## UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE



# ARCHIBUS WEB CENTRAL

# SPACE MANAGEMENT TRAINING MANUAL

VERSION 1.0

## FACILITIES MANAGEMENT FACILITIES INFORMATION SYSTEMS

25 January 2010 Last Revised 12 April 2010

#### Overview

ARCHIBUS Web Central Space Management Module has been developed to provide more timely and more accurate building and space data across the University. The Space Management Module is a web –based application that has been implemented by UNC Charlotte's as the standard resource for collecting, maintaining and reporting space and occupancy data for all buildings and rooms owned, occupied, or otherwise used by the University.

The ARCHIBUS Web Central Space Management activity provides users a user-friendly web-based application for managing their space data. This activity is used by a variety of users including the overall campus for viewing space data information and reports and by designated University space manager personnel when updating space, approving space change requests and completing space audit updates.

The Space Management activity provides reports of space and occupancy information and floor plans highlighted to reflect space and occupancy data. With the full implementation of the ARCHIBUS Space Management system, the campus will be able to rely on a single source and set of standards for buildings and room data, thereby reduce arduous reconciliation and parallel tracking efforts. The occupancy information within Space Management is collected at the lowest level of organization (Sub-Department level) that facilitates the use and inhabitants of a room.

Primary and Secondary Space Auditor/Managers have individualized access (via their NinerNet username and password) to ARCHIBUS Web Central Space Management Module for viewing and updating space and occupancy data relevant to their organization and responsibilities, while protecting the data.

This manual describes, in general terms, some of the processes and activities within ARCHIBUS Web Central's Space Management module including step-by-step instructions on how to update departmental space, occupants and other room information. In addition, this document provides information on available reports and drawing views and instruction on how to view and print this information.

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## Section 1: Logging into Archibus Web Central

• Launch your Web Browser

• Enter the web address of ARCHIBUS Web Central. https://archibus.uncc.edu/archibus

ARCHIBUS		Sign-in Page Language:
38	Project: University of North Carolina at Charlotte - Main Campus	
201	<b>Sign In</b> Sign in to your personalized list of activities and join the collaboration now.	
	NinerNET username:	
	NinerNET password: Sign In	
	Sign in Select the sign in buttor Remember my username on this computer Select the sign in buttor Select the sign in buttor after entering your assigned NinerNet Username and Passwo	
	Archibus News & Events: Upcoming Archibus Training classes schedule and Archibus information and documentation is now located under the Arc link to the left side of the page on the new Facilities Management website. News & Events and Archibus class schedule located on the Archibus Home Page. Any Archibus information and documentation updates are now located under the A Documentation subpage. Please sign up to receive news about updates made to Archibus. Also, if you have any comme please submit customer feedback at our new customer feedback form.	information is Archibus

- Type your NinerNet User Name and Password on the Login Page.
- Select the "Sign In" Button

## Section 2: Basic Navigation

• Once you have logged into Archibus, the first screen you see will display a list of Archibus Activities.

• Select the Space Management activity.

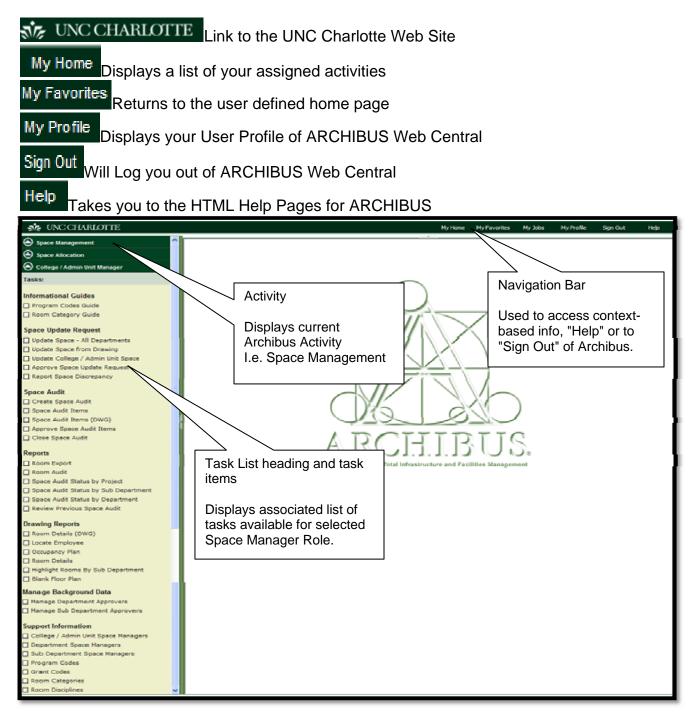


• Next, a list of space roles associated with the activity will display. Select your Space Manager role: e.g. Sub-Department Manager.



• After selecting the Space Manager role, you see a list of tasks will display for selection.

• Navigation Bar – contains the navigation buttons that allow you to view other web pages, access context based help, or simply logout. Your available navigation buttons along the top of the page:



• The Task List heading divides and organizes the list of task for easier viewing and selection.

Informational Guides:	These associated tasks provide information on space information and will be helpful when completing the space update form.
Space Update Request:	Space Update tasks enable updates to current space, requests for campus space changes and the ability to report any space discrepancies to FIS for correction.
Space Audit:	Space Audit tasks allow space managers to initiate (Division – Department levels) space audits, update space items and review audit statuses.
Reports:	The reports section allows space managers access to review specific room information and review audit data to include room export, room audit and space audit status reports.
Drawing Reports:	The drawing reports section provides space managers access to view and print specific paginated drawing reports and room information including employee location using the room export, room audit and locate employee reports.
Manage Background Data:	The manage background data section is only available on higher- level space manager roles. These tasks allow assigning of space department and sub-department approvers
Print:	The Print tasks provide several drawing reports that enable Space Managers to view and print Paginated Reports. <b>Note:</b> These drawings are also available under the Review Space Data role.
Support Information:	Support Information tasks provides several informational lists including Program Codes and description, Grant code data with associated Index/Fund Account information, room categories and room disciplines descriptions, etc. You may also view the listing of assigned space managers.

## Section 3: Archibus Organizational Structure

The Space Management Module Roles and Approval Authorities correspond with the current Campus Hierarchical Structure.

Organizational Codes				
XX Division				
XXX	College/Admin Unit			
XXXX Department				
XXXXX Sub-Department				

Every room update is completed on the lower 5-digit Sub-Department level.

5 Digit Org ID	Organization Name	
10000	Chancellor	
10100	Chancellor Emeritus	
10200	Board of Trustees	
10250	General Counsel	
10275	Planned Giv, Pub Event & Info	
10300	Business Affairs VC	
10400	Business Services AVC	
10500	Auxiliary Operations	
10600	Dining	
10601	Dining-Contractor Billing	
10700	Bookstore	
10701	Bookstore-Contractor Billing	
10800	Vending	
10900	Reprographics	
11000	49er Card Services	
11100	Mail Services	
11200	Parking & Transportation Services	
11300	Printing	
11400	Financial Services AVC	
11500	Budget	
11600	Controller	
11700	Accounts Payable	
11800	Cashiers	
11900	General Accounting	
12000	Payroll	
12100	Student Accounts	
12200	Sponsored Programs	

## Section 4: Reviewing and Updating Space Room Data

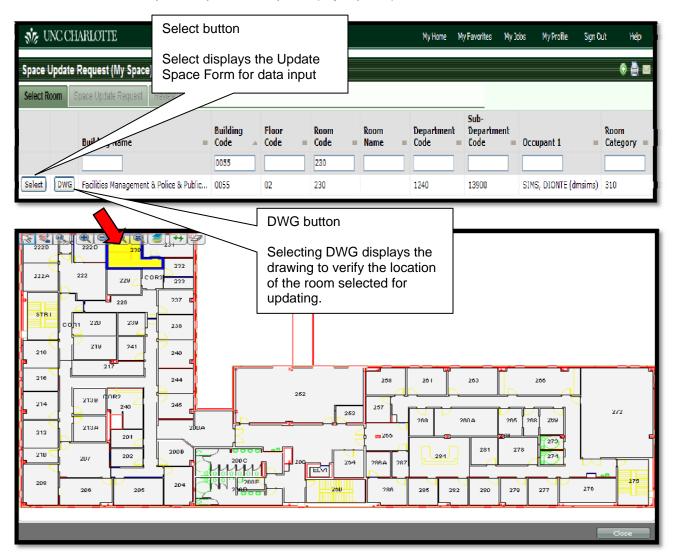
• To update your assigned space with room numbers, occupants, etc, select to update space task associated to your area: e.g. <u>Update College Admin Unit Space</u>, <u>Update Sub-Department</u>, etc located under the Update Space heading.

• After typing in the search criteria (bldg name, code, room code, etc.), select the down red arrow to filter the room list.

