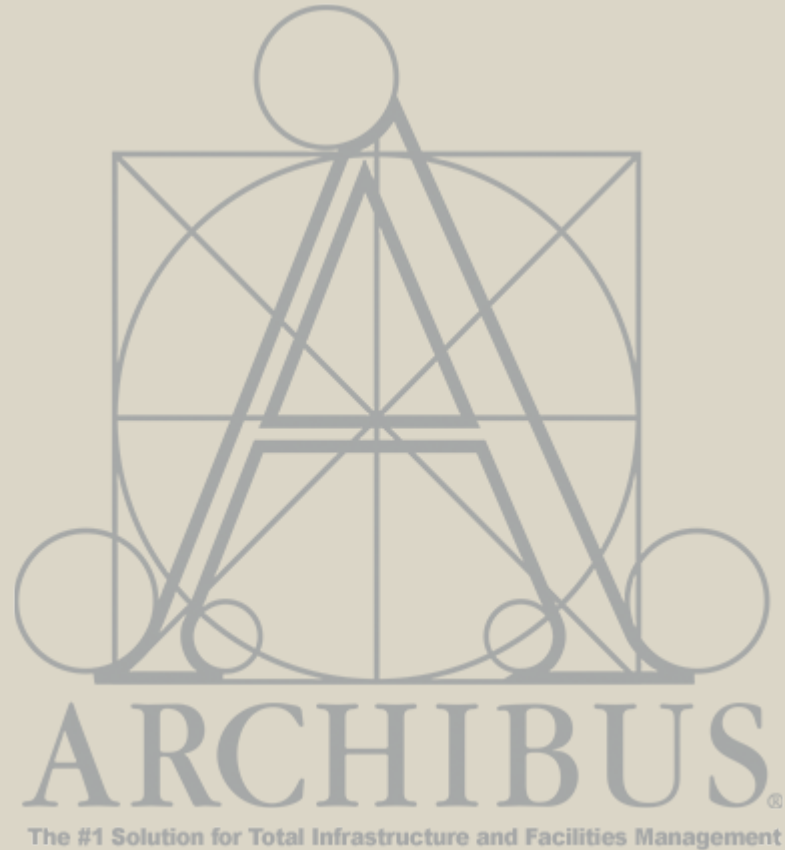


Understanding Space Console



For Questions, please contact

Archibus-support@ucsf.edu

Last Updated Sept. 2019

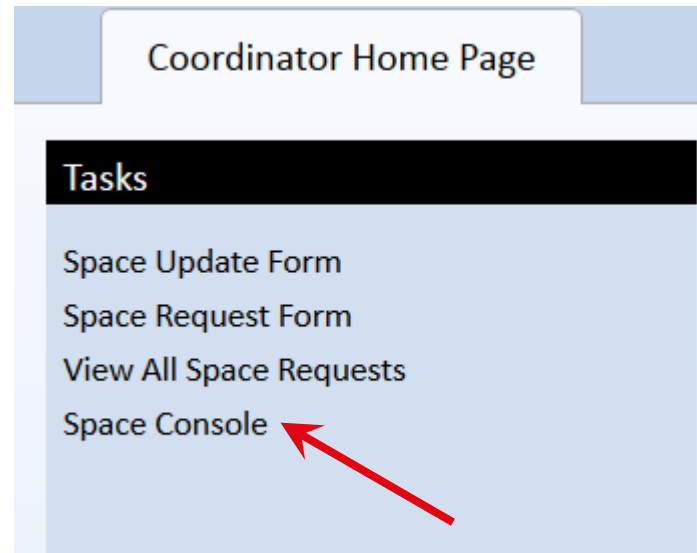
Space Console Overview

Space Console

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.

