Manual of Archibus
People and Occupancy Data Management

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Property & Facilities August 2018

ARCHIBUS PEOPLE AND OCCUPANCY MANUAL

Table of Contents

1. Introduction 3
- 1.1 Personnel Inventory & Occupation
- 1.2 Visualising Results
- 1.3 Links to Other Systems
- 1.4 Important Definitions 4
- 1.5 Using This Manual

2. Logging in and the Homepage 5
- 2.1 Logging in for the First Time
- 2.2 Recovering a Lost Password
- 2.3 Changing Your Permissions
- 2.4 Navigating the Homepage

3. Allocation of Workstations 6
- 3.1 Adding Workstations/Hot Desks
- 3.2 Removing Workstations/Hot Desks
- 3.3 Uploading Room Photos
- 3.4 Photography Upload Protocols 7

4. Arranging Workstation Locations 8
- 4.1 Viewing Floor Plans
- 4.2 De-clustering Workstations
- 4.3 Moving and Arranging Workstations 9

5. Allocating Staff/HDRs 10
- 5.1 Allocating Staff to Workstations
- 5.2 Staff with leave dates 11
- 5.3 Assigning Days to Workstations
- 5.4 Finding and Removing Someone Wrongly Assigned to a Workstation 12
- 5.5 Viewing Vacant Workstations 14
- 5.6 Creating New Staff Profiles 16

6. Workstation Validation 17

7. Space Planning Tool 18

8. Creating and Managing Reports 19
- 8.1 Viewing Results and Reports
- 8.2 Report Definitions and Calculations 21

9. Archibus Support & Enquiries 22
- 9.1 Requesting Technical Support
- 9.2 Contact Details
- 9.3 Conclusion

1. Introduction

Until recently, Archibus was limited in the amount of data it could store, failing to provide comprehensive data on room utilisation related to workstations' (ws) allocation, such as their exact position in the room, who occupies them and the days that the workstations are occupied or vacant.

Newly added Archibus features now enable users to access data on a workstation level, as well as view specific room occupancy data and generate related reports.

This manual provides instructions on how to exploit these new Archibus features, including how to upload and manage workstation room data, allocate workstations to staff/HDR and generate various reports, to maximise the efficiency of future workstation allocation and create one central location where all space management data can be viewed and accessed.

1.1 Personnel Inventory & Occupation

Adding employees to a space inventory enables space managers to produce occupancy plans, employee headcounts, and record employees by site and building. This information is vital for locating vacant offices or workstations that can be used by new employees, casual staff or students. It also provides a visual understanding of how employees and departments are situated on the floor. An accurate personnel inventory also helps space managers to maximize space efficiency and plan for future growth or reduction by answering questions, such as:

- Are our offices used to full capacity?
- How many vacant desks or offices do we have?
- Should we consider consolidating this space?
- What is the average area per occupancy?
- Is this in line with our standards?
- Does this employee have a satellite location?

1.2 Results

Space and department managers have access to reports that show changes to employee space occupancy, such as room changes and vacancy rates, over time.

1.3 Links to Other Systems

- HR and Student data- from the HUB, including the extra muralists
- FTE and EFTSL- from the Reportal

This data import will assist with the ongoing management of staff and RHD data and the initial population of the data. Additional 'visitors' can be added by the users.

Business Result	Space use by departments based on employee occupancy. Occupiable space and available vacant space. Time-based trends in occupancy and vacancy. Visualization of over--utilized and under-utilized space
Reasons for Automating	To provide central repository of employee data that can be accessed by key stakeholders over a corporate Intranet or network for high-level planning. To tie Human Resources data to FM data. To provide industry-accepted methods for employee space usage, including the Average Area per Occupant report. To track an employee's primary and satellite location. To automatically coordinate moves, rooms, and calendar time scheduling. To track employee room changes and vacancy rates over time.
Results/ Reports	Employee Lists Employees by Division, Department, and Standard Employee Location reports Employee Average Area reports Employee Department Analysis reports Room Vacancy and Availability reports Occupancy Plans Highlight Occupiable Vacant Rooms Location Metrics Space Planning Console Allocation, Trend, and Benchmark reports

Table 1. Benefits of using Archibus

1.4 Important Definitions

Workstation (Ws)
A Workstation is a desk or work area used typically by one person at a time. Each workstation within a room is assigned a number and has 5 days per week usage (Monday to Friday), where each day can be assigned to an occupant (Staff or HDR).

Hot Desk
A Hot Desk is a workstation that is able to be used by more than one user throughout a day or week or where there is no primary occupant or too many occupants to count. No occupants are assigned to hot desks and they are excluded from reports on space per person.

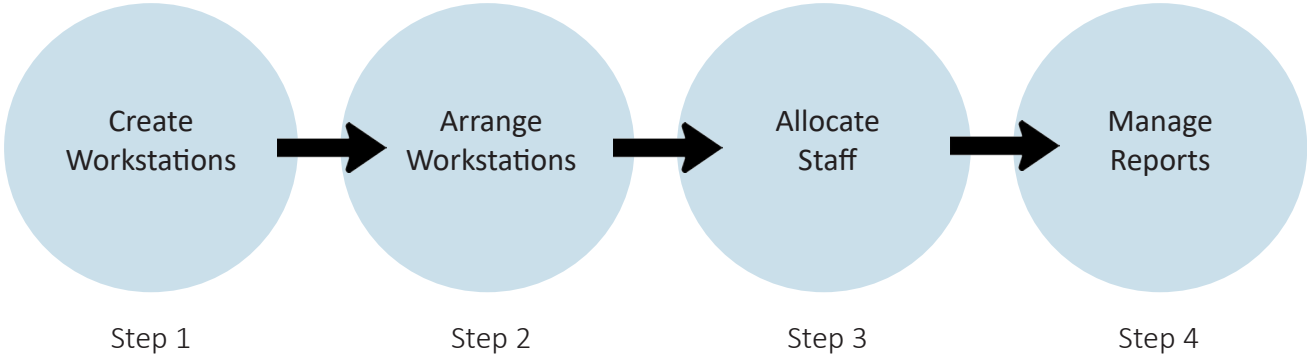
Bucket
A bucket refers to all the links under a particular heading on the homepage. For example 'People and Occupancy Edit' and the three links underneath.

Cluster
When creating multiple new workstations in a room they will combine into a single red circle known as a cluster.

Building ID Number
This is the number assigned to each building and is used in place of the building's full name. This number is always 4 or 5 digits long.

Org Codes/Department Number
Org Code is a reference system used by UQ to designate numbers to interrelated groups, such as Faculty, Department, Institution or Division. The system is divided in 5 Org Levels. For instance, Org Level 2 relates to Faculties whereas Org Level 3 relates to Schools.

A Simple Four Step System



1.5 Using this Manual and Learning Archibus

Archibus P&O can be broken up into four main steps or parts, each easy to learn and easy to use. These four parts include creating workstations, arranging workstations, allocating occupants and creating reports. More information on these steps can be found below.

Creating Workstations:
In this area you will learn how to create, remove and manage new and existing workstations and hot desks, as well as how to upload an image of the room for future reference.

Arranging Workstations:
This area of the manual will teach you how to rearrange your workstations and hot desks inside each room on a floor plan. Here you will learn how to move and de-cluster workstations.

Allocating Staff:
In this section you will learn how to allocate staff to workstations, create new staff profiles, view unallocated workstations and assign part-time staff to particular days of the week.

Creating and Managing Reports:
In this part you will learn how to create and access reports based on the data you have entered. These include m^2 of each workstation, number of vacant workstations and floor plans mapping who sits where.

2. Logging in and the Homepage

2.1 Logging in for the First Time

If this is your first time logging into the Archibus system you will have already been provided administration privileges and been informed of your username and password, which for most people is identical to the one they already use to log into the UQ system and access their computer. If this is not the case you can contact helpdesk at www.pf.uq.edu.au/archibus.

To login, go to www.archibus.uq.edu.au or alternatively search for UQ Archibus in your preferred search engine. Once there, enter your username and password and either hit enter or login. If successful you will be redirected to the Archibus homepage.

2.2 Recovering a Lost Password

If you are having issues logging in or you've forgotten your password you can contact UQ IT department (ITS) to have it reset.

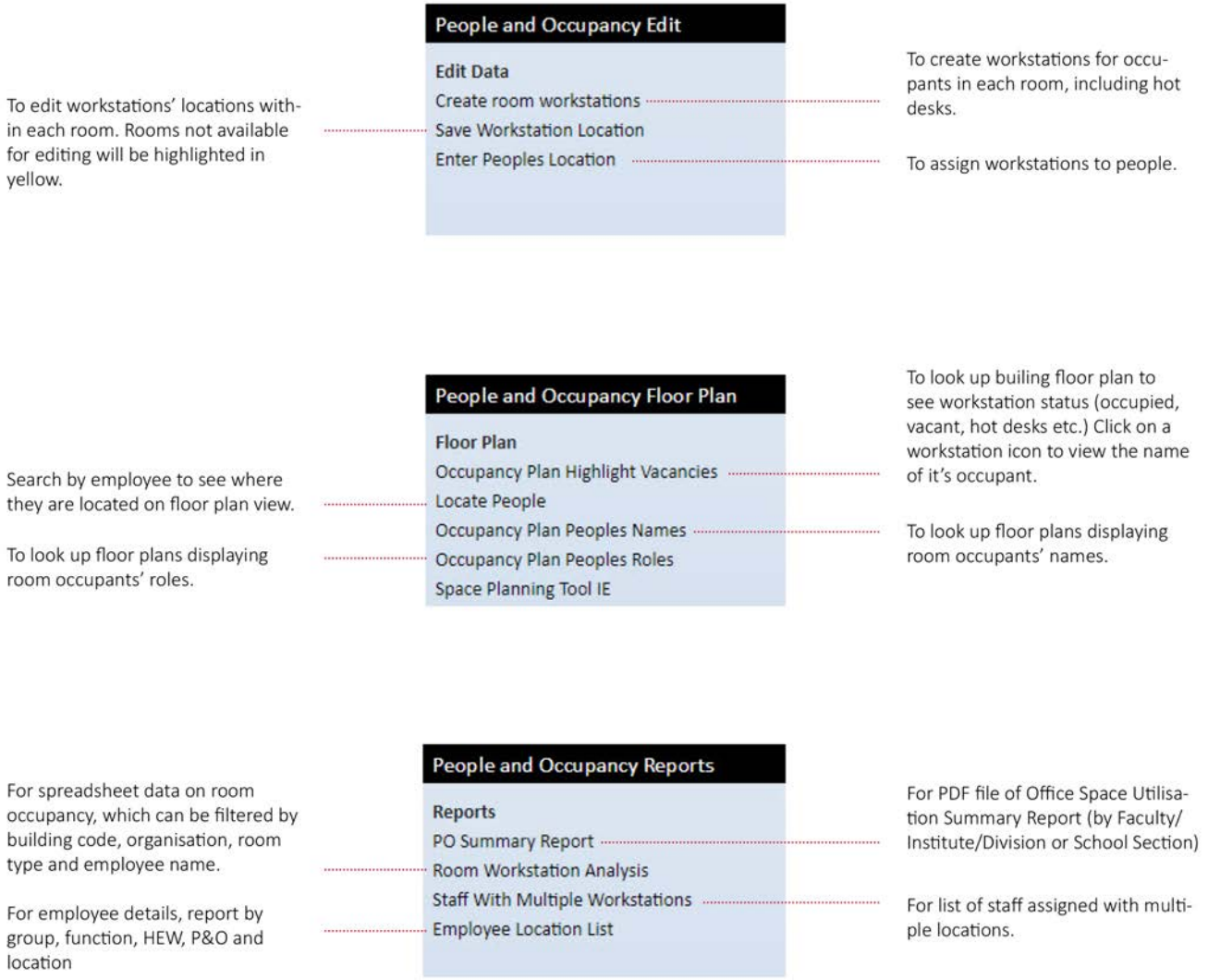
2.3 Changing Your Permissions

If you would like to change your permissions in order to access additional buildings, floors and/or rooms in other faculties, departments or schools, please contact archibus@uq.edu.au.