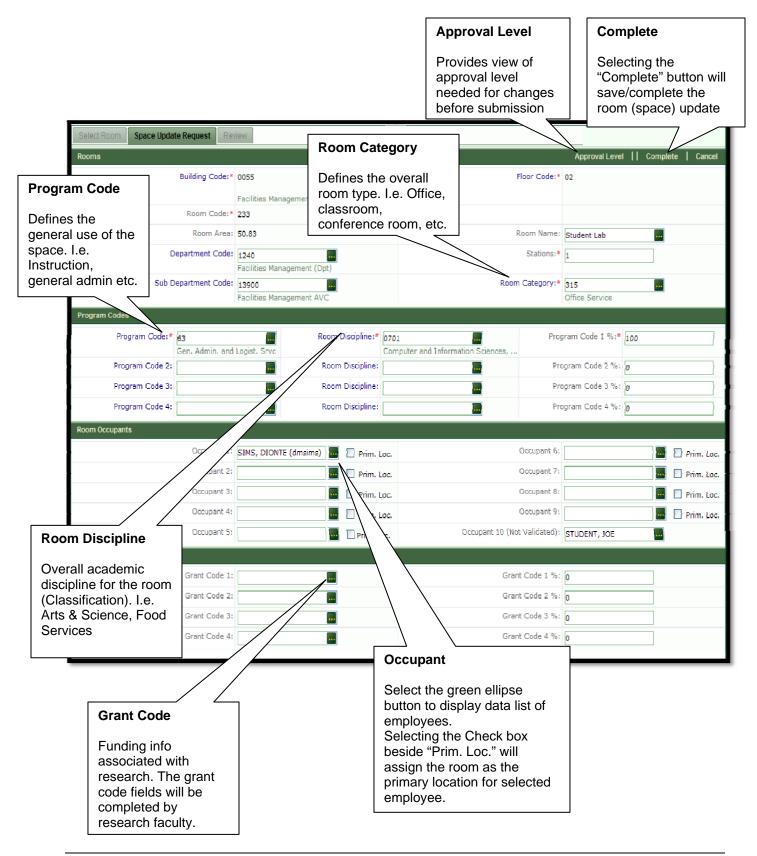
• The list will filter according to the information entered.

When in sear windowpane, the plus (+) o	click on r minus					My Home My I	Favorites My Jobs	My Profile	Sign Out	Help
⊖ <sub>Space Mar</sub> (-) icon to clos display the M		date Request (M	y Space)						9	🛛 🛓 🖉
Console	or	n Space Update R	tequest Review							
College / A		Building Name	Building Code	Floor Code	Room Code	Room Name	Department Code	Sub Department Code	Occupant 1	Room Categ
Informational Guides										
Program Codes Guide	<u> 1975</u>	DWG Kennedy	0001	02	VRT2		1250	14100		W07
Room Category Guide	Select	DWG Kennedy	0001	01	108		1260	14800		- 111
	Select	OW Kennedy	0001	03	COR1		1260	14800		W06 >
Space Update Request	Select I	DWG Ken	0001	02	COR4		1260	14800		W06 );
Update Space - All Departments	Select 1	DWG Kennedy	$\sim$	02	COR3		1260	14800		W06
Update Space from Drawing	Select 1	DWG Kennedy	000	~						XXX
Update College / Admin Unit Space     Approve Space Update Request		DWG Kennedy	0001		Using tl	he Mini C	Console			012
Report Space Discrepancy										
		DWG Kennedy	0001	02	After ty	ping in yo	bing in your search			011 )
Space Audit		DWG Kennedy	0001	02	criteria	in the fie	ld(s) provi	ded,		333
Create Space Audit	Select	DWG Kennedy	0001	02	select t	he down	red arrow	to		310 )
Space Audit Items	Select 1	DWG Kennedy	0001	01	filter the	e Space	Update			XXX
Space Audit Items (DWG)	Select [	DWG Kennedy	0001	01	Reques	•	-			012
Approve Space Audit Items	Select	DWG Kennedy	0001	01	noquot					012
Close Space Audit	Select	Kennedy	0001	01	140		1250			011
Reports	Select 1	DWG 4v	0001	01	139		1250	14800		011
Room Export	Select I	DWG Kenne	0001	01	112A		1250	14300		YYY );
🗋 Room Audit	Select I	DWG Kennedy	$\sim$					00		310
Space Audit Status by Project		DWG Kennedy	000	Scre	en Maxim	nize		00		YYY
Space Audit Status by Sub Department		= `								1
Space Audit Status by Department		_ `	0001	Seleo	cting the	mini arro	w will	00		W07
Review Previous Space Audit		DWG Kennedy	0001	close	the task	menu ar	nd	00		W07 )
Drawing Reports	Select	DWG Kennedy	0001	maxi	mize the	viewing	and	00		010
Room Details (DWG)	Select 1	DWG Kennedy	0001		ing area.	0		00		W06 )
Locate Employee	Select	DWG Kennedy	0001		n to open			00		010
Occupancy Plan	Select I	DWG Kennedy	0001	L						W07
Room Details	Select I	DWG Kennedy	0001	03	VRT1		1250	14100		W07
Highlight Rooms By Sub Department	Not all reco	ords can be shown	. Please use an	other view o	r another restr	iction to see th	e remaining data	•		
Blank Floor Plan										

• Once you have filtered down to the specific room you wish to update, click the "Select" button to view the Space Update Request (My Space) form.



• The Space Update Request form will display for room updates. Select the ellispse button as needed to update required fields: Stations (no. of computer stations, room category (use of room), program code (definition of space) and room discipline (description of space) and the Program Code percentage (total will be 100%).



## **Section 5: Updating Space Form Fields**

#### **Room Category:**

• <u>Room Category</u> designates the actual use of the room regardless of design intent. Examples: Conference room, classroom, office, etc.

Select the + to open the mini console. Select the down arrow after enter search data to f the data list.	ring 🔤 🖬
	ALTERATION AREAS
570	Animal Quarters
575 Filter	Animal Quarters Srvc
950	Apartment
950X	Apartment - Designed for Mobility impaired
955	Apartment Service

Select Value -					
Room Category: 0[10] 1[3] 2[9] 3[6] 4[6] 5[9] 6[16] 7[12] 8[9] 9[17] T[1] W[10] X[9] Y[16] Z[1] All [131]					
Room Category	= Description =				
010	Elevator - Passenger				
011	Men's Restroom Equipped for Mobility Impaired				
012	Women's Restroom Equipped for Mobility Impaired				
013	Unisex Restroom Equipped for Mobility Impaired				
050	Inactive Area (available but unassigned)				
0500	INACTIVE AREAS				
060	Alteration or Conversion Area				
0600	ALTERATION AREAS				
070	Unfinished Area				
0700	UNFINISHED AREAS				
100	CLASSROOM FACILITIES				
110	Classroom				
115	Classroom Service				
200	LAB FACILITIES				
210	Class Labs				
215	Class Lab Srvc				
220	Open Lab				
225	Open Lab Srvc				
2250	Open Laboratory Service				
250	Rsrch/Nonclass Lab				
2510	FACULTY/STAFF PROJECT RM				
255	Rsrch/Nonclass Lab Srvc				
300	OFFICE FACILITIES				
310	Office				
315	Office Service				
350	Conf. Room				
355	Conf. Room Srvc				
410	Study Room				
(20	Circle				

#### **Program Code**

• <u>Program Code</u> identifies the room use and the associated percentage for each program that is assigned.

• **Note**: If more than one program is selected, the total percentage of all programs must equal 100 percent.

ProgramProgram Description01Missing02Missing03Missing03Missing11Gen. Academic Instruction15Missing21Institute and Rarch Ctrs22Individual or Proj. Rarch33Missing41Library Services42Museums and Galleries43Educ. Media Srvos44Missing45Missing46Academic Admin.47Course and Curric. Develop.51Student Srvos48Academic Admin.59Scial and Curi. Develop.51Student Aux. Srvos56Intercollegiate Athletics57Student Aux. Srvos61Executive Management62Financial Mid. and Opns63Gen. Admin. and Logist. Srvc64Admin. Computing Supp65Faculty and Staff Aux. Srvos66Public Rtms/Develop67Stud. Recruit. and Admissions68Student Aux. Srvos68Student Records71Physical Plant Admin.72Building Maint.73Cuscialar Strocs76Missing	Program: 0[3] 1[2] 2[2] 3[1] 4[7	] 5[7] 6[8] 7[4] All[34]
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73 Custodial Srvcs	71	Physical Plant Admin.
	72	Building Maint.
76 Missing	73	Custodial Srvcs
	76	Missing

#### **Room Discipline**

• <u>Room Discipline</u> designates the room academic discipline (Classification of Instructional Program, CIP); e.g. Art and Sciences, Food Services and Technology, etc.

• A room may serve more than one academic discipline (Instructional Program). Within Archibus, a room may be assigned up to four different programs; however, at least one room discipline is required.

Room Discipline: 71[5] 72[21] 73[4] 74[4]	Up All[34]
Room Discipline =	Description =
7110	Student Activities
7120	Cultural Events
7130	Student Organizations
7140	Recreation
7150	Intramural Athletics
7201	Baseball
7202	Basketball
7203	Boxing
7204	Diving
7205	Fencing
7206	Football
7207	Golf
7208	Gymnastics
7209	Ice Hockey
7210	Lacrosse
7211	Rowing
7212	Rugby
7213	Skiing
7214	Soccer
7215	Swimming
7216	Tennis
7217	Track & Field
7218	Wrestling
7219	Volleyball
7220	Field Hockey
7221	Softball
7310	Food Services
7320	Health Services
7330	Housing Services
7340	Retail Services & Concessions
7410	Veterans
7420	Foreign Students

#### **Occupancy and Primary Location**

• <u>Occupancy</u> identifies the employee(s) associated with the room space. All occupants may be assigned to the Occupant #1 - #9 validated fields. The Occupant #10 field is a text field where additional personnel who use the room may be added; e.g. contractors, students, etc.

• The "Primary Location" box for each field provides the ability to identify the space as the primary location for the employee.

• Select the check box beside the occupant field to indicate the room as the primary location for the selected individual(s).

• **Note:** If an employee has more than one office, the primary location is the one where he/she spends most of their time.

