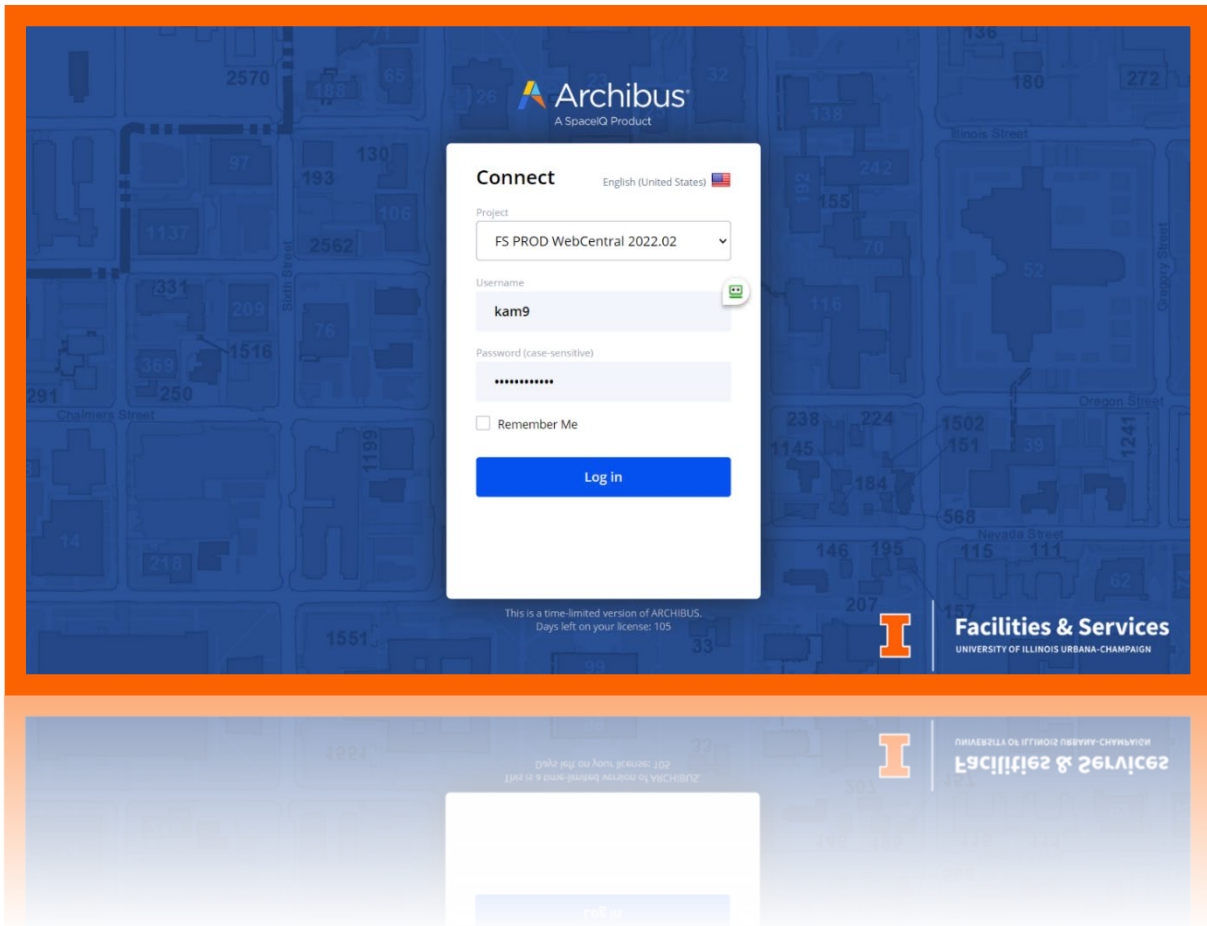


Archibus Web Central

Users Guide rev2024.1

for Archibus Version 2022.02



Facilities & Services

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

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Background/Purpose

Archibus is the University of Illinois' Space Management Database which is the record of source for all buildings owned and/or occupied by the university. The online interface for campus users is Archibus Web Central which allows academic, research, and campus unit's access to view and update their space allocations. This includes viewing department space, editing room uses/occupants, requesting architectural changes to floor plans, and locating people in space. Archibus Web Central is also the centralized portal for conducting the Campus Wide Annual Space Survey. The intent of these features is more unit control, easier and more accurate Federal, State, and consortium reporting, better space management, more accurate drawings, and enhanced safety as part of your individualized Building Emergency Action Plans.

This document has been created to walk-through the features of Archibus Web Central. Your participation in updating your space related information is essential to maintaining the accuracy of the data in Archibus. For detailed information on subjects covered in this guide please refer to the Space Maintenance Reference Guide. We appreciate your assistance in this especially important part of the University reporting process.

Thank you,

Kimberly McLaughlin
Facilities Information Management Specialist
Facilities Information Resources @ Facilities and Services
University of Illinois at Urbana-Champaign
1501 S Oak St, MC-800
Champaign, IL 61820

Overview

Software

Space data for the University of Illinois Urbana-Champaign is maintained using space management software system called ARCHIBUS. Web Central is the web application of ARCHIBUS. Google Chrome and Mozilla Firefox are the two supported browsers for this application.

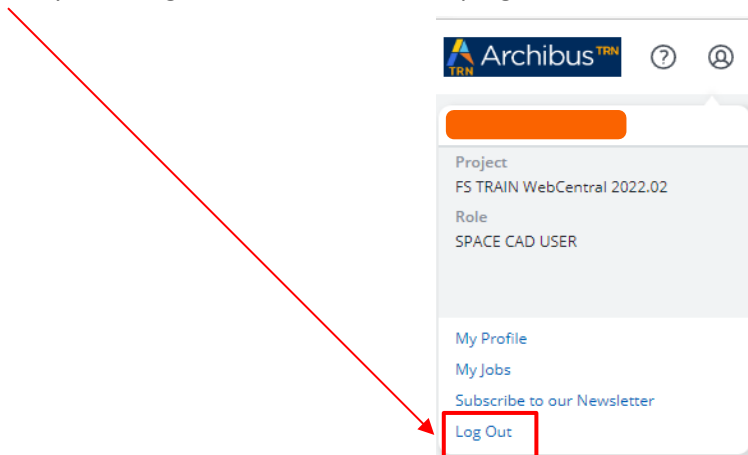
If working remotely (off campus), the VPN client provided by the University of Illinois Urbana-Champaign Technology Services must be used when accessing Web Central. For more information about the campus VPN client, go to <https://techservices.illinois.edu/services/virtual-private-networking-vpn/details>.

Log In

The application can be accessed at: <https://archibus.fs.illinois.edu/>.

Log In using your NetID and password.

Log Out by hovering over user icon in the top right corner and clicking Log Out button.



Permissions

Access and Training

Users who are external of Facilities and Services must request access to Archibus Web Central by filling out the Web Central Request Form at <https://fs.illinois.edu/archibus-web-central>. The form must be signed by a "Campus Unit Approver." This is typically a facility manager or director at the college or unit level.

Users who are employed under Facilities and Services will automatically be assigned an account. If not, please send an email to [FIR Space Management](#). They will be set up with an account and given the Facilities and Services role (see more information about roles below).

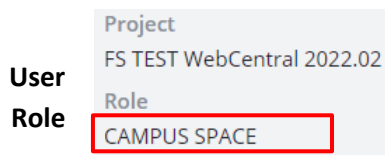
For available training options, see <https://fs.illinois.edu/archibus-web-central>.

Roles and Permissions

Permissions in Web Central are set up by assigning a user a role, and then adding optional limitations by their college or department. Actions a user can view and perform are dictated by their user role. The list of roles and their privileges are below:

1. Campus Space: View All Space; Edit only their College
2. Department Space: View College/Unit Space; Edit only their Department/Division
3. Campus Viewer: View College/Unit Space; NO Edit Permissions
4. Facilities and Services Space: View All Space; No Edit Permissions

A user can see what their role is by looking at the left navigation panel or hovering over the user NetID in the upper right. See the following images for where the role name is located.



Depending on the role, the user will either be an editor/viewer or just a viewer.

User Role Description Matrix:

Roles:	Campus Space	Department Space	Campus Viewer	Facilities and Services Space
View	All Space	College/Unit	College/Unit	All Space
Edit	College/Unit (Editor)	Department/Division (Editor)	None (Viewer)	None (Viewer)

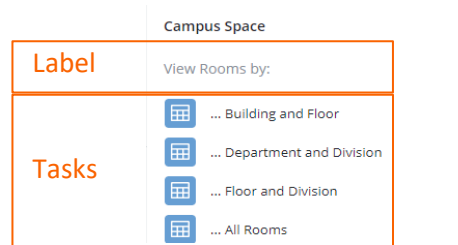
Tasks that require editor permissions have been noted within this manual by adding (Editor ONLY) after the heading. This is also noted in the table of contents.

Basic Navigation

There are basics to understanding how to navigate in the system. The main navigation panel is on the left side of the screen. The main navigation panel on the left is organized by labels then tasks. Labels indicate the information the tasks below it will be managing.

Labels: Bolded heading that organizes navigation

1. **Tasks:** Selectable options



Separation Bars also exist to help navigate and better view tasks. They are indicated by dot patterns, like (.....) or (.....). They can be horizontal or vertical.

1. Clicking on them will collapse one panel, making other data easier to read.
2. Selecting and dragging will allow the user to adjust sizes of the panels

Example separation bar locations (actual locations depend on the task being viewed):

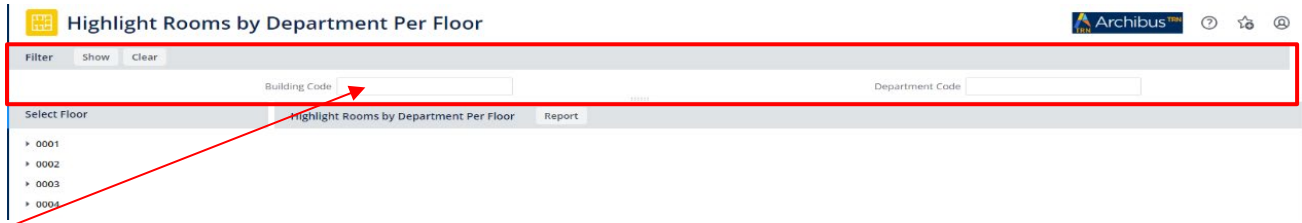
Building	Building Name	Address	City	State	Exterior Gross Ft ²	Net Assignable Ft ²
0001	Davenport Hall	607 S Mathews Ave	URBANA	IL	133,754.23	60,809.84
0002	College of Fine and Applied Arts Performing Arts Annex	1301 S Goodwin Ave	URBANA	IL	12,199.17	8,956.35
0003	McKinley Health Center	1109 S Lincoln Ave	URBANA	IL	88,395.14	45,367.43
0004	Harding Band Building	1103 S Sixth St	CHAMPAIGN	IL	27,845.07	15,360.41
0005	Gym Annex	1402 Springfield Ave	URBANA	IL	26,112.81	24,715.99
0006	Armory	305 E Armory Ave	CHAMPAIGN	IL	253,489.00	150,178.90

Floor Code	Floor Name	Exterior Gross Ft ²	Net Assignable Ft ²
00	Basement	1,206.11	0.00
01	First	126,762.19	96,499.68
01M	First Mezzanine	2,333.69	1,434.29
02	Second	46,298.45	24,001.37
03	Third	18,862.02	18,862.02

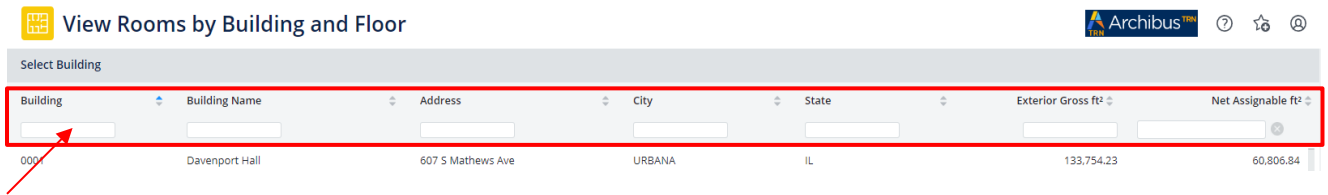
Room Code	Use Cat	Actual Room Use	Description	Department Code	Division Code	Division Name	Room Area	%	Alloc. Area
0200	410	41001	Study Room - Computer Laboratory	LDO	914	Military Science	499.35	100.00	499.35
0201	115	11510	Classroom Service - AV Control Room	NGO	236	General & Unassigned	80.22	100.00	80.22
0201A	115	11510	Classroom Service - AV Control Room	NGO	236	General & Unassigned	72.23	100.00	72.23
0203	310	31000	Office	LDO	914	Military Science	189.77	100.00	189.77
0204	310	31000	Office	LDO	914	Military Science	325.34	100.00	325.34
0205	310	31000	Office	LDO	914	Military Science	245.15	100.00	245.15
0205W	410	41000	Study Room	LDO	914	Military Science	495.58	100.00	495.58
0206	310	31000	Office	LDO	914	Military Science	206.40	100.00	206.40
0207	310	31000	Office	LDO	914	Military Science	186.64	100.00	186.64

Filters allow the user to restrict information within the system. There are two types:

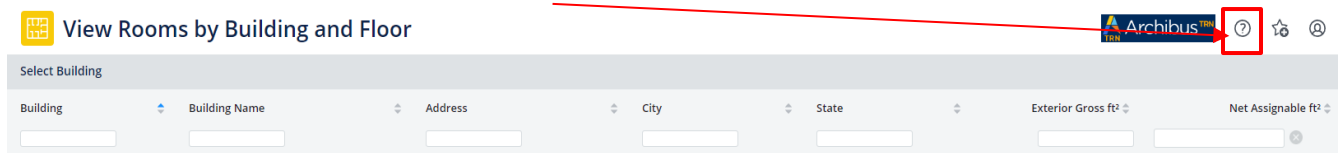
1. **Hard Restrictions** - The figure below shows what this type of restriction looks like. Information can be filtered by:
 - a. Typing the code into the field **or** by looking up the code and then
 - b. Clicking the Show button
 - c. The Clear button will remove the filter



2. **Soft Restrictions** - The figure below shows what this type of restriction looks like. Information can be filtered by:
 - a. Typing any part of the string into a field and pressing enter on the keyboard
 - b. Clearing the filter can be done by click on **X** located at the right end of the filter



Help  redirects to <https://fs.illinois.edu/archibus-web-central>, a page containing files and other documentation related to Archibus.