Please note that any permission changes will require elaboration as to why this change is required, for instance a Faculty expansion resulting in the addition of rooms that you do not yet have access to.

2.4 Navigating the Homepage

After logging in you will be redirected to the homepage where you can find a series of buckets containing all the tools you'll need. A bucket refers to a sub-heading in a black bar and all the links underneath it. The three buckets you will use most often will be titled '***People and Occupancy Edit***,' '**People and Occupancy Floor Plan**' and '**People and Occupancy Reports**'. The tools within each one of them are explained below:



3. Allocation of Workstations

This section will detail how to allocate the correct number of workstations to a room, and how to move these workstations to their correct locations within the building floor plan. This will facilitate the subsequent assignment of staff members to a workstation in their location.

Begin by going to the '***People and Occupancy Edit***' bucket on the Archibus homepage and selecting '***Create Room Workstations***'.

A list of rooms will be displayed on the left. This includes all of the office rooms within the department you are accessing. In the white boxes, enter a building, floor and room code to search for and select the room you would like to edit.

3.1 Adding Workstations/Hot Desks

A data entry form for the room you have selected will appear on the right. Here you can **enter the correct number of workstations and hot desks**. You will also have the option to add a name or upload an image of the room. After adding or adjusting this information, click the orange '***Save***' button in the top right corner. The newly saved workstation/s will take approximately three minutes to generate in archibus, and will be available for you to assign/locate after this time.

3.2 Removing Workstations/Hot Desks

This is done in the same manner as adding workstations or hot desks, except that instead of increasing the number, **decrease it**. Be sure to hit '***Save***'.

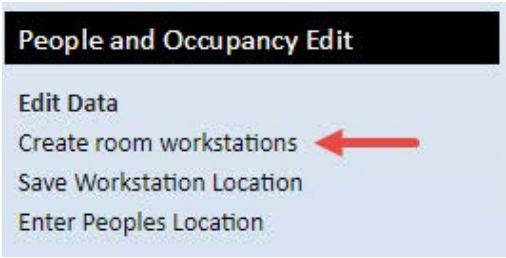
3.3 Uploading Room Photos

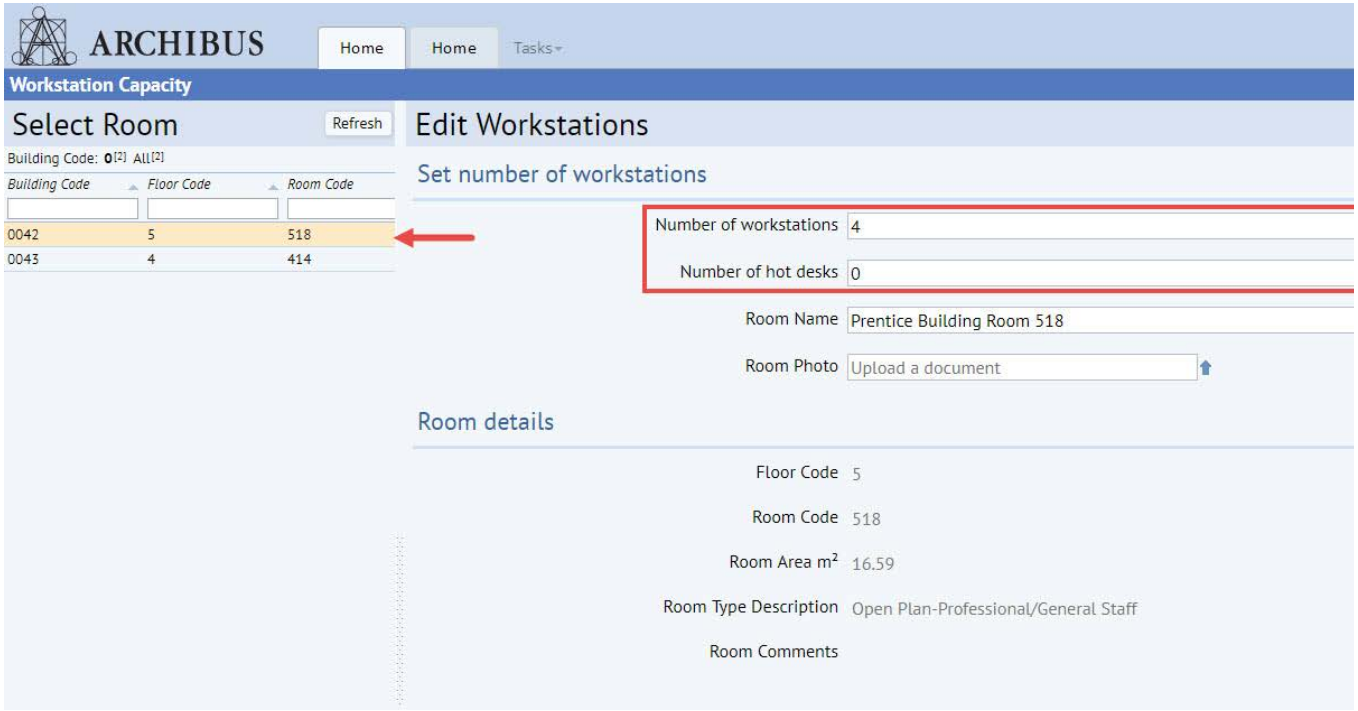
In order to make a room more easily identifiable, you can upload an image by clicking on the up arrow on the right side of the '***Room Photo***' field, then select '***Choose File***' and browse through your computer until you find the right photo and select '***Open***'.

Hit '***OK***' once the image has uploaded then select '***Save'*** in the top right of the page to confirm your changes.

It's important to note that all faces, names and personal items in photos must be blurred out in accordance with the Archibus Photography Upload Protocol found in the following section.

Please note that workstations can be allocated only to rooms classified in Archibus as OFFICE. Thus, the list of rooms displayed through the '*Create Room Workstations*' link will only contain this type of room. No other rooms types will be listed.





3.4 Photography Upload Protocols and Methods

The aim of this protocol is to provide guidance for users uploading building and room photos to Archibus.

Privacy Issues:

Photographs of rooms and spaces are used to show conditions of room only.

In order to comply with the UQ policy, **all persons and personal belongings which are identifiable in the photographs need to be protected**. Office occupants need to be informed that the photos will be taken and given an opportunity to remove any items they do not wish to have photographed.

The following examples are acceptable photos for loading into Archibus. You can use a graphical blur tool (eg. Snagit editor, Photoshop or an online photo blurring tool such as www.facepixelizer.com) to anonymise identifiable persons and personal belongings.

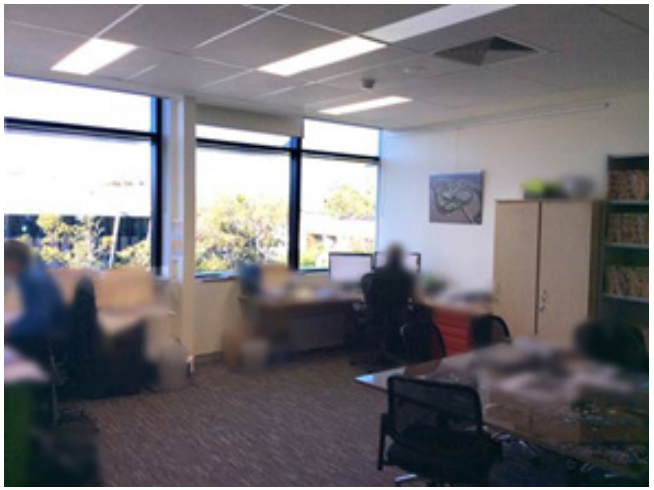
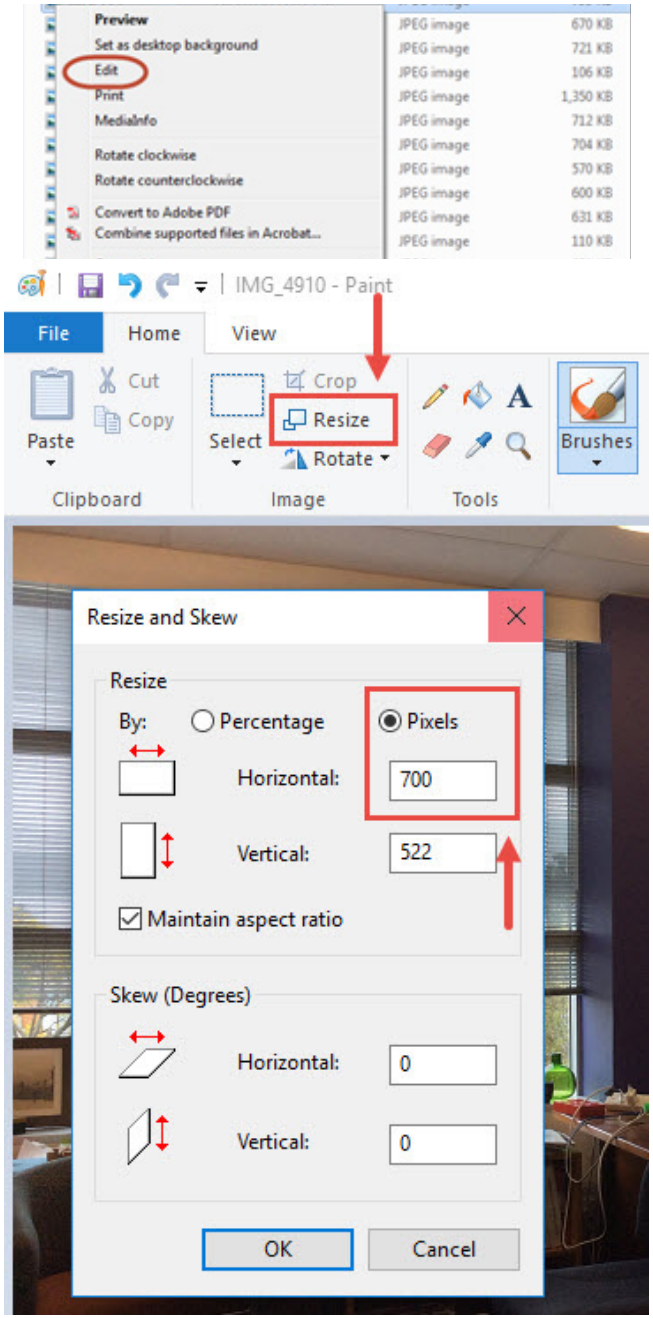