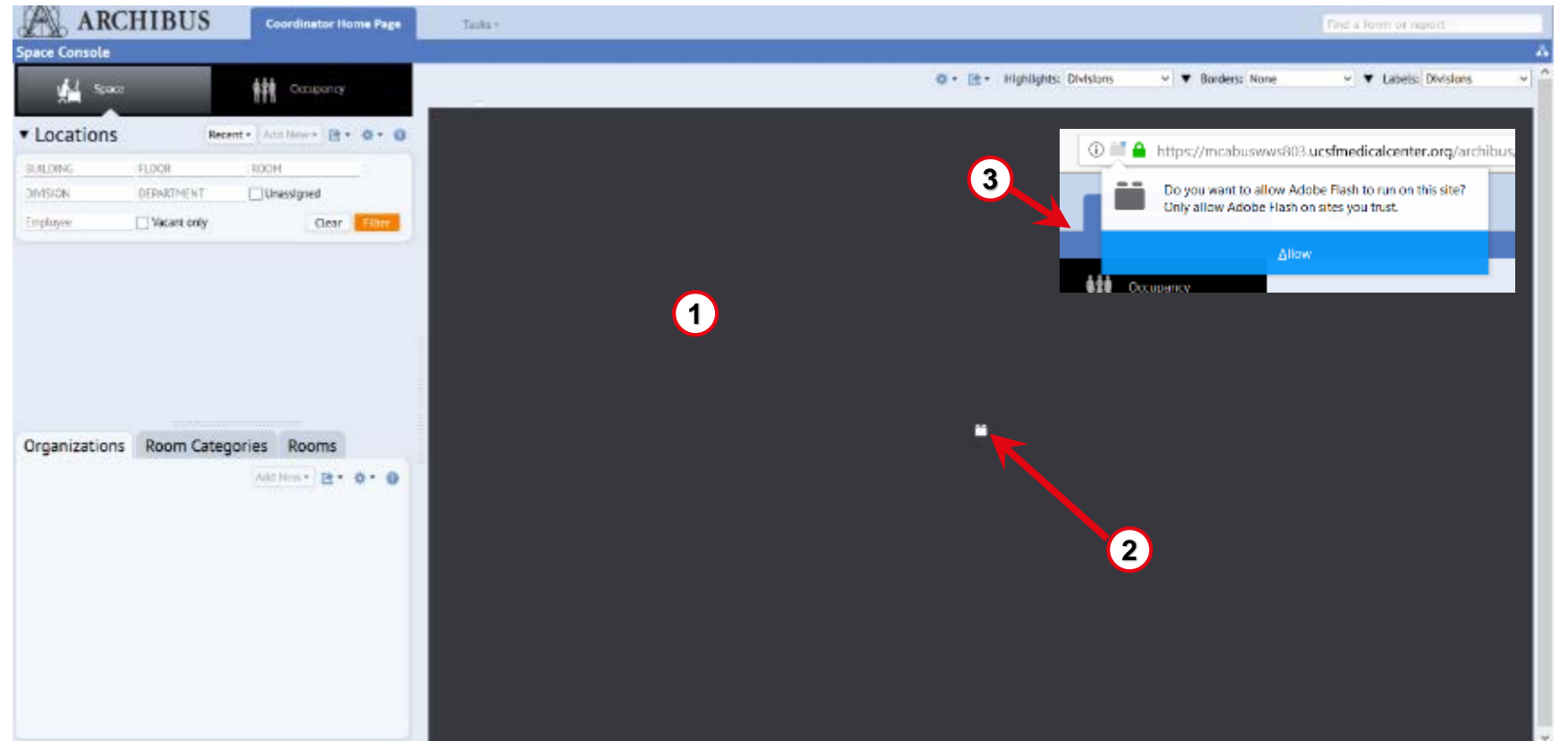


Space Console features can take up to 30-50 seconds to fully load.