Note: The Archibus logo on the upper left redirects to the Archibus business site, NOT the Web Central homepage.

Set up Favorites

Users can create a Favorites Menu to minimize options in the navigation bar in Web Central. Navigate to the task page you want to make a Favorite. In the upper right corner click on the star with the + sign.





View Rooms by Building and Floor



Select Building

Building	Building Name	Address	City	State	Exterior Gross ft ²	N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
0001	Davenport Hall	607 S Mathews Ave	URBANA	IL	133,754.23	
0002	College of Fine and Applied Arts Performing Arts Annex	1301 S Goodwin Ave	URBANA	IL	12,199.17	
0003	McKinley Health Center	1109 S Lincoln Ave	URBANA	IL	88,395.14	
0004	Harding Band Building	1103 S Sixth St	CHAMPAIGN	IL	27,845.07	
0005	Gym Annex	1402 Springfield Ave	URBANA	IL	28,112.81	

The star will turn solid. ★



The view will now be available in the Favorites Menu.

Favorites



... Building and Floor



View Data Events Log

To remove a view from favorites, navigate to the view and click on the solid star.

Walk-Throughs

This part of the manual walks through each task in the order of the navigation bar.

View Rooms by:

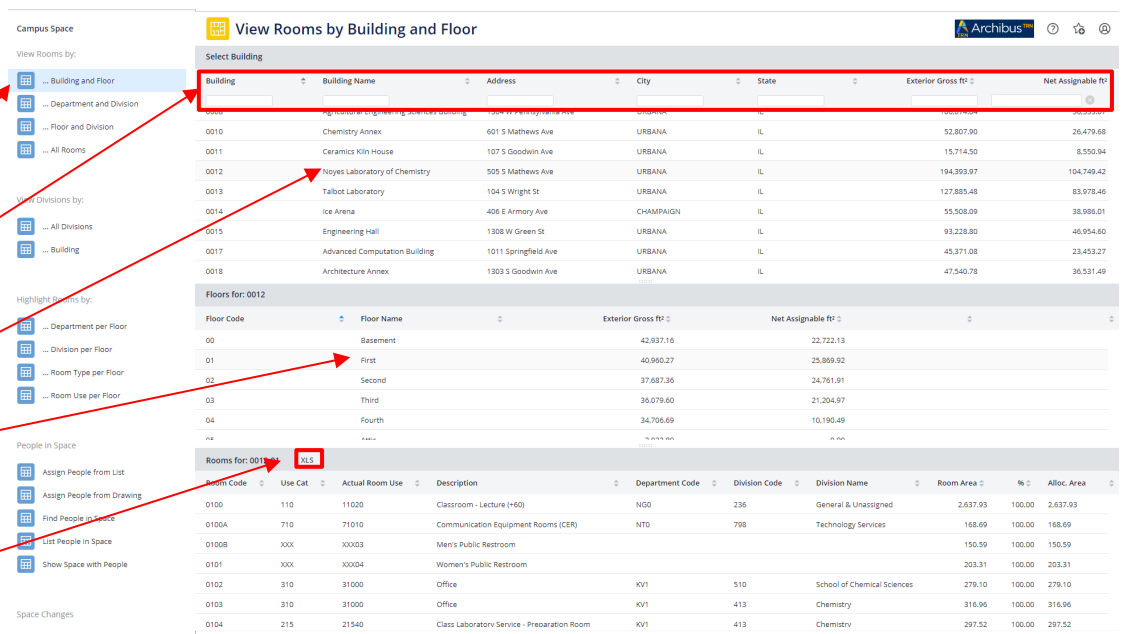
View Rooms by:

-  ... Building and Floor
-  ... Department and Division
-  ... Floor and Division
-  ... All Rooms

The 'View Rooms by' section shows data in table form and can be used to export Excel documents with room information. The title of each task indicates how the information is filtered down. The information displayed in the tasks is dependent on user permissions. Because visible information is dependent on user permissions, only portions of rooms might show up for some users (i.e., only a 25% room assignment is visible, and no other room assignments appear because they are assigned to a division the user does not have permission to see).

...Building and Floor

This task shows all rooms on a building floor. It is also useful if a user needs to find a building code or needs net assignable or exterior gross square footages for a building or floor.



Step 1: click on **...Building and Floor**

Step 2: filter (optional)

Step 3: click on building text

Step 4: click on floor text

Step 5: click XLS to generate Excel document

Building	Building Name	Address	City	State	Exterior Gross Ft ²	Net Assignable Ft ²
0000	Agricultural Engineering Sciences Building	1204 W Pennsylvania Ave	URBANA	IL	100,404.00	26,222.67
0010	Chemistry Annex	601 S Mathews Ave	URBANA	IL	52,807.90	26,479.68
0011	Ceramics Kiln House	107 S Goodwin Ave	URBANA	IL	15,714.50	8,550.94
0012	Noyes Laboratory of Chemistry	505 S Mathews Ave	URBANA	IL	194,393.97	104,749.42
0013	Talbot Laboratory	104 S Wright St	URBANA	IL	127,885.48	83,978.46
0014	Ice Arena	406 E Armory Ave	CHAMPAIGN	IL	55,508.09	38,086.01
0015	Engineering Hall	1308 W Green St	URBANA	IL	93,228.80	46,954.60
0017	Advanced Computation Building	1011 Springfield Ave	URBANA	IL	45,371.08	23,453.27
0018	Architecture Annex	1203 S Goodwin Ave	URBANA	IL	47,540.78	36,521.49

Floor Code	Floor Name	Exterior Gross Ft ²	Net Assignable Ft ²
00	Basement	42,937.16	22,722.13
01	First	40,950.27	25,869.92
02	Second	37,687.36	24,761.91
03	Third	36,079.60	21,204.97
04	Fourth	34,706.69	10,190.49

Room Code	Use Cat	Actual Room Use	Description	Department Code	Division Code	Division Name	Room Area	%	Alloc. Area
0100	110	11020	Classroom - Lecture (+50)	NGO	236	General & Unassigned	2,637.93	100.00	2,637.93
0100A	710	71010	Communication Equipment Rooms (CER)	NTD	798	Technology Services	168.69	100.00	168.69
0100B	300	30003	Men's Public Restroom				150.59	100.00	150.59
0101	300	30004	Women's Public Restroom				203.31	100.00	203.31
0102	310	31000	Office	KV1	510	School of Chemical Sciences	279.10	100.00	279.10
0103	310	31000	Office	KV1	413	Chemistry	316.96	100.00	316.96
0104	215	21540	Class Laboratory Service - Preparation Room	KV1	413	Chemistry	297.52	100.00	297.52

...Department and Division

This task shows all the rooms a division occupies.

Step 1: click on
...Department and
Division

Step 2: filter
(optional)

Step 3: click on
department text

Step 4: filter
(optional)

Step 5: click on
division text

Step 6: click XLS to
generate Excel
document

View Rooms by Department and Division

Select Department

Department Code	Department Name	Net Assignable Ft	Employee Headcount	Avg. Area per Employee Ft
AAO	Executive Offices	27,553.42	0	0.00
ADU	University Audits	4,034.08	0	0.00
AEO	Admin Info Technology Services	36,078.12	0	0.00
APD	Procurement Services	34,152.35	0	0.00

Divisions for: AAO

Division Code	Division Name	Net Assignable Ft	Employee Headcount	Average Area/Emp Ft
548	Office of University Audits	4,034.08	0	0.00

Rooms for: AAO-548

Building Code	Floor Code	Room Code	Occupancy Count	Use Cat	Actual Room Use	Description	Room Area	%	Alloc. Area
0353	02	0204A1	0	315	31510	Office Service - Closet	16.16	50.0	8.08
0353	02	0206	0	315	31525	Office Service - Work Room	219.44	50.0	109.72
0353	02	0206	0	315	31505	Office Service - Reception Area	219.44	50.0	109.72
0353	02	0206A	0	310	31000	Office	184.17	100.0	184.17
0353	02	0206B	0	310	31000	Office	116.88	100.0	116.88
0353	02	0206B1	0	315	31510	Office Service - Closet	7.13	100.0	7.13
0353	02	0206C	0	310	31000	Office	147.14	100.0	147.14
0353	02	0206D	0	315	31525	Office Service - Work Room	229.73	100.0	229.73
0353	02	0206E	0	310	31000	Office	104.40	100.0	104.40
0353	02	0206F	0	310	31000	Office	87.81	100.0	87.81
0353	02	0206G	0	310	31000	Office	94.15	100.0	94.15
0353	02	0206H	0	310	31000	Office	190.76	100.0	190.76
0353	02	0206J	0	315	31510	Office Service - Closet	10.24	100.0	10.24
0353	02	0206K	0	310	31000	Office	138.90	100.0	138.90

...Floor and Division

This task shows all the rooms a division occupies on a building floor.

Step 1: click on
...Floor and
Division

Step 2: filter
(optional)

Step 3: click on
floor text

Step 4: filter
(optional)

Step 5: click on
division text

Step 6: click XLS to
generate Excel
document.

View Rooms by Floor and Division

Select Floor

Building Code	Building Name	Floor Code	Floor Name	Exterior Gross Ft	Net Assignable Ft
0001	Davenport Hall	00	Basement	9,182.42	1,033.58
0001	Davenport Hall	01	First	45,372.15	26,092.30
0001	Davenport Hall	02	Second	33,026.35	20,253.55
0001	Davenport Hall	03	Third	24,683.60	13,421.14
0001	Davenport Hall	04	Fourth	21,489.71	0.00
0001	College of Fine and Applied Arts Performing Art...	00	Basement	2,208.34	869.76

Not all records are shown.

Divisions for: 0001-02

College	Department Code	Division Code	Division Name	Total Occup. Area
KV	KV0	241	Anthropology	6,795.28
KV	KV0	397	Life Sciences	6,213.28
KV	KV0	580	LAS Administration	241.32
KV	KV0	580	LAS Administration	3,809.94

Rooms for: 0001-02, KV0-397

College	Room Code	Use Cat	Actual Room Use	Description	Room Area	%	Occup. Area
KV	0279	350	35000	Conference Room	482.63	50.0	241.32

...All Rooms

This task shows all rooms.

Step 1: click on **...All Rooms**

Step 2: filter (optional)

Step 3: click **DOCK** to generate a Word document, **XLS** to generate Excel document, or **DATA** to generate a CSV document

Building Code	Floor Code	Room Code	Use Cat	Use	Use Description	Department	Division	Division Name	Percentage
0001	00	0020	YYY	YYY04	Building Mechanical Space				
0001	00	0023	YYY	YYY04	Building Mechanical Space				
0001	00	0023A	YYY	YYY04	Building Mechanical Space				
0001	00	0029	O50	O5000	Inactive Area	NGO	236	General & Unassigned	
0001	00	0033	O50	O5000	Inactive Area	NGO	236	General & Unassigned	
0001	00	0040	YYY	YYY00	Mechanical Area				
0001	00	0059	YYY	YYY04	Building Mechanical Space				
0001	00	0059A	WWW	WWW06	Corridor				
0001	00	0079	780	78000	Unit Storage	NTD	798	Technology Services	
0001	00	C0010	WWW	WWW06	Corridor				
0001	00	STAIR1	WWW	WWW07	Stairway				
0001	00	STAIR11	WWW	WWW07	Stairway				
0001	00	STAIR2	WWW	WWW07	Stairway				
0001	00	STAIR3	WWW	WWW07	Stairway				
0001	00	STAIR5	WWW	WWW07	Stairway				
0001	01	0106A	350	35000	Conference Room	KVO	241	Anthropology	
0001	01	0106A	110	11015	Classroom - Seminar (21-60)	KVO	241	Anthropology	
0001	01	0109B	310	31000	Office	KVO	241	Anthropology	
0001	01	0109C	310	31000	Office	KVO	241	Anthropology	
0001	01	0109D	310	31000	Office	KVO	241	Anthropology	
0001	01	0109E	310	31000	Office	KVO	241	Anthropology	
0001	01	0109F	310	31000	Office	KVO	241	Anthropology	
0001	01	0109G	210	21015	Class Laboratory - Computer	KVO	241	Anthropology	

View Divisions by:

View Divisions by:

- ... All Divisions
- ... Building

The 'View Divisions by' section shows data in table form and can be exported to Excel documents with division and room information. The title of each task indicates how the information is filtered. The information displayed in the tasks is dependent on user permissions.

... All Divisions

This task shows all divisions that occupy space and all rooms a division occupies.