	Primary Location Check Box		
Room Occupants			
Occupant 1: SIMS, DIONTE (dmsim	s) 📕 🗹 Prim. Loc.	Occupant 6:	📕 🔲 Prim. Loc.
Occupant 2:	📕 🔲 Prim. Loc.	Occupant 7:	🔲 🔲 Prim. Loc.
Occupant 3:	🛄 🔲 Prim. Loc.	Occupant 8:	🔲 🔲 Prim. Loc.
Occupant 41	🗾 🔲 Prim. Loc.	Occupant 9:	🔟 🗋 Prim. Loc.
Occupant 5:	Prim. Loc.	Occupant 10 (Not Validated):	
			Occupant field #10 allows text entry of individuals not located within the Employee/staff table i.e. students

#### **Grant Codes**

• <u>Grant codes</u> identify the funding source associated for room where research is conducted. Up to four grant codes may be entered with the total percentage of all grants equaling100 percent.

• **Note:** Research faculty will complete information for the grants that are associated with a room.

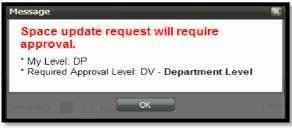
• To complete the grants section, the faculty member must identify the percentage associated to each research scholarship.

• External grants that support research will be assigned according to the percentage of their use of the laboratory to that grant activity.

Grant Code List	XLS   PDF
Index/Fund Account	Account Description
	info
501132	Secure Info Sharing
501135	Info Assurange Pgm04
501138	Secure Info Sharing
501190	Info Assurance Pgm05
501256	Information Assurance Program 2006
501309	Information Assurance Program 2007
501567	DOD Information Assurance Scholarsh
501605	Waste Information Modeling (WIM) fo
501612	DOD Information Assurance Scholarsh
520130	Plan PSM in Health Information Tech
520135	PSM in Geographical Information Sci
520971	Analysis for Geosynthetic-Reinforce
540383	Bioinformatics on Hybrid Computing
540395	Information Technology Portfolio Ma
550055	Public Service Fellowship for Infor

#### **Section 6: Completing the Form and Reviewing Changes**

• Once all necessary room data has been updated on the form, you may select the Approval Level button located on right of the action bar. A pop up box will inform the level approval that will be required for changes when submitted. Select OK to close the pop up.



• Once you have completed any other changes and are ready to submit for review and approval, if needed, select the "<u>Complete</u>" button to save changes.

• A pop up box will display informing of the approval level required for the submitted changes. Select OK to close the pop up box.

Select Room Space	e Update Request	Review					
Rooms				A	pproval Level	Complete	e   Cancel
	Building Code:*		Select the complete	Floor Cod			
	Room Code:*	Facilities Management & Police & Pu 233	button to update changes.				
	Room Area:	50.83		Room Name:	Student Lab		
ſ	Department Code:	1240 Facilities Management (Dpt)		Stations:*	1		
Sub (	Department Code:	13900 Facilities Management AVC	R	oom Category:*	315 Office Service	2	
Program Codes							
Program Code:*		Room Discipline:* 0701		A pop up bo inform appro		100	
Program Code 2:		Space update reque	st will require	needed for su		0	
Program Code 3:		approval.		changes		0	
Program Code 4:		* Required Approval Level:	UV - Department Level	<u>ل</u>	am <del>Code 4 7</del> 8	0	
Room Occupants							
1	Occupant 1: SIM	IS, DIONTE (dmsims)	ок	Occupant 6:			🔲 Prim. Loc.
	Occupant 2;	Prim. Loc		Occupant 7:			Prim. Loc.
	Occupant 3:	🔜 🔲 Prim. Loc		Occupant 8:			Prim. Loc.
	Occupant 4:	Prim. Loc		Occupant 9:			Prim. Loc.
	Occupant 5:	Prim. Loc.	Occupant 10 (No	t Validated): STL	JDENT, JOE	•••	
Grant Codes							
	Grant Code 1:		0	Grant Code 1 %:	0		
	Grant Code 2:		0	Grant Code 2 %:	0		
	Grant Code 3:		(	Grant Code 3 %:	0		
	Grant Code 4:		(	Grant Code 4 %:	Ω		

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#### Space Update Request Review Page:

• After closing the pop up box on the request form, the Review page will display providing an overview of the changes.

• Select the Print Request button to print a PDF of the room changes or select the "<u>Select Another Room</u>" button to return to the search screen to update another room.

Space Update Requ	uest (My Space	e)			0 👌 🗹	Select the Print Request to
Select Room Space	Update Request	Review				view and print the information in PDF format. When completed, you may
Room				Select Another Room	Rint Request	update another space by clicking on the " <u>Select</u>
Building Code: 005		Floor Code: 02				Another Room" button.
Room Code: 230		Room Name:				
Room Area: 200			2			
Department Code: 124		Department Code: 1390	-			
Room Standard:		Room Category: 310				
Room Discipline:	Space Upd	ate Request Code: 306	5			
Program Codes						
Program Code 1: 63	Program Code 1	Room Discipline: 0701	Program Code 1 %; 100			
Program Code 2:	Program Code 2	Room Discipline:	Program Code 2 %: 0			
Program Code 3:	Program Code 3	Room Discipline:	Program Code 3 %: 0			
Program Code 4:	Program Code 4	Room Discipline:	Program Code 4 %: 0			
Room Occupants						
Occupant 1: SIMS, DIC	ONTE (dmsims)	Occupa	nt 6:			
Occupant 2: DUFF, PAM	1ELA (pduff)	Occupa	nt 7:			
Occupant 3:		Occupa	nt 8:			
Occupant 4:		Occupa	nt 9:			
Occupant 5:		Occupant 10 (Not Validat	ed):			
Grant Codes						
Grant Code 1: Gran	nt Code 1 %: 0					
Grant Code 2: Gran	nt Code 2 %: 0					
Grant Code 3: Gran	nt Code 3 %: 0					
Grant Code 4: Gran	nt Code 4 %: 0					

## Section 7: Updating All Department Space

• In some cases, the Update Space within Area rooms list may not include the latest acquisitions of space or maybe department personnel have moved to a new building. In this instance, the space manager may request additional space that the department already occupies.

• Any space requested outside the area of ownership will require higher-level space manager approval. The level of approval needed will depend upon the boundaries crossed by the space changes that are requested.

• To Update Space when the Room is not listed within your <u>Update College/Admin Unit</u>, select the <u>Update Space - All Departments</u>.

• **Note:** When requesting space outside "area of ownership", the same form that is used when updating own space is used except space outside "area of ownership" will require an approval process before the space may be acquired.

🕉 UNC CHARLOTTE
Space Management
Space Allocation
🛆 College / Admin Unit Manager
Tasks:
Informational Guides  Program Codes Guide Room Category Guide
Space Update Request
Update Space - All Departments
Update Space from Drawing
Update College / Admin Unit Space
Approve Space Update Request
Report Space Discrepancy

• After locating and selecting the space to be updated using the data sheet, the Space Update Request form will display. Complete changes as needed.

• If you would like to review the approval level required before submitting the change, select the <u>Approval Level</u> button located in the upper right of the action bar. The pop up box will display informing of the level of approval required.

• You may also select the <u>View Existing</u> button to display the Review Existing Space Date windowpane allowing you to review the current information for that space.

• When you have finished reviewing approval level required or previous changes, select the "<u>Complete</u>" button to submit the changes for upper level approval.

						E d E	elect the View Existing button to isplay the Review Existing Space Data eport.	
	pdate Request	Review						
Rooms							Flisting J Comple	ate J Cancel
F	Building Code:*	0001	To view the	Accronal	$\square$	Floor Code:* 01	1	
	Room Code:*	Kennedy	Level requir	11	-/			
	Room Area:		submitting of					
Dor	artment Code:		select the A			en ready to submi		
1.26.1		2450 Multicultural Academic Sv				nges for upper lev iew and approval,		
Sub Dep	vartment Code:	28000 Multicultural Academic Sy				ect the "Complete"		<b></b>
Program Codes		Multicultural Academic St	<i>.</i>			ton.	ice	
Program Code:*	11 Gen. Academic	Instruction	oom Discipline:" Room Discipline:	1801 Military Science	e (Army)	Program C	6:* 100	
Program Code 3:			Room Discipline:	1			ode 3 %: 0	
Program Code 4:	[		Room Discipline:	1			odc 4 %: 0	
Room Occupante								
	Docupant 1:		Prim. Loc.		Out	upant 6:		Prim. Loc.
	ocupant 2:		Prim. Loc.		Occ	upant 7:		Prim. Loc.
	Docupant 3:		Prim. Loc.		Out	upant 8:		🗖 Prim. Lac.
c	Decupant 4:		Prim. Loc.		Oor	upant 9:		Prim. Loc.
t	Iccupant 5:		📄 🖻 Prins, Lans,	Coming	ant 10 (Not Va	idated): STUDENT	, JOE 🔜	
Grant Codes								
	Grant Code 1:				Gran	nl Code 1 %: 0		
	Grant Code 2:				Grai	nt Code 2 % o		
	Grant Code 3;				Gran	nt Code 3 %: 0		J
	Grant Code 4:				Grai	nt Code 4 %: 0		1

Review Existing Space Data						
KEVIEW EXISTING SPACE DATA						Close 🗠
	ROOM DETAILS					
Building Name:	Kennedy			Building Code:**	0001	
Lloor Code:*	01			Room Code:*	100A	
Department Code:	1340	Review Exis	ting Space	ub Department Code:	15600	
Stations:*	•	Data form d	isplays	Room Area:	52.72	
Room Discipline:	1801	space assign	1 2	Room Standards		
Room Category:	315	information		Room Type:		
			phorito			
	ROOM OCCUPAI	changes.				
Occupant 1:				Occupant 6:		
Occupant 2:				Occupant 7:		
Occupant 3:				Occupant 8:		
Orangent 4:				Orangeent Or		
Occupant 5:			Geoug	oant 10 (Not Validated):	STUDENT, JOE	
	GRANT CODES					
Grant Code 1:				Grant Code 1 %:	0	~
						Close

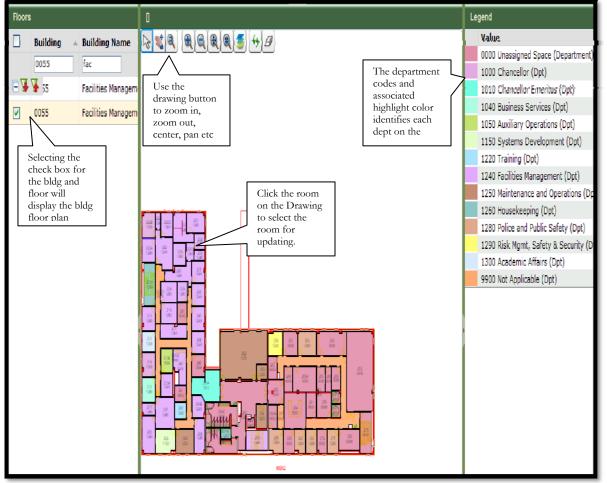
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## Section 8: Updating Space from Drawing

• View and update space data using the Update Space from Drawing task. Type in search criteria and select the down red arrow to locate the building using the mini console.

