

# Archibus Space Console

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# Space Console Overview

The Space Console is a multi-faceted tool for viewing your space and occupancy. With the Space Console, you can:

- Find a set of floors or rooms that meet certain criteria
- Highlight floor plans by department assignment and room type
- Display PI Assignments on floor plans
- Display Shared Spaces by Department on floor plans
- Export floor plans to PDF

# General Navigation

1. Click on the **Space Console** link in the Tasks bucket on the home page.
2. You can Toggle between **Space mode** and **Occupancy mode** (to be discussed later in the presentation).
3. In the **Space mode**, search for floor plans and data by using the **Locations filter panel**.
4. Select floor plans to display the **Floor Plan panel**.
5. On the right side of the screen, the Space Console displays the floor plans that you select.
6. The **Floor Plan ribbon** with options for controlling the highlights and labels for the floor plan is located above the floor plan and also offers commands for exporting the floor plans.
7. Toggle between the **asset tabs** (Organizations, Room Categories and Rooms) to display space data.

The screenshot displays the Archibus Space Management System interface. At the top, a 'Tasks' bucket (1) contains 'Space Update Form', 'View All Space Requests', and 'Space Console'. Below this, the 'Space Console' header (2) features 'Space' and 'Occupancy' modes. A 'Locations' filter panel (3) is visible, with a 'Filter' button (4). The main area shows a floor plan (5) with room numbers and a ribbon (6) for highlights and labels. At the bottom, 'Organizations', 'Room Categories', and 'Rooms' tabs (7) are shown, with a table of room data.

Building	Floor	Drawing	Room Area ft <sup>2</sup>	Capacity	Occupancy	Room Count	
<input type="checkbox"/>	HQ	01	hq01	3,441.93	0	0	23
<input type="checkbox"/>	HQ	11	hq11	3,433.89	21	0	21
<input type="checkbox"/>	HQ	15	hq15	5,373.24	24	20	44
<input checked="" type="checkbox"/>	HQ	17	hq17	5,287.06	44	38	49
<input type="checkbox"/>	HQ	18	hq18	5,385.07	23	6	43
<input type="checkbox"/>	HQ	19	hq19	5,764.59	20	22	44
<input type="checkbox"/>	HQ	B1	hqb1	6,428.73	0	0	6

  

Division/Department	Name	Total Area ft <sup>2</sup>	Room Count	Legend	Edit
▶ [Unassigned]		25,094.08	162		
▶ ELECTRONIC SYS.	Electronic Systems	2,252.48	17		Assign
▶ EXECUTIVE	Executive	3,800.81	23		Assign
▶ FACILITIES	Facilities	2,459.11	17		Assign

# Retrieving Floor Plans & Data

1. Use the **Locations Filter panel** to restrict your search to a specific building and floor. The Location Filter offers several fields that allow you to enter your search criteria, such as Department, Floor, and Employee.
2. Note: The Vacant only and Unassigned radio button features are not being used by UCSF-Campus (Medical Center does use them). If selected for Campus occupied buildings, these will not return data.

## TIPS:

- All space at UCSF is owned by the Chancellor. Space that is not currently *assigned* to a department, may be found in the Business Unit of "CHANCELLOR."
- To identify CHANCELLOR space in the Floor Plan panel, select Business Unit in the Highlights drop-down.

The screenshot displays the Space Console interface. On the left, the 'Locations' filter panel is visible, with a circled '1' next to the 'Locations' header and a circled '2' next to the 'Vacant only' checkbox. Below the filter panel is a table of room data. On the right, a floor plan view shows a grid of rooms, with room 17 highlighted in orange. The floor plan is labeled 'HQ17'.

Building	Floor	Drawing	Room Area ft <sup>2</sup>	Capacity	Occupancy	Room Count	
<input type="checkbox"/>	HQ	01	hq01	3,441.93	0	0	23
<input type="checkbox"/>	HQ	11	hq11	3,433.89	21	0	21
<input type="checkbox"/>	HQ	15	hq15	5,373.24	24	20	44
<input checked="" type="checkbox"/>	HQ	17	hq17	5,287.06	44	38	49
<input type="checkbox"/>	HQ	18	hq18	5,385.07	23	6	43
<input type="checkbox"/>	HQ	19	hq19	5,764.59	20	22	44
<input type="checkbox"/>	HQ	B1	hqb1	6,428.73	0	0	6

Organizations	Room Categories	Rooms
<input checked="" type="checkbox"/> Restrict to HQ		
[Unassigned]		25,094.08 162
ELECTRONIC SYS.	Electronic Systems	2,252.48 17
EXECUTIVE	Executive	3,800.81 23
FACILITIES	Facilities	2,459.11 17

# Displaying Floor Plans & Data

- If you'd like to add or remove the columns of information displayed for the location, use the **gear cog icon** located at the top of the Space Console to access the **Select Fields** window.
- Click on the **check box** next to a building and floor. The floor plan is displayed to the right of the form. The system automatically highlights the floor plan by division. If you would like to view multiple floor plans at a time, click on the check box next to additional rows to view multiple floors.

