus Administrators will be performing data checks to uncover data anomalies over the next couple of months related to Station Counts, Employee Locations, Room Category/Type Assignments, etc.

Our goal is to share error reports and data anamolies with our end-users before the Annual Survey begins so that they have can review and update them before and during the annual survey.

Successful 2018 Space Survey

A big **THANK YOU** to all of our Archibus users for a successful 2018 Space Survey! We received feedback that the ability to upload Bulk Data was very helpful, and we will continue to offer this option for the 2019 Space Survey. <u>If you have any suggestions on how to improve our Space Survey, please share feedback with us!</u>

Our 2018 Survey welcomed the addition of a pilot F&A Survey for select Departments and Locations. A more robust survey will be rolled out in 2019.

Stay tuned for details on the upcoming 2019 Annual Space Survey!

Current Positions Posted for Space Analytics Team

[Jr. CAD/CAFM Analyst](#) – *Supporting the Archibus system and Space Analytics Team by adhering to existing standards and processes, performing space walks and reporting/data analytics. This position allows for a telecommuting option.*

Please share this position with anyone you think may be interested.

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