Floors	Floors									
	Building 🛛	Building Name								
	0001	02								
	0001	Kennedy								
	0001	Kennedy								
<b>V</b>	0001	Kennedy								
	0002	Масу								
	0002	Масу								
	0003	Facilities Management								
	0004	Atkins								
	0004	Atkins								

- Next, select the check box beside the building name and floor.
- The floor plan for that building and floor will display for viewing and room selection.
- The floor plan will display within the DWG windowpane



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• The drawing windowpane will contain the drawing action buttons located at the top of the windowpane



• Use the drawing action buttons to manipulate the drawing.

ICON	Description of Drawing Action
5	Select Mode: Allows user to float over a room and retrieve information, or to double click to bring up a description.
Ð	Zoom in: Zooms in by selecting a window to view
	Zoom Window: allows user to highlight and zoom into a section of the floor plan
	Zoom out: Zooms out with each click of the map/floor plan
	Zoom extents: Zooms in or out to the extents of the map (Not recommended)
*	Pan: Allows the user to move the map by left clicking and grabbing the map
8	Center: Centers the floor plan within the windowpane
-	Isometric: projects the floor plan on a different plane for three- dimensional viewing
++	Reset Assets: Reloads the map/floor plan including selected rooms or items color
Ø	Clear Assets: clears the map/floor plan selected rooms or item color

• To update a space item click on the room that needs to be updated.

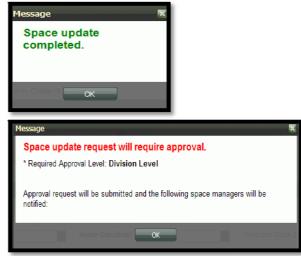
• When the room is selected, the Space Audit Items "Space Change Request" form will display allowing updates.

		and Building 1 to a	<u> </u>	1 4 4 4 1 1 1			-	
Space Update Re	uest Review							^
Rooms				Approval L	.evel   1	lew Existing	Complet	te
	Building Code:*	0055		Flo	or Code:*	N2		
	Koom Code:*	Facilities Management & Polic	е & Ри					
	Room Area:	128.42		Ro	om Name:			
	Department Code:	1240 Facilities Management (Dpt)	l		Stations:*	1		_ =
St	ib Department Code:			Room C	ategory:*	315 Office Servic	e	
Program Codes								
Program Code:*	63 Gent Admint and Log	Room Discipline:*		nanagement and Administrat	Program	Code 1 %:*	100	_
Program Code 2:		Room Discipline:			Program	m Code 2 %:	0	
Program Code 3:		Room Discipline:			Progra	m Code 3 %:	0	
Program Code 4:		Room Discipline:			Progra	m Code 4 %:	0	_
Room Occupants								
	Occupant 1: ALEX	ANDER, WALTER (wa 🛄 🦳	Prim. Loc.	Occupar	it 6:			Г
	Occupant 2:		Prim. Loc.	Оссира	ıl 7;			C 🗸
<	_	Ш	1					>
							Clos	e

• After updates have been completed, select the "Complete" button to save the changes.

• If the change is within the area of ownership then the audit change will be automatically in approved status.

• A pop up will display informing the space manager that the space update was completed.

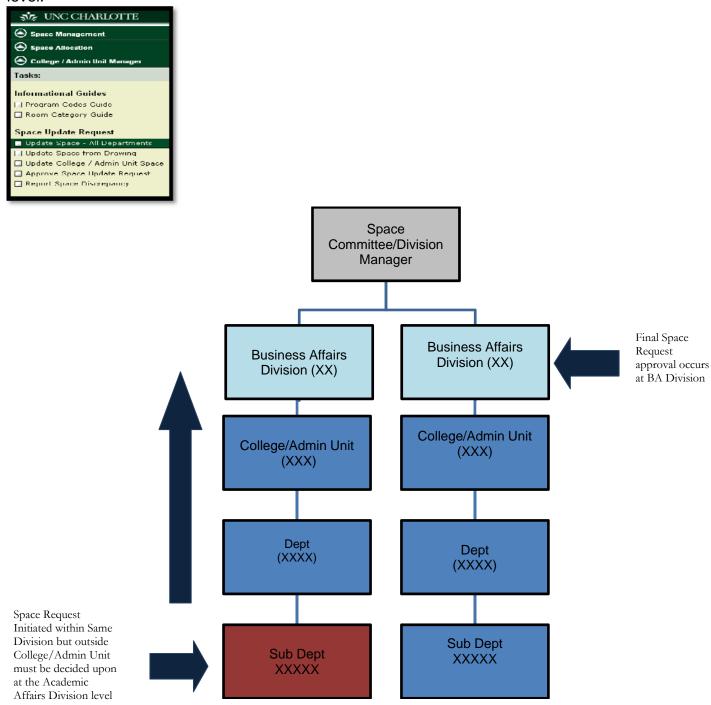


• If the request affects space outside the area of ownership a notice will display and the space request will be sent up the hierarchy for approval.

#### **Section 9: Space Approval Scenarios**

#### • Scenario #1:

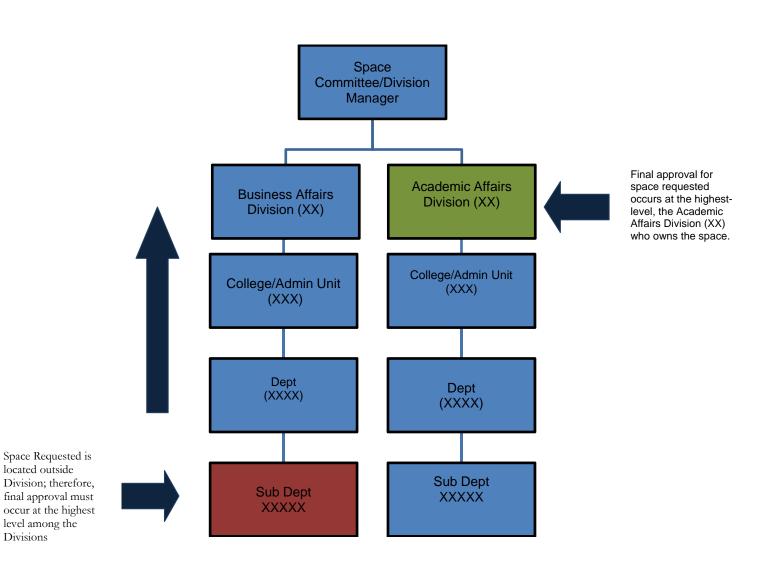
Space Change request occurs within the Business Unit but outside College/Admin Unit. The approval must occur at the higher BA Division Level. Approvals will follow the chain of command and must be approved on each level and then be approved at the final approval level.



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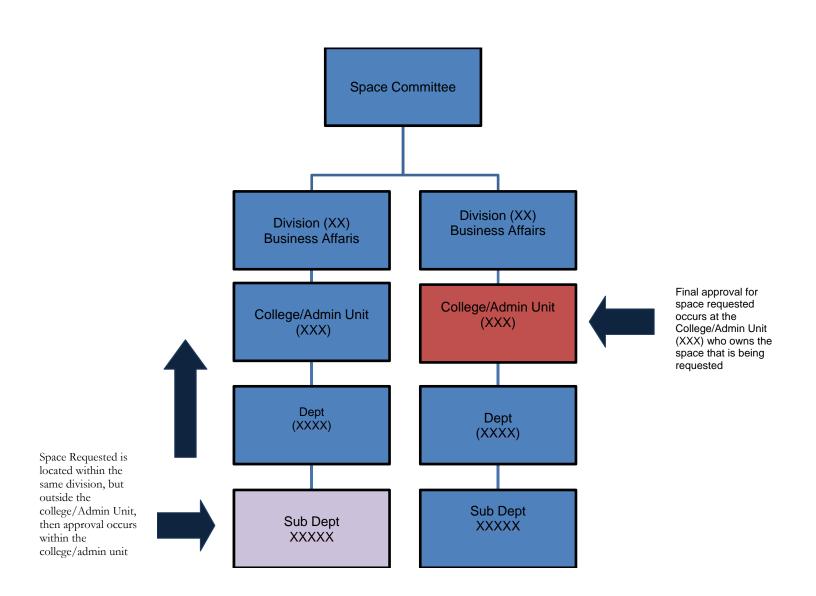
#### • Scenario #2:

When a space update request is initiated for space owned outside the Division, (i.e. Academic Affairs owned space) then the final approval must come from the higher Division levels.



#### • Scenario #3:

When space approval requests occur within the same Division, but across different departments, then the next highest level who owns the space, the College / Admin Unit, must complete the final approve the space change request.



