Archibus News

Space Analytics Team, UCSF Real Estate

Space Analytics Team is here to help!

We understand that everyone is adjusting to a new way of working during these difficult times. If you have any questions or need any training, we are here to help. Our team is always available via Zoom or phone.

We are also available to run any custom reports that you may need. Please reach out to archibus-support@ucsf.edu for any requests or questions.

For the time being, we are not performing any physical space walks and will resume this activity when it is safe for our team to do so. Take care and stay well.

Access Issues?

If you are having access issues, we can supply any canned or custom reports upon request including:

- *Building Summary*
- *Department Space Assignments*
- *Employee Related*
- *PI & Space Assignment*
- *Any additional custom reports*

Space and F&A Annual Survey are now closed

A big thank you to everyone that participated in the 2019 Annual Space and F&A Survey!

Although the Space portion of the survey wrapped up in November, F&A participants and the BRM team have been working hard, using surveyed room data to complete their portion of the survey. The BRM team has officially closed the F&A survey component on March 30th. Congratulations!

With the completion of the Space and F&A survey, you will notice that Survey related functionality on the Archibus Space Update Form has been removed.

Reminder: Users can continue updating space data outside of the official Annual Space Survey timeline. We encourage an ongoing review of your data as space updates occur to make your 2020 Annual Space Survey more accurate and efficient!

System News

Archibus Upgrade –

Archibus will be undergoing an upgrade from version 22.1 to 24.1 over the next few months. End users will experience minimal impact during this upgrade, with only occasional downtime (in June 2020) that we will notify users of in advance.

New User Roles Report Available to All UCSF Staff –

A new User Roles report is available on the space.ucsf.edu website in the Archibus End Users section. The User Roles report can be used to determine a Coordinator or Strategist point of contact for a specific Business Unit, Division or Department. The Space website can be utilized by all UCSF staff.

Building Summary Report Updated –

The Building Summary Report is an Excel spreadsheet of all UCSF Health and Campus buildings. This report is accessible on the space.ucsf.edu website in the Training Materials/ Building Codes section.

UCSF