

Archibus Overview & Navigation

Table of Contents (page 1 of 2)

■ [Background](#)

- [Goals of the Archibus System](#)
- [Enable Campus and Medical Center to Share the same System](#)
- [Archibus Roles for Campus Users](#)
- [Who are the Strategists](#)

■ [Key Concepts](#)

- [Organizational Hierarchy in Archibus](#)
- [Organizational Hierarchy in Archibus Division and Department Labels](#)
- [Organizational Hierarchy in Archibus Shared Rooms](#)
- [Track Employee Location](#)

■ [Getting Started with the Archibus System](#)

- [Browser Tips](#)
- [Use MyAccess to Sign in to Archibus](#)
- [Signing Out of Archibus](#)

■ [Homepage Orientation](#)

- [Homepage Buckets](#)
- [Homepage Tasks and other Items](#)
- [My Profile](#)

Use the table of contents hyperlinks to navigate within the module

Archibus Overview & Navigation

Table of Contents (page 2 of 2)

- [Navigation in Archibus](#)
 - [Use Filter Consoles](#)
 - [Sorting Data](#)
 - [Smart Searches](#)
 - [Selecting Values](#)
 - [Index Panel](#)
 - [Working with Panel Bars](#)
 - [More Records than can be displayed](#)
 - [Exporting Reports \(Excel and Paginated\)](#)
 - [Export a Paginated Report](#)
 - [Export an Excel Report](#)
- [Submit Feedback in Archibus](#)
 - [Summit Feedback Form](#)

Use the table of contents hyperlinks to navigate within the module

Background

Goals of the Archibus System

- To support space governance at UCSF by providing a tool for effective space data collection through improved user interface and space reporting and analytics
- Take steps towards inspiring a cultural shift at UCSF towards an environment of transparency and collaboration as it relates to space management
- Ability to manage all space at UCSF as a strategic asset

Enable Campus & Medical Center to Share One System

- Medical Center and Campus now share the same Archibus Space Management System. All data and floorplans are maintained in the same database.
- The process and user interface to update Campus space data is different from the process and user interface to update Medical Center space data. Both processes are supported within Archibus
 - Campus space records are maintained by “Campus Users”
 - Medical Center space records are maintained by “Medical Center users”

Archibus Roles for Campus Users

Campus Role	Archibus Access Rights	Business Process Responsibilities
Report Reader	<ul style="list-style-type: none"> Universal Read only access including floor plans 	
Coordinator Department /Unit level space manager	<ul style="list-style-type: none"> Universal Read access including floor plans Edit access for their assigned DeptIDs only 	<ul style="list-style-type: none"> Keeps their Department's/Unit's assigned space up to date in Archibus Submits the annual verification survey for their assigned space Is familiar with their assigned physical space Requests space assignments on their Department's behalf to their Control Point Strategist Informs Campus Planning of completed renovation projects not reflected in Archibus Updates Employee Location Attends Campus Planning-led trainings and meetings Conducts space walks informally and in collaboration with Campus Planning
Strategist Control Point level oversight of space management Assigned by the Dean or Control Point head	<ul style="list-style-type: none"> Universal Read access including graphical interface Edit access for their control point DeptIDs Approval access for Department Assignment and Loan fields if data changes are <i>within</i> their control point 	<ul style="list-style-type: none"> All Coordinator responsibilities plus: Main space point of contact for their control point Tracks loans within Control Point Represented on the UCSF Space SubCommittee Facilitates space assignment requests for their Direct Report's approval

**For a list of users assigned these roles in your department/unit please refer to "User Roles" Report. Explained later in this training.*

Who are the Strategists

- Archibus utilizes workflow for data change approval processes
 - For space requests, the Coordinator needs to select their Primary Strategist to route the request.
- Users of the system should reach out to their Strategist for questions about space management unique to their control point.

Control Point	Strategist * Indicates Primary Strategist
C_Office of the Chancellor & E_Executive Vice Chancellor	Castillo, Eloise Murphy, Suzanne*
D_School of Dentistry	Lang, Thomas Schultz, Susan*
F_Finance & Administration	Daro, Rebecca Fuller, Judy*
M_School of Medicine	Damiano, Margaret (SFGH only) Ewers, John (SFGH only)* Maler, Bonnie Morrison, Cristina Wong, Karin*
N_School of Nursing	Chang, Cecilia Ho, Karen* Jacobsen, Lynda Lee, Frances
P_School of Pharmacy	Nordberg, Michael Starling-Head, Valerie*
R_University Relations	Fortes, Michael*
V_Development	Jackson, Stacy*

Key Concepts in Archibus

Organizational Hierarchy, Shared Rooms, Employee Location

Organizational Hierarchy in Archibus

- There are three levels of organizational hierarchy available in the Archibus system that provide the ability to perform roll-up reporting
 - UCSF uses the DeptID tree Levels 1- 3 to assign rooms to departments
 - In some cases, Level 4 was also brought in and consolidated with level 3 in Archibus
- To understand your unit's organizational hierarchy within the UCSF DeptID tree, refer to the Controllers website to access the most current DeptID tree.

<http://controller.ucsf.edu/inquiry/inquiry.aspx?c=Dept>

- Once you access the site click the links noted here to gain more information about the DeptIDs

- 
- [Additional Information on Dept ID chartfield](#)
 - [Dept ID Tree/Values](#)

Organizational Hierarchy in Archibus: Division and Department Labels

Labels in Archibus	What we know at UCSF
Business Unit Name	Control Point
Division Name	Department
Department Name	Department or Division

Examples of how Division/Department labels look in Archibus:

Example 1: Rooms assigned to the:
Department of Pediatrics

Business Unit Name	Division Name	Department Name
M_School of Medicine	M_PEDIATRICS	M_PEDIATRICS

Example 2: Rooms assigned to the:
Division of Gastroenterology in the Department of Pediatrics