The screenshot shows the Archibus Space Console interface. The left panel displays a table of locations with columns for Building, Floor, Drawing, Room Area, Capacity, Occupancy, and Room Count. The row for Building 2450, Floor 03 is selected. Below the table, there are tabs for Organizations, Room Categories, and Rooms. The right panel displays a color-coded floor plan for the selected location. A red arrow labeled '3' points to a gear icon in the top right of the console, and another red arrow labeled '4' points to a check box in the table.

Building	Floor	Drawing	Room Area ft <sup>2</sup>	Capacity	Occupancy	Room Count
<input type="checkbox"/>	2450	01	2450_01	72,213.21	0	184
<input type="checkbox"/>	2450	02	2450_02	92,363.09	0	191
<input checked="" type="checkbox"/>	2450	03	2450_03	91,875.98	0	447
<input type="checkbox"/>	2450	04	2450_04	91,345.18	0	703
			<b>550,017.87</b>	<b>0</b>	<b>1,780</b>	<b>1,780</b>

Division/Department	Name	Total Area ft <sup>2</sup>	Room Count	Legend
111061	M_Anthro, History, Social Med	3,421.21	20	<span style="background-color: #00FF00; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>
112100	M_Epidemiology &...	2,749.05	11	<span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>

# Reviewing Data

1. The **Space mode asset section** displays a series of tabs showing employee, organization, room category, and room information. Simply click each tab to toggle between them.
2. The list of data presented in the tabs is restricted to your selection if the Restrict box is checked. Uncheck the box to see all data for the building.
3. In addition to displaying data, the tabs offer:
  - the Gear cog icon for changing the fields displayed in the tab
  - a button for exporting to Word and Excel

**Space Console**

Space | Occupancy

▼ Locations

2415 FLOOR ROOM

DIVISION DEPARTMENT  Unassigned

Employee  Vacant only

Clear Filter

Building	Floor	Drawing	Room Area ft <sup>2</sup>	Capacity	Occupancy	Room Count
<input type="checkbox"/> 2415	01	2415_01	44,417.12	0	108	136
<input type="checkbox"/> 2415	02	2415_02	43,121.11	0	45	140
<input type="checkbox"/> 2415	03	2415_03	38,870.23	0	72	154
			<b>301,990.03</b>	<b>0</b>	<b>625</b>	<b>856</b>

Organizations Room Categories Rooms

Restrict to 2415

Add New [Word] [Excel] [Gear]

Building	Floor	Room	Room Area ft <sup>2</sup>	Is Hotelable?	Occupancy Count	Room Type
2415	05	560	1,699.95	No	11	ADMIN OFFICE
2415	05	560A	144.83	No	0	CONFERENCE RM
2415	05	560B	117.35	No	1	ADMIN OFFICE
			<b>1,962.13</b>			

Total records: 3

# Exporting Floor Plans to PDF

1. To download a floor plan wherever you see the Export icon in the **Space Mode** or **Occupancy Mode**. Click on the Export icon and select **Generate PDF of Floors in Location List**

The screenshot shows the Space Console interface. On the left, the 'Locations' filter panel is visible with a table of location data. On the right, a floor plan visualization is shown with a red arrow pointing to the 'Export' icon (labeled '1'). A dropdown menu is open, showing the option 'Generate PDF of Floors in Location List' (labeled '2') highlighted in red.

Building	Floor	Drawing	Room Area ft <sup>2</sup>	Capacity	Occupancy	Room Ct
<input type="checkbox"/>	2415	03	2415_03	38,870.23	0	73
<input type="checkbox"/>	2415	04	2415_04	42,086.07	0	77
<input checked="" type="checkbox"/>	2415	05	2415_05	42,684.52	0	122
			<b>281,028.84</b>	<b>0</b>	<b>510</b>	

2. Note: The PDF download will include ALL floors that are listed in the Location filter panel.