Space Console

General Navigation

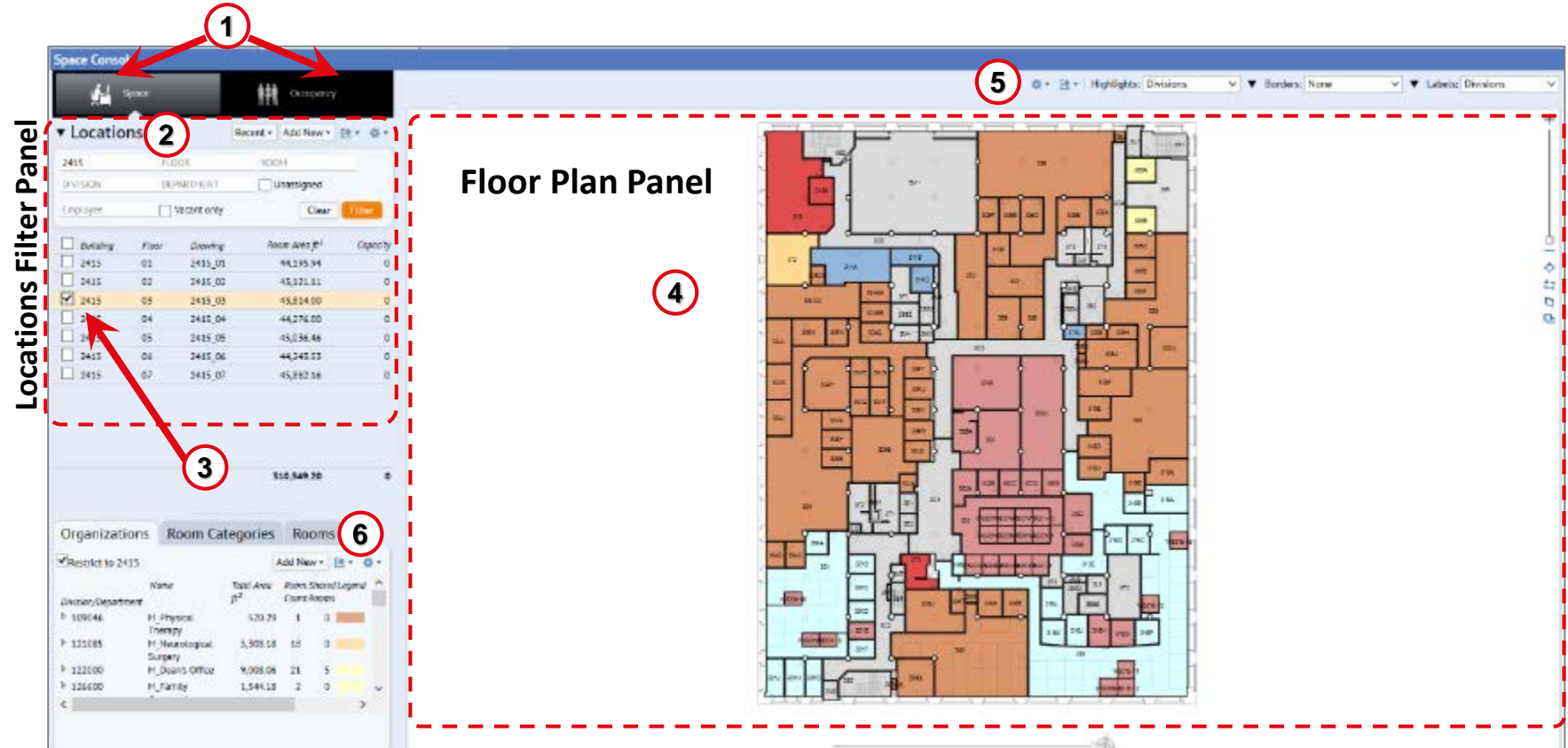
1. If you see a black screen after selecting 'Space Console' from the Tasks bucket, you need to allow Flash to run on your browser.
2. Click on the folder icon.
3. You will be prompted to Allow Adobe Flash to run on this site. Click Allow Flash.
4. For further questions related to browser access or flash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



Space Console

General Navigation (Cont'd)

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.



Space Console

Highlighting Floor Plans (color-coded)

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.

The screenshot displays the Space Console interface. On the left, the **Locations Filter Panel** is visible, containing a table of locations and a table of organizations. On the right, the **Floor Plan Panel** shows a color-coded floor plan of a building.

Locations Filter Panel

Building	Floor	Rooming	Total Area ft ²	Capacity	
<input type="checkbox"/>	2415	02	2415_02	44,235.94	0
<input type="checkbox"/>	2415	03	2415_03	45,021.91	0
<input checked="" type="checkbox"/>	2415	05	2415_05	45,824.00	0
<input type="checkbox"/>	2415	04	2415_04	44,276.00	0
<input type="checkbox"/>	2415	05	2415_05	45,036.46	0
<input type="checkbox"/>	2415	06	2415_06	44,243.53	0
<input type="checkbox"/>	2415	07	2415_07	45,842.58	0

Floor Plan Panel

The floor plan panel displays a color-coded floor plan of a building. The rooms are color-coded according to the filter settings. The filter settings are: Building: 2415, Floor: 05, Rooming: 2415_05. The floor plan shows various rooms, some of which are highlighted in orange, red, and blue.

