



rchibus News

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Space Analytics Team, Campus Planning

Successful 2017 Space Survey

A big thank you to all of our Archibus users for a successful 2017 Space Survey! We were able to reach a 95%+ survey completion rate. Utilization reports will be shared with Strategists in early March.

USER TIPS

Tip:

Did you know you can customize what fields you see and the order of fields for many views in Archibus?



Look for the gear icon and choose the "Select Fields" option, which will open a dialogue box that allows you to turn on/off and re-order fields within some views.



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

SPACE ANALYTICS TEAM UPDATES

Please welcome our newest Space Analytics team member, Ed Britton!

Ed has joined our team as a Space Management Specialist. He will help with supporting Archibus, providing training for our end-users, reporting & analytics, and performing space audits.



User Best Practices

Update space data as changes occur to be ahead of the game for the 2018 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 <http://space.ucsf.edu/archibus-training-materials>
- **Contact** Archibus Support for assistance or additional training at archibus-support@ucsf.edu

COMING SOON...

New Archibus "Report Builder" view coming in Summer 2018!

- Commonly used fields and data will be available in a single report that can be customized and exported to Excel by end-users.
- Functionality to view and export all shared space details, breakdown of PI's, BU/DV/DP allocations, station counts, occupancy, loan details and much more!

F&A Survey Development in progress, and will be launched in conjunction with our 2018 Space Survey this Fall.

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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