Archibus News

Space Analytics Team, Campus Planning

Happy Birthday UCSF Archibus!

To celebrate the one-year anniversary (April 2016) of the Archibus system at UCSF Campus, we are launching our community's first quarterly newsletter. We will bring you information about improvements to our system and processes, as well as helpful tips from other users. We will also update you on other space management news, user training and key initiatives. On that note, the 2017 space survey is targeted to begin in September.

CELEBRATING ONE YEAR!

USER TIPS

Tip: The fastest way to get to a room record (reduces the number of record results):

1. Filter by Building Code
2. Type the room number in quotations, e.g."203". This will only result in accurate room record and omit any room records similar to 203,e.g. 203A, 203B etc.

Favorite feature: Many Archibus users love the **Space Console**! Use yours today!

Send your Archibus tips, favorite features and questions to Archibus-Support@ucsf.edu, so we can share with others!

UCSF | chatter

Looking for a forum to ask other users questions or just talk space? Come join the **UCSF Space Management** Chatter group!

SYSTEM IMPROVEMENTS

- **NEW:** Users can now **print PDFs from the space console**.
- **FIXED:** In the **Building by Department report,** all department assignments issues were corrected.
- **IN PROGRESS:** The majority of ASF and RSF numbers have been fixed in the **Building Summary Report**.
- **IN PROGRESS: PDF floor plans report** include most floor plans. Some floors are still not available in this report.

User Best Practices

Don't wait until survey time to update space data! Coordinators & Strategists should now:

- **Continuously update** occupancy data, PI assignments, floor plans (share inconsistencies with System Admins).
- **Review** training materials at http://space.ucsf.edu/archibus-training-and-resources
- **Contact** Archibus Support for assistance or additional training.

COMING SOON…

- Print functionality for Space Request Form
- New and improved space reports
- Town Hall and Training Schedule for Space Survey 2017

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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