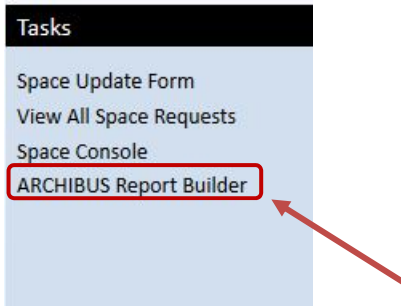


## ARCHIBUS REPORT BUILDER INSTRUCTIONS

This report allows users to customize and export room details for any rooms, including shared spaces. From this single report you can view room splits, PIs Assigned, Station Counts, Occupants Assigned and more.

### Accessing the Archibus Report Builder

From the Archibus homepage select the ARCHIBUS Report Builder link from the “Tasks” bucket:



### Applying Filters to the Archibus Report Builder

The ARCHIBUS Report Builder link will open up the following view:

The screenshot shows the Archibus Report Builder interface. At the top, there is a 'Set Restriction and Options' header. Below it is the 'Instructions Panel' which includes a warning: 'SHARED ROOMS WILL BE DISPLAYED ACROSS MULTIPLE ROWS (during analysis, avoid duplication by not totaling Room ASF and Room Availability across multiple rows.)' and a 'Submit' button. The main filter panel contains the following fields and options:

- Site (1)
- Building
- Floor Code
- Division Code
- Department Code
- PI
- Display Options:  Alternating Row Highlight (2)
- Data Options: Group By No Grouping (3)

A red box highlights the entire filter panel area. A red circle with the number '4' is positioned above the 'Submit' button.

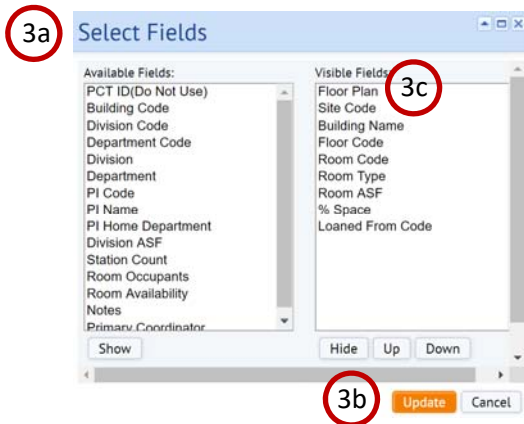
Use the filters to generate your custom report:

1. Select one or many of the available filters. *Please Note: Filters in this panel work off each other. For example, when filtering for a specific Building, only Divisions and Departments within the selected building will be available as a filter option.*
2. Check Alternating Row Highlights to produce a report that highlights rows for easier viewing. Please note: Row highlighting will not export to Excel.
3. The Group By option can be used to group search results by Building, Business Unit, Division, Department or PI Name. By using this option, results will be displayed in a roll-up view, grouped by the selected Category.
4. Select 'Submit'. A new tab will load called 'ARCHIBUS Report Builder'.

How to Review Your Report



1. A report timestamp along with details of the filters applied to this report is displayed in the upper left-hand corner. *(Application has limitation to show only first 41 filters)*
2. The Floor Plan Icon opens a pop-up window of a floor plan with the selected room highlighted for your reference.
3. Data fields can be added, removed, and/or reordered by clicking on the 'Modify Columns' button.
  - a. This will open the Select Fields dialogue box where you can edit visible fields and change the order of fields per your requirements.
  - b. Once the fields are selected, click 'Update' and the report will re-populate with the revised fields.
  - c. Please Note: If you have kept the 'Floor Plan' field visible, this field will create a column with a header of 'Floor Plan' with no data in your XLS export.



4. If you need to readjust the filters selected for building the report, we recommend you go back to your Archibus Home Page and restart the report with new filter selections. *Changing filters by simply going into the "Set Restrictions and Options" tab will NOT refresh data and will give inaccurate results.*
5. This report is exportable to Excel by using the 'XLS' icon
  - a. The Excel report will contain a header with a timestamp of the report run time along with filters that have been applied to the report.
  - b. If the 'Floor Plan' field was visible in your report, you will notice a blank 'Floor Plan' field in your Excel extract. Due to certain limitations of the application, we are unable to disable the export for this column. The column can be manually turned off by users via the 'Modify Columns' feature.

## ARCHIBUS REPORT BUILDER INSTRUCTIONS

5a

ARCHIBUS Report Builder April 16, 2019 - 02:51:15 PM Building Name= 1322-24 3rd Avenue

5b

Site Code	Building Name	Floor Code	Room Code	Room Type	Room ASF	% Space	Loaned From Code	Floor Plan
PN	1322-24 3rd Avenue	00	001	APT SUP	904.65	100.00		
PN	1322-24 3rd Avenue	01	101	APT 4+ BEDRM	799.12	100.00		
PN	1322-24 3rd Avenue	02	201	APT 4+ BEDRM	972.79	100.00		

### Reminders:

- This report was designed to list all portions of a shared room in separate rows. Because of this, certain fields cannot be totaled in this report. *For example, we cannot use this report to get a total of ASF for a selected building/floor as any 'shared' records will have repeated values showing the same ASF for the room. See below.*

Room Code	Room Type	Room ASF	% Space	Station Count
201	CONFERENCE RM	107.38	107.38	3.00
201	CONFERENCE RM	107.38	107.38	39.00
201	CONFERENCE RM	107.38	107.38	7.00
201	CONFERENCE RM	107.38	107.38	2.00
201	CONFERENCE RM	107.38	107.38	2.00
201	CONFERENCE RM	107.38	107.38	49.00

- Room records will list all occupants in a room, and the occupants will be repeatedly shown for each record of a shared room. Due to the space limitations, all text may not be visible on the screen, but it will be populated in the Excel export. The individual room occupants are concatenated by a comma ','.

Building Name	Floor Code	Room Code	Room Type	Room ASF	Station #	Room Occupants
Genentech Hall	02	N216	WET LAB	5,052.68		Aaron Marley, Beatrice Gini, Philippe Gu, Wei ...
Genentech Hall	02	N216	WET LAB	5,052.68		Aaron Marley, Beatrice Gini, Philippe Gu, Wei ...
Genentech Hall	02	N216	WET LAB	5,052.68		Aaron Marley, Beatrice Gini, Philippe Gu, Wei ...
Genentech Hall	02	N216A	WET LAB SUP	199.88		
Genentech Hall	02	N216A	WET LAB SUP	199.88		

End of Training