## Section 10: Approving Space

• When lower level space items are changed or updated where changes affect areas outside the space managers' area of approval, then the space item will be sent for upper level approval.

• When the item is submitted to the higher level approver queue (department level and higher), then the space manager will review submitted space items and either approval or reject the space change request.

• To review and approve or reject submitted space item requests, the Assigned Space Manager/Approver access the Approve Space Update Request task to review and approve the submitted space change.



• The Space Change Request Approval screen displays. Select the specific room to be reviewed from the list of requested changes.

• The form with the submitted change request data displays for review within the right windowpane.

🐝 UNC CHARLO	ATTE				M	ly Home	My Favorites	My Jobs	My Profile	Sign Out Help
Select Room	Re	fresh	Space Change Reque	est			View Existing	) Appro	ove   Rejec	ct ) Update ) Canc
	Building			cilities Management & Police & Public Safety	Building Code:*	0055		F	loor de:*	02
Status	Code 1 0055	Rooi Facil	Room Code:* 20	06	Requestor:*	DUFF, F	AMELA (pduff)	Date	Requested:	410
			Status: C	College Udmin Unit Approved 💌	Approver:			Date	e Approved	The action bar provides the
Select the reference from the list			Requested Changes							option of View Existing room
The Space Change Ree			Change Item	Current Value Current Value	Change The room	n	etails	_	je Level	status, approvir the request, rejecting the
windowpan will display			Department Code Sub Department Cod	1150         Systems Development           de         13000         Systems Development	details al with requ	ong uesteo				Approved   DUFF, PAM Approved   DUFF, PAM
					changes display.	W1ll				

🐝 UNC CHARLOTTE				My Home	My Favorites	My Jobs My	Profile Sign Out	Help
Space Change Request					View Existing	] Approve ]	Reject j Update	) Cance
Room Name: Fac	ilities Management	& Police & Public Safety	Building Code:*	0055		Floor Cod	e:" 02	
Room Code:* 232			Requestor:*	CHAMPION, DAVID (deh	ampi4)	Date Request	ed: 04/5/2010	
Status: Su	bmitted	w	Approver:			Date Approv	eð:	
Requested Changes								
Change Item -	Current Value -	Current Value Details	Change Value -	Change Value Details		Change Level +	Updated by	
🕀 🐺 🙀 et Code	1240	Facilities Management (Dpt)	1050	Auxiliary Operations (D	pt.)	Submitted	CHAMPION, DAVID	(dchamp
Sub Department Code	13900	Facilities Management AVC	10500	Auxiliary Operations		Submitted	CHAMPION, DAVID	(dchamp
Room Name	Facilities Manag		Manager's Office			Submitted	CHAMPION, DAVID	(dchamp
Room Category	310	Office	050	Inactive Area (available	but unassigned	) Submitted	CHAMPION, DAVID	(dchamp
Stations	2		1			Submitted	CHAMPION, DAVID	(dchamp
Program Code 1	64	Admin. Computing Supp	01	Capable of Use (inactiv	e/unassigned)	Submitted	CHAMPION, DAVID	(dchampi
Program Code 1 Room Discipline	0704	Computer Programming	0199	Other, Specify		Submitted	CHAMPION, DAVID	(dchamp
Grant Code 1	501013	Strategies F/Success	501019	Introl Stods Surface		Submitted	CHAMPION, DAVID	(dchamp
Dccupant 2	0		DUFF, PAMELA (pduff)			Submitted	CHAMPION, DAVID	(dchampi
Occupant 10 (Not Validated)	NONE		New Guy			Submitted	CHAMPION, DAVID	(debame)

• The requested changes listed in horizontal format within the windowpane will be highlighted identifying each request according to the type of change.

APPROVE SPACE ITEM: STATUS COLOR IDENTIFICATION						
COLOR	STATUS/IDENTIFIER					
Red	Department or Sub-Department Changes					
Light Yellow	Room Name or Stations Changes					
Yellow	Room Category Changes					
Blue	Program Code Changes					
Orange	Grant Code Changes					
White	Occupant Changes					

• <u>Approve Space Request Action Items</u>: The actions bar located in the upper right of the windowpane provides several options for the space manager who is approving the changes:

• <u>View Existing</u>: allows the approver to view the details and the status of the room before any changes are implemented. After selecting the View Existing button, the form displays the details of the current assignments.

eview Existing Space Dat	a		Tiose
	ROOM DETAILS		Linse
Building Name:	Facilities Management & Police & Public Safety	Building Code:*	0055
Hoor Code:*	01	Room Code:*	100^
Department Code:	1240	Sub Department Code:	13900
Slabons:*	1	Room Areas	183.41
Room Discipline:		Room Standard:	
Room Category:	011	Room Type:	
	ROOM OCCUPANTS		
Occupant 1:	FISHER, MARY (mkhsher)	Occupant 6:	
Occupant 2:		Occupant 7:	
Occupant 3:		Occupant 8:	
Occupant 4:		Occupant 9:	
Occupant 5:		Occupant 10 (Not Validated):	
	GRANT CODES		
Grant Code 1:		Grant Code 1 %:	0
			Close

• <u>Update</u>: the update option allows the approver to update the requested changes and make corrections before approving the request.

• When the Update button is selected, the "Rooms" pop up windowpane will display allowing the space manager to review and update the requested change information, as needed.

• Using the Room windowpane view, the space manager may select new information using the ellipse buttons to correct all inaccurate data fields.

Rooms							7ave	Cancel 🔷
	Requestor:*	CHAMPION, DAVID (d	champi4)		Date Reque	ested: 04/2/2010	//	
	Building Code:*	0055			Floor C	ode:* 01	/	
		Facilities Management	& Police & Pu					
	Room Code:*	109				74		
	Room Area:	93.06			Select the S			
De	partment Code:				button to s updated to			=
Sub De	partment Code:	Unassigned Space (De	epartment)		audit space	e item.		
00000		Unassigned Space (Su	ib-Department	t)				-
Program Codes								
Program Code 1:*		 (inactive/unassigned	Room Discip	line:* 0199 Other, Spe	cify	Program Co	de 1 %:* 100	
Program Code 2:			Room Disci			Program C	ode 2 %: D	
Program Code 3:			Room Disci	pline:		Program C	ode 3 %: D	
Program Code 4:			Room Dis	Select the ell		Program C	ode 4 %: D	
Room Occupants				button besid				
Occupa	nt 1:		Prim. Loc.	fields to be corrected to	filter 6:			Prim. Loc.
Occupa	nt 2:		Prim. Loc.	and select fro				Prim. Loc. 🥃
<				the validated	list.			>
								Close
_								

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• After making the necessary changes, the space manager selects the Save button.

• A pop up displays requiring confirmation of the changes and informing the space manager if additional approval required. Select "Yes" to confirm.

Room Code I and Brief C					토린
Hullding Caster # 0001     Plane Caster # 01       Hummby     Hummby       Hummby     Boom Academ # 101       Boom Academ # 101     Boom Manual (office)       Boom Academ # 101     Boom Academ # 101       Program Caded # 101     Boom Academ # 101       Boom Academ # 101     <					Cancel
Norm Oddite*     13       Room Arces:     20223       Room Arces:	Requestor:*	DUFF, PAMELA (pduff)	Date Requested:	04/7/2010	
Hourn Code: 1 (3)  From Area: 202.10  From Area: 20	Building Codec*	10001	Finar Carles*	01	
Soom Area:     202,13     Soom Name:     processing of the soon       Continue     Continue     Textonest Ing       Robit Deer     Space update request has been submitted but will require approval.       Program Code:     Expland Approval I well Division I aveit       Program Code:     If the soon Stadistics		Kennedy			
	Room Code:*	151			
Contem Space update request has been submitted but vill require approval. Program Code:: Program Code 21  Program Code 22 Program Code 23 Prog	Room Area:	202.10	Room Name:	omee	
Nub Ren     Space update request has been submitted but will require approval.       Program Golds     Registed Approval and Divisions await       Program Colds 21     Image: Space applate request has been submitted but will require approval.       Program Colds 21     Image: Space applate request has been submitted but will require approval.       Program Colds 21     Image: Space applate request has been submitted but will require approval.       Program Colds 21     Image: Space applate request has been submitted but will require approval.       Program Colds 22     Image: Space applate request has been submitted but will require approval.       Program Colds 23     Image: Space applate request has been submitted but will require approval.       Program Colds 24     Image: Space applate request has been submitted but will require approval.       Program Colds 25     Image: Space applate request has been submitted but will require approval.       Program Colds 25     Image: Space applate request has been submitted but will require applate the space applate the splate the space applate the splate t	Department Code:	1240	Stahons: *	ho	
Program Colde 21° [1] Program Colde 21° [1] Program Colde 21° [1] Program Colde 22° [1] Program Colde 23° [1]				×	
Nogram Code 31 <sup>4</sup> 11 Charles Code 22 Nogram Code 22 Nogram Code 22 Nogram Code 22 Nogram Code 23 Nogram Code 25 Nogram	Gub Depar (?) 5	nece undate request has been out	mitted but will require a	oproval.	
Program Code 1:*     1 <td></td> <td>pace apaate request has been out</td> <td>initia a par miniequire e</td> <td></td> <td></td>		pace apaate request has been out	initia a par miniequire e		
Program Code 22 Program Cristi 4 % 0 Program Code 23 Program Cristi 4 % 0 Program Code 24 Program Cristi 4 % 0 Program Code 4 % 0 Boom Designant 8 Designant 82 Program Cristi 4 % 0	~		interest but this require t		_
Program Code 21     2 % p       Program Code 23     Program Code 3 % p       Program Code 3 % p     Program Code 3 % p       Room Coccepts     Program Code 3 % p       Occoputin 11     p. p. 1ac.	Program Codes Required		initia a succiminadana e		
Program Calify 4: Program Calify 4: 0  Room Designed 2  Compared 2  Compared 2  Program Calify 4: 0  Program Calif	Program Codes Required	Approval I and Division Lavel			100
Program Calify 4: Program Calify 4: 0  Room Designed 2  Compared 2  Compared 2  Program Calify 4: 0  Program Calif	Program Codes Required	Approval I and Division Lavel		: 1 %:= [	
Brown Dozugawis         Press, Lac.         Occupant tr           Occupant, tr         Press, Lac.         Occupant, tr	Program Codes Required Program Code 1: 11 Program Code 2:	Approad I and Division I avail		1 %:" [ u 2 %: ]	0
Occupant 1: Demonstrate Occupant 6: Prem. Lac.	Program Code: 21* 11 Program Code: 21* 11 Cor Program Code: 22 Program Code: 22 Program Code: 22	Approval I and Division I avail		1 %;= [ 6 2 %; ] Program Code 3 %; ]	n n
	Program Code 31 TI Col Program Code 32 TI Program Code 32 Program Code 32 Program Code 32	Approval I and Division I avail		1 %;= [ 6 2 %; ] Program Code 3 %; ]	n n
Occupant 2: Dem Las Occupant /: Dem Las	Program Code 31 TI Col Program Code 32 TI Program Code 32 Program Code 32 Program Code 32	Approval I and Division I avail		1 %;= [ 6 2 %; ] Program Code 3 %; ]	n n
	Program Codes: Program Code 11* Program Code 21* Program Code 32* Program Code 32 Program Code 32 Program Code 32 Program Code 34	Approxi I and Division I avail		11 %c* C 2 %c Program Code 3 %c Program Code 4 %c	n n 0
6 3	Program Code : Regulad Program Code 21* [1] Cod Program Code 21* [1] Cod Program Code 32 Program Code 3 Program	Approxi I and Division I avail	De la constante de	13 Yes" 2 Yes Program Code 3 Yes Program Code 4 Yes 2	n D Pam, Loc.
	Program Goda 21* [ Program Goda 21* [ Program Goda 21* ] Program Goda 25 Program Godda 25 Program Goda	Approval I and Division I avoit	De la constante de	13 Yes" 2 Yes Program Code 3 Yes Program Code 4 Yes 2	n n 0

