Understanding Space Console

For Questions, please contact Archibus-support@ucsf.edu

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The Space Console is a multi-faceted tool for viewing space and occupancy. With the Space Console, you can:

- Find a set of floors or rooms that meet set criteria
- Highlight floor plans by Department Assignment and Room Types
- Display PI Assignments on floor plans
- Display Shared Spaces by Department on floor plans
- Export color highlighted floor plans to PDF with legends

The Space Console can be accessed from the Tasks bucket on the Archibus homepage.

Space Console features can take up to 30-50 seconds to fully load.
General Navigation

1. If you see a black screen after selecting ‘Space Console’ from the Tasks bucket, you need to allow Flash to run on your browser.
2. Click on the folder icon.
3. You will be prompted to Allow Adobe Flash to run on this site. Click Allow Flash.
4. For further questions related to browser access or flash permissions, please contact IT support.
1. You can Toggle between Space mode and Occupancy mode.

2. In the Space mode, search for floor plans and data by using the Locations filter panel.

3. From your search results, select one of the floor plans to display the Floor Plan panel.

4. On the right side of the screen, the Floor Plan Panel displays the floor plan(s) that you select.

5. The Floor Plan ribbon allows you to control visible highlights and labels for the selected floor plan and also offers commands for exporting the drawings.

6. Toggle between the Asset tabs (Organizations, Room Categories and Rooms) to display space data.
1. To view floor plans and data, we will use **Space** mode.

2. Use the **Locations Filter panel** to restrict your search to a specific building and floor. The Location Filters offers several fields that allow you to enter your search criteria, such as Department, Floor, or Employee.

3. **Note:** The **Vacant only** and **Unassigned** radio button features are not being used by UCSF-Campus. If selected for Campus occupied buildings, these will not return any valid data.
4. If you'd like to add or remove the columns of information displayed in the Locations panel, use the gear cog icon to access the Select Fields window.

5. The floor plan is displayed on the right side of the screen. The system automatically highlights the floor plan by Division. If you would like to view multiple floor plans at a time, click on the check box next to additional floors.
6. A floor plan can be highlighted by three fields:

i. **Highlights**: This will color-code the entire floor plan by selected variable. The options available are shown in the image.

ii. **Borders**: It is recommended to keep this option at None for any color coding.

iii. **Labels**: This will add a label to the floor plans. It is recommended to use “Room Number” only, when printing floor plans.
Exporting Floor Plans

1. To download a floor plan select the Export icon in the **Space Mode** or **Occupancy Mode**. Click on the Export icon and select **Generate PDF of Floors in Location List**.

2. Note: The PDF download will include ALL floors that are listed in the Location filter panel, so it is important to narrow down your search as much as possible.
End of
“Space Console” Training