

Bulk Updating Select Archibus Data Fields via Excel

As a Space Coordinator or Strategist, you can request support from the Space Analytics team to update select Archibus fields in bulk that can be submitted via Excel.

The following fields can be uploaded in bulk:

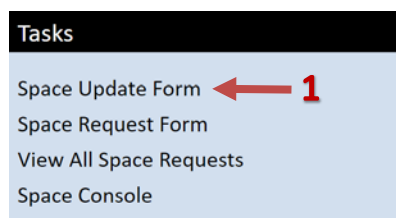
- Divisions / Departments (within Control Point/ BU)
- Room Categories / Room Types
- Station Counts
- Loan Details & Documentation

Bulk Upload Limitations:

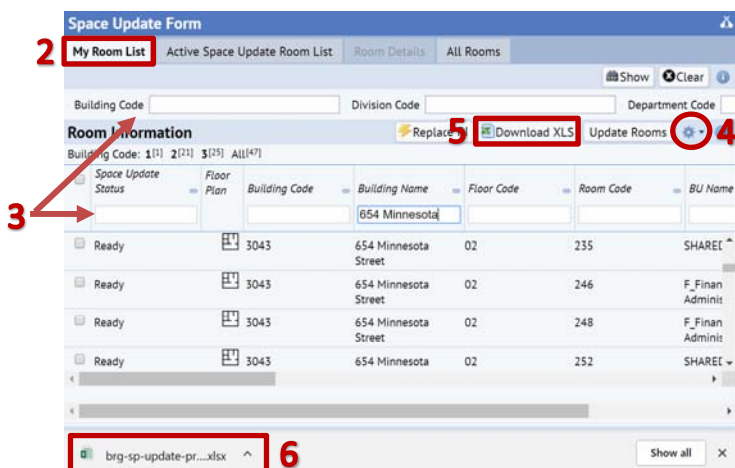
- Room Categories/ Room Types and Station Counts can be updated for **non-shared** space
- Division / Department updates must be within users Control Point access
- Loans should be submitted with supporting documentation

How to create and submit your Bulk Upload request:

1. Select the **Space Update Form** from the Task bucket on the Archibus homepage:



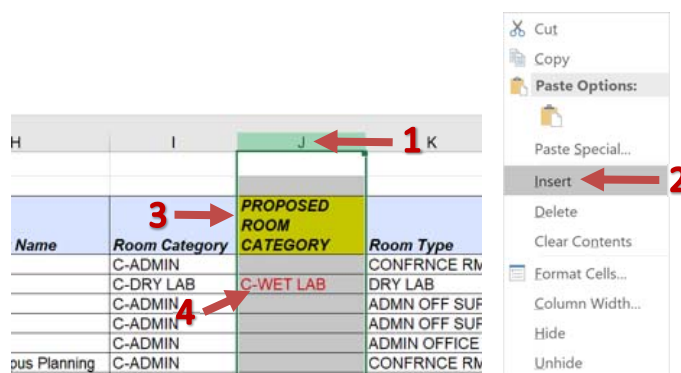
2. Select the **My Room List** tab from the Space Update Form
3. Use the filter and quick search fields to filter data (if needed) *
4. If needed, change what **fields** are visible in your report by selecting the gear icon *
5. Select the **Download XLS** button
6. **XLS download** will appear in lower left corner (Chrome)
 - Click on XLS download to open file



Modifying your Excel Spreadsheet:

To enter updated data, new column(s) will need to be created for data entry:

1. To create a new column in Excel, **right click on an existing column** in the location you want to add a new column
2. From the dialogue box, **select Insert**
3. **Add a header** to the newly created column (ex: PROPOSED ROOM CATEGORY, PROPOSED STATION COUNT, etc.) to clearly identify for Admins the newly added column(s)
4. Add any data updates to the newly created column(s) in RED
5. Please share this spreadsheet with edits with System Admins at Archibus-Support@ucsf.edu



The Building Code or Building Name, Floor Code and Room Code *must* remain in your spreadsheet when submitting your bulk upload request, so Admins can identify the room being updated.

If you have any additional questions, please contact Archibus-Support@ucsf.edu

*Refer to "Running Reports" training document (located at <https://space.ucsf.edu/archibus-training-materials>) for more detail on how to use search features, change visible fields and other reporting tips.