For an Excel of all divisions that occupy space:

Step 1: click on **...All Divisions**

Step 2: click **XLS** to generate Excel document

Department, Division (Division Name)	Total Count	Total Occup. Area
Total	52,428	15,834,517.24
AAO-391 (Secr Ofc/Board of Trustees)	15	2,563.95
AAO-550 (University Counsel)	34	7,781.68
AAO-615 (President's Office)	89	17,207.78
ADO-848 (Office of University Audits)	27	4,034.08
AEO-699 (Admin Info Technology Services)	122	36,078.12
AFD-499 (Utilities - System)	7	781.53
AFD-820 (SAVP Bus & Capital Programs)	15	3,309.90
AFD-832 (Cap Prgm/Real Est Svc)	23	28,136.87
AFD-857 (State University Procurement)	1	600.00
AFD-888 (Sys Purchasing & Sup Svc)	12	1,324.04
AF1-271 (University Bursar)	26	6,614.47
AF1-970 (UIUC Business Services)	18	3,678.29
AHO-229 (Instt of Govt & Pub Affs)	38	7,418.19
AHO-267 (SHIELD II, Deployment Unit)	15	9,599.98
AHO-292 (CARL)	1	475.00
AHO-512 (University Press)	37	20,472.91
AHO-709 (Exec VP & VP Academic Affairs)	12	3,096.66
AHO-723 (Univ Ofc Planning & Budgeting)	39	8,241.87
AHO-904 (System Human Resource Services)	36	5,471.93
AHQ-360 (Academic Programs and Services)	23	3,307.58
AJD-213 (Discovery Partners Institute)	116	48,353.97
AJO-453 (Illinois Ventures)	3	600.23
AJO-460 (OTM Urbana-Champaign)	20	4,424.48
AJO-757 (Vice Pres Econ Dev and Innov)	13	2,172.46

For an Excel of all rooms a division occupies:

Step 1: click on **...All Divisions**

Step 2: click on **division text**

Step 3: filter (optional)

Step 4: click **XLS** to generate Excel document

Department, Division (Division Name)	Total Count	Total Occup. Area
Total	52,428	15,834,517.24
AAO-391 (Secr Ofc/Board of Trustees)	15	2,563.95
AAO-550 (University Counsel)	34	7,781.68
AAO-615 (President's Office)	89	17,207.78
ADO-848 (Office of University Audits)	27	4,034.08
AEO-699 (Admin Info Technology Services)	122	36,078.12
AFD-499 (Utilities - System)	7	781.53
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AFD-832 (Cap Prgm/Real Est Svc)	23	28,136.87
AFD-857 (State University Procurement)	1	600.00
AFD-888 (Sys Purchasing & Sup Svc)	12	1,324.04
AF1-271 (University Bursar)	26	6,614.47
AF1-970 (UIUC Business Services)	18	3,678.29
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AJD-213 (Discovery Partners Institute)	116	48,353.97
AJO-453 (Illinois Ventures)	3	600.23
AJO-460 (OTM Urbana-Champaign)	20	4,424.48
AJO-757 (Vice Pres Econ Dev and Innov)	13	2,172.46

Building Code	Floor Code	Room Code	Total Room Area	% Allocated	Occup. Area
0046	03	0361	163.91	100.0	163.91
0046	03	0363	387.57	100.0	387.57
0046	03	0363A	153.61	100.0	153.61
0046	03	0363B	98.57	100.0	98.57
0046	03	0363C	138.74	100.0	138.74
0046	03	0363	183.00	100.0	183.00

...Building

This task shows all divisions that occupy space in a building and all rooms a division occupies in a building. It is also useful if a user needs to find a building code or if a user needs net assignable or exterior gross square footage for a building.

For an Excel of all divisions that occupy a building:

Step 1: click on **...Building**

Step 2: filter (optional)

Step 3: click on building text

Step 4: click XLS to generate Excel document

Building Code	Building Name	Exterior Gross Ft ²
0001	Davenport Hall	133,754.23
0002	College of Fine and Applied Arts Performing Art...	12,199.17
0003	McKinley Health Center	88,385.14
0004	Harding Band Building	27,845.07
0005	Gym Annex	28,112.81
0006	Armory	253,489.00
0007	Foellinger Auditorium	51,814.89
0008	Agricultural Engineering Sciences Building	106,074.04
0010	Chemistry Annex	52,807.90
0011	Ceramics Kiln House	15,714.50
0012	Noyes Laboratory of Chemistry	194,393.97
0013	Talbot Laboratory	127,885.48
0014	Ice Arena	55,508.09
0015	Engineering Hall	93,228.80
0017	Advanced Computation Building	45,371.08
0018	Architecture Annex	47,540.78
0020	Physiology Research Laboratory	4,864.72
0021	H.E. Kenney Gymnasium	48,806.36
0023	Illini Union	301,486.31
0024	Nathan M. Newmark Civil Engineering Laboratory	210,940.20
0025	Oliver Albert Harker Hall	33,188.72
0026	Altgeld Hall	82,436.48
0027	Lincoln Hall	175,846.16
0029	Mechanical Engineering Laboratory	148,960.17
0031	Dynamics Testing Laboratory	6,176.17
0032	Natural History Building	161,754.58

Department, Division (Division Name)	Total Count	Total Occup. Area	Pct. of Total Div. Area
Total	23	8,550.94	100.00
SPC527 (Engineering Administration)	3	487.01	5.70
KPO-919 (Materials Science & Engineering)	19	8,041.99	94.05
NT0-798 (Technology Services)	1	21.94	0.26

For an Excel of all rooms a division occupies in a building:

Step 1: click on **...Building**

Step 2: filter (optional)

Step 3: click on building text

Step 4: click on division text

Step 5: filter (optional)

Step 6: click XLS to generate Excel document





Building Code	Building Name	Exterior Gross Ft ²
0003	McKinley Health Center	88,385.14
0004	Harding Band Building	27,845.07
0005	Gym Annex	28,112.81
0006	Armory	253,489.00
0007	Foellinger Auditorium	51,814.89
0008	Agricultural Engineering Sciences Building	106,074.04
0010	Chemistry Annex	52,807.90
0011	Ceramics Kiln House	15,714.50
0012	Noyes Laboratory of Chemistry	194,393.97
0013	Talbot Laboratory	127,885.48
0014	Ice Arena	55,508.09
0015	Engineering Hall	93,228.80
0017	Advanced Computation Building	45,371.08
0018	Architecture Annex	47,540.78
0020	Physiology Research Laboratory	4,864.72
0021	H.E. Kenney Gymnasium	48,806.36
0023	Illini Union	301,486.31
0024	Nathan M. Newmark Civil Engineering Laboratory	210,940.20
0025	Oliver Albert Harker Hall	33,188.72
0026	Altgeld Hall	82,436.48
0027	Lincoln Hall	175,846.16
0029	Mechanical Engineering Laboratory	148,960.17
0031	Dynamics Testing Laboratory	6,176.17
0032	Natural History Building	161,754.58

Department, Division (Division Name)	Total Count	Total Occup. Area	Pct. of Total Div. Area
Total	36	38,986.01	100.00
NQ0-571 (Division of Campus Recreation)	35	38,960.64	99.93
NT0-798 (Technology Services)	1	25.37	0.07

Building Code	Floor Code	Room Code	Total Room Area	% Allocated	Occup. Area
0014	00	B0005	365.86	100.0	365.86
0014	00	B0006	141.43	100.0	141.43
0014	00	B0007	117.83	100.0	117.83
0014	00	B0008	62.64	100.0	62.64
0014	00	B0009	62.64	100.0	62.64
0014	00	B0010	141.44	100.0	141.44
0014	00	B0011B	153.00	100.0	153.00
0014	00	B0012	274.83	100.0	274.83
0014	00	B0013	213.15	100.0	213.15
0014	00	B0014	359.91	100.0	359.91
0014	00	B0015	319.09	100.0	319.09
0014	00	B0018	72.52	100.0	72.52
0014	01	0105	466.39	100.0	466.39
0014	01	0107	765.93	100.0	765.93
0014	01	0108	219.94	100.0	219.94

Highlight Rooms by:

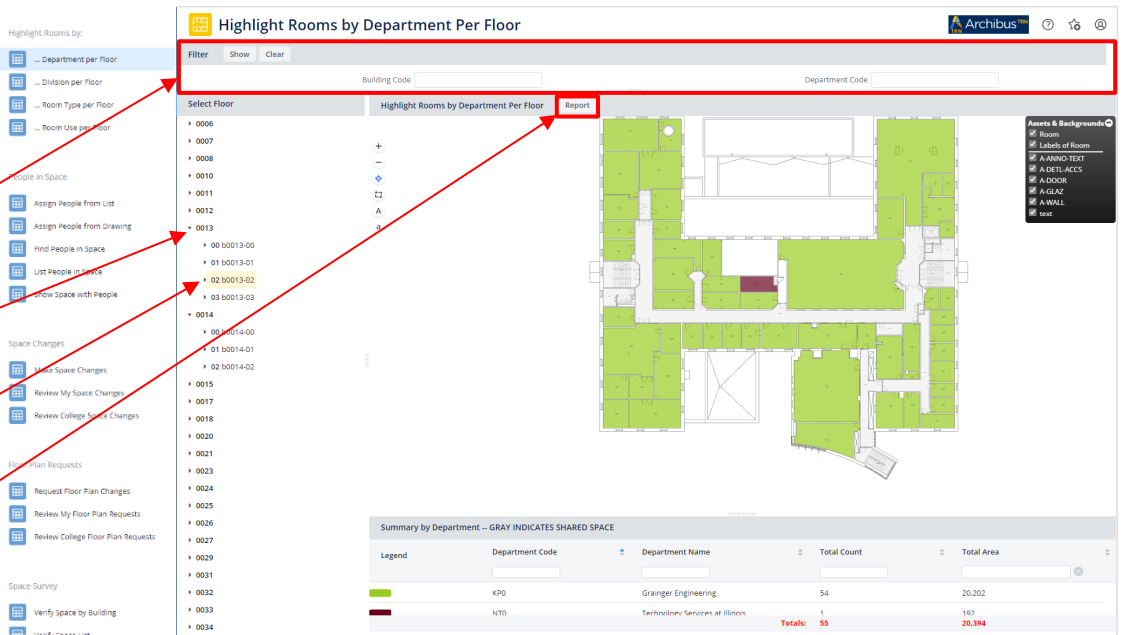
Highlight Rooms by:

-  ... Department per Floor
-  ... Division per Floor
-  ... Room Type per Floor
-  ... Room Use per Floor

The 'Highlight Rooms by' section shows data in floor plan form and is used to export PDF documents. The title of each task indicates the information displayed via color-coding. The information displayed in these tasks is dependent on user permissions.

...Department per Floor

This task shows a floor plan with departments color-coded.





Step 1: click on ...Department per Floor

Step 2: filter (optional)

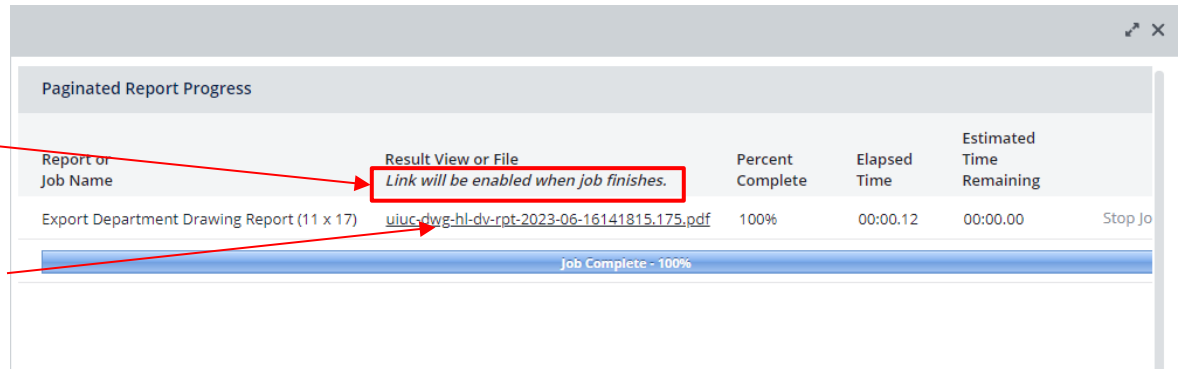
Step 3: click on building text

Step 4: click on floor text

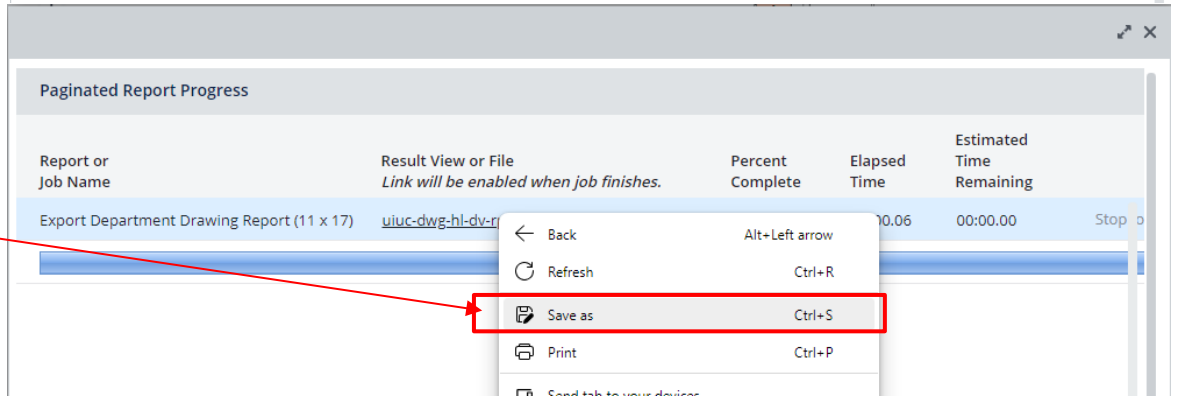
Step 5: click Report to generate a PDF document

Legend	Department Code	Department Name	Total Count	Total Area
	KPD	Granger Engineering	54	20,202
	NTD	Technology Services at Illinois	1	147
		Totals:	55	20,349

Step 6: click on document link once the status bar underneath reads "Job Complete – 100%"



Step 7: right click on the PDF then click *Save As...* (Chrome)/ *Save Page As...* (Firefox) **OR** click the download icon (Chrome)/ (Firefox) to save the PDF



...Division per Floor

This task shows a floor plan with divisions color-coded. Note, 'Floors Highlighted by Division' under the 'Export' section at the bottom of the left side bar generates the same PDF as exporting from 'Division per Floor,' however, a user can also export a PDF with all floors in a building. See the 'Export' section for instructions.

