



# rchibus News

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*Space Analytics Team, Campus Planning*

## 500+ Users

Congratulations to all of our Archibus users! We are now 500+ strong Archibus community of Space Coordinators, Strategists, Report Readers and Planners. Thank you for all of your feedback and updates to the system.

## USER TIPS

### Tip:

Did you know that there are two ways to view and print floor plans in Archibus??

## SYSTEM IMPROVEMENTS

- **New:** Users can now **print Space Request Form (SRFs) and save them as PDFs**. Job-aid available on [space.ucsf.edu](http://space.ucsf.edu) website.
- **New:** Based on user feedback an excel **spreadsheet of Building details** is now available on [space.ucsf.edu](http://space.ucsf.edu) for quick reference in the Archibus Training Materials section.
- **New:** A new **job-aid on employee location** updates is available on [space.ucsf.edu](http://space.ucsf.edu) website
- **Updates:** [space.ucsf.edu](http://space.ucsf.edu) website has been updated to include additional FAQs and training materials.
- **Reports:** If you need a report with specific fields not listed in our canned reports you can request them from our Support Team

## User Best Practices

**Don't wait until survey time to update space data!**

- Coordinators & Strategists should:
- **Continuously update** occupancy data, PI assignments, floor plans (share inconsistencies with System Admins).
  - **Review** training materials at <http://space.ucsf.edu/archibus-training-materials>
  - **Contact** Archibus Support for assistance or additional training.
  - **Annual Space Survey 2017** Space Survey is planned to be launched on Sept. 6<sup>th</sup> 2017 and will close on Nov. 17<sup>th</sup> 2017

Space Console view – Interactive floor plan view that allow you to highlight, change labels and print floor plans with a color coded legend

PDF Floor Plan Campus view- Print black and white PDFs with room numbers for easy viewing



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

## COMING SOON...

- Additional Column for PI names and added filters in My Room List
- New build it yourself report for one stop space reporting!
- Information on weekly webinars during the Annual Space Survey duration for "How to..." and trouble shoot sessions.

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