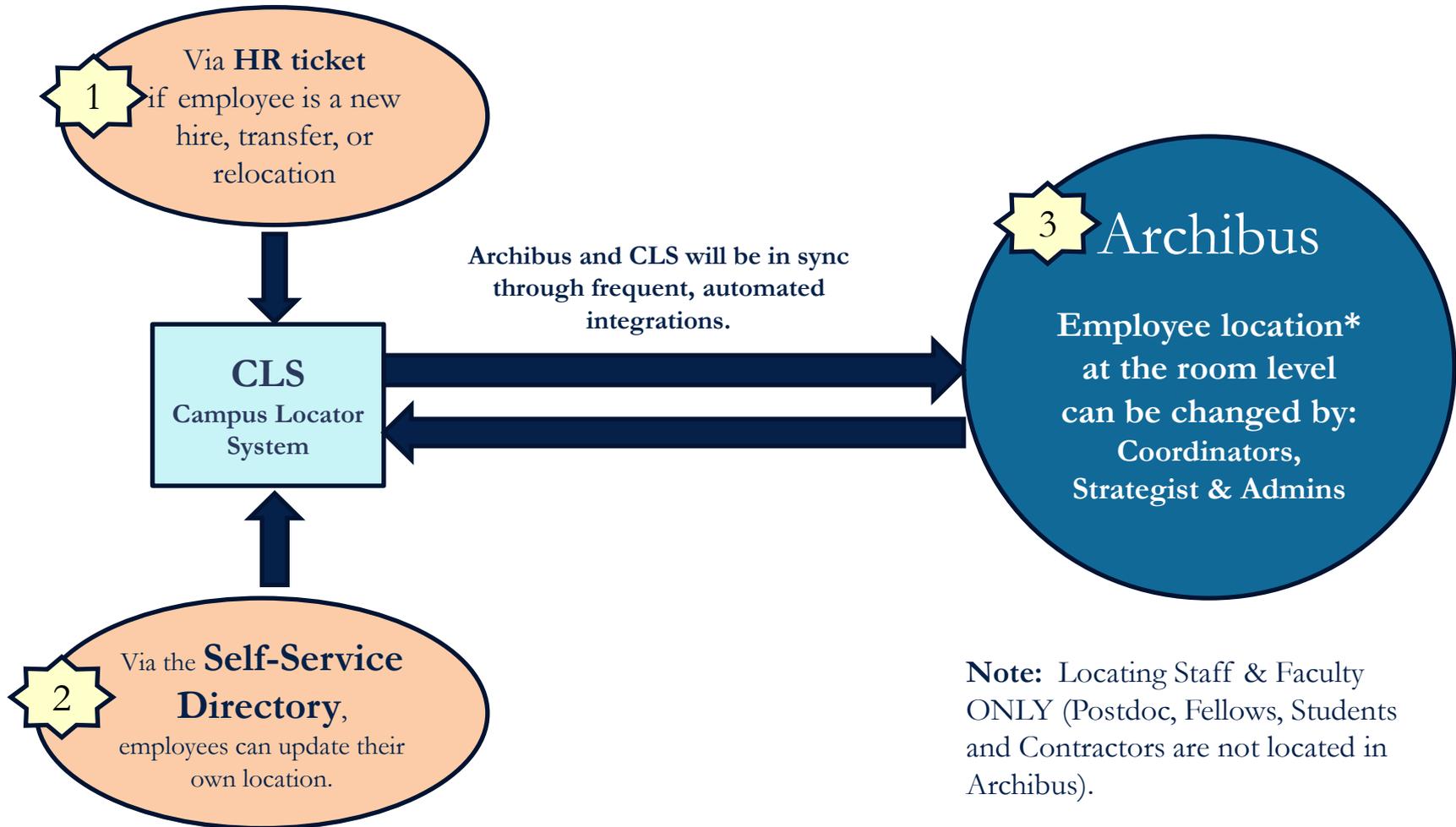
Business Unit Name	Division Name	Department Name
M_School of Medicine	M_PEDIATRICS	M_PEDS-GASTROENTEROLOGY

Organizational Hierarchy in Archibus: SHARED Rooms

- In Archibus, you will sometimes see a room assigned to a Business Unit, Division and Department of “SHARED”
- This indicates that more than one Department is assigned to the room

<i>BU Name</i>	<i>Division Name</i>	<i>Department Name</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
SHARED	SHARED	SHARED
SHARED	SHARED	SHARED
SHARED	SHARED	SHARED

Track Employee Location



Getting Started with the Archibus system

Browser Tips

- All standard browsers can be used, Chrome, Firefox, IE and Safari. The application may render differently depending on which browser you select. Chrome and Firefox are the most popular choices.
- If you receive the message below while using Firefox to view a floorplan:
 - Click “Activate Adobe Flash “ link to render the floorplan



Browser Tips, cont.

- **Clear your cache:** It is recommended to clear out the browser cache often so that the latest updates are rendered without issue
 - You can download Firefox and Chrome add-ins for easy clear cache in the browser tool bar
- **Open more than one tab:** You can open more than one tab within the same browser that you are logged into to view different reports or forms at the same time
 - You should not open a separate browser window because this will use an additional license
- **Do not use the browser's back button:** or refresh button. Archibus will not take you to the previous page if the back button is selected and may cause an error.
- **Note:** If you need additional help in understanding the clear cache functionality for the browser of your choice please reach out to Archibus-Support@ucsf.edu

Use MyAccess to Sign In

1. Once you Login to MyAccess you will be able to scroll down the list of App Names to find *Archibus Space Management System* for selection
2. You can mark the item as a favorite. Click on the name to be taken directly to the Archibus Home Page

MyAccess Login ①

Username
User Name Options...

