

Navigation Tips

Archibus Space Management System

Using Filter Consoles

1. Archibus is able to return a large amount of information for a given view (report). You may need to use a Filter Console to restrict the information displayed.

Filter Console

- The Filter Console displays a series of fields that enable you to enter criteria to restrict your search of the data returned for a report.
- Enter your restriction criteria into any one of the fields outlined below.



 Click on the Show button to display data in the lower panel based on your restrictions.

間 Show

 If you do not want to enter a restriction, click Show without making any entries in the Filter Console, and the data is presented without a restriction.

Smart Searches

- 1. Smart Search helps you more easily locate specific values when working with large data sets by entering values within a column header field to restrict the data in the view.
- 2. In the example below a value was entered in the Filter Console to restrict the data returned. A Smart Search was then used to further restrict the data displayed in the view.
- To enter a smart search, fill in one or more column headers with your search criteria and press Enter.
- The system redisplays the data that meets the restriction.

View ALL	Room													
Filter			_											
Nultiding Cod	i.				ines Unit Ca	a:			Division Code				Department Code	
2415														
	-	_												
Rooms														
	227	4175	apeloty Next	32										
Sile Code			Building Code -		Faur Cude	kon	cuty	Banes Unit Code	. Asires int have	Detain Call	Distor New	Department	Desotnet None	. Rem Category
												407029		
ić.	19	spion Center	145	Hester Griter Building	01	107		400000	F, Finance & Administration	401029	FAIR	407025	Aut	CADHIN
K	10	spices Center	2415	Holes Center Building	25	10%		400000	F Finance & Administration	401029	1,Adt	407029	Autt	C42HIN
HC	10	tsion Center	2415	Histor Gree Building	01	1078		400000	F, Finance & Administration	407029	F,Ault	407029	Aut	C4DHIN
		talon Center		Hasion Center Building		1570		400000	Finance & Administration	The second second	Fault	407029	Aut	C42HIN

Use the % character as a wildcard to represent the position for any series of characters you enter. For example, M%", to restrict the data to all values that begin with "M".

Building Code	Building Name	Room Code	BU Name
	M%		
3052	Mission Bay Hospital	A5158	M_School of Medicine
3052	Mission Bay Hospital	A5524	M School of Medicine

Sorting Data

- 1. Many Archibus views present data in a tabular format. Column headers may include a **grey rectangle**. Clicking this rectangle sorts the screen by that column
- Click on the grey rectangle to sort the view by this column's data.
- The black triangle when shown in a filter box indicates that there are only certain values that can be selected for that column. All records for the view will be filtered based on the values selected in these columns

ARC ARC	CHIBUS	Strategist Home Page		Tasks*
View All Space R	lequests			
SRF Number: 1[9] 2[8]	3[10] 4[11] 5[11] 6[11] 7[11] 8[11] 9[5] A[[[87]	– –	1
SRF Number 🚽	Requested By Name	Request Type		dentify Type of Space
93	First Coordinator		Retain	Administration
92	First Strategist		Retain	
91	First Coordinator		Retain	
90	First Coordinator		Retain	
89	Second Coordinator		Retain	
88	Second Coordinator		Retain	
87	First Coordinator		Retain	
86	Morrison, Cristina		Retain	Clinical
85	First Strategist		Retain	
84	First Coordinator		Loan	Storage

Index Panel

- 1. Some Smart Searches with large data sets have an index bar to facilitate selecting data
- Click on a letter/number in the index bar to view the records beginning with that letter/number.
- The number in parentheses shows how many records begin with that letter/number in the first column.
- "All" provides the number of records meeting your restriction or total number of records.

Filter						
Building Code				Business Unit C	ode	
	[24644] 3 [14726] 6	[16] 9 [8] A [39394	Page 1 of 394	Next >>	1	
	2[24644] 3[14726] 6 Site Name	[16] 9 [8] ALL[39394 Building Code 🕳	Page 1 of 394		Room Code	Business Unit
Building Code: 2			-	Floor Code	Room Code	

- 2. **Tips on drill down with Index panel**: As you click into the indexes you will see text such as Top and Up appear in the ribbon.
- "Top" brings you to where you started.
- "Up" brings you to the next level, which may not always be Top depending on how far you drill down in the index.