• <u>Approve</u>: the Approve action button allows the space manager to approve the requested changes.

• <u>Request Approvals requiring additional Higher-Level Approval</u>. When a space request item has been approved at a lower level and requires additional higher-level approval, a pop up will inform the approver that the request has been submitted to the next level for approval.

• When any request is approved at the current approval level but requires higher level approval, then it will be submitted for higher approval. An email notification will be sent to the requestor and the approval levels

Space Audit

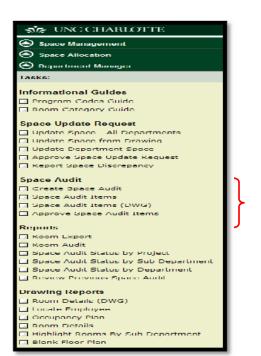
Tasks

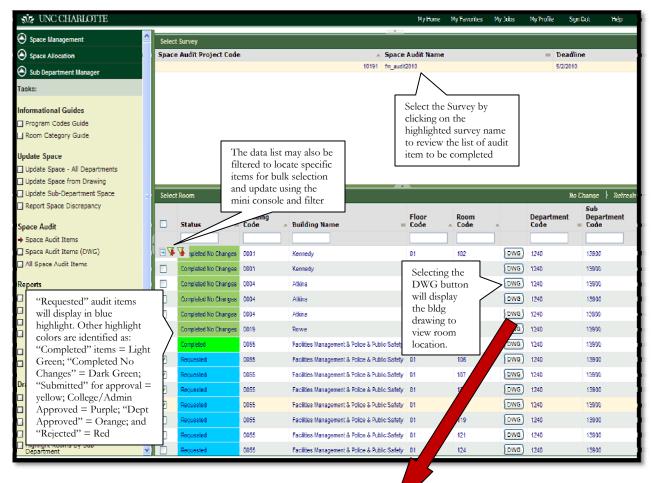
## Section 11: Reviewing Audit Items

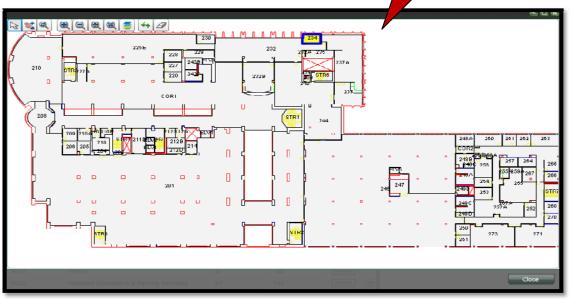
• When an audit is generated, the space audit managers will receive an email notification that an audit has been generated requiring them to log into Archibus to review, verify and update space audit items as needed.

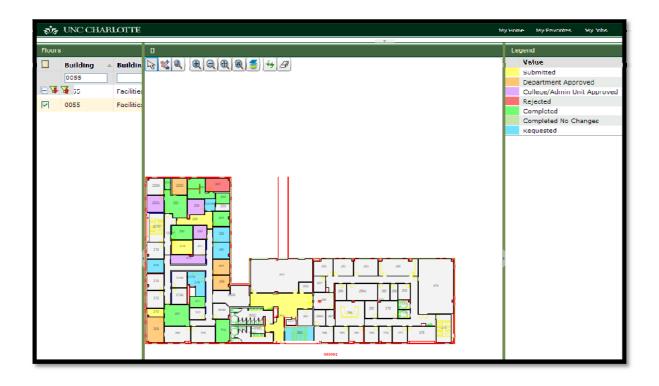
• To update space audit items, the space audit manager will log into Archibus select the Space Management tab and then the Space Audit Items task within their role.

🐝 UNC CHARLOTTE
Space Management
Space Allocation
Processes or Roles:
Division Manager
🕘 College / Admin Unit Manager
🕘 Department Manager
Sub Department Manager
Review Space Data
System Administrator

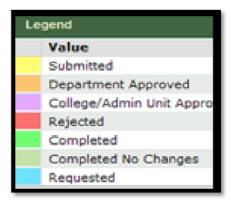








Status Represents the status of the space item for a particular room. If the field or room is blank (has no color) then a request is not associated with the room. The status of a room can be:
 Yellow – the space survey request has been submitted pending status meaning a Space Mgr has submitted a request but the Upper Level Space Administrator has neither approved nor denied the request.
 Orange – the space survey item has been approved at the Department Level.
 Purple – the space survey/request item has been approved at the College Admin Unit Level. The request may require
 Red – the space survey request has been rejected or denied by an upper level Space Administrator.
 Lt. Green – the space survey item/request has been completed by a Space Administrator.
 Dark Green – the space audit item was completed without changes by the Space Audit Mgr. Blue – a space audit item awaiting review and updates by the area space audit manager.



## Section 12: Viewing and Printing Room Export

• To view and print the Room Export Report from within the Space Management Module, first log into Archibus using your NinerNet Username and Password.

• Next, select the Archibus Space Management tab and then your Space Manager Role.

• Once the task list displays, select <u>Room Export</u> task located under the Reports heading.



• After selecting the <u>Room Export</u> task, the search console will display allowing you to select Building Code, Sub-Department, etc. to narrow the search for your report details. By selecting the green ellipse button beside the field, you may search the data list.

Scarro	sh Console							Scarch Now   5	Show A
	Sunding Cod	(et:			Sub-Department Code:	[	Department Code:		8
Ro	om Categor	· ·			Room Discipline:	1	Room Condition:		(mar);
				$\overline{\Lambda}$					
				/ ``				<u> </u>	
Room	n Detalla Exp	ort		/		Sub		72 PDF	XI S
	Room Code -	Room Name –	Floor Code —	Select	the green	Department Code –	Sub-Department Name	- Department Code	- Dep
	A023		01		•	14200	Facilities Management Zone 4	1250	Mair
151	A024		01	empse	button beside	13900	Facilities Management AVC	1240	Faci
	A025		01	each fi	eld to view the	30900	Athletics Admin/Support	5000	Athl
	A021		01			24300	ITS-Telecommunications	2090	ITS-
1	ADD /		01	data lis	t and select	29000	University Center	5000	Unis
	ADDD		617			29000	University Conter	2660	Unis
	AOLL		01	your cr	iteria.	13900	Facilities Management AVC	1240	Faci
	AUTO		01			29000	University Center	2660	Unis
	ADDS		01	0049	Miltimore Wallis Center	29200	Student Fee Commission	2670	Stu
	A005		01	0049	Miltimore-Wallis Center			1250	Mair
	A127		02	0049	Miltimore-Wallis Center	00900	Athletics Admin/Support	2900	Athl
	A118		02	00-19	Miltimore-Wallis Center	31450	Athletics - Women's Sports	2920	A06
	A120		02	0049	Miltimore-Wallis Center	00900	Athletics Admin/Support	2900	Athl
	A121		02	0049	Miltimore-Wallis Center	30900	Athletics Admin/Support	2900	Athl
	A119		02	0049	Millimore-Wallis Center	31450	Athletics - Women's Sports	2920	Auto
	ALLD		02	0049	Miltimore-Wallis Center			1250	Mair
	A116		02	0049	Miltimore-Wallis Center	30900	Athletics Admin/Support	2900	Athl
	A138		02	0049	Millimore-Wallis Center	30900	Alblehos Admin/Support	2900	Albi

Select Value -							
Building Code	-	Building Name					
0055							
- 🕀 🐺 🐨		Campus					
0001		Kennedy					
0002	<b>_</b>	Macy					
0003	Select the red down	Facilities Management Storage Building					
0004	arrow to filter the data	Atkins					
0005	list after entering your	Cone University Center					
0006		Heating Plant					
0007	search criteria.	Oil Storage Tanks					
0008		Denny					
0009		Garinger					
0010		Winningham					
0011		King					
0012		Smith					
0013		Belk Tower					
0014		Receiving/Stores					
0015		Summer Programs					
0016		Barnard					
0017		Belk Gymnasium					
0018		Memorial Hall					

• Selecting the down red arrow filter button will filter the list according to the information that was entered. Select your building code/name to populate the search console.