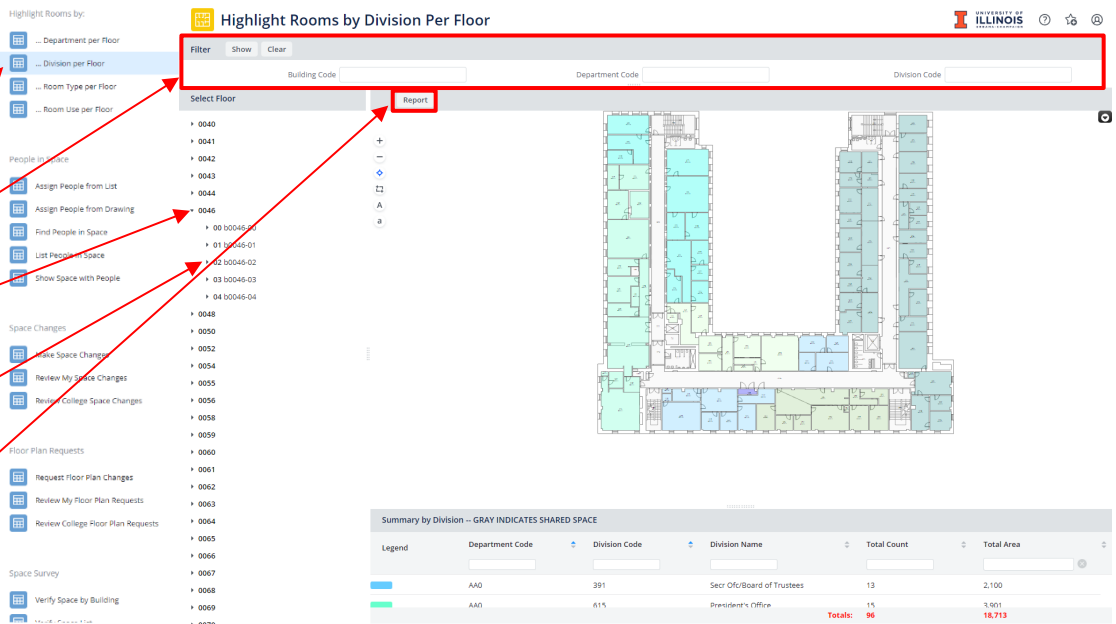
Step 1: click on *...Division per Floor*

Step 2: filter (optional)

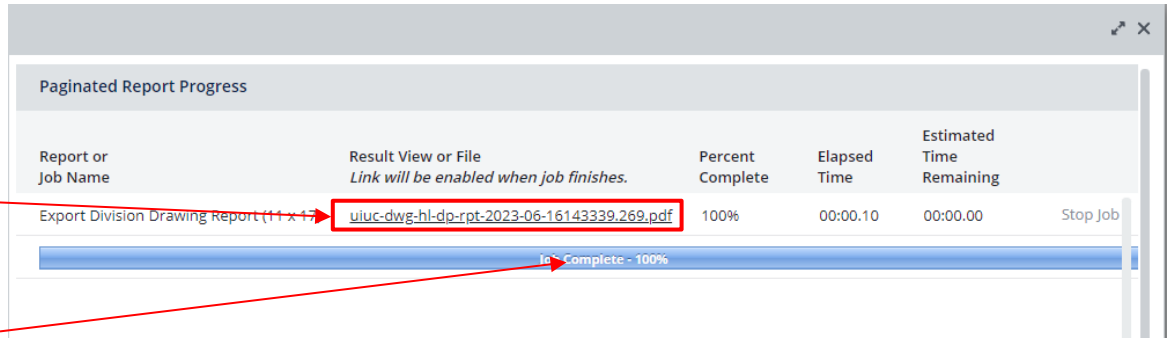
Step 3: click on building text

Step 4: click on floor text

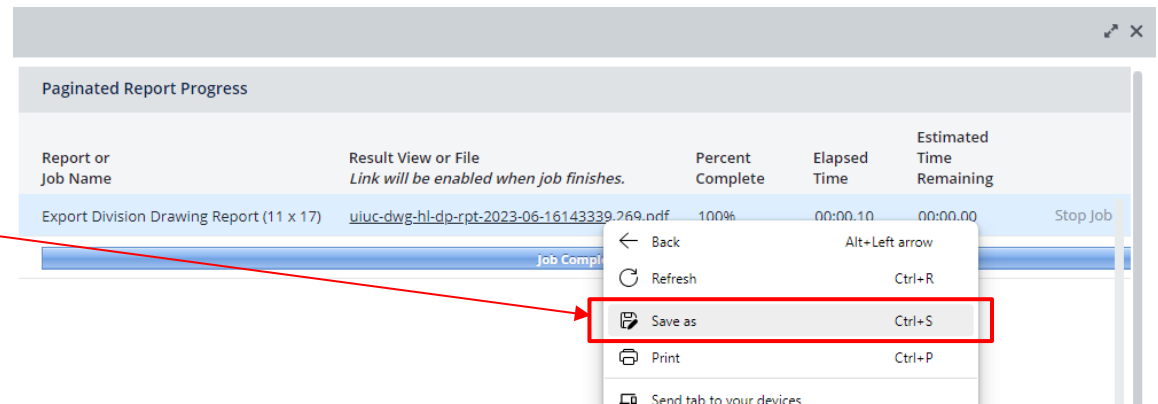
Step 5: click *Report* to generate a PDF document



Step 6: click on document link once the status bar underneath reads "Job Complete – 100%"



Step 7: right click on the PDF then click *Save As...* (Chrome)/ *Save Page As...* (Firefox) **OR** click the download icon (Chrome)/ (Firefox) to save the PDF



...Room Type per Floor

This task shows a floor plan color-coded by room type, called 'actual room use' in table data and filters.

Step 1: click on ...Room Type per Floor

Step 2: filter (optional)

Step 3: click on building text

Step 4: click on floor text

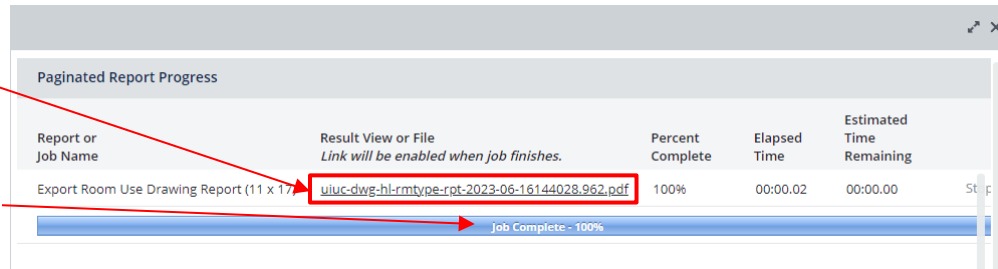
Step 5: click Report to generate a PDF document

Interface components and annotations:

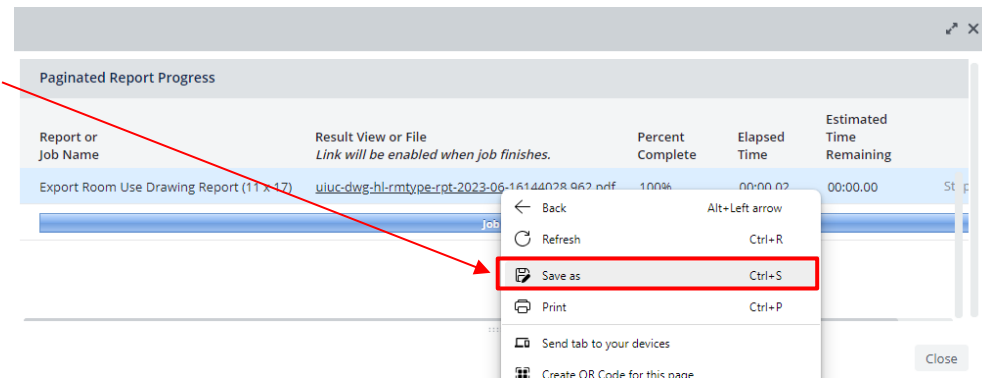
- Step 1:** Filter button in the top toolbar.
- Step 2:** Filter input field.
- Step 3:** Building Code input field.
- Step 4:** Select Floor dropdown menu.
- Step 5:** Report button in the top toolbar.

Legend	Actual Room Use	Description	Count	Area
■	21000	Class Laboratory	4	2,055
■	21010	Class Laboratory - Dry	2	1,383
Totals:			25	9,474

Step 6: click on document link once the status bar underneath reads "Job Complete – 100%"



Step 7: right click on the PDF then click *Save As...* (Chrome)/ *Save Page As...* (Firefox) OR click the download icon (Chrome)/ (Firefox) to save the PDF



...Room Use per Floor

This task shows a floor plan color-coded by room use. Note, 'Floors Highlighted by Room Use' under the 'Export' section at the bottom of the left side bar generates the same PDF as exporting from 'Room Use per Floor,' however, a user can also export a PDF with all floors in a building. See the 'Export' section for instructions.

Step 1: click on *...Room Use per Floor*

Step 2: filter (optional)

Step 3: click on building text

Step 4: click on floor text

Step 5: click *Report* to generate a PDF document

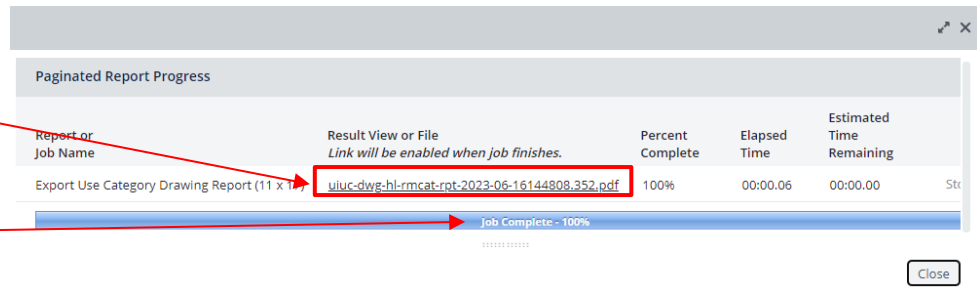
The screenshot shows the 'Highlight Rooms by Use Category and Use Per Floor' interface. Red arrows point to the following elements:

- Step 1:** The '...Room Use per Floor' option in the left sidebar.
- Step 2:** The 'Filter' button in the top navigation bar.
- Step 3:** The 'Building Code' text field.
- Step 4:** A room number (e.g., '0001') in the 'Select Floor' list.
- Step 5:** The 'Report' button in the top right of the main content area.

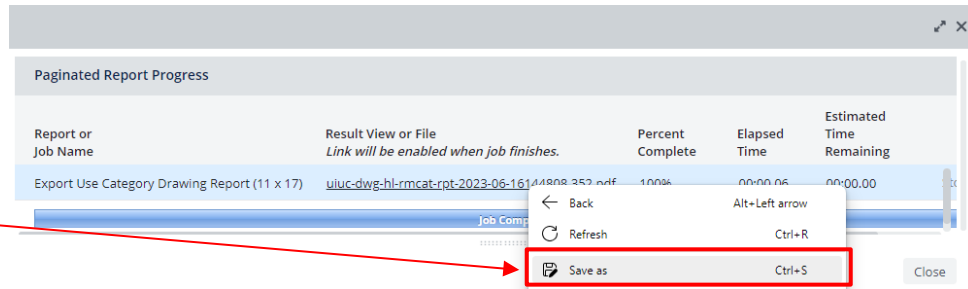
 Below the floor plan, there is a 'Summary by Use Category' table:

Legend	Use Cat	Room Category Description	Count	Area
[Blue]	110	Classroom	7	8,261
[Green]	210	Class Laboratory	1	456
[...]	[...]	[...]	[...]	[...]

Step 6: click on document link once the status bar underneath reads "Job Complete – 100%"








Step 7: right click on the PDF then click *Save As...* (Chrome)/ *Save Page As...* (Firefox) OR click the download icon (Chrome)/ (Firefox) to save the PDF



People in Space

People in Space

-  Assign People from List
-  Assign People from Drawing
-  Find People in Space
-  List People in Space
-  Show Space with People

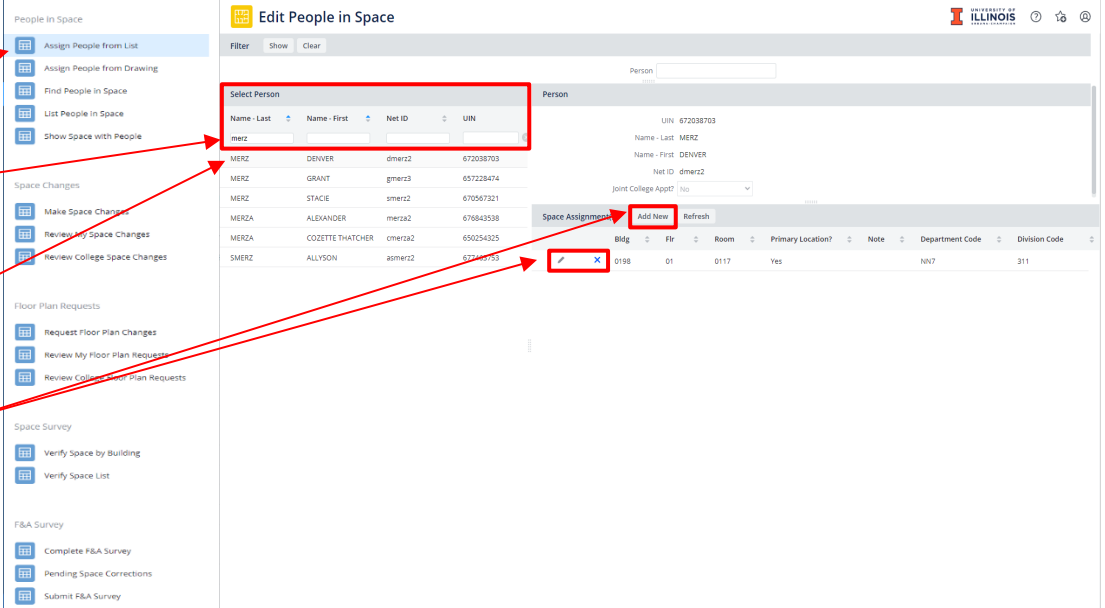
The 'People in Space' section shows employee information in table and plan views, allowing exports to Excel or PDF depending on the view. If the user has edit permissions, then the section is also used to edit employee locations in table or plan views. The information available for edit and review is dependent on user permissions.