Space Console

Highlighting Floor Plans (color-coded)

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.

The screenshot displays the Space Console interface. On the left, the 'Locations' panel is visible, featuring a table with columns for Building, Floor, Drawing, Room Area (ft²), and Capacity. A red dashed box labeled 'Locations Filter Panel' encompasses this table and the 'Organizations' section below it. A red arrow points to a gear icon in the top right of the Locations panel, labeled with a circled '4'. Another red arrow points to a check box in the Locations table, labeled with a circled '5'. On the right side of the screen, the 'Floor Plan Panel' shows a detailed floor plan with rooms color-coded by division. A red dashed box labeled 'Floor Plan Panel' surrounds this area.

Building	Floor	Drawing	Room Area ft ²	Capacity	
<input type="checkbox"/>	2415	02	2415_02	44,235.94	0
<input type="checkbox"/>	2415	03	2415_03	45,021.91	0
<input checked="" type="checkbox"/>	2415	05	2415_05	45,824.00	0
<input type="checkbox"/>	2415	04	2415_04	44,276.00	0
<input type="checkbox"/>	2415	05	2415_05	45,036.48	0
<input type="checkbox"/>	2415	06	2415_06	44,243.53	0
<input type="checkbox"/>	2415	07	2415_07	45,842.58	0

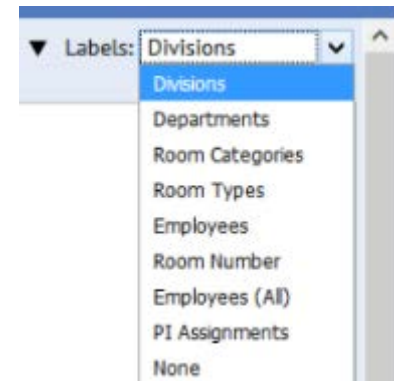
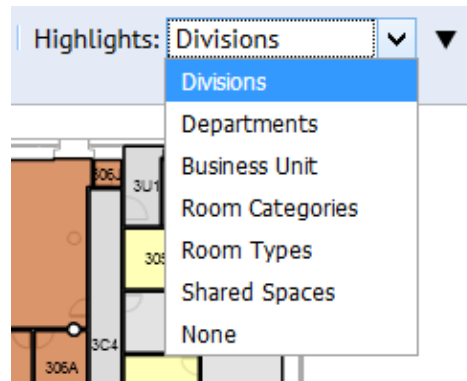
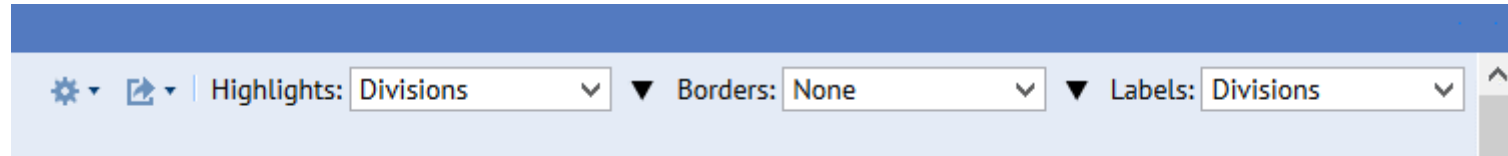
Division/Department	Name	Total Area ft ²	Rooms	Shared	Logical	Color
P-109046	H_Physical Therapy	5,20.79	1	0	0	Orange
P-131085	H_Neurological Surgery	5,908.18	10	0	0	Yellow
P-122100	H_Doctors office	9,008.06	21	5	0	Light Blue
P-126400	H_Family	1,544.18	2	0	0	Light Blue

Space Console

Highlighting Floor Plans (color-coded)