Image Format:

1. The image should be in landscape orientation.
2. File type: JPG, note: JPEG file type will not work
3. Size: less than 500kb
4. Dimensions: maximum width 1200pixels (700 pixels will fit well)
5. Name image as: [building code]-[room number]-[month and year] (e.g. 0084-116-OCT17)

Changing Image Size and Dimensions:

1. Right click on image file. A window will open. Click then on '***Edit'.***
2. Once you click on Edit, Paint program window will open. Click on '**Resize'.**
3. A window will open, where you can select '***Pixels***'.
4. Change the horizontal value to **maximum 1200**.
5. Press '***OK***' and then '***Save file***'. The size of the image will automatically be reduced.



4. Arranging Workstation Locations

4.1 Viewing Floor Plans

The next step will be to access the Archibus floor plan of the room you are working on, in order to arrange the workstations you have created into the correct location inside the room. Under the '***People and Occupancy Edit***' bucket on the Homepage, select '***Save Workstation Location***', this will lead you to a screen like the example to the right.

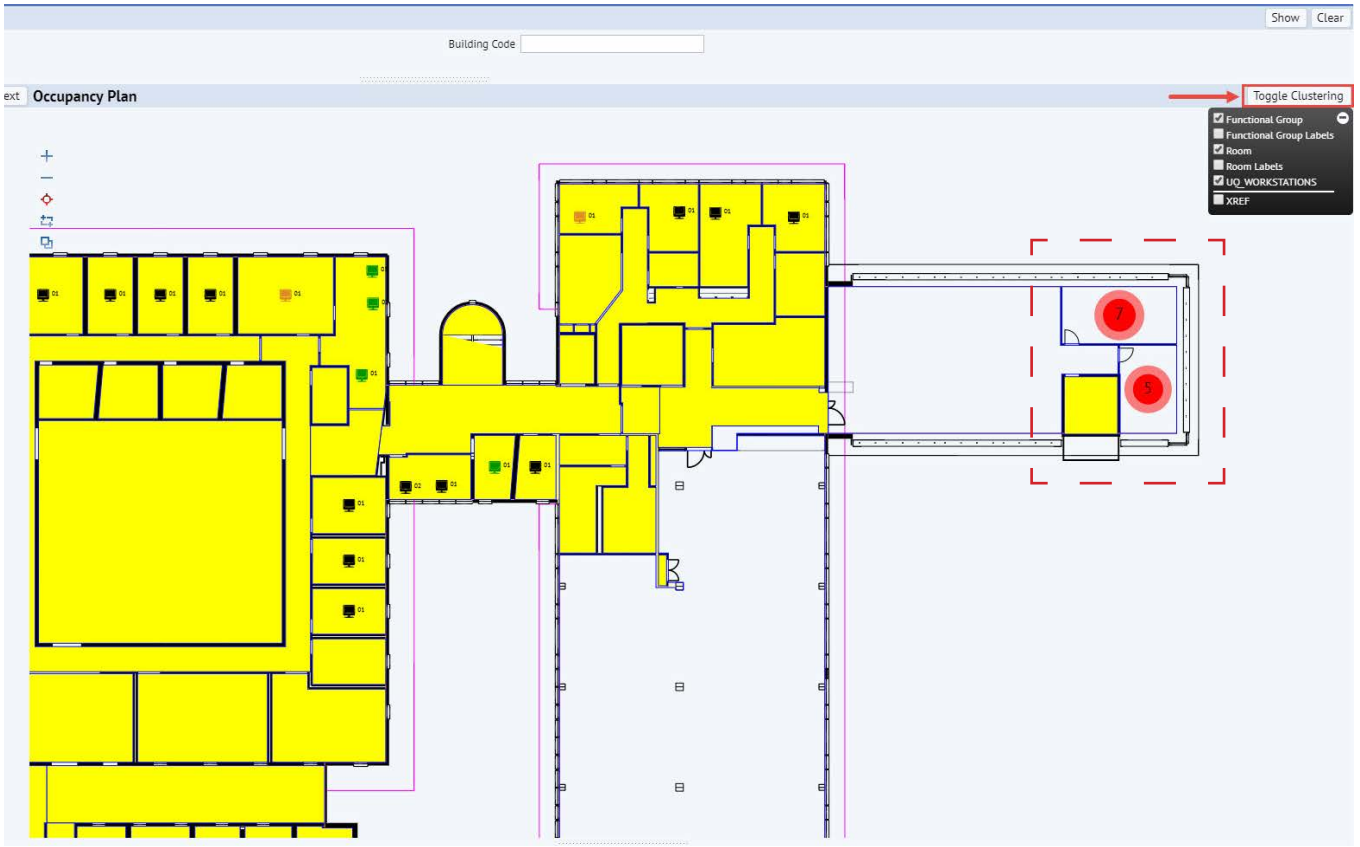
For hot desks, the icons on the floor plans will not be numbered like the workstation icons, and when multiple hot desks are stacked together it can be easily missed.

On the left of this screen will be a list of the floor plans for all buildings that contain rooms associated with the department being accessed. **Select** the building and then the floor level you would like to view.

4.2 De-clustering Workstations

The workstations that have been generated will each appear as a green, computer-shaped icon on the floor plan. All workstations newly created will be automatically placed in the centre of the room and will need to be relocated.

A red circle indicates that multiple workstations are currently in the same location or close together. Note that as you zoom out even well-spaced workstations may be represented as **red circle clusters**. To break these workstations up, click on '***Toggle Clustering***', located in the top right corner and you will now be able to move each workstation or hot desk icon individually.

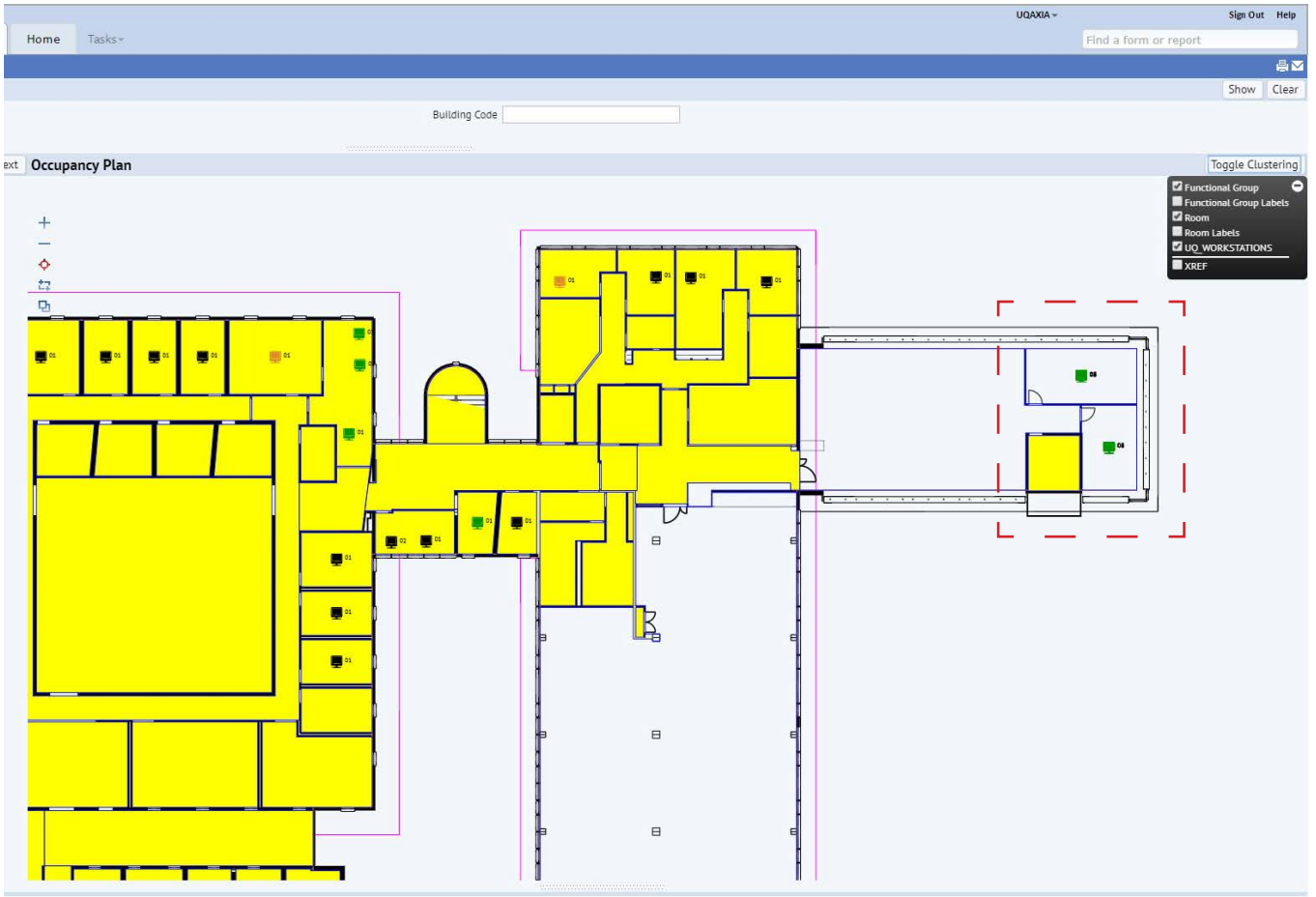


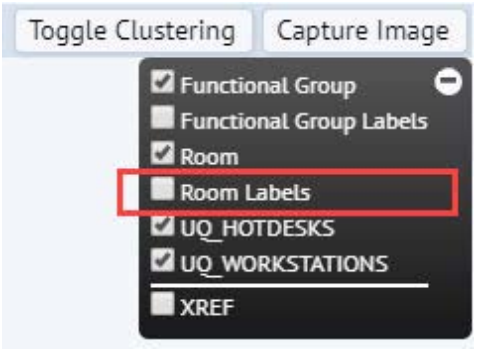
4.3 Moving and Arranging Workstations

After clicking '***Toggle Clustering***', the workstation icons will appear stacked together and will need to be moved to a correct location inside the room.