The people in space section allows the user to:

1. Update employee room assignments (editor only)
2. Export employee room assignments into Excel
3. Generate color-coded maps that show names of the employees in rooms

Assign People (from List) (Editor ONLY)

The task allows a user to look at space assigned to a person and edit those assignments.



Step 1: click on *Assign People (from List)*

Step 2: filter to employee (optional)

Step 3: click on employee

Step 4: click *Add New*, the edit icon, or the delete icon to adjust employee assignment

Name - Last	Name - First	Net ID	UIN
merz			
MERZ	DENVER	dmerz2	672038703
MERZ	GRANT	gmerz3	657228474
MERZ	STACIE	smerz2	670567321
MERZA	ALEXANDER	merza2	676843538
MERZA	COZETTE THATCHER	omerza2	650254325
SMERZ	ALLYSON	asmerz2	672169753

Space Assignments	Add New	Refresh
Bldg: 0198, Flr: 01, Room: 0117, Primary Location?: Yes, Note: , Department Code: NN7, Division Code: 311		

Note Only People on UIUC Payroll are available to a. If unable to find a new employee, the ARCHIBUS system may not have picked up their record yet. If unable to find an employee that has been with the University of Illinois for a while, please contact the Facilities Information Management team to assist.

Choosing *Add New* or the edit icon prompts the following pop-up window:

Step 1: enter Building, Floor, Room, Primary Location, and Note (optional)

Step 2: click Save

Assign People (from Drawing) (Editor ONLY)

This task allows a user to look at floor plans showing people assigned to rooms and edit those assignments.

Step 1: click on Assign People (from Drawing)

Step 2: filter (optional)

Step 3: click on building text

Step 4: click on floor text

Step 5: Click room where an employee is to be assigned

Legend	Department Code	Division Code	Division Name	Total Count	Total Area
■	AJD	460	OTM Urbana-Champaign	1	247
■	MY0	862	Energy Services Administration	23	5,035
■	MY0	876	Utilities - UIUC	11	1,821
			Totals:	211	109,123

Step 6: Click Add New, edit icon, or delete icon as applicable

Name - Last	Name - First	UIN	Joint College Appt?	Primary Location?	Note	Use Cat	Actual Room Use
LEITZ	BETH	650092863	No	Yes		310	31000
MCCLAUGHLIN-GARRISON	KIMBERLY	653793593	No	Yes		310	31000
LIANG	HUIYAO	655958223	No	Yes		310	31000
ONKAR	RACHITHA	664744636	No	Yes		310	31000
BORTLES	SYNDI	665007585	No	Yes		310	31000

Clicking *Add New* or the edit icon prompts the following pop-up window:

Step 1: enter/edit employee UIN (or use look up to search by name, netid)

Step 2: enter/edit addt'l information (as applicable)

Step 3: click *Save*

Employee 672038703
Name - Last MERZ
Name - First DENVER
Building 0198
Floor 01
Room 0117
Primary Location? Yes
Note primary office
Save Cancel

Find People in Space

This task allows a user to search for an employee and see all the spaces they assigned to them in plan form.

Find People in Space opens the following Web Central page

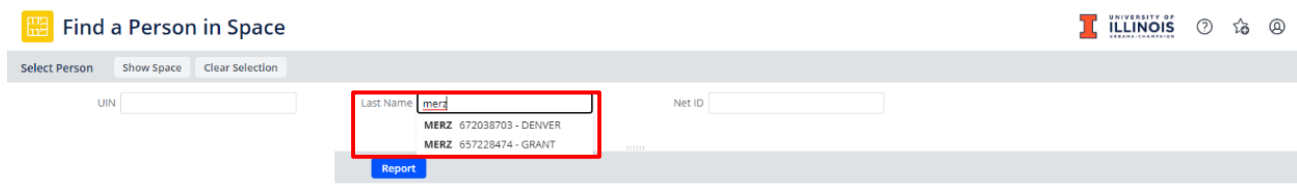
Find a Person in Space
Select Person Show Space Clear Selection
UIN Last Name Net ID
Report

This page allows the user to:

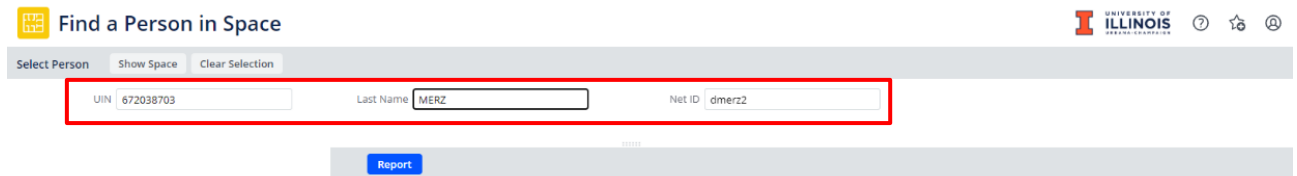
- Select a person and display space assigned to that person on one or more floor plans.
- Create a PDF report to display the selected person's space.

Select and Display

Use the filter console at the top of the page to select a person. Typing the appropriate information in any of the filter fields will produce suggested matches. **Note:** *If the person has no assigned space, they will not be selectable.*

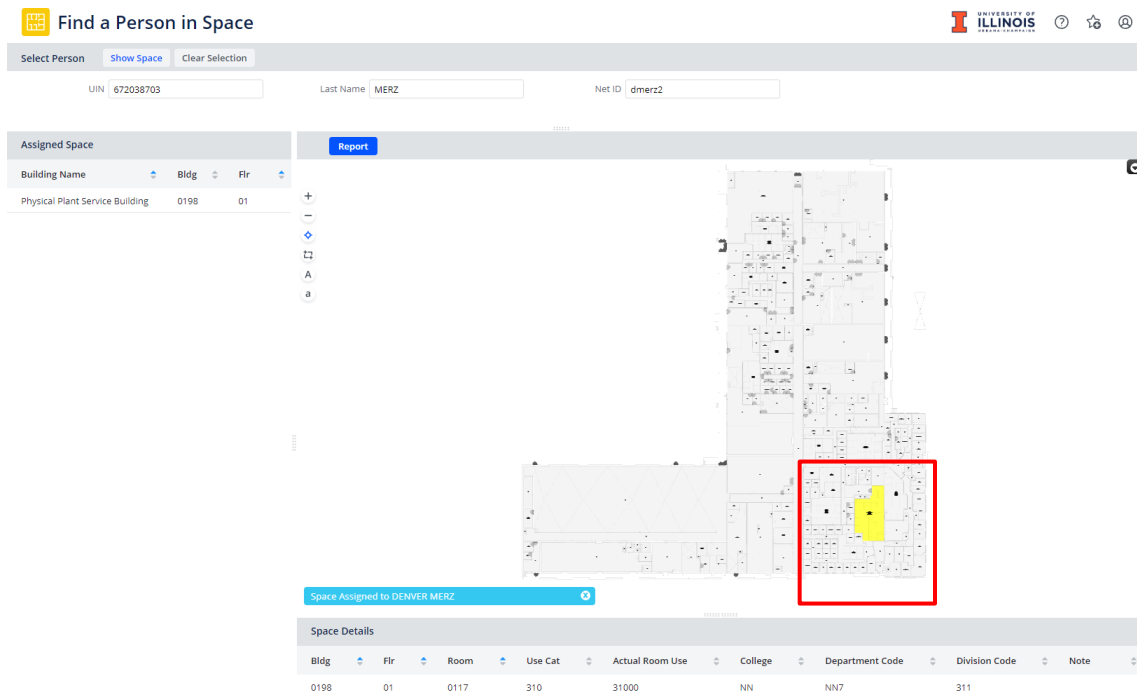


When selecting the desired person, all three fields will fill in.



If the user does not have rights to the selected person's space, Web Central will say there are no records for that person.

When selecting a person with space, click *Show Space* at the top right of the filter panel. This will display the person's space highlighted in yellow:



To create a PDF report of the results, click *Report* at the top right of the floor plan panel. If the selected person has space on multiple floor plans, all floor plans are exported as separate pages in a single PDF.

List People in Space

This task shows all employee space assignments in table form. *List People in Space* opens the following Web Central page:

People in Space

Assign People from List
Assign People from Drawing
Find People in Space
List People in Space
Show Space with People

Space Changes
Make Space Changes
Review My Space Changes
Review College Space Changes

Floor Plan Requests
Request Floor Plan Changes
Review My Floor Plan Requests
Review College Floor Plan Requests

People in Space

Configure Report Export to Excel

Building Name	Building Number	Floor	Room	Last Name	First Name	Net ID	URN	Note	Joint College?
1002 N Schroeder Ave	2546	01	0100	LAMAR	JAMES	lamar	636056161	storage	N
1108 Stoughton St	1114	01	1002A	BRAUER	BRIAN	brbrauer	656246688		N
1108 Stoughton St	1114	02	2002	HEIMBAUGH	JASON	j/h	656955429		N
1108 Stoughton St	1114	02	2003	WOOTEN	SHERY	sawooten	656370623		N
1108 Stoughton St	1114	02	2006	VOELSSANG	STEPHANIE	svngae	657796760		N
1108 Stoughton St	1114	03	3002	CHILDRESS	PEYTON	peytonc	674651424		N
1204 W Nevada St	0151	01	1000	TALAVSKA	DEBCKA	talavsk	677063076		N
1204 W Nevada St	0151	01	1001A	DAVIS	JENNIFER	ldavis	679790794		N
1204 W Nevada St	0151	01	1002	RYLE	KAI	keryle	683489162		N
1204 W Nevada St	0151	01	1004	RAND	JACKI	jacki	672048866		Y
1204 W Nevada St	0151	02	2000	RYNIGS	DEENA	drynigs	667370934		N
1204 W Nevada St	0151	02	2001	TAPIARCE	ANGELA	sonquo8	655002560		N
1204 W Nevada St	0151	02	2003	MALDOMADO	KORINTA	korintam	671890094		N
1204 W Nevada St	0151	02	2004	MCKINRY	JOSH	mckinn	652103818		N
1204 W Nevada St	0151	02	2005	RYAN BURCHFIELD	RENEWITA	rtz	660238960		N

This page lists all people and their space assignments. *Configure Report* allows the user to control field visibility and field order.

To generate an Excel document of the table, click *Export to Excel* in the upper right.

Show Space with People

This page provides an Occupancy Plan for a selected floor and a list of people with space assignments on that floor. A PDF report of this plan can be generated. Rooms with people assigned are highlighted yellow. Unassigned rooms are highlighted gray.

Step 1: click on *Show Space with People*

Step 2: filter (optional)

Step 3: click on building text

Step 4: click on floor text




Step 5: configure labels (Optional)

Step 6: click *Report* to create a PDF

The screenshot shows the 'Show Space with People' interface. At the top, there are buttons for 'Filter', 'Show', 'Clear', 'Report', and 'Large Format'. Below these are input fields for 'Building Code' and 'Department Code'. A 'Select Floor' dropdown is set to '0198'. A search bar contains 'PESH for building 0198 and floor 01'. A 'Show Labels' dropdown is set to 'Employees'. On the right, a list of rooms is shown, with '0198-01' selected. The main area displays a floor plan with yellow and gray rooms. A 'People on Floor: 0198-01' popup is visible over the floor plan.

Occupancy by Employee Org

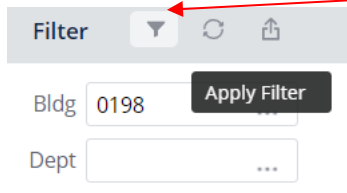
Occupancy by Employee Org




-  Manage and Review Occupancy
-  Review Employee Orgs
-  Assign Colors to Employee Orgs

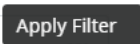
New views have been introduced (2023) that allow the facility manager to visually identify specific workspaces based on the organization an employee belong to. This enhancement (only available if People in Space is used) enables the facility manager to effectively manage and allocate workspaces with a clear understanding of both the employee's affiliation and the funding organization. This view simplifies the facility management processes and ensures that workspace usage is optimized based on these affiliations, making the allocation of spaces more efficient and organized.

Manage and Review Occupancy

To look for a room, enter the building number and click on the filter button

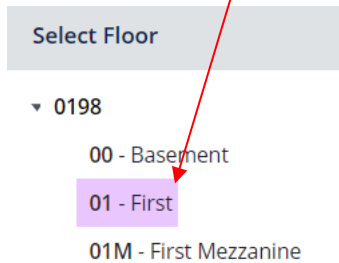


Filter   

Bldg 

Dept

Then click on the floor to view the floor plan.