6. A floor plan can be highlighted by three fields:

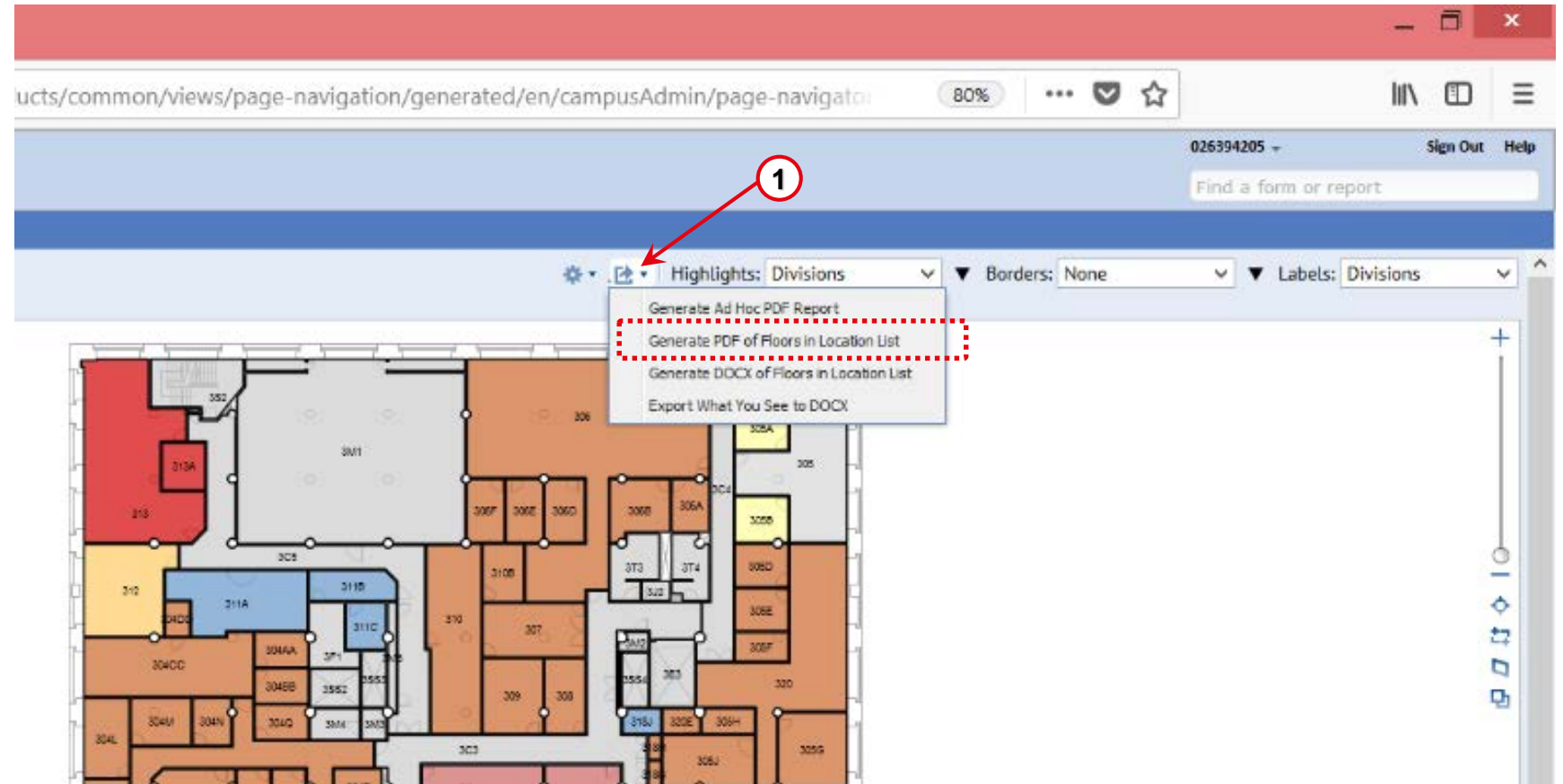
- i. **Highlights** : This will color-code the entire floor plan by selected variable. The options available are shown in the image.
- ii. **Borders**: It is recommended to keep this option at None for any color coding.
- iii. **Labels**: This will add a label to the floor plans. It is recommended to use “Room Number” only, when printing floor plans.



Space Console

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**