• Filter the room data list further, if needed, by selecting a department, sub-department code, room category, discipline, etc. After completing the search criteria, select the Search Now button located in the upper right corner of the windowpane.

Select Value -	
Building Code: 0[1] All[1]	
Building Code =	Building Name
0055	
0055	Facilities Management & Police & Public Safety

Search Console						Search Now	Show All
Building Code:	0055 Facilities Management & Police &	Sub-Department Code:	13900 Facilities Manager	nent AVC	Department Code:	1240 Facilities Managem	nent (Dpt)
Room Category:	de	e building and partment names play below each			Room Condition:		V
Search Console						Search Now	Show A

Bu	ilding Code:		Manageme	nt & Police &	Sub-Department C	Code:	Departor de:		
Room Category: Room Discipline					Room Disci	Once you have entered			
<							your search criteria using		>
Room Details Export						the ellipse buttons, select	109 NOF	XLS	
	Room Code =	Room Name =	Floor Code =	Building Code =	Building Name -	Sul De Co	the Search Now button to filter the room details.	Department Code	— Бер
	A023		01	0049	Miltimore-Wallie Center	142	niter the room details.	1250	362io
	A024		01	0049	Miltimore-Wallis Center	139	00 Facilities Management AVC	1240	Fadi
	0025		01	00/19	Miltimore-Wallie Center	309	00 Sthistics Section/Support	2000	2054

• After the Search Now button is selected, the Room Details Export area will display the information associated with the selected Search criteria.

Room	Room Details Export 🔂 PDF   XLS								
	Room Code =	Room Name =	Floor Code =	Building Code =	Building Name =	Sub- Department Code =	Sub-Department Name	Departmen Code	
	144		01	0055	Facilities Management & Police & Public	14800	Housekeeping	1260	
	119		01	0055	Facilities Management & Police & Public	13900	Facilities Management AVC	1240	
	145		01	0055	Facilities Management & Police & Public	13900	Facilities Management AVC	1240	
	146		01	0055	Facilities Management & Police & Public	13900	Facilities Management AVC	1240	
	112		01	0055	Facilities Management & Police & Public	14900	Recycling	1270	
	105		01	0055	Facilities Management & Police & Public	13900	Facilities Management AVC	1240	
	109		01	0055	Facilities Management & Police & Public	13900	Facilities Management AVC	1240	
	108		01	0055	Facilities Management & Police & Public	13900	Facilities Management AVC	1240	
	106		01	0055	Facilities Management & Police & Public	13900	Facilities Management AVC	1240	
	104A		01	0055	Facilities Management & Police & Public	13900	Facilities Management AVC	1240	
	104		01	0055	Facilities Management & Police & Public	13900	Facilities Management AVC	1240	
	103		01	0055	Facilities Management & Police & Public	13900	Facilities Management AVC	1240	
	179		01	0055	Facilities Management & Police & Public	99000	Not Applicable	9900	
	147B		01	0055	Facilities Management & Police & Public				
	100A		01	0055	Facilities Management & Police & Public	14000	Labor Services	1240	
	151		01	0055	Facilities Management & Police & Public				

• Next, select the room items from the list within the Room Details Export that you wish to display in your report. If you wish to select to view all the data, select the first check box in the column heading.

Room	Details Exp	ort				🔂 PDF   XLS				
	Room Code =	Room Name	Individually select the check box of the items you wish to view in your report.				Sub- Department Code	Sub-Department Name	Departmen Code	
V	144	$\leq$				. Public	14800	Housekeeping	1260	
<b>V</b>	119		01	0055	Facilities Management & Police 8	k Public	13900	Facilities Management AVC	1240	
	145		01	0055	Facilities Management & Police 8	k Public	13900	Facilities Management AVC	1240	
	146		01	0055	Facilities Management & Police 8	k Public	13900	Facilities Management AVC	1240	
	112		01	0055	Facilities Management & Police 8	Public	14900	Recycling	1270	
	105		01	0055	Facilities Management & Police 8	Public	13900	Facilities Management AVC	1240	
	109		01	0055	Facilities Management & Police 8	Public	13900	Facilities Management AVC	1240	
	108		01	0055	Facilities Management & Police 8	k Public	13900	Facilities Management AVC	1240	
	106		01	0055	Facilities Management & Police 8	Public	13900	Facilities Management AVC	1240	

You may also bulk select all the items by selecting the first checkbox in the field heading

Room	Room Details Export		checkbox in the field heading						The poper of the second	
	Code =	Room Name =	Code =	Code =	Building Name	_	Sub- Department Code =	Sub-Department Name	-	Departmer Code
<b>v</b>	144		01	0055	Facilities Management & Police & Pu	ublic	14800	Housekeeping		1260
	119		01	0055	Facilities Management & Police & Pt	ublic	13900	Facilities Management AVC		1240
	145		01	0055	Facilitie Facilities Management & Police &	Public Sa	afety 00	Facilities Management AVC		1240
	146		01	0055	Facilities Management & Police & Pu	ublic	13900	Facilities Management AVC		1240
<b>~</b>	112		01	0055	Facilities Management & Police & Pu	ublic	14900	Recycling		1270
	105		01	0055	Facilities Management & Police & Pu	ublic	13900	Facilities Management AVC		1240
<b>&gt;</b>	109		01	0055	Facilities Management & Police & Pu	ublic	13900	Facilities Management AVC		1240
	108		01	0055	Facilities Management & Police & Pu	ublic	13900	Facilities Management AVC		1240
<b>V</b>	106		01	0055	Facilities Management & Police & Pu	ublic	13900	Facilities Management AVC		1240
	104A		01	0055	Facilities Management & Police & Pu	ublic	13900	Facilities Management AVC		1240
<b>V</b>	104		01	0055	Facilities Management & Police & Pu	ublic	13900	Facilities Management AVC		1240
<b>v</b>	103		01	0055	Facilities Management & Police & Pu	ublic	13900	Facilities Management AVC		1240
<b>~</b>	179		01	0055	Facilities Management & Police & Pu	ublic	99000	Not Applicable		9900
	147B		01	0055	Facilities Management & Police & Pu	ublic				
<b>~</b>	100A		01	0055	Facilities Management & Police & Pu	ublic	14000	Labor Services		1240
•	151		01	0055	Facilities Management & Police & Pu	ublic				
<b>V</b>	100B		01	0055	Facilities Management & Police & Pu	ublic	24300	ITS-Telecommunications		2090
	100C		01	0055	Facilities Management & Police & Pu	ublic	99000	Not Applicable		9900

• Next, select the PDF button located in the upper corner of the Room Details Export window to view/print the information in PDF format. The report will automatically display for viewing/printing if the report is 80 pages or less.

• **Note:** If the report is larger than 80 pages, you will need to select a page button in 80page increments before viewing and printing the report. After selecting the Page button, i.e. "Page 1-80", the pages will display in PDF report format.

	2
Page1-80 Page81-160 Page161-24 For reports over 80 pages, select the page button to view / print your report in 80-page increments.	

• Once the Room Details report displays in PDF format, select one of the icons located within the upper left corner of the report to print or save the report.

• Repeat these steps to print and view the remaining pages of the report, if needed.

	2)	Room Detail	ẩn - ि - ⊡ 🦛 - Duya+ Sdaly+ Tank+ n — 
icon to s	e print or save ave or print your tail report.	Police & Public Safety Room Code Floor Code Sub Department Code Division Code	01 14800
Division Nar	ne Housekeeping (Dpt)	Area	153.14
Room Conditi Room Discipli		Room Discipline Description	310
Program Cod Program Cod		Program 1 Description Program 2 Description	73
Program Cod Program Cod		Program 3 Description Program 4 Description	
Grant Cod		Crant 1 Description	
Grant Cod Grant Cod		Grant 2 Description Grant 3 Description	
9 Grant Cod	:4	Grant 4 Description	

• **Note:** The room details may also be exported into an Excel Spreadsheet. After using the search console to filter the room information and selecting (using the check boxes) the room

information for the report, select the XLS button located in the upper right corner of the filtering the Room Details Export window.

Room	Room Details Export TLS								
	Room Code =	Room Name =	Floor Code =	Building Code =	Building Name =	Sub- Department Code =		ub-Department Name	P Irtmen
	144		01	0055	Facilities Management & Police & Public	1480	0 Н	lousekeeping	D
	119		01	0055	Facilities Management & Police & Public	1390	D Fa	acilities Managemer	40
	145		01	0055	Facilities Management & Police & Public	1390		elect room details tion can be expo	
	146		01	0055	Facilities Management & Police & Public	1390	1391 a XLS spreadsheet format fo		
	112		01	0055	Facilities Management & Police & Public	<sup>1490</sup> viewing and printing by selecting the XLS button.		. ·	
	105		01	0055	Facilities Management & Police & Public	1390	D Fa	acilities Management AVC	1240
	109		01	0055	Facilities Management & Police & Public	1390	D Fa	acilities Management AVC	1240
	108		01	0055	Facilities Management & Police & Public	1390	D Fa	acilities Management AVC	1240
	106		01	0055	Facilities Management & Police & Public	1390	D Fa	acilities Management AVC	1240

• When the File Download displays, select the <u>Open</u> button.