Select Floor

▼ 0198

- 00 - Basement
- 01 - First**
- 01M - First Mezzanine

Manage and Review Occupancy

The screenshot shows the 'Manage and Review Occupancy' interface. On the left is a 'Filter' sidebar with fields for 'Bldg' (0198), 'Dept', 'Div', and 'Org'. Below these is a 'Select Floor' section with options: '00 - Basement', '01 - First' (selected), and '01M - First Mezzanine'. The main area displays a floor plan with rooms colored according to their organization. A dropdown menu for 'Highlights' is open, showing options: 'No Highlight', 'Assigned Dept', and 'Occupant Org' (selected). Another dropdown for 'Borders' is set to 'No Border'. A 'Show Labels' dropdown is set to 'Occupants'. On the right is an 'Occupant Organizations' legend with a 'Key' and a list of organizations with their corresponding colors.

Key	Organization
262001	KCPA-Admin-St
270760	SDRP-AYCTE
296001	State Farm Center
311000	F&S Engineering Servic
311001	F&S Comm & Inspectio
311003	F&S Eng Svcs Retro Cor
311005	F&S Code Compliance i
311006	Facility Information Res
311008	Sustainability
328012	F&S Grounds
336000	Intercollegiate Athletics
374000	Construction Improven
398027	Hosp Observ Unit
447000	Fine & Applied Arts Adr
456101	F&S Building Services
518001	Construction Admin
518102	F&S In-House Construc
518106	F&S Capital Const Proj
566002	F&S Campus Svcs Store
569000	Landscape Architectur
585001	SP Research
630003	IHR-Extra Help Services
658000	Office of Corporate Rel
701000	Facilities and Services
701001	F&S Administration
701004	Service Office
701005	F&S Procurement Servi
701006	F&S HR & Employee Re
701007	F&S Business Operatio
701013	Customer Relations & C
814000	Capital Programs
814008	Project Management

Highlights: show the room highlighted based on Assigned Department or Occupant Organization.

A close-up of the 'Highlights' dropdown menu. The menu is open, showing the following options: 'No Highlight', 'Assigned Dept', and 'Occupant Org' (which is highlighted in blue).

Borders: show a colored border around the room highlighted based on Assigned Department or Occupant Organization.

A close-up of the 'Borders' dropdown menu. The menu is open, showing the following options: 'No Border' (highlighted in blue), 'Dept Border', and 'Occupant Org Border'.

Show Labels: allows for the Room Number, Occupant (First Initial and Last Name) or Occupant (Full Name) to be displayed on the floor plan.

A close-up of the 'Show Labels' dropdown menu. The menu is open, showing the following options: 'Room Numbers', 'Occupants', and 'Occupants (Full Name)' (which is highlighted in blue).

Review Employee Orgs

People Organizations view displays the available employee orgs with the Org/College/School/Dept names and codes.

People Organizations

Organization Details XLS

Coll. Code: A 110 F 287 G 297 H 26 J 194 K 514 L 162 M 9 N 446 P 49 S 63 Z 2 All 2159

Color	Org. Code	Org. Name	Coll. Code	Coll. Name	School Code	School Name	Dept. Code	Dept. Name
	391000	Secr Ofc/Board of Trustees	AA	Executive Offices	AA0	Executive Offices	391	Secr Ofc/Board c
	517000	Strategic Initiatives	AA	Executive Offices	AA0	Executive Offices	517	Strategic Initiativ
	550000	University Counsel	AA	Executive Offices	AA0	Executive Offices	550	University Couns

Assign Colors to Employee Orgs

Assign Org Highlight Colors view also displays the available employee orgs with the Org/College/School/Department name and codes but with the option to edit the highlight color that appears on the floor plan.

Assign Org Highlight Colors

Org Highlight Patterns: Assign Colors Clear Patterns Refresh XLS DATA

Edit the pattern values or use Assign Colors to generate colors for records that do not yet have patterns.

Coll. Code: A 110 F 287 G 297 H 26 J 194 K 514 L 162 M 9 N 446 P 49 S 63 Z 2 All 2159

Color	Org. Code	Org. Name	Coll. Code	Coll. Name	School Code	School Name	Dept. Code	Dept. Name
Edit	391000	Secr Ofc/Board of Trustees	AA	Executive Offices	AA0	Executive Offices	391	S
Edit	517000	Strategic Initiatives	AA	Executive Offices	AA0	Executive Offices	517	S

Colors for any org can be changed so if a user changes an org color for their purposes there is a chance that someone may change that org a different color for their purposes. If a color is changed, please remember, it is not permanent and may be a different color the next time you use the system.

To edit the color click on the Edit link.

In the dialog box keep the Highlight Style as Solid. **(Do not Use Hatch or Gradient)**

Highlight Style

- Solid
- Hatch
- Gradient

Go to Color and check Name to choose a color from a list.

Color

Number

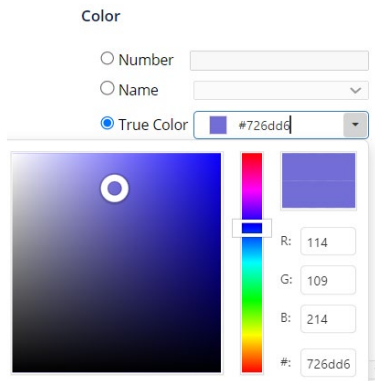
Name

True Color

Gradient (for pa

- BLACK
- RED
- YELLOW
- GREEN
- CYAN
- BLUE
- MAGENTA
- WHITE

Check True Color to choose the color from a color picker.



The new color now shows in the display lists and on the floor plans.



Space Changes

Space Changes



Make Space Changes



Review My Space Changes



Review College Space Changes

The 'Space Changes' section allows room data to be edited and edits to be reviewed. The title of each task indicates whether the process is an edit or review process. The information available for edit and review is dependent on user permissions.

This section allows users to:

1. Update Space usage/occupant (Editor only)
2. Review historical changes that have been made by themselves or the college
(NOTE: Historical changes reflected are only ones that have occurred as of going live with this feature and that have been made using this application i.e., changes to drawings/room numbers/and changes by the F&S space management team will not be shown under this section at this time)

Make Space Changes (Editor ONLY)

The task allows a user to look at space and edit those assignments.

Make Space Changes opens the following Web Central page:



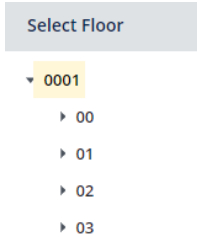
The overall steps to navigate in this view are:

- Select a floor plan.
- Select a space on that floor plan.
- Edit attributes of the selected space.

For users who have access to edit space information, it is important to know how space is tracked. Please see the appendices (page 43) within this manual to learn more about this topic.

Select a Floor Plan

1. Use the filter at the top of the page to limit the number of buildings shown (optional)
2. In the *Select Floor* list, click on a building to display a list of available floors.

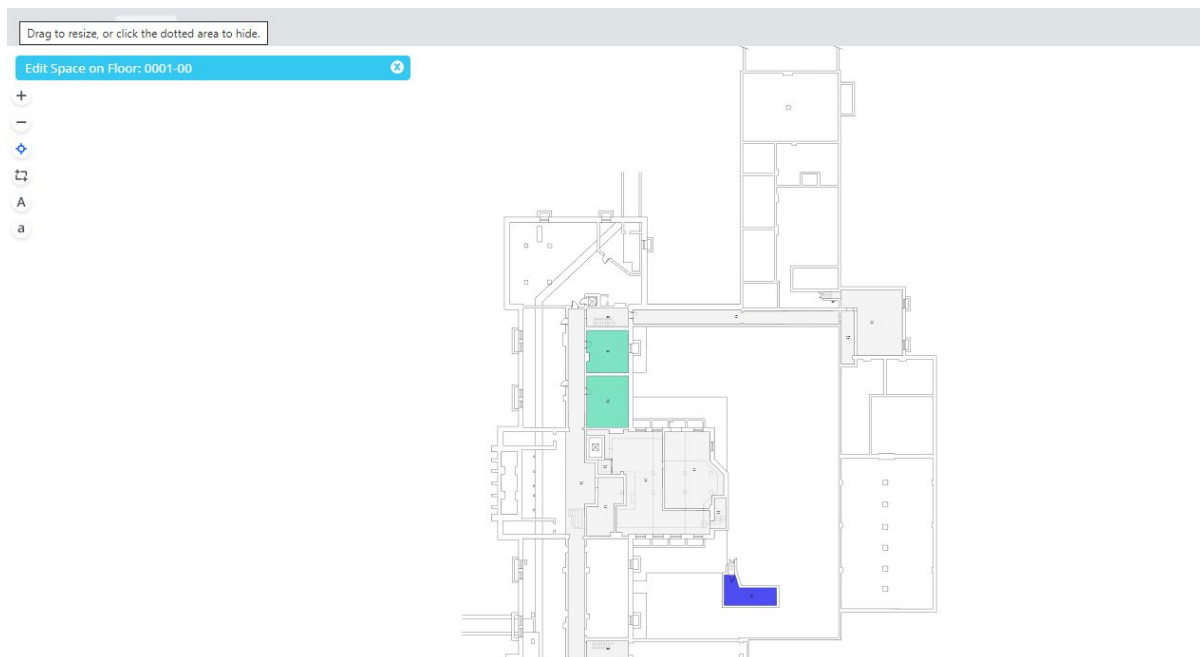


3. Clicking on a floor at this stage will display a floor plan highlighting all the Departments that the user has rights to edit.
4. Alternatively, clicking on the arrow next to the floor in the “Select Floor” list will display a list of departments on the selected floor. Clicking a department will display a floor plan highlighting just the selected department.



Select a Space

Once the selected floor plan is displayed, select a space by clicking on the desired room:



Edit Attributes of the Selected Space.


Clicking on the desired room will open a list of space assignments for that space.

Anatomy of the Space Assignment Details dialog:

The screenshot shows a dialog box titled "Space Assignment Details". At the top right, there is a close button (X) and a warning icon (G) with the text "To close this window, please use Close button below." Below the title bar, a red box (A) highlights a warning message: "Please note that all changes will be audited". Below this, a blue box (B) highlights the "Current %: 100.00" value, which is also in red text. Below the blue box is a table with columns: Room, Split/Share, College, Department, Division, Use Cat, Use, %, Last Edited By, and Comment. The first row of data shows Room 0029, Split/Share NG, College NG0, Department 236, Use Cat 050, Use 05000, % 100.00, and Last Edited By KAM9. To the left of the first row are two buttons: an edit button (C) and a delete button (D). At the bottom right of the dialog are two buttons: a "Close" button (E) and an "Add New" button (F).



- A. Warning – All additions, deletions, and updates made from this interface will be recorded for review by Facilities Services. *Facilities Services may occasionally undo changes made by Department Space users. Reasons for this action will be recorded in the “Comments” column.*
- B. Percentage Calculator – For most spaces, the total percentage of all records on this page will be 100%. For the few spaces where the Department Space user’s college has been assigned less than 100% of the space, the total percentage of all records on this page will be less than 100%. This total is presented as “Starting %.” “Current %” will display the running total percentage as the user makes additions, deletions, and updates to the records on this page. When the Starting and Current totals do not match, the value for “Current %” will be displayed in red.
- C. Edit Button – Click this button to edit the record displayed to the right.
- D. Delete Button – Click this button to delete the record displayed to the right.
- E. Close Button – Use this button to exit from this page. If the *Current %* does not match the *Starting %* when this button is clicked, the user will be notified and returned to the page to correct.
- F. Add New Button – Click this button to add an assignment for this space.
- G. **Do NOT use this button to exit the pop-up window.**

Edit Space Assignment



Click the edit icon  in a space assignment record to bring up the “Edit Space Assignment” pop-up form.

Space Assignment Details - *Please note that all changes will be audited*

- Starting %: 100.00
- Current %: 100.00


	Room	Split/Share	College	Department	Division	Use Cat	Use	%	Last Edited By	Comment
		0029	NG	NG0	236	050	05000	100.00	KAM9	



“Edit Space Assignment” pop-up form:


Edit Space Assignment

Building 0001
Floor 01
Room 0167
Division* 687
Division Name Chemical & Biomolecular Engr
Use Cat* 310
Actual Use* 31000
Use Description Office
%* 100.00
Notes

The following pop-up screen will be shown. Notice that 4 of the 5 editable fields are required. To open a filter, hover over Division, Use Cat, or Actual Use and click . See “Edit Department and Division”, “Edit Use Cat and Actual Use”, and “Edit Percentages” for more information on editing the fields of the “Edit Space Assignment” form.

Edit Space Assignment

Building 0001
Floor 01
Room 0167
Division* 687 

Division Name Chemical & Biomolecular Engr
Use Cat* 310
Actual Use* 31000
Use Description Office
%* 100.00
Notes

Make the desired changes and click *Save* to record the changes and return to the space assignment details page. Click *Close* after you are done editing the space.

Add New Space Assignment

Click *Add New* to add a new space assignment.

To close this window, please use Close button below.

Space Assignment Details - *Please note that all changes will be audited*

- Starting %: 100.00
- Current %: 100.00

	Room	Split/Share	College	Department	Division	Use Cat	Use	%	Last Edited By	Comment
	0029		NG	NG0	236	050	05000	100.00	KAM9	

Values for Building, Floor, and Room will be supplied. Fill in appropriate values for the required fields and click *Save* to create the new record and return to the previous window or *Cancel* to exit this form without saving the new record.

Building 0012
Floor 02
Room 0256

Division*

Division Name

Use Cat*

Actual Use*

Use Description

%* 100.00

Notes

Edit Department and Division

Fields can be sorted by clicking on the title of the column. Clicking a title repeatedly will cycle through ascending, descending, and no sort.

Select Value - Select College, Department, and Division

College Code	Department Code	Division Code	Division Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AA	AA0	391	Secr Ofc/Board of Trustees
AA	AA0	550	University Counsel

Any field can be filtered by typing in search parameters and pressing the enter key.