To move workstations, **click and drag** each workstation to its approximate location within the room. After each relocation, a dialogue box will appear at the top of the screen, asking you to confirm saving a workstation to its new location. Click '***OK***' to continue.

After the number of workstations in a room has been successfully entered and their icons distributed, you can now proceed to the entering of staff/HDR to their specific workstations.





If your browser gives you the option to diable pop-ups, do not approve it, as this will prevent workstation locations from being saved in the future. If you have already disabled this pop-up you will need to reset pop-ups for Archibus through your browser, or alternatively download and use Google Chrome, a web browser which does not use a disable pop-up feature.

To view room numbers while viewing the floor plan, tick the box next to 'Room labels' in the top right corner, as shown on the right. However you will need to turn this function off in order to move workstations around the room.

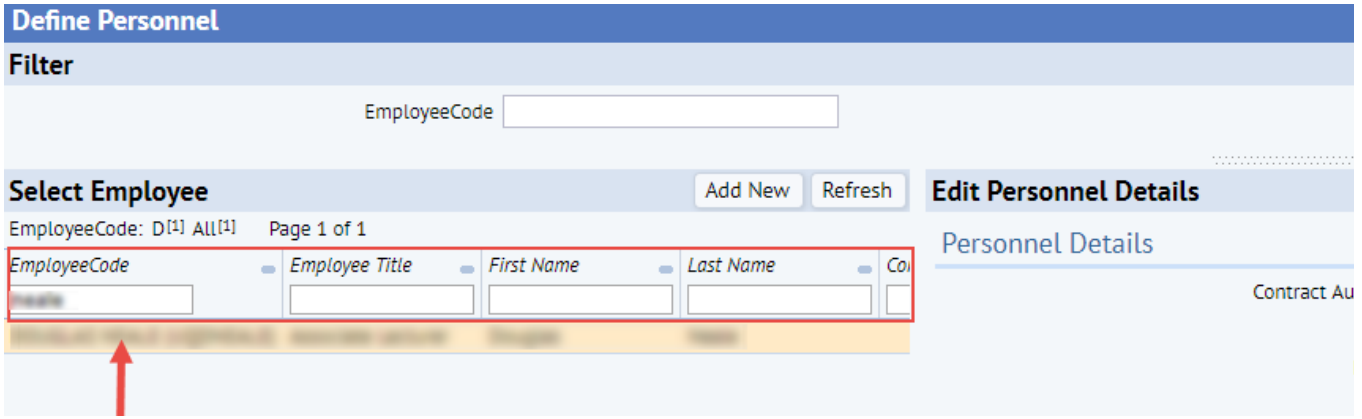
5. Allocating Staff/HDRs

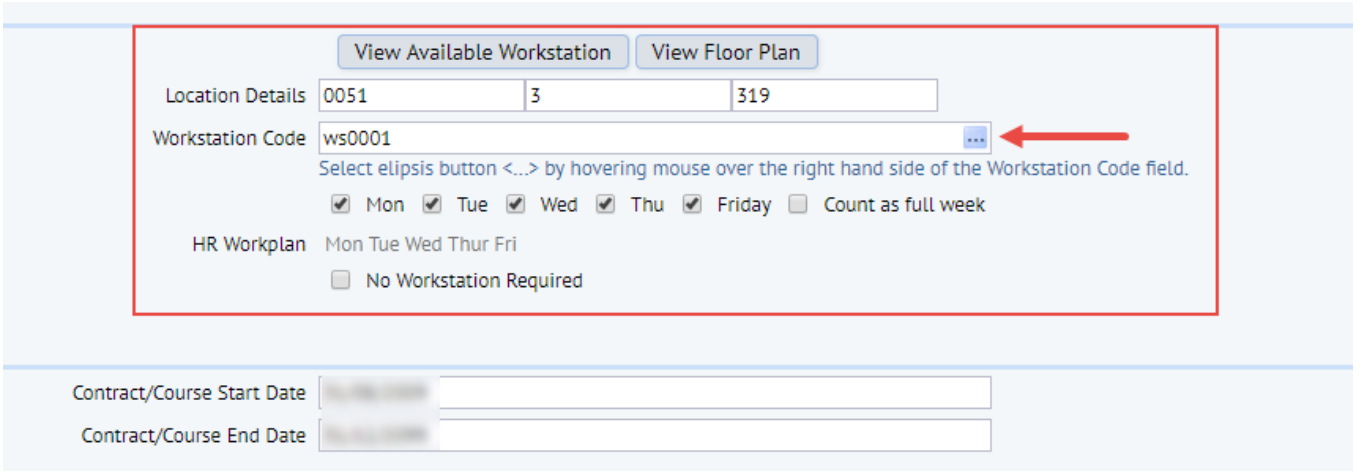
5.1 Allocating Staff to Workstations

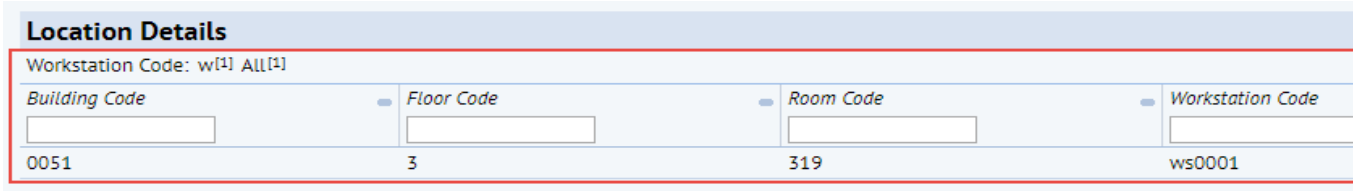
From the Archibus home screen, select '***Enter Peoples Location***', found under the '***People and Occupancy Edit***' bucket. A list of the people in your department will appear on the left hand side of the screen. Search for a specific person by entering all or part of their details into the filter box. under '***Select Employee***' Once you have selected a staff member, their Personnel Details Form will become visible on the right.

Under the '***Location***' section, **enter the building, floor and room** in which you would like to allocate them a workstation. To assign a workstation, hover your mouse over the right side of the '***Workstation Code***' field where a blue square with three dots will appear. Click square to open a menu from which you can view the workstations available in that room.

Once you have selected the correct workstation, press the green '***Save Record***' button in the top right corner of the screen. Once the workstation has been successfully assigned to a person, this will be viewable in their '***Location Details***' section at the bottom of their Personnel Details Form, see image to the right.





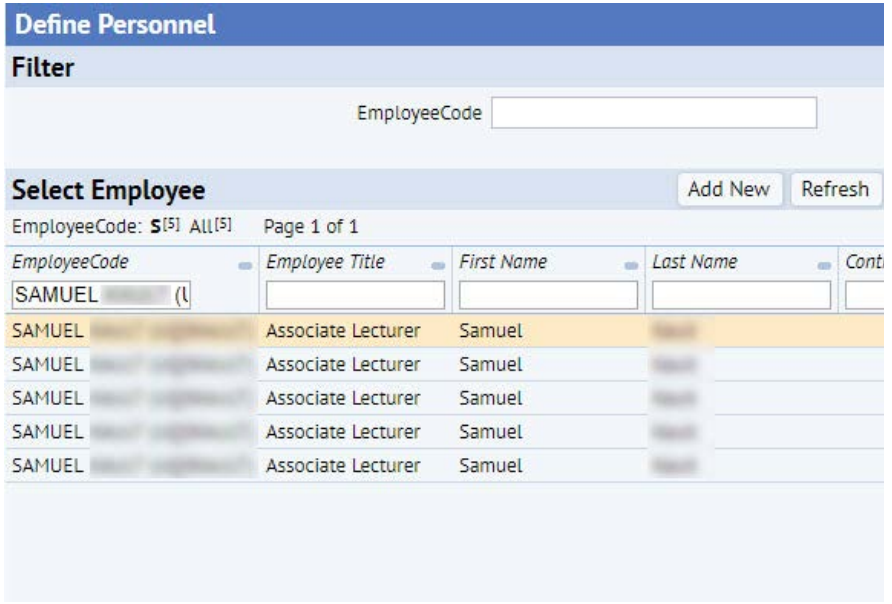


Archibus by default, ticks the 'Only show active personnel' box at the top of the page, if you would like to search for a record of someone who no longer works here or has a new record, you would need to untick the box and click 'Filter'.

5.2 Staff with Leave Dates

Be aware when assigning people with multiple work records (example shown on the right), as not to assign a workstation to an employee's record that states a leave date. The leave date may be before their contract ending date, thus the record would not yet have been deactivated.

For those with leave dates, the information will be displayed under '***Contract Date***', just below the '***Contract/Course End Date***' as shown on the right.



