Archibus Reports Descriptions Job Aid

Report Name	Filter By	Description
Departments/Occupancy		
ARCHIBUS Report Builder	Site, Building, Floor, Division, Department, PI Name	Customizable report that allows you to view all room details (including shared rooms). Filter by Site, Building, Division, Department or PI Name to generate report. Within the report Occupants, Loan Details, Station Count, Room Share Details (percentage), ASF and Coordinator details are available and searchable.
Department By Building	Building, Business Unit, Division, Department	Returns Building, Division or Department. Drill down to Floor and Room level to obtain detail information for a department(s), number of rooms in a building, ASF and station count
Building By Department	Building, Business Unit, Division, Department	Returns Building, Division or Department to view Number of rooms, stations and ASF by department in a building
Space Assignment and Occupancy by Department	Building, Business Unit, Division, Department	Returns Space Assignments in a building and total employee count by occupant
PIs By Department	Building, Business Unit, Division, Department, PI Name	Returns PIs by Department and ASF. Drill down to view PIs by room and ASF
View All Rooms	Building, Business Unit, Division, Department	Search by Building, Division or Department to view all rooms in a building with associated Category and Type as well as Room Area, Employee Capacity and Availability
Occupancy	Building, Business Unit, Division, Department, Employee, Occupancy	View all employees at the room level. Includes room capacity and room availability. The report also shows which department is assigned to the room and what department is occupying the room
Buildings/Rooms		
Building Summary	Filter results after report is rendered	List by Building with address and attributes of the building such as, year built, building material, UC Owned or Leased and Condition
Building Report	Building	List by Building, Floor and number of stations with ASF by Floor
Room Type Changes	Room Category Old, Room Type Old, Date Change From Date Change To	List all Rooms where the Category and or Type have changed. Also displays the room's previous Category and Type.
Hoteling Stations	Filter results after report is rendered	List by Building, Floor, Room the Departments that have indicated they have a room with hoteling stations and Coordinators/Strategists who are managing these rooms
PDF Floor Plans Campus	Filter results after report is rendered	List by Building and select a Floor in the building to view a PDF

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View SIS Temporary Notes	Filter results after report is rendered	List by Building, Floor, Room with associated historical notes from SIS by Room
Loaned Space		
View Loan Assignments	Business Unit Occupied/ Division Occupied , Business Unit Loaned From / Division Loaned From	View at the Building Floor Room level, the Room Occupant and Loaned From entity
Occupancy Beyond Loan/Assignment Date	Filter results after report is rendered	View by Business Unit Occupied / Division Occupied or the Business Unit Loaned From / Division Loaned From to view cases where the Loan End Date has expired
Employee		
View Employees	Building, Business Unit, Division, Department,	Search by Building or Employee's Home Department Business Unit or Division) to view all employees in a building by floor and room. Can also search by employee name. Report includes employee's email address and Home Department info.
Multiple Locations	Building, Business Unit, Division, Department,	Returns employees with multiple locations. Report identifies their primary location by building floor room as well as the ASF for the room.
User Roles	Filter results after report is rendered	Report lists all users in the system assigned an Archibus Role as well as the organization e.g., BU, Division and Department they are a part of
PI Locator	PI Name	Search by PI Name to view the space they are associated with in both floor plan and tabular view.
Annual Space Update Process		
Space Update Status by Division	Filter results after report is rendered	Report reflects when space was last surveyed by Division for ongoing changes and during an annual space survey season
Space Update Status by Department	Filter results after report is rendered	Report reflects when space was last surveyed by Department for ongoing changes and during an annual space survey season
F&A Reports		
F&A Status by Department	Division, Department,	Report shows the status of rooms where F&A Req = YES, which means detailed functionalization by the Space Coordinator is required.
F&A Status by Division	Division	Report shows the status of rooms where F&A Req = YES, which means detailed functionalization by the Space Coordinator is required.
F&A DP/PI Exception Report	Building, Floor, Division, Department	Report for all rooms where F&A Req = YES and one or both of the Department or PI info is missing as a guide for which rooms need to be flagged and corrected.

F&A Survey Exception Report	Building, PI Code, Division, Department	Report shows F&A records where no Functionalization has occurred yet but is required.