Password

Remember me

Login

Please Note

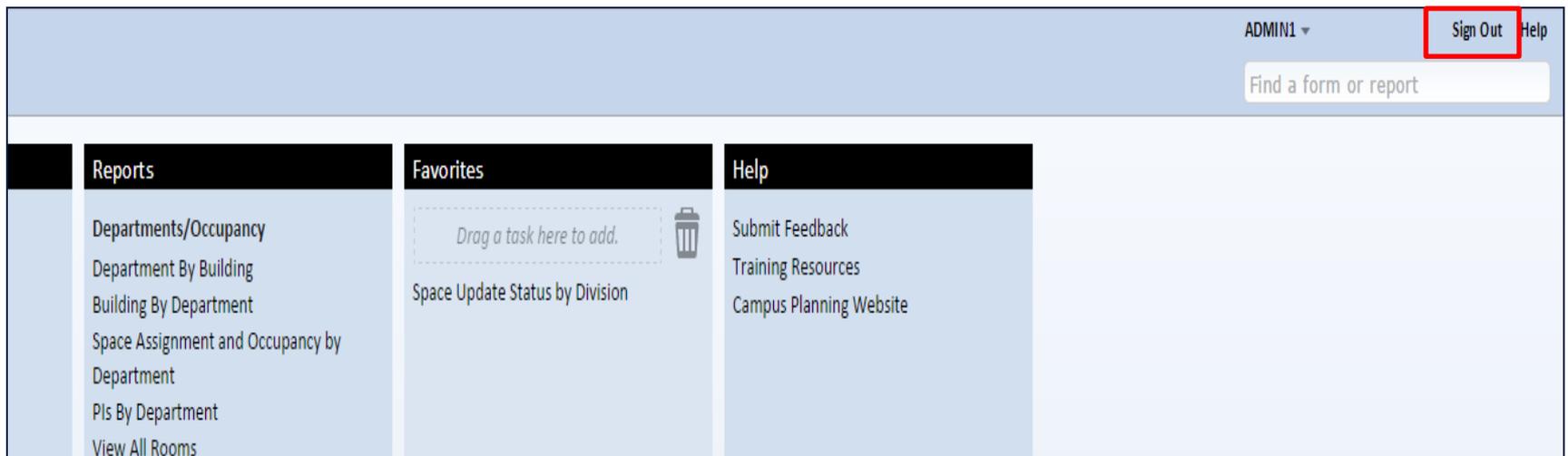
- Remember to log out if you are on a public or shared computer.
- Only enter your MyAccess ID and Password if the URL for this site reads **dp.ucsf.edu**.

[MyAccess Overview...](#)

②	App Name	Description
★	Archibus Space Management System	Archibus is a space management system that enables UCSF to manage and maintain its buildings portfolio for Campus and Med Center in one application. The system allows authorized users to access/edit tabular data, and provides dynamic reporting and floor plans.

Sign Out of Archibus

- To log out of your application session, click Sign Out on the right-hand corner of the Navigation Bar
- Sign Out of Archibus when you complete your work to return the license back to the pool
 - The system will automatically log you out after 60 minutes of non-activity



Homepage Orientation

Homepage: Buckets

ARCHIBUS's user interface "Web Central" presents a Homepage view that organizes tasks in an intuitive manner. You can access reports, drawings, and other data presented in various views.

The Home Page presents content and links in logical buckets that are easily navigated:

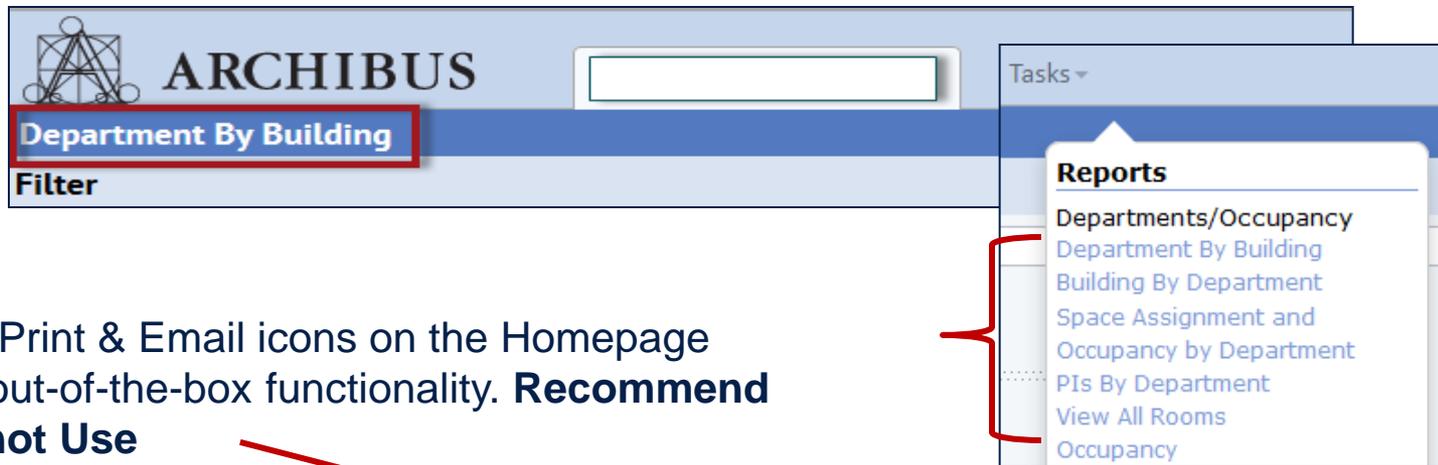
1. **Tasks:** links to additional views of space related data
2. **Reports:** list of dynamic space reporting
3. **Favorites:** save most used Tasks or Reports
4. **Help:** Training, Campus Planning website, Submit Feedback
5. **Notifications:** Announcements
6. **Employee ID:** displays your userID

The screenshot shows the ARCHIBUS Report Reader Home Page. At the top, there is a header with the ARCHIBUS logo, the page title "Report Reader Home Page", a user ID "026442210", and links for "Sign Out" and "Help". A search bar contains the text "Find a form or report". Below the header, there are four main buckets: "Tasks" (1), "Reports" (2), "Favorites" (3), and "Help" (4). The "Tasks" bucket contains links for "Space Update Form", "View All Space Requests", and "Space Console". The "Reports" bucket contains links for "Departments/Occupancy", "Department By Building", "Building By Department", "Space Assignment and Occupancy by Department", "Pls By Department", "View All Rooms", and "Occupancy". The "Favorites" bucket has a "Drag a task here to add." prompt and a trash icon. The "Help" bucket contains links for "Submit Feedback", "Training Resources", and "Campus Planning Website". Below these buckets is a "Notifications" section (5) with a welcome message and contact information for customer support and training materials. A "6" in a circle is located in the top right corner of the screenshot area.