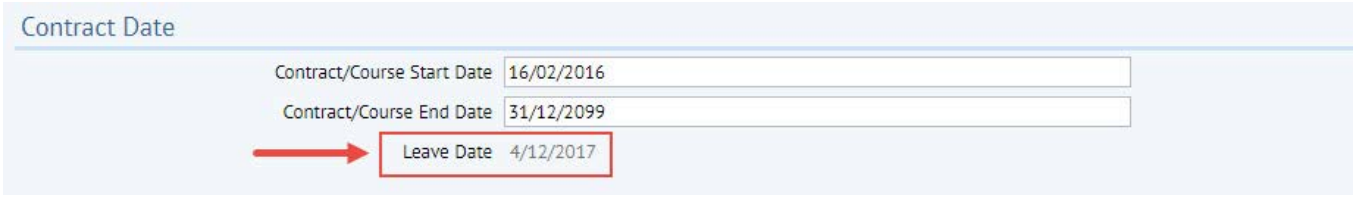
5.3 Assigning Days to Workstations and Staff

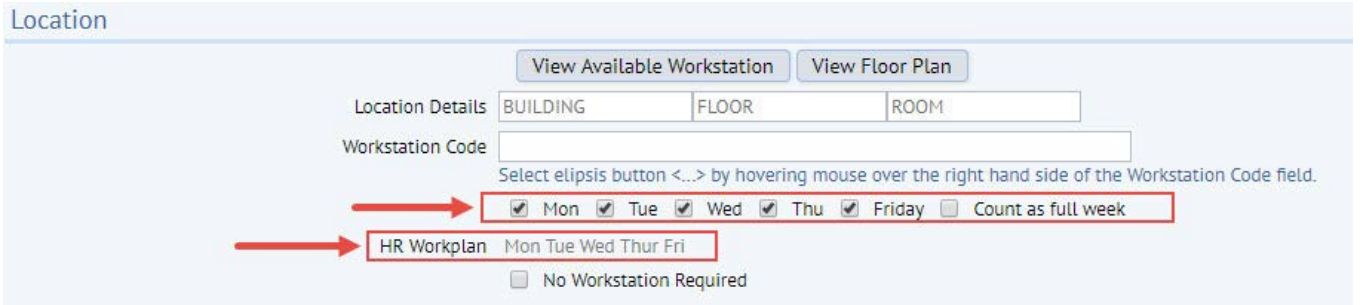
When assigning staff and HDRs workstations, you have the option of identifying which days of the week the person will be using their workstation. For example, when you have two or more occupants using the same workstation on different days of the week, this information can be entered into the Archibus system the same way it usually would be, but with one exception.

In the '***Location***' menu you have the option to **select specific days of the week** the person will be using their workstation. By default all five days of the week are selected, so the days it is unused by them can be unselected. Afterwards hit '***save***' as usual.

This function will allow to you allocate multiple people to the same workstation, provided that they are assigned to it on different days.

A workstation that is already occupied on all five days of the week cannot be allocated to another employee.





5.4 Finding and Removing Someone Wrongly Assigned to a Workstation

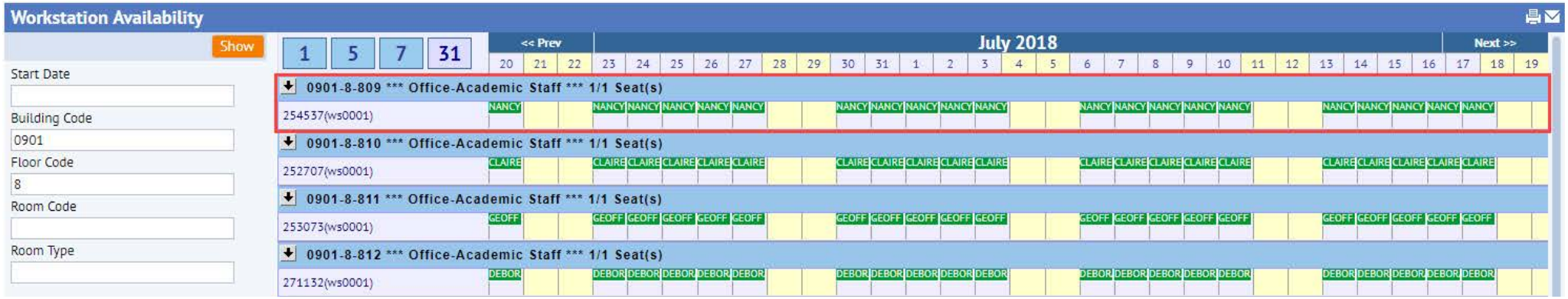
When allocating individuals to workstations, you may encounter a scenario in which a desk that you know is occupied by a specific person, is already allocated to someone else who is no longer occupying it. This can occur if the previous occupant of a workstation has not been removed after their departure. In this case, when you attempt to assign the correct person to their desk, you will see an error message stating "No more workstations".

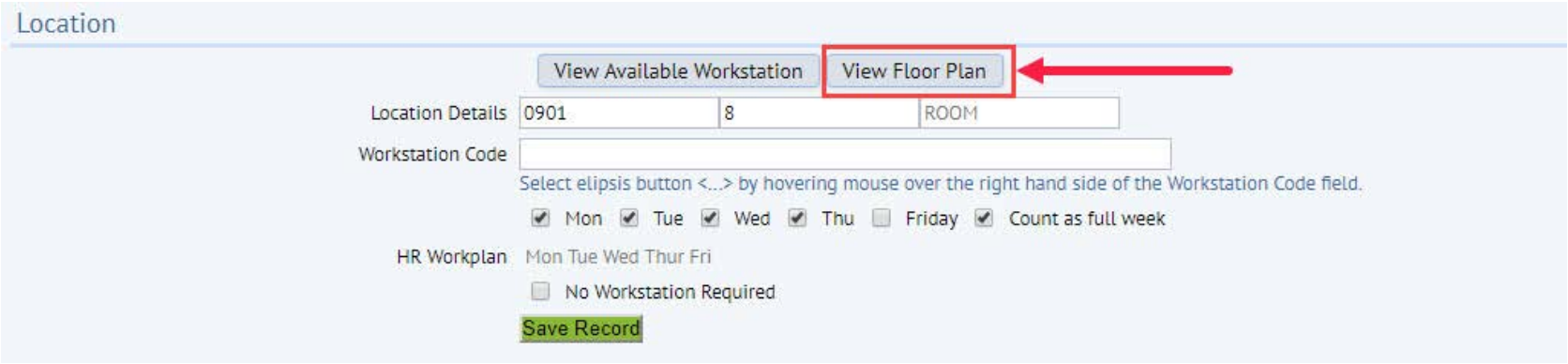
In order to identify the person who is currently assigned to the workstation you can click on the '***View Floor Plan***' tab under the location section of the employee record.

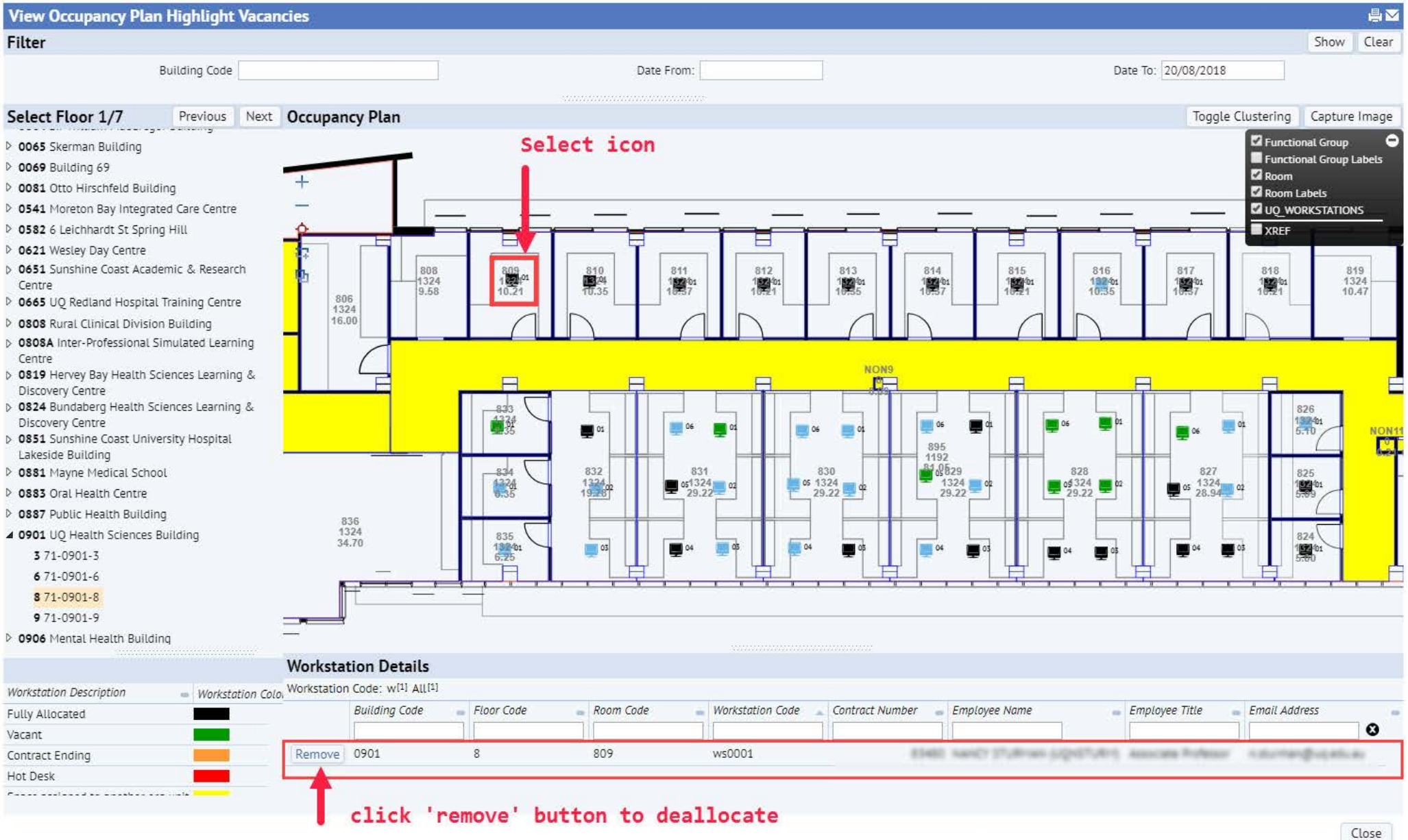
Click on the workstation you are looking at, and the allocation record will display below under **'Workstation Details'**.

From here you can click on the '***Remove***' button next to the record to clear the entry.

The workstation will now be available for you to assign to the correct person. Close the floor plan and return to entering the location details on the employee record.






View Occupancy Plan Highlight Vacancies
Filter
Show
Clear
Building Code
Date From:
Date To: 20/08/2018
Select Floor 1/7
Previous
Next
Occupancy Plan
Toggle Clustering
Capture Image
Select icon
Functional Group
Functional Group Labels
Room
Room Labels
UQ_WORKSTATIONS
XREF
0065 Skerman Building
0069 Building 69
0081 Otto Hirschfeld Building
0541 Moreton Bay Integrated Care Centre
0582 6 Leichhardt St Spring Hill
0621 Wesley Day Centre
0651 Sunshine Coast Academic & Research Centre
0665 UQ Redland Hospital Training Centre
0808 Rural Clinical Division Building
0808A Inter-Professional Simulated Learning Centre
0819 Hervey Bay Health Sciences Learning & Discovery Centre
0824 Bundaberg Health Sciences Learning & Discovery Centre
0851 Sunshine Coast University Hospital Lakeside Building
0881 Mayne Medical School
0883 Oral Health Centre
0887 Public Health Building
0901 UQ Health Sciences Building
3 71-0901-3
6 71-0901-6
8 71-0901-8
9 71-0901-9
0906 Mental Health Building
NON9
NON11
Workstation Description
Workstation Colo
Fully Allocated
Vacant
Contract Ending
Hot Desk
Workstation Details
Workstation Code: w[1] All[1]
Building Code
Floor Code
Room Code
Workstation Code
Contract Number
Employee Name
Employee Title
Email Address
Remove
0901
8
809
ws0001
click 'remove' button to deallocate
Close

5.5 Viewing Vacant Workstations

In some cases, the workstation you select to allocate a person may already be occupied. This will result in the error notification '***No More Workstations***'.

