



rchibus News

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Space Analytics Team, UCSF Real Estate

Special Issue: Space Survey

2019 Annual Space Survey Important Dates

Our 3rd Annual Space Survey is in full swing! Please make note of these important Space Survey Dates that are quickly approaching.

- **October 25th** – Last day to submit Bulk Updates to Space Analytics Team
- **November 22nd** – Annual Space Survey Closes
- **December 13th** – F&A Survey Closes

USER TIPS

Have more updates than you know what to do with?

We are here to help! Send us bulk updates by **October 25th**. We can help make updates to any data fields: division/department assignments, station counts, room types, updating and uploading load documentation, employee occupants, etc...

Team Updates

Please welcome the newest addition to the Space Analytics Team, Craig Culver!

Craig will assist with space walkthroughs, identifying and correcting floor plan inaccuracies, data analytics, and reporting from Archibus. Craig brings his amazing Excel and Access skillset to the Analytics team.



Training Opportunities for Space Survey

A reminder that there are only four remaining Zoom training sessions available before the end of the space survey.

1:1 sessions are available upon request.

Training sessions take place via Zoom on Wednesday mornings from 10-11:30. For more details, visit our space.ucsf.edu website.

Date	Time
23-Oct	10:00 - 11:30
30-Oct	10:00 - 11:30
6-Nov	10:00 - 11:30
13-Nov	10:00 - 11:30

Training materials can be found [here](#) and are organized by User Role. Specific training documentation can also be found for the Space Survey by visiting our [2019 Space Survey](#) page.



DATA REVIEW

We ask that you format your Excel spreadsheets in a way that is most comprehensive to us. Details can be found [here](#).

Please direct all space system and space management questions and issues to the Archibus Administrative Support team: Archibus-Support@ucsf.edu
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