



rchibus News

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Space Analytics Team, Campus Planning

Annual 2018 Space Survey

Annual Space Survey for 2018 is planned to be open on Sept 25th 2018 and will close on Dec 4th 2018. The Annual Space Survey Town Hall – 2018 is scheduled on Tuesday, Sept 25th from 9:30 – 11:00 AM at 303 HSW. If you are a Space Strategist or Space Coordinator and have not yet received the invite, please reach out to Archibus Administrative Support team at Archibus-Support@ucsf.edu

Stay tuned for more updates at:
<https://space.ucsf.edu/2018-annual-space-survey>

USER TIPS

Tip:

Did you know you can smart search in Archibus filter fields.

Floor Code	Room Code	Business Unit Code
	514	

A search of 514 will result in all the Room records with 514 in the Room Code.

Floor Code	Room Code	Business Unit Code
	"514"	

Any search included in quotes "Search" will result in exact matched only.

Space Coordinators Access Review

Archibus Administrators will be performing data checks to uncover any data anomalies in the coming weeks relating to Station counts, Employee locations, Room Category/Type Assignments, etc. We will also be reviewing all Coordinator access to ensure all Divisions are assigned a primary Coordinator for our upcoming Space Survey. We will be reaching out to Strategists and Coordinators for your help to quickly turnaround any uncovered issues.

User Best Practices

Update space data as changes occur to be ahead of the game for the 2018 Annual Space Survey!

Coordinators & Strategists should:

- **Upload Loan Documents** in the Space Update Form to help increase data accuracy.
- **Continuously update** occupancy data, PI assignments, floor plans (share inconsistencies with System Admins).
- **Review** training materials at : [Archibus Training Materials](#)

F&A Survey 2018

A modified F&A Space Survey will be performed in conjunction with the Annual Space Survey this year. The involved departments have already been notified. The modified F&A space survey will collect data related to a subset of research rooms for a select group of high research academic departments. Detailed instructions related to the modified F&A space survey will be communicated directly to affected department Space Strategists and Space Coordinators. Additional details will be provided at the Annual Space Survey Town Hall – 2018.

Please direct all space system and space management questions and issues to the Archibus Administrative Support team: Archibus-Support@ucsf.edu
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