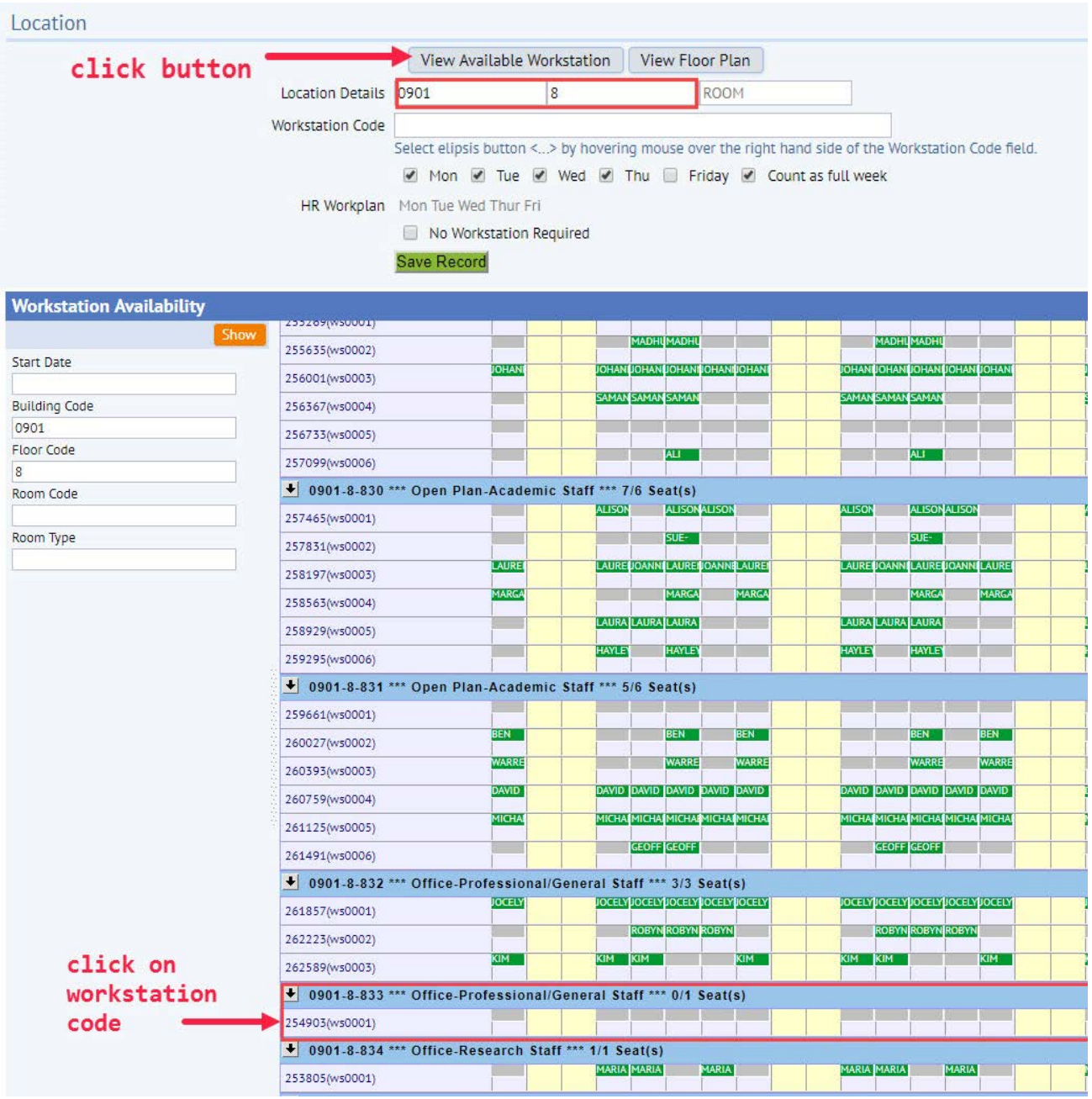
To search for an available workstation in the room you specified, click on '***View Available Workstation***' after entering the building and floor level you want to allocate the person to. This takes you to a **calendar view** showing all workstations listed in that room **(see image on the right).**

To see a calendar for workstation availability in other rooms, **enter alternative building, floor and room codes** into the form on the left. Press the '***Show***' button to display data for the new room. In the calendar view, you can switch between seeing 1, 5, 7 or 31 days at a time. To change between these, **click on the numbers** in the top left corner, as shown in the image on the right.

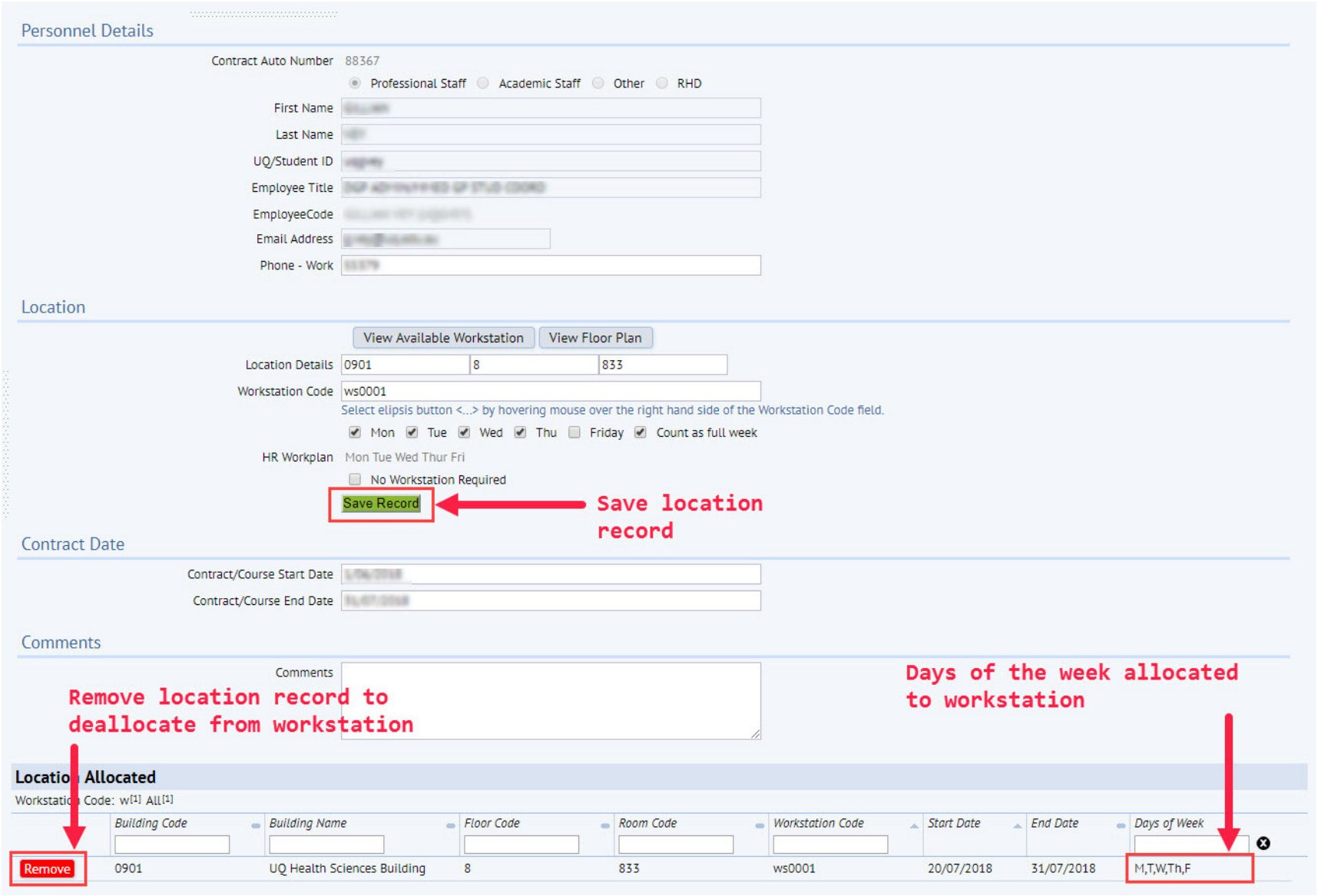
To navigate between different months or days on the calendar, press the '***<<Prev***' or '***Next>>***' buttons.

From here, you can identify the vacant workstations to allocate your staff to. Select the workstation directly from this view by clicking on the workstaion code. The window will then close and you will find that the details are filled in under the location section, proceed to save the record using the 'save record' button immediately under the location details.

The saved location will appear under 'Location Allocated', and you will find a red 'Remove' button that allows you to deallocate individual allocations.



You can only view this allocation data for up to six months in advance. Further than this, the calendar will display a blank form even for occupied workstations.



