

# Archibus Web Central F&S User Account

The Space Inventory Unit collects, maintains, and analyzes space data for over 20 million square feet of university buildings using Archibus facility management software. As an F&S employee you can have non-editing access to information in Archibus through a Web Central user Account. As an F&S employee you may obtain space information throughout the course of your daily work that can assist us in keeping the data in Archibus as accurate as possible. Below is an outline of some of the ways you can use Web Central.

## Need Building information?

- Building Number
- Official Building Name
- Official Address
- GSF (Gross Square Footage)
- NASF (Net Assignable Sq. Ft.)

## Room information?

- Sq. Ft
- Room Use/Room Type
- Room Occupant

### Use:

View Rooms by:






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

## Where is a contacts office at on Campus? Or who occupies office ##### in building #####?

- Search by name or netID
- Search a room by viewing a floor plan in a building

### Use:

People in Space

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

## Create a visual color floor plan

- View/Create pdf of building floor plan by department, division, room type or use.

### Use:

Highlight Rooms by:

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

## Space Changes

- You can see what changes (use/occupant) have been made to a space made through Web Central. *\*Only changes made directly through Web Central are available.*

### Use:

Space Changes

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

## How much space does a College Occupy?

- View/Export which divisions occupy a building. Number of rooms and total space occupied.
- View/Export total number of rooms and total space occupied by division.

### Use:

View Divisions by:

-  ... All Divisions
-  ... Building

**Are you aware of any floor plans that are not accurate?**

- Submit a request to update floor plans. You can mark up the floor plans online or upload an existing document.
- Review your submitted plans to see if they are in progress or completed.
- See ALL floor plan requests throughout campus.

**Use:**

Floor Plan Requests



Request Floor Plan Changes



Review My Floor Plan Requests



Review College Floor Plan Requests

**For more information contact:**

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**To request access to Archibus Web Central:  
please send an email to:**

Kimberly McLaughlin with subject line: "Request F&S access to Archibus Web Central."

Training available upon request.