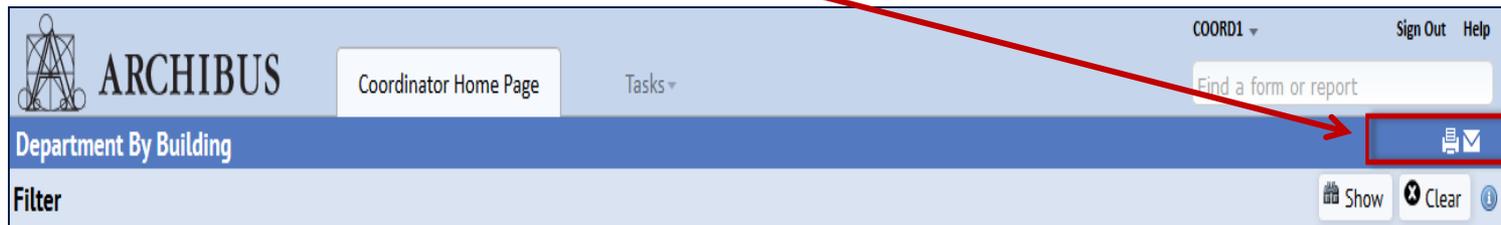
Note: The Homepage displayed when you sign in varies depending on the role you have within the Archibus application

Homepage: Tasks and other items

- Once you have navigated away from the Homepage to a specific view in a bucket. You can use the **Tasks** dropdown menu to navigate to other views within the same bucket.



- The Print & Email icons on the Homepage are out-of-the-box functionality. **Recommend Do not Use**

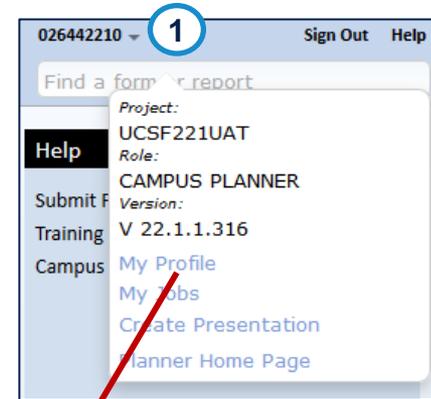


Header: My Profile drop-down

From the drop-down menu located in the upper right-hand corner next to your EIN, you'll find additional Archibus features.

1. From this list UCSF will only use the **My Profile** option.
2. Select the drop down menu for the Color Scheme to change the palette of the Web Central User Interface.
3. Any download during the current session is stored under My Jobs for retrieval again if needed

Note: Other options may be open to you but are not actively used at UCSF.



ARCHIBUS Planner Home Page 026442210 Sign Out Help

Find a form or report

Employee: 026442210
Location: 2415-05-560
Division: 406026
Department: 406026
Employee Number:

Save Change Password

User Name 026442210 Role Name CAMPUS PLANNER
Email Address user@ucsf.edu License Level Activity ACP
Color Scheme Slate Is Named User? No - Concurrent
Navigation Page Navigator Use CAD/BIM License? No
Locale English (United States) VPA Building Code List
User-Display Units-of-Measure Default VPA Site Code List
Country Code: USA
Currency Code: USD

2

Navigation in Archibus

Using Filter Consoles

Because 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. Many views offer filter consoles to restrict data.

The filter console displays a series of fields enabling you to enter restriction criteria for the data being returned.

1. Enter your restriction criteria.
2. Click on the Show button to display data in the lower panel.
3. If you do not want to enter a restriction, click Show without making any entries, and the data is presented without a restriction.

The screenshot shows the Archibus interface for 'Space Assignment and Occupancy by Department'. A filter console is visible with fields for Building Code, Business Unit, Division Code, and Department Code. A red box highlights these fields, and a red arrow points to the 'Show' button. Below the filter console is a table with columns for Building Code, Building Name, Business Unit Code, Business Unit Name, Division Code, Division Name, Department Code, Department Name, Employee Headcount, and Room Area (Sum). The table contains four rows of data.

Building Code	Building Name	Business Unit Code	Business Unit Name	Division Code	Division Name	Department Code	Department Name	Employee Headcount	Room Area (Sum)
2005	1320 3rd Ave							1	0.00
2005	1320 3rd Ave	100000	M_School of Medicine	141040	M_Urology	141053	M_Uro-Central Admin-SFGH	0	1122.00
2005	1320 3rd Ave	400000	F_Finance & Administration	412130	F_CLS AVC	412310	F_CLS Hsg Housing	0	2160.00
2021	1490 5th Ave	400000	F_Finance & Administration	412130	F_CLS AVC	412310	F_CLS Hsg Housing	0	2161.00

Tip:

Some reports will require you to enter filter criteria first while others will run immediately and you can then enter filter data to restrict what has been returned.

Sorting Data

Many Archibus views present data in a tabular view. Column headers include a grey rectangle. Clicking this rectangle sorts the screen by that column.

1. Click on the **grey rectangle** to sort the view by this column's data.
2. 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

The screenshot shows the Archibus interface for 'View All Space Requests'. The table has the following data:

SRF Number	Requested By Name	Request Type	Identify 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

Smart Searches

Components of views--such as filter consoles, Select Value lists, data entry forms, drill down lists, and so on--may include **Smart Search** capability so that you can restrict the data in the current view component.

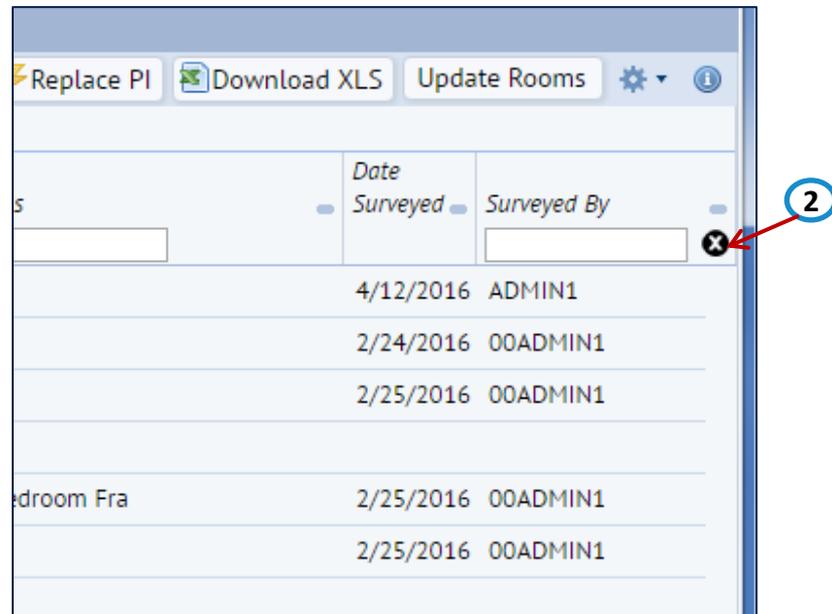
Smart Search helps you more easily locate specific values when working with large data sets by entering values for any column header.