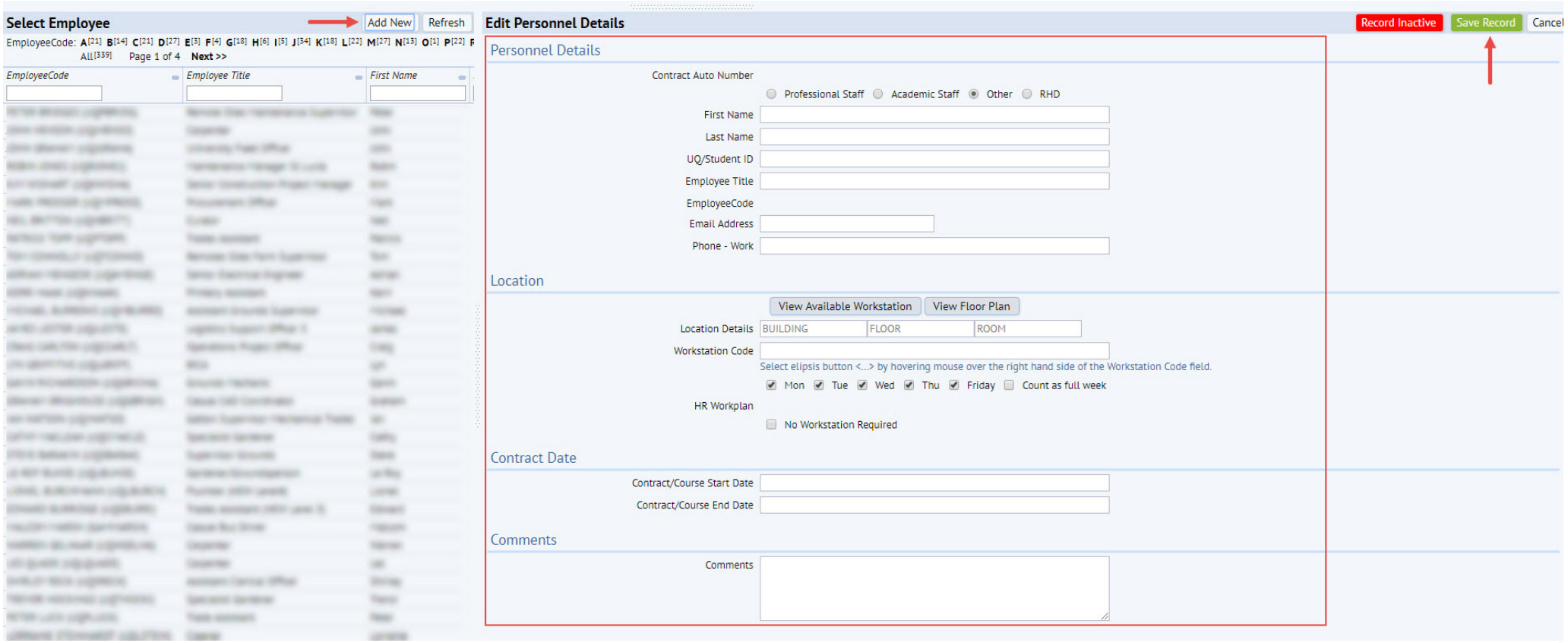
5.6 Creating New Staff Profiles

In case a workstation needs to be assigned to a new employee whose data has not yet been entered into the Archibus system, you will need to create a new staff profile.

Go to '***Enter Peoples Location***' under the '*People and Occupancy Edit*' bucket. There you will see at the top right corner of the '***Select Employee***' column an '***Add New***' button. Click on it to access a blank '***Edit Personnel Details***' window.

Fill in all the required details of the new employee and click the green '***Save Record***' button in the top right corner.

Please note that the contract dates must be entered for when creating a new record.



6. Workstation Validation

Validations should be carried out once the workstations are entered into the system and assigned. This will help filter through workstation data, to locate entries still requiring validation and provide a list of validated data.

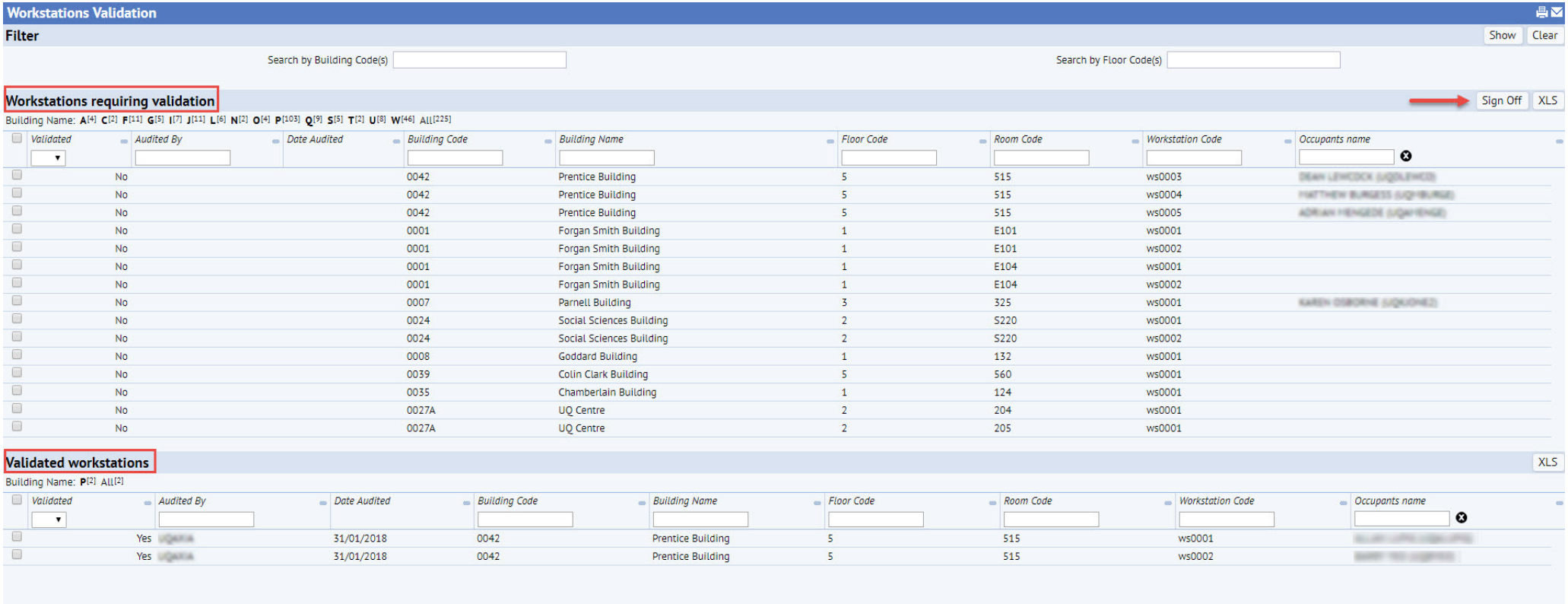
To access this tool, go to the '***People and Occupancy Edit***' bucket from the homepage and click into '***Workstation Validation***'. This will lead you to a page with a list under the title '***Workstations requiring validation***'. The list can be filtered by building, room, workstation and the name of any occupants assigned to them.

To validate a workstation, simply **select the workstation** you wish to validate by ticking the small box located to the far left of the window and click on the '***Sign Off***' button located at the top right corner of the window.

You can individually select as many workstations as you wish or tick the box at the very top of the list to select all workstations. You must be certain of the validation before signing off as the **action can not be reversed**.

The validated workstations will appear on a seperate list below the others, which can be exported into an excel spreadsheet by clicking on the '***XLS***' button.

To keep data up to date, **this validation process will be carried out once a year**, and previously validated workstations will be cleared by Archibus Administrators.



7. Space Planning Tool

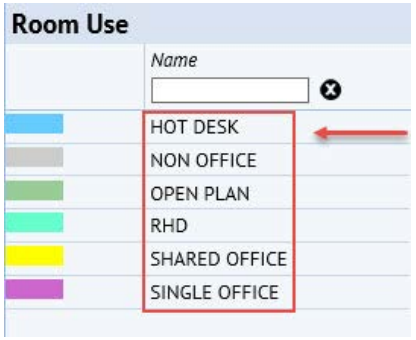
The Space Planning Tool in Archibus allows you to plan and test out different room use scenarios by providing clear visual tools such as graphs and highlighted floor plans, making it easier for you to compare and contrast against the existing configuration.

To utilise this tool, go to the '***Space Planning tool IE***' link under the '***People and Occupancy Floor Plan***' Bucket on the Archibus Homepage. This will take you to a page with a list of buildings to the left of the window, where you will select the building and floor you wish to plan a scenario.

Once the floor plan is selected, you will see four smaller windows with a set of bar chart and floor plan on top of another set. The set on top is the existing while the set appearing below it is for your scenario planning.

To make changes to the scenario plan, go to the box at the bottom left corner of the page titled '***Room Use***' and **select the type of space** you wish to change your space into. After the room type is selected, **click onto the room** you wish to change on the floor plan. Once you are satisfied with the new plan, click '***Save Changes***' and the graph to it's left will update accordingly, giving you a clear visualisation on the outcome of the scenario. Refer to images on the right.

To start the planning again, simply click the '***Remove***' button at the top of the smaller window and the floor plan will revert back to the original. Alternatively the scenario floor plan can be saved for you to come back to at a later time or printed onto a Microsoft Word document by clicking the '***Print Marked Floor Plan***' button.



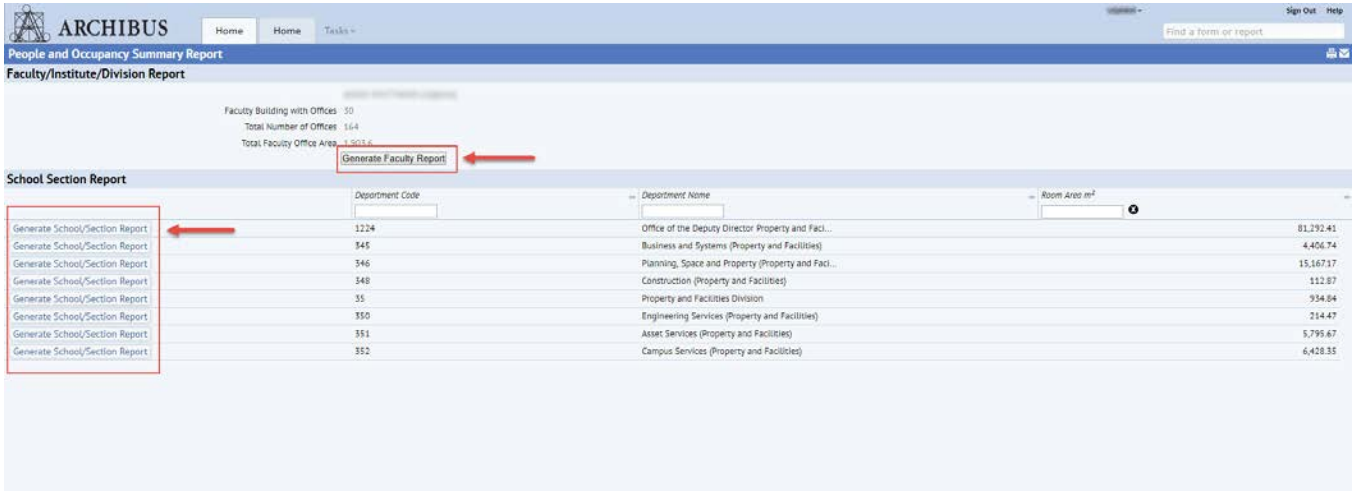
8. Creating and Managing Reports

8.1 Viewing Results and Reports

From the Archibus Homepage, go to the '***People and Occupancy Reports***' section. You will see that there are four types of reports you can generate, which can be created in PDF, DOC or XLS formats.