College Code	Department Code	Division Code	Division Name
AA	AA0	391	Secr Ofc/Board of Trustees
AA	AA0	550	University Counsel

Filters can be cleared by clicking on the **X**.

To select, you must click on the text itself of the row you wish to select in any field.

College Code	Department Code	Division Code	Division Name
AA	AA0	391	Secr Ofc/Board of Trustees
AA	AA0	550	University Counsel

Edit Use Cat and Actual Use

Delete text from filter row if it is already populated.

Use Cat	Actual Room Use	Description
050	05000	Inactive Area
050	05010	Inactive Area A

Any of the fields can be sorted by clicking on the title of the column. Clicking a title repeatedly will cycle through ascending, descending, and no sort.

Select Value - Select Category and Use ↗ ✕

Use Cat	Actual Room Use	Description
<input type="text"/>	<input type="text"/>	<input type="text"/> ✕
050	05000	Inactive Area
050	05010	Inactive Area A

Any field can be filtered by typing in search parameters and pressing the enter key.

Select Value - Select Category and Use ↗ ✕

Use Cat	Actual Room Use	Description
<input type="text"/>	<input type="text"/>	<input type="text"/> ✕
050	05000	Inactive Area
050	05010	Inactive Area A

Filters can be cleared by clicking on the ✕.

To select, you must click on the text itself of the row you wish to select in any field.

Select Value - Select Category and Use ↗ ✕


Use Cat	Actual Room Use	Description
<input type="text"/>	<input type="text"/>	<input type="text"/> ✕
050	05000	Inactive Area
050	05010	Inactive Area A

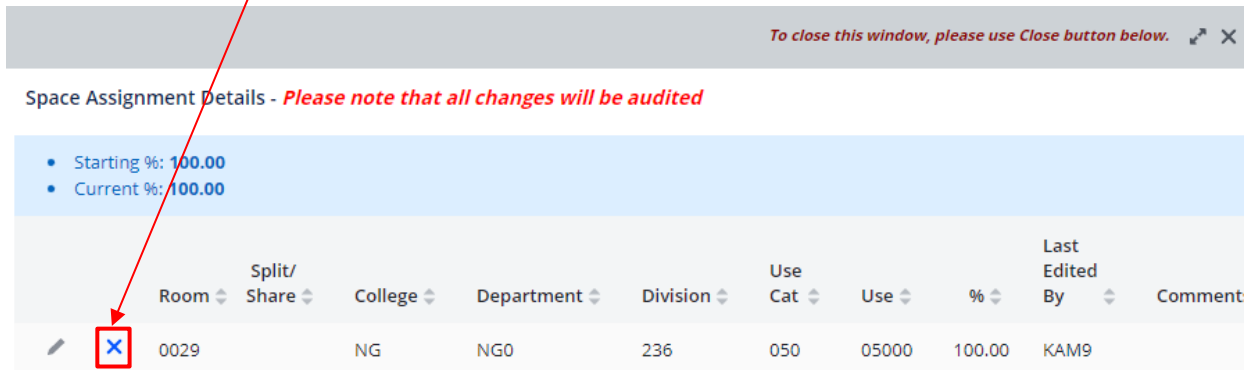
Notes: See Table at end of guide a list of codes with descriptions. A Use Category & Room Use Reference Guide can be requested with definitions for the codes.



Edit Percentages

If a room needs to be split or shared, this can be done by adjusting the percentages. If you change a percentage to less than one hundred, you must add a new space (1 or more) so that the total for that room equals one hundred. See “Add New Space Assignment” below.

Delete Space Assignment



Click the delete icon  to delete the selected record.



To close this window, please use Close button below.  

Space Assignment Details - *Please note that all changes will be audited*

- Starting %: 100.00
- Current %: 100.00

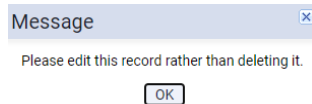
	Room	Split/Share	College	Department	Division	Use Cat	Use	%	Last Edited By	Comment
 	0029		NG	NGO	236	050	05000	100.00	KAM9	


The system will ask for confirmation before acting.

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Are you sure you want to DELETE this Space Assignment?

Click *OK* to confirm the deletion or *Cancel* to stop the deletion. **Note:** *If there is only one space assignment record associated with the selected room, this record should be edited rather than deleted. Attempts to delete the record will produce the following message:*



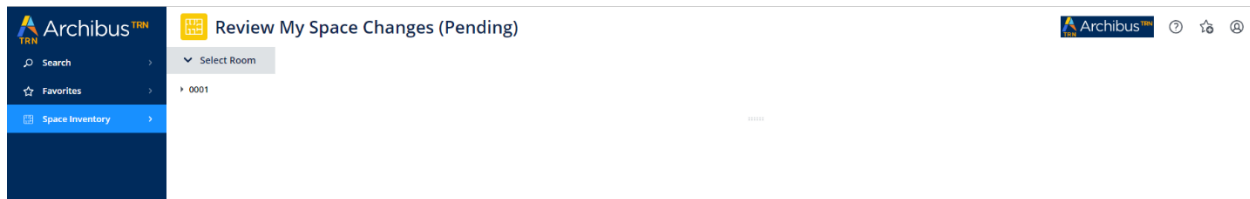
Message 



Please edit this record rather than deleting it.



Review My Space Changes (Editor ONLY)



This task allows you to look at the pending space change the user submitted, that is, space changes that have yet to be approved by FIR Space Management.



Review Space Changes opens the following Web Central page:




Archibus  Review My Space Changes (Pending) 

Search  

Favorites  

Space Inventory  

Select Room 

0001

This view presents the user with a list of all pending (yet to be approved/rejected) changes made by the user. Click a building, floor, room, then group # to see the before and after of the change. Added information is highlighted in green, updated information is highlighted in yellow, deleted information is highlighted in red, and no change is highlighted in blue.

Review My Space Changes (Pending) 🔖 📧

▼ Select Room Selected Room *Changes made on 5/15/2020 at 9:09 AM*

Building Code	Building Name	Floor Code	Room Code	Split/ Share
0011	Ceramics Kiln House	01	0108	

Before Change(s)							XLS	After Change(s)							XLS
% Id.	Action	Div.	Name	Use	Desc.	%		% Id.	Action	Div.	Name	Use	Desc.	%	
4593	UPDATE	919	Materials Science & Engineerng	21010	Class Laboratory - Dry	70.00		4593	UPDATE	919	Materials Science & Engineerng	21010	Class Laboratory - Dry	100.00	

Changes can be exported into excel using the XLS buttons.

Review College/All Space Changes

This task allows you to look at all the space changes made for spaces occupied by your college. This includes pending, approved, and rejected changes.

The list is sorted by request date, starting with the most recent. The campus user (Role of Campus Space, Department Space, or Campus Viewer) will see changes that have been made under the user’s assigned college(s). The Facilities and Services Space user will see all changes that have been made, regardless of college.

The list can be filtered by typing values in the filter boxes at the head of each column. The list can be exported into excel using the XLS button.

Review College Space Changes 🔖 📧

College Space Changes XLS

Bldg	Building Name	Flr	Room	% ID	Grp ID	Type	Date	Time	User ID	Reviewed?	Review Status	Reviewer Notes	Reviewed By	Review Date	Review Time	Department [Old]	Department Name [Old]
1479	509 W University Ave (Mills Breast Cancer Insti...	03	3107	105240	2744	UPDATE	06/03/2020	11:29:12 AM	FANDSHCOLLUM2	No						KPO	Grainger Engineerin

Floor Plan Requests

Floor Plan Requests



Request Floor Plan Changes



Review My Floor Plan Requests



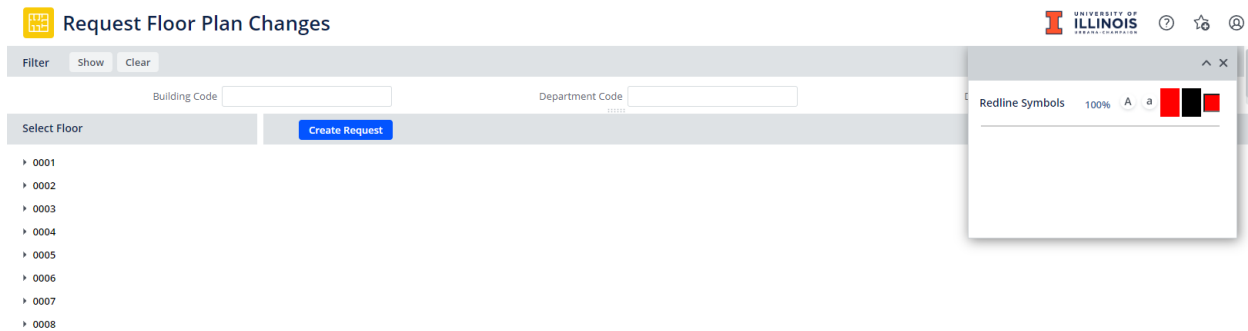
Review College Floor Plan Requests

The 'Floor Plan Requests' section allows users to note changes or errors in floor plans. It can also be used during the space survey to identify spaces that need to be added to the division's space assignment. Users may request Floor Plan Changes for any space, not just space assigned to their division/college.

Request Floor Plan Changes

This task allows you to make markups on a plan and submit a request to Space Management with that markup.

Request Floor Plan Changes opens the following Web Central page:



The overall steps to navigate in this view are:

- Select a floor plan.
- Add redlines to that floor plan.
- Create a request.

Select a Floor Plan

To limit the number of floor plans in the “Select Floor” list, use at least one of the filters at the top of the page and click *Show*.

Filter Show Clear

Building Code Department Code Division Code

Click on a building in the “Select Floor” to display a list of available floors. Then click on a floor.

Select Floor

- ▼ 0001
 - 00
 - 01
 - 02
 - 03
- ▶ 0002
- ▶ 0003

Clicking on a floor will display the floor plan with room labels.

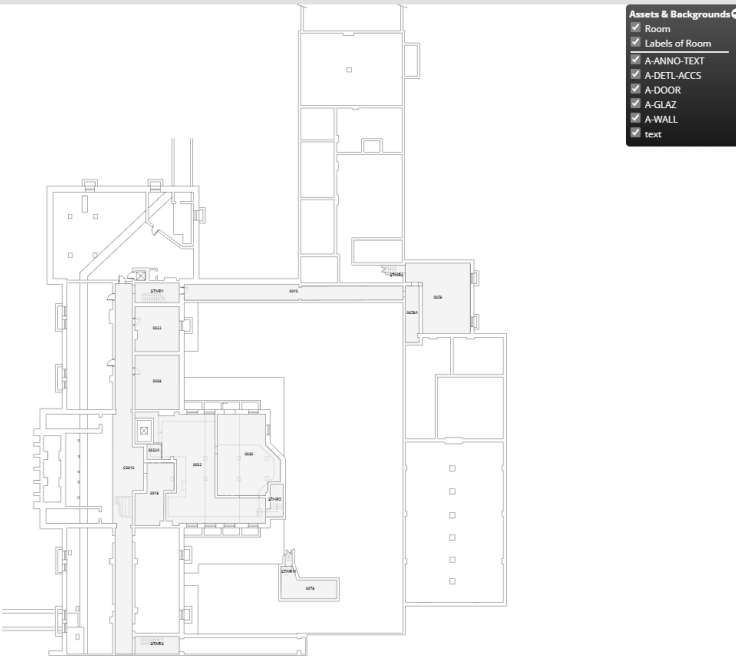
Request Floor Plan Changes

Filter Show Clear

Building Code Department Code Division Code

Select Floor [Create Request](#)

- ▼ 0001
 - 00
 - 01
 - 02
 - 03
- ▶ 0002
- ▶ 0003
- ▶ 0004
- ▶ 0005
- ▶ 0006
- ▶ 0007
- ▶ 0008
- ▶ 0010
- ▶ 0011
- ▶ 0012
- ▶ 0013
- ▶ 0014
- ▶ 0015
- ▶ 0017
- ▶ 0018
- ▶ 0020
- ▶ 0021
- ▶ 0023
- ▶ 0024
- ▶ 0025
- ▶ 0026
- ▶ 0027
- ▶ 0029
- ▶ 0031
- ▶ 0032



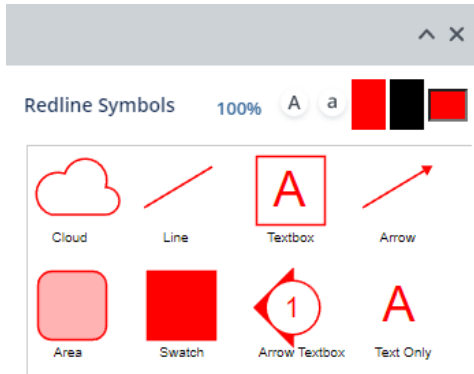
Assets & Backgrounds

- Room
- Labels of Room
- A-ANNO-TEXT
- A-BETL-ACCS
- A-DOOR
- A-GLAZ
- A-WALL
- text

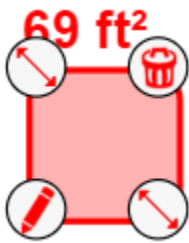
Zoom and label size controls are in the upper left. Hovering your mouse over the symbol will reveal the symbol’s action.