1. To enter a search, complete one or more column headers with your search criteria and press Enter. The system redisplay the data that meets the restriction. You do not need to consider case when entering your values.

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

2. To Clear all restrictions click the **X** icon.

Building Code	Building Name	Room Code	BU Name
<input type="text"/>	<input type="text" value="M%"/>	<input type="text"/>	<input type="text"/>
3052	Mission Bay Hospital	A5158	M_School of Medicine
3052	Mission Bay Hospital	A5524	M_School of Medicine



The screenshot shows a data table with columns for 'Date Surveyed' and 'Surveyed By'. A search filter is applied to the 'Surveyed By' column. A red circle with the number '2' points to a small 'X' icon in the top right corner of the table, which is used to clear the search filter.

Date Surveyed	Surveyed By
<input type="text"/>	<input type="text"/>
4/12/2016	ADMIN1
2/24/2016	00ADMIN1
2/25/2016	00ADMIN1

Selecting Values

For some fields, you are required to select a value from the Select Value list. This is a list of information stored within the Archibus database.

Searches can also be partial values. This will restrict the results to those which contain the text entered. You can also enter a partial value to be used as a search criterion to limit the values shown in the Select Values list to only those that include your entry.

1. Choose a field you wish to populate such as Site Name.
2. Click on the Select Value button.
3. The Select Values list is opened to choose a selection. Filter columns as needed to limit possible selection choices.

Site Code	Site Name	Building Code	Building Name	Floor Code
PN	Parnassus	2003	1322-24 3rd Avenue	02
PN	Parnassus	2005	1320 3rd Ave	00
PN	Parnassus	2005	1320 3rd Ave	01
PN	Parnassus	2005	1320 3rd Ave	02

Site Name ...

Select Value - Site Name

Site Code: C[1] E[1] F[1] L[1] M[3] O[1] P[1] R[1] S[1] A[[111]

Site Code	Site Name
CNB	China Basin
EXP	Executive Park
FRES	Fresno Campus
LHTS	Laurel Heights
MB	Mission Bay
MC	Mission Center
MZ	Mount Zion
OLA	Outlying Area
PN	Parnassus
RALL	ALL
SFGH	SFGH Campus

Index Panel

Some Smart Searches with large data sets have an index bar to facilitate selecting data.

1. Click on a letter/number in the index bar to view the records beginning with that letter/number based on values in the first column.
2. The number in parentheses shows how many records begin with that letter/number.
3. “All” provides the number of records meeting your restriction or total number of records.

The screenshot shows the ARCHIBUS interface with a table of rooms. Above the table is an index bar with buttons for '1', '2', '3', and 'All (39065)'. The 'All' button is highlighted with a red box. The table below shows columns for Site Code, Site Name, Building Code, Building Name, Floor Code, Room Code, Business Unit Code, Business Unit Name, Division Code, Division Name, and Department Code. The first few rows show records for Parnassus and Kalmanovitz Library.

Site Code	Site Name	Building Code	Building Name	Floor Code	Room Code	Business Unit Code	Business Unit Name	Division Code	Division Name	Department Code
PN	Parnassus	2012	Kalmanovitz Library	02	223	465000	E_Executive Vice Chancellor	477200	E_Library	477200
PN	Parnassus	2012	Kalmanovitz Library	02	224	465000	E_Executive Vice Chancellor	477200	E_Library	477200
PN	Parnassus	2012	Kalmanovitz Library	02	225	465000	E_Executive Vice Chancellor	477200	E_Library	477200
PN	Parnassus	2012	Kalmanovitz Library	02	226	465000	E_Executive Vice Chancellor	477200	E_Library	477200
PN	Parnassus	2012	Kalmanovitz Library	02	230	465000	E_Executive Vice Chancellor	477200	E_Library	477200
PN	Parnassus	2012	Kalmanovitz Library	02	231	465000	E_Executive Vice Chancellor	477200	E_Library	477200
PN	Parnassus	2012	Kalmanovitz Library	02	232	465000	E_Executive Vice Chancellor	477200	E_Library	477200
PN	Parnassus	2012	Kalmanovitz Library	02	233	465000	E_Executive Vice Chancellor	477200	E_Library	477200
PN	Parnassus	2012	Kalmanovitz Library	02	234	465000	E_Executive Vice Chancellor	477200	E_Library	477200
PN	Parnassus	2012	Kalmanovitz Library	02	235	465000	E_Executive Vice Chancellor	477200	E_Library	477200
PN	Parnassus	2012	Kalmanovitz Library	02	236	400000	F_Finance & Administration	411101	F_IT Info Tech Svcs	411101
PN	Parnassus	2012	Kalmanovitz Library	02	240	465000	E_Executive Vice Chancellor	477200	E_Library	477200
PN	Parnassus	2012	Kalmanovitz Library	02	241	465000	E_Executive Vice Chancellor	477200	E_Library	477200
PN	Parnassus	2012	Kalmanovitz Library	02	242	465000	E_Executive Vice Chancellor	477200	E_Library	477200
PN	Parnassus	2012	Kalmanovitz Library	02	243	465000	E_Executive Vice Chancellor	477200	E_Library	477200

The index bar includes Prev (Previous) and Next links if there are more than the maximum number of records that fit on the screen.