PO Summary Report:

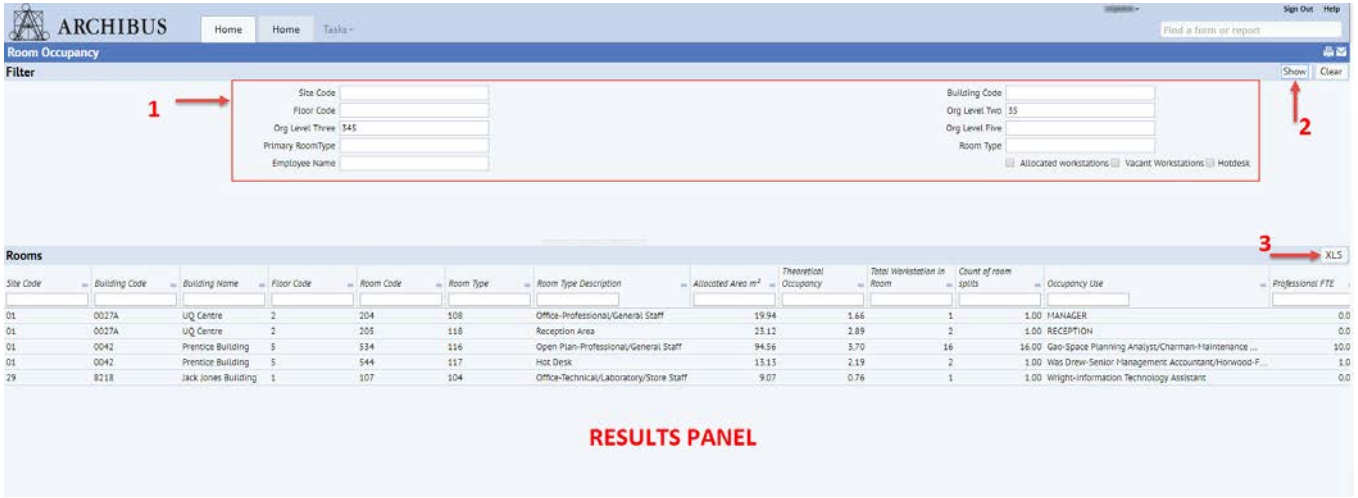
This report provides a summary of all the people and occupancy data in Archibus. You can generate a report for the Faculty by clicking the '***Generate Faculty Report***'. If you want a report for a specific school/ section within the faculty, you can go to the list below and click on one of the '***Generate School/Section Report***' buttons next to the section you want to view.



The report will open in a new browser tab as a PDF, which you will be able to save or print. Changes made to Archibus data will only be processed overnight, thus modifications will only appear in the reports the following day.

Room Workstation Analysis:

This report gives you all the room details with workstations and people allocated to them. You can start by filtering the information you want to include with the options in the '***Filter***' section at the top of the page and click '***Show***'.

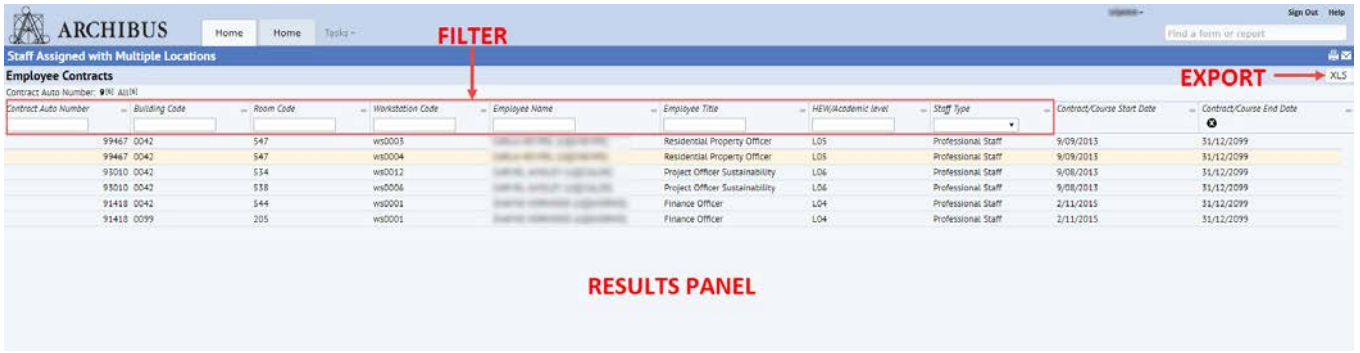


The results will appear below. You can then export the data to DOC or XLS format with the buttons at the top of the list on the right.

Staff With Multiple Workstations:

After clicking into this from the homepage, a list of all the staff within your organisation who are currently assigned to multiple workstations will be **automatically generated**.

This page or report can be exported to XLS format by clicking the '***XLS***' button at the top right corner of the page.

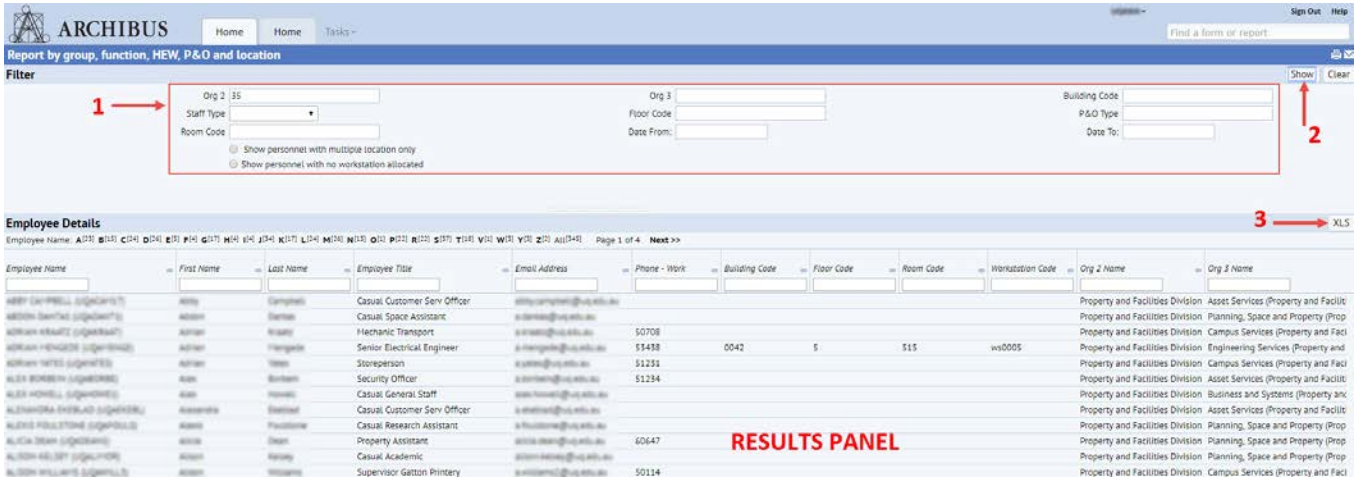


Employee Location List:

This report will show you all the employees' details, such as their contact details, org unit, contract dates, staff type, and their workstation location(s).

You will first need to enter filter information at the top of the page in the '***Filter***' section and click '***Show***'.

The list of people of interest will appear in a list below under '***Employee Details***' and can be exported to XLS format by clicking the '***XLS***' button at top of the list.



8.2 Report Definitions and Calculations

Report Period

The report period can be selected per report. Reporting is normally done on the average usage for a given week. The selected reporting period is shown on the report.

User Groups

The user group is as indicated in the table. It can be an Org 2 group (like Faculty) or an Org 3 group (like School) or sub set of these, as in 'Professional Staff Only'. All calculations are based on the particular user group under consideration. Workstation allocations are made to Staff [with sub categories of Professional (Pro) and Academic (Acad)] or Students. Staff includes visitors and guests that are designated as either 'Prof' or 'Acad'. Students are usually HDR type but may also include visitors and guests who are assigned a HDR Ws. Staff Visitors are also counted separately in some reports.

Number of EFTWU

The effective full time workstation user (EFTWU) is the [sum of Allocated Ws_days for the week/ 5] taken from the workstation table. Anyone designated as 'not requiring a Ws' or with no Ws allocation will be excluded.

Number of Ws

Count of all Ws in space allocated to the group (taken from rmpct and is Sum of all Ws_days/5, where 5 is the report period).

Number of Hot Desks

This is the number of Hot Desks in the Office Room Type. The area of the Hot Desk is included in the total area but excluded from the area per Ws.

Number of Occupants Allocated Ws

This indicates the number of distinct occupants that were allocated a Ws_Day during the period.

Office Area (m2)

Sum of all room areas assigned to the office type and for the user group under consideration.

Average area per Ws

Sum all Ws areas/ number of available Ws

Ws Utilisation

Allocated Ws_days/Ws_days Available.

Ws size index

This is calculated by (average Ws area)/(space allowance). The target Capacity Index is 1.1 which allows for a 10% growth.

Ws Capacity Index

This is calculated by (total area)/(total EFTWU*space allowance). The target Capacity Index is 1.1 which allows for a 10% growth.

Space Allowance (m2)

These are default values and indicate the area per workstation or hot desk assigned per each user group. Similar to the average office space standard. The values are Hot Desk = 2 m2, Staff = 7.5 m2, Acad = 9 m2, Pro= 6 m2, HDR = 3 m2.

m^2 FTE

The [area of the office space - hot desks *Space allowance / number of EFTWU.]

9. Archibus Support & Enquiries

9.1 Requesting Technical Support

To request Archibus technical support please visit our technical support page at www.pf.uq.edu.au/archibus. Here you will find our current contact details. Please feel free to contact us via phone or email. For your convenience our contact details as of December 2017 can also be found below.

If you have feedback or suggestions as to how we could improve this manual or your Archibus experience please email us at archibus@uq.edu.au.

If you wish to have your password reset please contact UQ ITS. Additional information can be found here: www.its.uq.edu.au/services/user-accounts-and-passwords

9.2 Contact Details

UQ Archibus Contact Details

Email: archibus@uq.edu.au

Phone: 336 52948 (project)
336 52996 (technical)

9.3 Conclusion

Previously the ability for Archibus to provide comprehensive reporting and feedback analysis was severely limited. The new People and Occupancy module incorporated into Archibus will assist Faculties and Schools Space Planners to manager their spaces in a much more efficient way.

By compiling all space management data into one central database, reports have already become more detailed, while assigning new staff and students workstations has become far easier.