



**Facilities & Services** 

# Non-Editing Roles

Campus Viewer - View all space occupied by VPA College

Facilities & Services Role - View all of campus

- View Rooms by
- View Division by
- Highlight Rooms by
- People in Space

- Space Changes
- Floor Plan Requests
- Export (Ignore)



# Editing Roles, Space Survey

Campus Space - View/Edit all space occupied College (VPA Option 1)

Department Space - View/Edit only space as designated by College (VPA Option 1) and Division (VPA Option 2)

## Same functions as non-editing roles plus:

- People in Space
  - Assign People
- Space Changes
  - Make Space Changes
  - Review My Space Changes

- Space Survey (Annual)
- F&A Survey (Every 4 Years)
- Export (Not Used)



## **Archibus/Web Central User Roles**

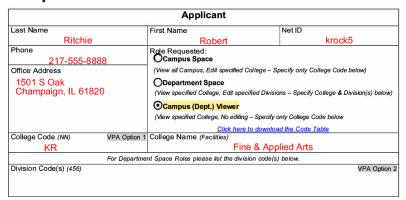
To obtain an account other than Facilities and Services Space Role\* please fill out the <u>Web Central User Account Form</u>.

- Campus Viewer Role: View All Space in a specified College / No Editing.
   Form Instructions: Fill out College Code (VPA Option1).
- Department Space Role: View All Space in a specified College / Edit Space for specified Departments within the College.
   Form Instructions: Fill out College Code (VPA Option1) AND Division Code (VPA Option2)
- Campus Space Role: View All Campus Space / Edit Space for a specified College.
   Form Instructions: Fill out College Code (VPA Option1).
- \*Facilities and Services Space Role: View All Campus Space
  Form Instructions: No form needed. F&S employees may request an account by sending an email to FIR Space Management with subject line: "Request F&S access to Archibus Web Central."



## **User Request Form**

#### **Campus Viewer**



### **Campus Space**

Applicant				
Last Name	First Name	Net ID		
Ritchie	Robert	krock5		
Phone 217-555-8888	Role Requested:  Campus Space			
Office Address	(View all Campus, Edit specified College – Specify only College Code below)			
1501 S Oak Champaign, IL 61820	Obepartment Space (View specified College, Edit specified Divisions – Specify College & Division(s) below)			
	OCampus (Dept.) Viewer			
	(View specified College, No editing – Specify only College Code below			
	Click here to downloa	ad the Code Table		
College Code (NN) VPA Option	Code (NN) VPA Option 1 College Name (Facilities)			
KR	Fine & Applied Arts			
For Departm	nent Space Roles please list the division code(s	) below.		
Division Code(s) (456)		VPA Option 2		

## **Department Space**

Must have 1 or more "Division Code"

Applicant				
Last Name		First Name	Net ID	
Ritchie		Robert	krock5	
Phone 217-555-8888		Role Requested: Ocampus Space		
Office Address		(View all Campus, Edit specified College – Specify only College Code below)		
1501 S Oak Champaign, IL 6182	0	Department Space     (View specified College, Edit specified Divisions – Specify College & Division(s) below)		
		OCampus (Dept.) Viewer		
		(View specified College, No editing – Specify only College Code below		
		Click here to download the Code Table		
College Code (NN)	VPA Option 1	College Name (Facilities)		
KR		Fine & Applied Arts		
For Department Space Roles please list the division code(s) below.				
Division Code(s) (456)			VPA Option 2	
		209,495,883		