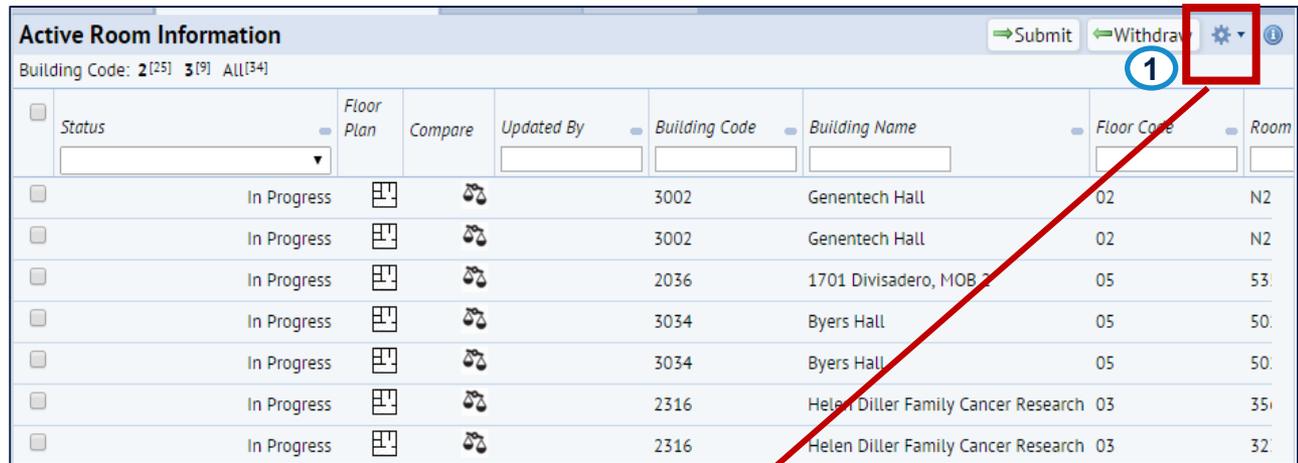
Tips:

- “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.

Select Fields

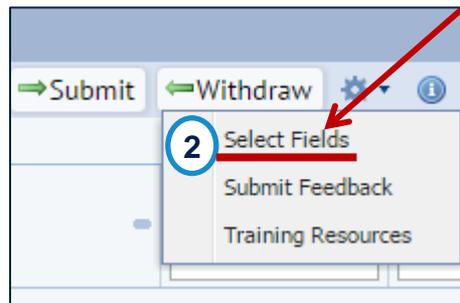
To alter the viewable columns and their order in many lists there is an icon to bring up the Select Fields window allowing you to manipulate them.

1. Find the Gear Icon in the top right of the view and click on the drop down arrow.
2. From the list that appears click on Select Fields to open up the window which controls the available/visible fields.



The screenshot shows a table titled "Active Room Information" with columns for Status, Floor Plan, Compare, Updated By, Building Code, Building Name, Floor Code, and Room. A gear icon in the top right corner is circled in red and labeled with a circled "1".

Status	Floor Plan	Compare	Updated By	Building Code	Building Name	Floor Code	Room
In Progress				3002	Genentech Hall	02	N2
In Progress				3002	Genentech Hall	02	N2
In Progress				2036	1701 Divisadero, MOB 2	05	53
In Progress				3034	Byers Hall	05	50
In Progress				3034	Byers Hall	05	50
In Progress				2316	Helen Diller Family Cancer Research	03	35
In Progress				2316	Helen Diller Family Cancer Research	03	32



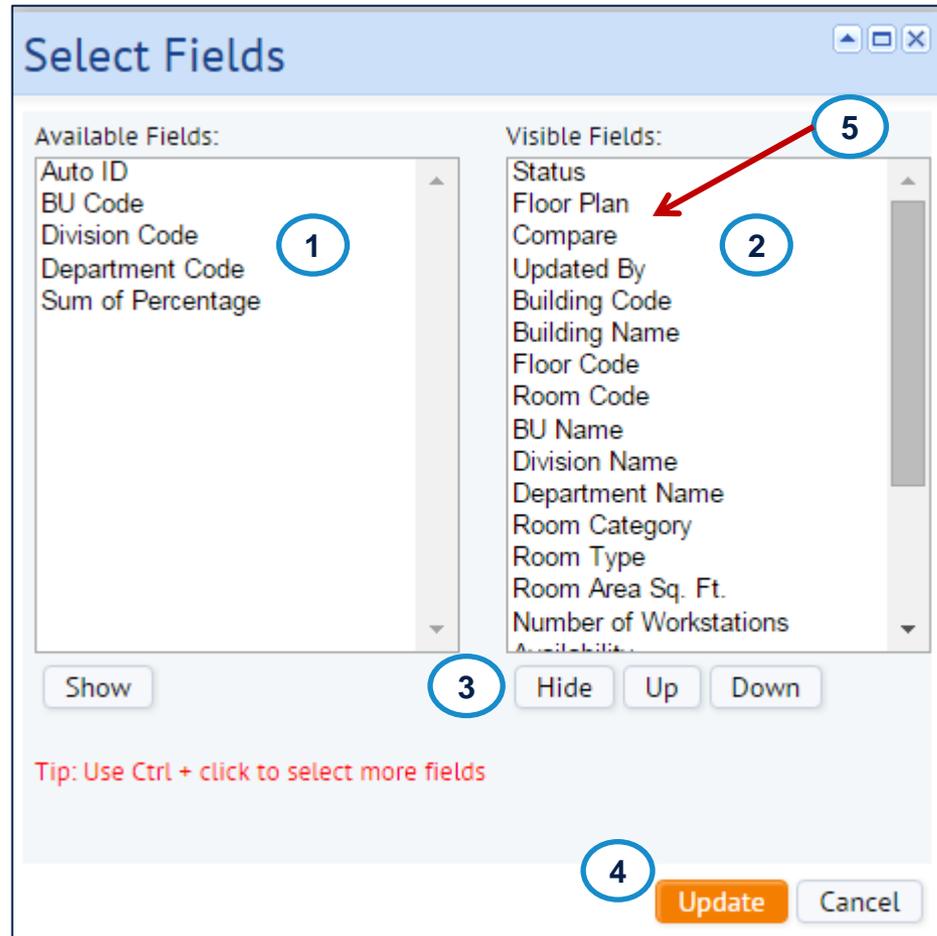
Tip:

- Field order in each View is saved as a cookie per computer, not per user account.