Add Redlines

Redlines are added using the Redline Symbol Toolbox is in the lower right of the drawing window:



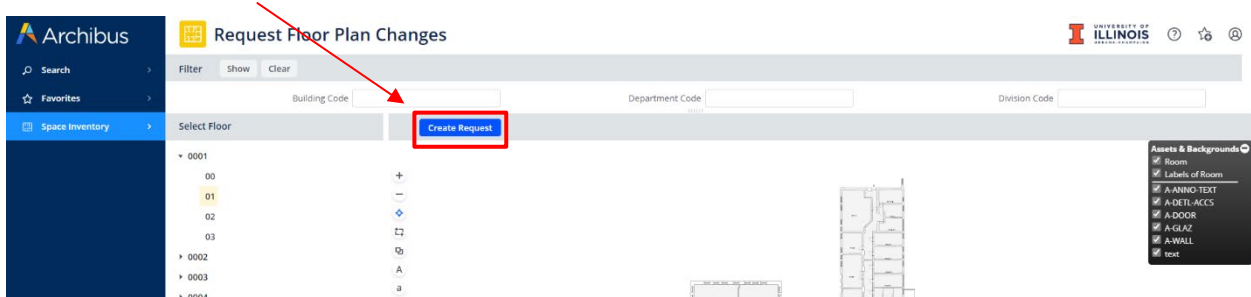
To use one of these tools, drag and drop the desired icon into the drawing window. (To drag and drop, click down on the icon without releasing, move the mouse over to the drawing, then release.) Click the icon added to the drawing window to edit the location, size, add text, or delete the icon.



Click and drag the icon to relocate. Click the double-sided arrows to edit icon size. Click the pencil/crayon symbol to add text. Clicking the trashcan will delete the icon.

Create a Report/Request

Once the desired redlines have been created, the floor plan plus redlines can be submitted by clicking *Create Request* in the top middle left of the drawing window.



The following form will appear:

Leave “Redline Type” as “SPACE REQUEST – REDLINE.” Add notes for the reviewer in the “Notes” comment box. Add the room number to “Room Code” (if relevant). Click *Cancel* to cancel the request. Click *Next* to create the request. Note: Canceled requests will still show under *Review My Floorplan Requests*. Facilities & Services (F&S) will mark them completed.

A prompt will come up letting the user know that the request was created. Click *OK*.

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Request Created.



After that, a document can be attached (if applicable). Drag files onto the Attach section from files. Note: Clicking *Cancel* in this window will cancel attaching a document, not the request itself.

The request will be reviewed for action by Facilities Information Resources – Space Inventory Team.

Review My Floor Plan Requests

Status of the request may be monitored by selecting *Review My Floor Plan Requests*.

My Floor Plan Requests											XLS
	Bldg	Flr	Created By	Attachment	Description	Date	Time	Status	Comments	Comments By	Comments Date
View	0010	02	DMERZ2			6/20/2023	8:32 AM	N/A			
View	0001	01	DMERZ2			6/16/2023	4:52 PM	N/A			
View	0001	00	DMERZ2			6/16/2023	4:48 PM	N/A			

All requests created by the user will appear in the list under “My Floor Plan Requests.” Information is included regarding the status of each request. Clicking *View* will collapse the list, display the request details at the top of the screen, and display the redlined drawing.

Review My Floor Plan Requests

Selected Floor Plan Request

Building Code	Floor Code	Created By	Attachment	Description	Date Created	Time Created	Status	Status Comments	Comments By	Comments Date	Document 4
0407	01	SHADE1		Priority high- U17018- Addition to west side of...	6/18/2020	2:52 PM	REQUESTED	BP4- file://facilityresources.fs.illinois.edu/F...	SHADE1	6/18/2020	activity_log-363-do

My Floor Plan Requests

XLS

To return to the list of requests, click the triangle next to the title “My Floor Plan Requests.” This will expand the panel and display the list of requests.

Review College Floor Plan Requests

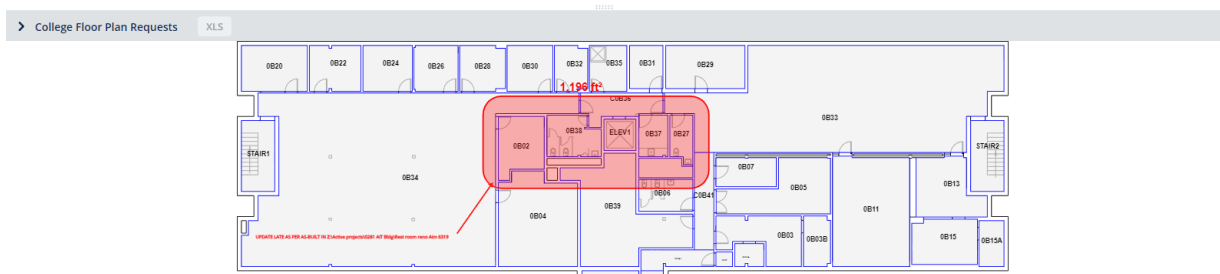
 Review College Floor Plan Requests

College Floor Plan Requests									
Bldg	Fir	Created By	Attachment	Description	Date	Time	Status	Comments	
View	0010	02	DMERZ2		6/20/2023	8:32 AM	N/A		
View	0001	01	DMERZ2		6/16/2023	4:52 PM	N/A		
View	0001	00	DMERZ2		6/16/2023	4:48 PM	N/A		
View			CRHO	activity_log-984-doc2.pdf	Please remove space 0260B1 from the floor plan	6/12/2023	9:53 AM	COMPLETED	Denver
View	0193	04	KAM9	activity_log-983-doc2.pdf	No field check needed. Please add polyline for ...	6/8/2023	10:52 AM	COMPLETED	Syndi
View	0218	02	BET		Update second floor layout as per drawings in Z...	6/1/2023	3:17 PM	COMPLETED	Syndi
View	0281	01	BET		Verify bathroom layouts as per as-builts in Z1...	6/1/2023	2:42 PM	COMPLETED	Site Visit 6/5/23 - Syndi
View	0281	01	BET			6/1/2023	2:42 PM	COMPLETED	
View	0281	00	BET		Update bathrooms as per as-builts in Z1Active ...	6/1/2023	2:39 PM	COMPLETED	Site Visit 6/5/23 - Syndi
View	0281	00	BET			6/1/2023	2:39 PM	COMPLETED	
View	0376	02	DDRIPP5			5/25/2023	3:51 PM	COMPLETED	
View			BET		THE WARMING KITCHEN IS BEING RENOVATED. SEE PLA...	5/25/2023	3:39 PM	COMPLETED	Field Check 5/31/23 - Syndi
View	0881	01	BET		New bathrooms, a break room and an office have ...	5/25/2023	3:20 PM	COMPLETED	Field check 5/30/23 - Syndi
View			KAM9	activity_log-973-doc2.doc	Test	5/25/2023	3:02 PM	COMPLETED	Test only closed out by KAM
View	0013	01	BET		ROOMS 103 & 104 BEING REMODELED INTO DRONE ...	5/23/2023	3:51 PM	COMPLETED	Emailed Dustin Burns. Field Check 6/2/23 - Syndi
View	0070	04	BET	activity_log-971-doc2.pdf	FIELD VERIFY NEW CLOSET THAT HAS BEEN ADDED TO ...	5/19/2023	2:15 PM	IN PROCESS - ON HOLD	Work not yet completed as of 05/22/2023. Check ...
View	0198	00	BET		NEW FLOORPLANS FOR BLDG 1603	5/17/2023	11:10 AM	COMPLETED	
View	1602	01M	BET		THIS IS A NEW BUILDING. THE DRAWING HAS BEEN SE...	5/15/2023	10:17 AM	COMPLETED	SLB
View	1602	01	BET		THIS IS A NEW BUILDING. THE DRAWING HAS BEEN SE...	5/15/2023	10:14 AM	COMPLETED	SLB
View	1602	01	BET			5/15/2023	10:12 AM	COMPLETED	
View	0080	01	KAM9		Test	5/11/2023	1:25 PM	COMPLETED	
View	0001	02	KAM9			5/11/2023	1:24 PM	COMPLETED	

This task will show a list of all floor plan requests. The campus user (role of Campus Space, Department Space, or Campus Viewer) will see requests that have been made under the user’s assigned college(s). The Facilities and Services Space user will see all requests that have been made, regardless of college. Clicking *View* will collapse the list, display the request details at the top of the screen, and display the redlined drawing.

 Review College Floor Plan Requests

Selected Floor Plan Request											
Bldg	Fir	Created By	Drawing Image	Attachment	Description	Date	Time	Status	Comments	Comments By	Comments Date
0281	00	BET	activity_log-979-doc4.png		Update bathrooms as per as-builts in Z1Active ...	6/1/2023	2:39 PM	COMPLETED	Site Visit 6/5/23 - Syndi	BORTLES2	6/6/2023



To return to the list of requests, click the triangle next to the title “College Floor Plan Requests.” This will expand the panel and display the list of requests.

Space Survey

Space Survey



Verify Space by Building and Floor



Verify Space List

Space Survey functionality is available ONLY during campus-wide space surveys. Please refer to the Space Survey Guide, available during the annual Space Survey, for instructions.

See <https://fs.illinois.edu/annual-space-survey> for more Space Survey information.

FA Survey

Space Survey



Verify Space by Building and Floor



Verify Space List

FA Survey functionality is available ONLY during the FA survey which occurs every 4 years. You will be contacted by [Office of Business and Financial Services \(OBFS\) University Government Costing](#) if you are selected for this survey. If you do participate in the FA Survey, you **DO NOT** need to also participate the Space Survey for that year.

Example Scenarios

This part of the manual details examples of some common data interests and how to locate the desired data.

All rooms a division occupies in a building

We want a table for all the rooms our division occupies in a building. There are a couple of ways we can do this. For the sake of this example, we will say we need the Armory for General and Unassigned.

First, we need to know the building code for the Armory, go to 'Building and Floor' under 'View Rooms by...'. Type 'Armory' into the Building Name filter and hit 'Enter' on your keyboard to apply the filter. We see the only building with armory in the name is 0006. Next, go to 'All Rooms.' Type '0006' into the building code filter then 'general' into the division filter. The resulting list is all the rooms General and Unassigned occupies in the Armory. This filtered down list is exportable.

Alternatively, we can use 'Building' under 'View Divisions by...'. Type 'Armory' into the Building Name filter and hit 'Enter' on your keyboard to apply the filter. Click on the building text to bring up divisions occupying the building. Click on General & Unassigned. The resulting list is all the rooms General and Unassigned occupies in the Armory.

Exterior gross square footage

We want to know the gross exterior square footage of that newer building – we cannot remember the name – on the corner of Springfield Avenue and Wright Street. We also do not know the code, but we can look it up by address.

Go to 'Building and Floor' under 'View Rooms by...'. Type 'Springfield' into the address filter. New buildings have higher codes, so we are going to start at the bottom of the list. Oh right- it was the Campus Instructional Facility! You can see gross exterior square footage of the building and floors. This data is not directly exportable, but you can copy the desired information and paste elsewhere.

If we know the building code or name, you can also use 'Building' under 'View Divisions by...'. Again, the building data is not directly exportable, but you can copy the desired information and paste elsewhere.

Specific room info

We want more information about room 0207 in Levis Faculty Center. The building code for Levis is 0126, so we go to 'All Rooms' under 'View Rooms by...' and filter for building code 0126 and room code 0207. We can see that 0207 is an approximately 186 sqft. conference service room split between two occupants, or shared, with General and Unassigned and Center for Advanced study, each occupying 50% of the space. Some users will have permissions that do not allow them to see what the other portions of a split room are, so it is not necessarily incorrect if only a portion of a room shows.

Room count for division

We want to know how many rooms our division (General and Unassigned) is occupying. Go to 'All divisions' under 'View Divisions by...'. Scroll to find General and Unassigned, under NG. We can see that General and Unassigned occupies space in 719 rooms.

PDF plan with room square footages

We want a PDF floor plan with square footages for the basement of the Siebel Center for Design. If it is okay that there is color coding on the plan as well, we can use 'Division per Floor' under 'Highlight Rooms by....'

Go to 'Division per Floor.' Use the top building code filter to search for the code. Hover and click on the ellipsis symbol. Type 'Siebel' into the Building Name filter and hit 'Enter' on your keyboard to apply the filter. Click on the building text, double check that the field filled, then click 'Show.'

Click on the building then click on the floor. The floor plan should appear. Click 'Report.' Click on the link after 'Job Complete - 100%' is displayed in the status bar of the pop-up window then save the PDF.

If you need something without color coding, contact FIR Space Management.

Map highlighting rooms of a specific use

We want a color-coded map showing research labs on the first floor of the Institute for Genomic Biology.

Go to 'Room Use per Floor' under 'Highlight Rooms by....' Use the top building code filter to search for the code. Hover and click on the ellipsis symbol. Type 'Biology' into the Building Name filter and hit 'Enter' on your keyboard to apply the filter. Click on the building text, double check that the field filled. Do the same for Use category. Type 'lab' into the room use description field and hit 'Enter.' We are looking for research labs, so click on 'non-class labs.' Double check that the field filled, then click 'Show.'

Click on the building then click on the floor. The floor plan with only research labs highlighted should appear.

PDF of plan with employees

We want a PDF floor plan with employee space assignments for the second floor of the Library (0041).

Go to 'Show Space with People' under 'People in Space.' Scroll down to 0041, click on the building code, click on the floor code '02', click 'Report', then click on the link after 'Job Complete - 100%' is displayed in the status bar of the pop-up window then save the PDF.

Employees assigned to a room

We want to know what employees are assigned to a space in room 0117 in PPSB (0198).

Go to 'List People in Space' under 'People in Space.' Use the top filter to limit results. Type '0198' in the 'Building Number' field and "0117" in the 'Room' field, then hit enter on your keyboard.

Review room change

We want to see all the room changes we submitted in the past.

Go to 'Review College Space Changes' under 'Space Changes.' We will use the filter at the top to limit the results. Type your NetID into 'User ID' then hit enter on your keyboard. The resulting list is all the changes made to space assigned to your department by you.

Review floor plan requests

We want to see all the floor plan requests we submitted in the past.

Go to 'Review College Floor Plan Requests' under 'Floor Plan Requests.' We will use the filter at the top to limit the results. Type your NetID into 'Created By' then hit enter on your keyboard. The resulting list is all the floor plan requests made by you. Click 'View' to see plan details.