• The Room Details Export will display. Select the <u>Save</u> button located in the upper left corner of the window to save the report.

false	File Download	
	Do you want to open or save this file?	
	Name: uncc_room_export_details08-20-06.xls Type: Microsoft Office Excel 97-2003 Worksheet, 30.0KB	
	From: archibus.uncc.edu	
	Open Save Cancel	
	While files from	
	A save this file. A save this file. A save this file. A save the data in	
	spreadsheet format.	

Home Insert	fx Root	bu	lect the sav tton to save readsheet.	-			x)
A	B				E	F	-
1 Room Detail	sExport						Î
3 Room Code	Room Name	Floor Code	Building Code	Building Nam	e	Sub-Department	C
4 101		01	0055	Facilities Manage	ment & Police & Public Safety	13900	
5 200		02	0055	Facilities Manage	ment & Police & Public Safety	13900	
6 200		02	0055	Facilities Manage	ment & Police & Public Safety	<sup>7</sup> 13900	=
7 220		02	0055	Facilities Manage	ment & Police & Public Safety	<sup>7</sup> 139 <b>0</b> 0	
8 120		01	0055	Facilities Manage	ment & Police & Public Safety	13900	
9 250		02	0055	Facilities Manage	ment & Police & Public Safety	<sup>7</sup> 139 <b>0</b> 0	
10 139		01	0055	Facilities Manage	ment & Police & Public Safety	10900	
11 114		01	0055	<b>Facilities Manage</b>	ment & Police & Public Safety	13900	
12 COR3		02	0055	Facilities Manage	ment & Police & Public Safety	<sup>1</sup> 13900	
13 111		01	0055	Facilities Manage	ment & Police & Public Safety	13900	
14 115		01	0055	Facilities Manage	ment & Police & Public Safety	<sup>7</sup> 139 <b>0</b> 0	
15 201		02	0055	Facilities Manage	ment & Police & Public Safety	13900	
16 217		02	0055	Facilities Manage	ment & Police & Public Safety	13900	
17 127		01	0055	Facilities Manage	ment & Police & Public Safety	<sup>4</sup> 13900	
18 222		02	0055	Facilities Manage	ment & Police & Public Safety	13900	
19 210		02	0055		ment & Police & Public Safety	13900	
20 104A		01	0055		ment & Police & Public Safety	13900	
21 233	Storage	02	0055		ment & Police & Public Safety	139 <b>00</b>	
22 229		02	0055		ment & Police & Public Safety	139 <b>00</b>	
23 222D		02	0055		ment & Police & Public Safety	<b>1</b> 39 <b>00</b>	
24 133		01	0055		ment & Police & Public Safety	13900	
25 138		01	0055	Facilities Manage	ment & Police & Public Safety	13900	
26 140		01	0055	Facilities Manage	ment & Police & Public Safety	<b>1</b> 3900	
27 137		01	0055	Facilities Manage	ment & Police & Public Safety	<sup>7</sup> 139 <b>0</b> 0	
28 121		01	0055	Facilities Manage	ment & Police & Public Safety	13900	
29 130		01	0055	Facilities Manage	ment & Police & Public Safety	<sup>7</sup> 13900	

## **Section 13: Printing Paginated Drawing Reports**

• After logging into Archibus, select the Space Management module tab and then the specific assigned role. Next, select one of the tasks located under the Print heading to view and print drawing: e.g. Occupancy Plan, Room Details, Highlight Rooms by Department, etc.



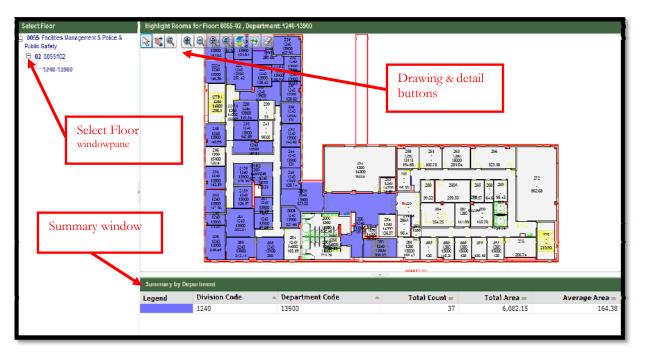
• In the fields provided, enter the Building Code, floor code, etc, then select "Show".

Highlight Rooms by Departm	nent Per Floor	0 🎍 🛛
hiter		Show Clear   Paginated Report
Building Code: 0055	Floor Code: 02	Division Code: 1210 Department Code: 13900
Select Floor	Highlight Roome by Department Per Floor	
	<b>≿</b> ∜Q €]€]€]€] <i>↔]∂</i>	
	Summary by Department	

• The Building information will display in the Select Floor window. Click the plus sign ( +) to expand the list to the floor level and then select it.

Filter	
Building Code: 0055	Floor Code: 02
Sciect Floor . 0066 Facilities Management & Police &	Highlight Rooms by Department Per Floor
Public Satety	
	Enter Building
	info for filtering
	Summary by Department
Select Floor	
Lin 0056 Facilities Management & Police & Public Safety	1
⊡ 02 0055102 1240-13900	

• Next, click the floor information in the Select Floor window to view the drawing for the building selected. i.e. 2nd floor, Bldg 0055. The drawing will display.



View Occupancy Plan			ی 😓 🖻
Filter			Show   Clear   Paginated Report
Filter	Occupancy Plan for floor: 0005-02           Cocupancy Plan for floor: 0005-02	Finne Carles (12	
	10 A Constant State		

• **Note:** Use the buttons available in the drawing window to pan, zoom in or out, select, etc on the drawing details.



• **Note**: Some views such as the "Highlight Rooms per Floor" task displays a Summary by Department window along with a legend that identifies the department by a highlight color.

• Select the Paginated Report button located on the action bar in the upper right corner to open and view the drawing for printing.

			🗵 🚔
Show	Ι	Clear	Paginated Report

• A Paginated Report View window will display along with the progress bar. Once the report has generated 100%, select to view the report by clicking the link that displays. ie.Highlight\_rooms\_by\_department\_per\_floor\_2009...\_

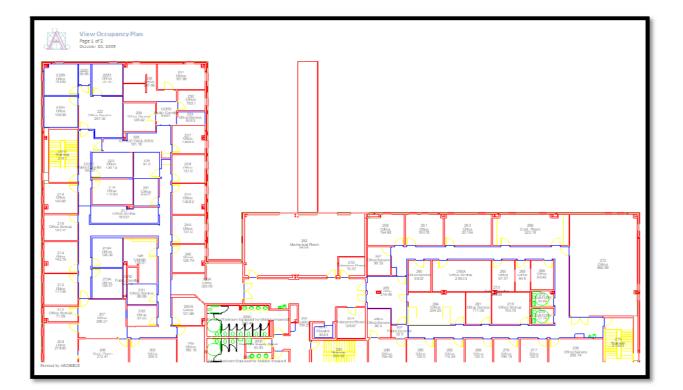
Paginated Report Progress					
Paginaten Report Progress Report or Job Name	Result View or File Link will be enabled when job finishes.	Percent Complete	Elapsed Time	Estimated time Remaining	
Highlight Rooms by Department Per Floor	highlight-rooms-by-department-per-floor-2009-10	100%	00:00.03	00:00.00	Stop Job
	Job Complete 100% Comp	lete			

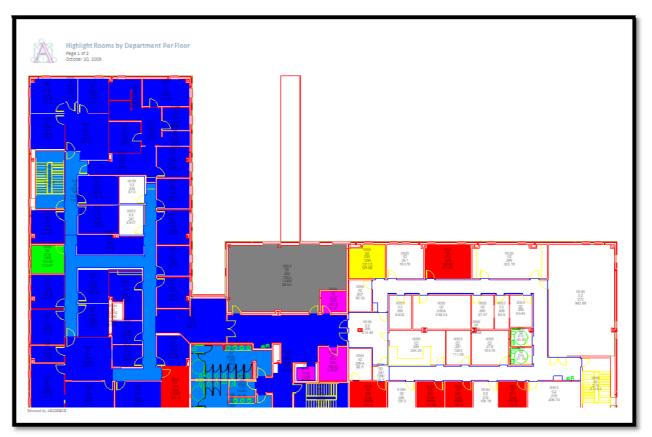
• Next, click "Open" or "Save" on the File Download pop up window.

File Download							
Do you want to open or save this file?							
Name:rooms-by-department-per-floor-2009-10-20.docx Type: Microsoft Office Word Document, 113KB From: <b>archibus.uncc.edu</b>							
Open Save Cancel ✓ Always ask before opening this type of file							
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>							

• After selecting the <u>Open or Save</u> button, the drawing and any building and room details will display for printing in Microsoft Word Format.

• Note: To resize the floor plan for printing purposes, click on the drawing and use the resize arrows to ensure the floor plan prints to an 8  $\frac{1}{2}$  by 11 page format.







Highlight Rooms by Department Per Floor Page 2 of 2

October 20, 2009

#### FACILITIES MGT. & PUBLIC SAFETY - FL02

Legend	Division Code	Department Code	Total Count	Total Area	Average Area
	1240	13900	37	6,082	164
	1240	14000	1	165	165
	1250	14200	3	228	76
	1250	14300	1	970	970
	1260	14800	6	1,658	276
	1280	15000	5	712	142
	1290	13115	1	155	155
	1300	15100	1	120	120
			55	10,090	183

#### Section 14: Reporting a Space Discrepancy

• Changes may occur to space of which we are unaware; for example: room numbers being changed.

• The Report Space Discrepancy form provides ability to report any issues or discrepancies with space, drawings, etc.

• **Note:** Once the form is saved, an email notification will be sent to Facilities Management – Facilities Information Systems personnel for resolution.