Select Fields, cont'd

Use the Select Fields window to manipulate which columns are visible for your displayed list and in what order they appear on the screen

1. On the left is the list of Available Fields which aren't currently set as visible (if the list is blank all available fields are already visible).
2. On the right is the Visible Fields list of all available fields that are currently set as visible columns in the list.
3. Highlighting a single field or multiple fields (using Shift/Ctrl keys) and utilizing the Hide, Up, Down and Show buttons allows you to move the fields from Available to Visible and Up/Down within the Visible Field list.
4. Click Update when done to alter the visible columns and their order in your list.
5. Certain fields (like Compare, Floor Plan) cannot be hidden but you can rearrange the position.



Tip: The Select Fields functionality works identically wherever available in Archibus.

Working With Panel Bars

- In Reports with multiple sections there are **panel bars** that you can click and drag to rearrange the view of the report.

1. On this area of the panel bar you may click and drag the section up or down to increase or decrease the area shown for this section. By Double Clicking on this bar you will collapse the section. In its place will be a very small arrow icon that you can click to bring back the section.

2. Occasionally data may extend below the visible pane. If you place your cursor to the right of the panel a scroll bar will appear to allow you to scroll down and view more data

The screenshot shows a 'Building Report' window. At the top, there's a 'Filter' section with a 'Building Code' field set to '2003'. Below that is a 'Select Floor' section with a 'Paginated Report' button and an 'XLS' icon. The main content area is titled 'Departments for: 2003-01' and contains a table with columns for 'Department Code', 'Department Name', 'Stations', and 'ASF'. A row is highlighted with a yellow background: '412310', 'F_CLS Hsg Housing', '9', '799.12'. Below this is a section titled 'Rooms for: 412310' which is partially collapsed. A red box highlights the collapse bar for this section, with a circled '1' and an arrow pointing to it. The table below shows a row: '101', 'Apartment- 4 or more Bedrooms', 'F_CLS Hsg Housing', '9.00', '799.12', '100.00'.

This is a close-up of a scroll bar on the right side of a panel bar. The scroll bar has a vertical track with a slider. The numbers 582, 722, 888, 698, 3,609, and 2,000 are visible on the left side of the track. A red arrow points to the scroll bar with a circled '2'.

More Records Than Can Be Displayed

- In Reports that return large amounts of data (over 200 rows) all information may not be displayed. If the results do not contain what you are searching for. Utilize the filters available to narrow the search results.

1. The “**Not all records are shown.**” message at the bottom of a list of data in a report indicates that to see the information you are looking for you must utilize the filters available to restrict to a smaller amount of data. *Exporting to Excel* will retrieve all records and is not restricted.

2012	Kalmanovitz Library	01
Not all records are shown.		

Exporting Reports: Excel & Paginated

- Reports can be exported to Excel or Word

- Click on the Paginated Report button for Word download. The output of this report type can not be manipulated. *Paginated Reporting is not recommended due to its limitations.*

Click the XLS button for an Excel spreadsheet download. The data can be manipulated as you need. This report type is recommended.

- If the report contains a filter console at the top, this filter is what will be downloaded. In the example to the right, nothing has been selected in the Filter console so if the user downloads, then *all* data will be downloaded.

Building Code	Building Name	ASF	Number Of Rooms	Stations
2003	1322-24 3rd Avenue		799.12	3
2005	1320 3rd Ave		2,160.00	3
2011	50 Kirkham St		1,128.44	3
2012	Kalmanovitz Library		169,178.04	444
2018	Mt Zion Bldg A		13,253.96	664

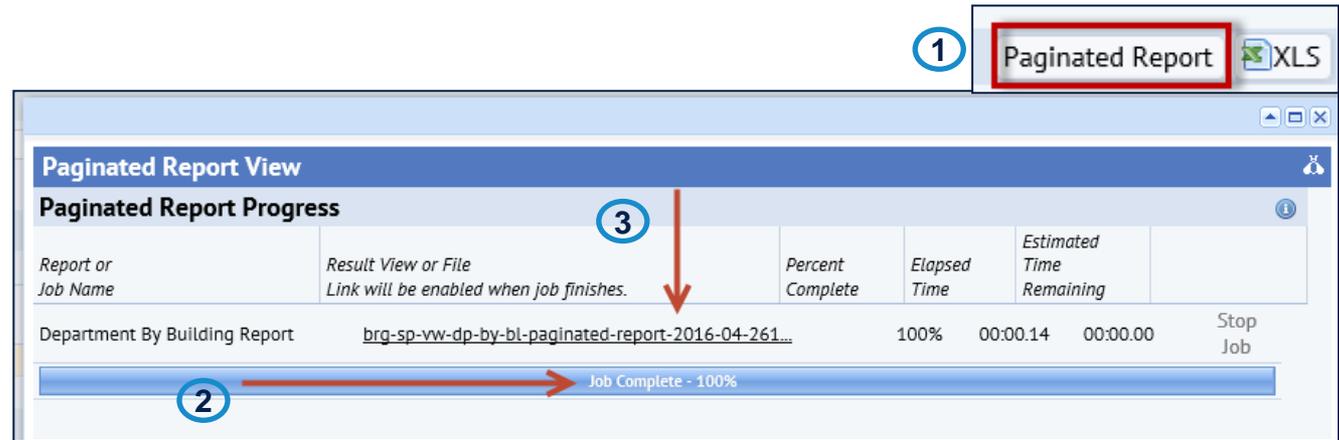
Floor Code	ASF	Number Of Rooms	Stations
00		0.00	1
01		1,081.00	1
02		1,079.00	1

Department Code	Department Name	ASF	Number Of Rooms	Stations
412310	F_CLS Hsg Housing		1,081.00	1

Export a Paginated Report

Reports can be exported as a Word document

1. Click on the Paginated Report.
2. A Paginated Report Progress page is displayed. The Word report is ready to be retrieved when the status of the Job is complete and reaches 100%
3. Click the active Hyperlink to download the report
4. You can choose to save the file or Open it to be displayed immediately. In this example the Open option is selected.
5. The Paginated report Word output is displayed.



Department By Building Report
page 1 of 3
April 26, 2016

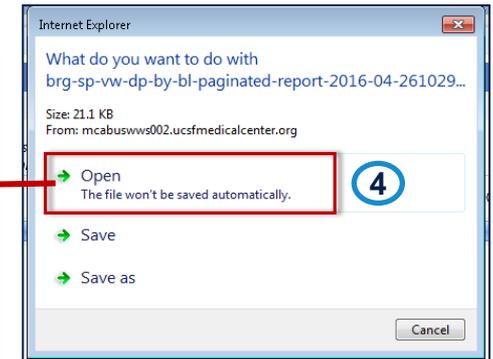
Building Code	Building Name	ASF	Number Of Rooms	Stations
2415	Mission Center Building	281,534.79	1,442	9,377

Building Code	Floor Code	ASF	Number Of Rooms	Stations
2415	01	23,455.93	247	582

Department Code	Department Name	ASF	Number Of Rooms	Stations
407029	F_Audit	829.00	20	24
409049	F_Police	2,181.75	39	41
411101	F_IT Info Tech Svcs	37.17	1	0
412156	F_FS Facilities Services	161.11	9	8
412299	F_CLS Rtl Retail Svcs	0.00	5	3
412333	F_CLS DM Documents Media	4,778.77	24	28
CHANCELLOR	Chancellor	453.12	3	104
NSF	Non-assignable Square Footage	15,015.01	37	0

Building Code	Floor Code	ASF	Number Of Rooms	Stations
2415	02	43,121.12	190	722

Department Code	Department Name	ASF	Number Of Rooms	Stations
121085	M_Neurological Surgery	3,123.84	15	22



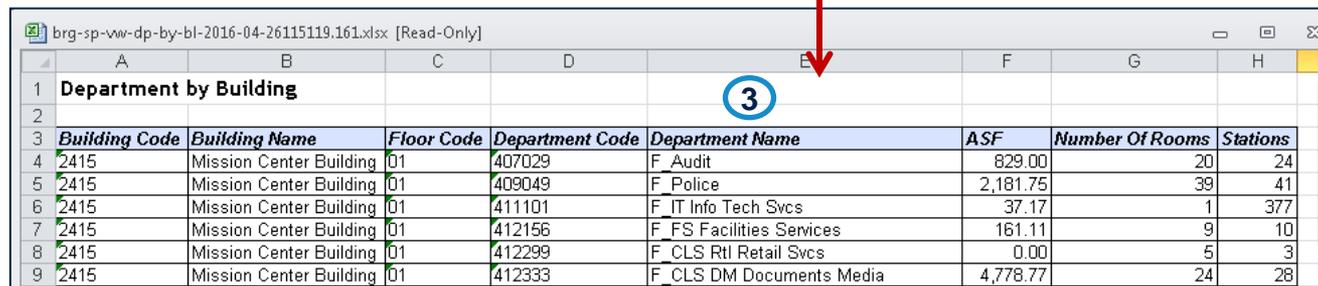
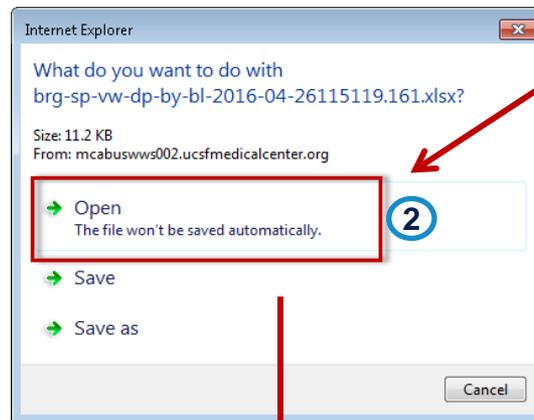
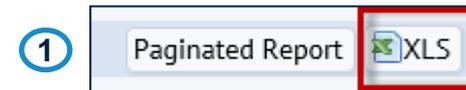
Note: Although how to run the Paginated Report is shown. Paginated reports are not recommended because they are often hard to read/understand due to the volume of data displayed.

Export an Excel Report

Reports can be exported to excel

1. Click on the XLS icon
2. You can choose to save the file or Open it to be displayed immediately. In this example the Open option is selected.
3. The Excel output is displayed.

Tip: depending on the browser you use the output may also appear as a notice on the bottom left of your browser or top right of your browser



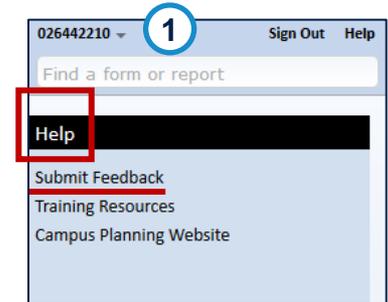
Building Code	Building Name	Floor Code	Department Code	Department Name	ASF	Number Of Rooms	Stations
2415	Mission Center Building	01	407029	F_Audit	829.00	20	24
2415	Mission Center Building	01	409049	F_Police	2,181.75	39	41
2415	Mission Center Building	01	411101	F_IT Info Tech Svcs	37.17	1	377
2415	Mission Center Building	01	412156	F_FS Facilities Services	161.11	9	10
2415	Mission Center Building	01	412299	F_CLS Rtl Retail Svcs	0.00	5	3
2415	Mission Center Building	01	412333	F_CLS DM Documents Media	4,778.77	24	28

Submit Feedback in Archibus

Submit Feedback Form

The Submit Feedback form is used to report information or questions related to a building at UCSF to the Campus Planning team. Access to the form can be found in 2 locations:

1. From the Homepage Locate the link to the Submit Feedback link under the Help bucket.

A screenshot of the 'Submit Feedback' form. The form has a title bar with 'Submit Feedback' and two buttons: 'Submit Feedback' (with a green checkmark) and 'Cancel' (with a red X). The form contains the following fields:

- 'Req. Full Name*' with the value 'Robert Pizzi'
- 'Telephone Number' with the value '+1 415 476-6510'
- 'Topic' with a dropdown menu showing 'Question'
- 'Building Name*' with an empty text box
- 'Explanation*' with a large text area for input