



THE UNIVERSITY
OF QUEENSLAND
A U S T R A L I A



ARCHIBUS Space Management Editing User Guide

Table of Contents

1. Space Management at UQ.....	3
2. Technical Requirements	3
2.1 Web Central	3
2.2 System Requirements	3
2.3 Technical Contact	3
3. General Information	4
3.1 Access to Archibus.....	4
3.2 Logging On to Archibus.....	4
3.3 Logging Off from Archibus	4
4. Navigating Archibus	5
4.1 Process Navigator	5
5. Organisational Unit Structure	7
6. Space Management Terms.....	8
7. Archibus Icons, Filters, Consoles.....	9
8. Edit Space Records	10
9. Add shared space record	15
10. Validation Sign Off	16
11. Calculations.....	18
12. Contacts	19

1. Space Management at UQ

Property and Facilities Division runs an annual space validation exercise normally during the months of April and May to check the accuracy of the data within the space inventory database.

Validating space data at the University is necessary to assure accurate data for government reporting and for planning and programming needs of the Faculties, Institutes and Divisions as well as the University's Infrastructure Sub Committee (ISC).

2. Technical Requirements

This section will document Archibus system requirements and the technical information that is required to use Archibus.

2.1 Web Central

Archibus uses a web based application that allows quick and simple access to the system using your internet browser.

You **do not** require any Archibus software to be installed. Although your computer must meet the system requirements detailed in section 2.2.

Archibus is available anywhere anytime using web browser.

2.2 System Requirements

Internet Browsers – Internet Explorer, Mozilla Firefox, Safari and Chrome

Adobe Flash 10

Resolution of 1024x768 (recommended 1280x1024 or higher).

2.3 Technical Contact

For any technical issues please contact

Gordon Scott Archibus Project Coordinator ext 52948 email address archibus@uq.edu.au

Or

Darrell Naylor Archibus Technical ext 69637 email address archibus@uq.edu.au

3. General Information

3.1 Access to Archibus

Currently, access to Archibus is by approval only. To apply for access please complete the approval form located at www.pf.uq.edu.au/archibus/requestaccess.html . All existing space editors/users have been added to Archibus.

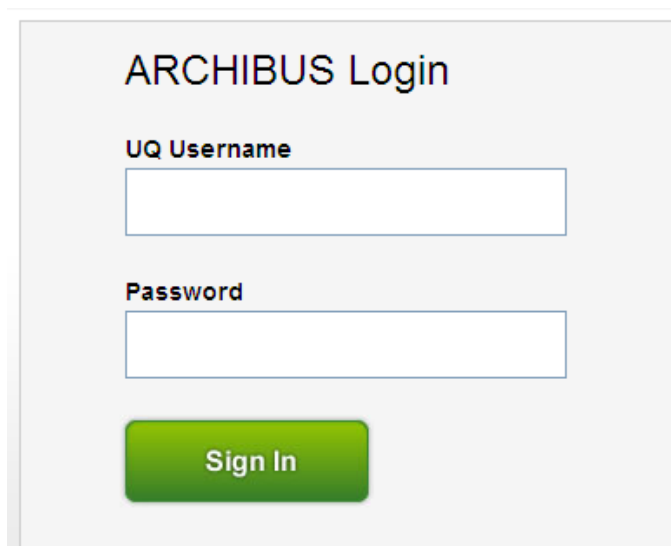
There are two types of access;

UQ Space Viewer – Ability to view data only

UQ Space Editor – Ability to edit and view data, limited editing to set organisational unit.

3.2 Logging On to Archibus

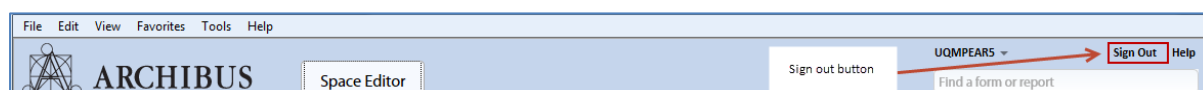
Access to ARCHIBUS is available by launching your web browser and typing the URL www.archibus.uq.edu.au

The image shows a web form titled "ARCHIBUS Login". It contains two input fields: "UQ Username" and "Password". Below these fields is a green button labeled "Sign In".

Enter your UQ username e.g. uqgscot1 and password within the relevant boxes in the log in window.

3.3 Logging Off from Archibus

To log off from ARCHIBUS, click the sign out option within the navigation bar in the top right hand corner of the screen




Note: It is important to sign out of the system to free up your system licence.

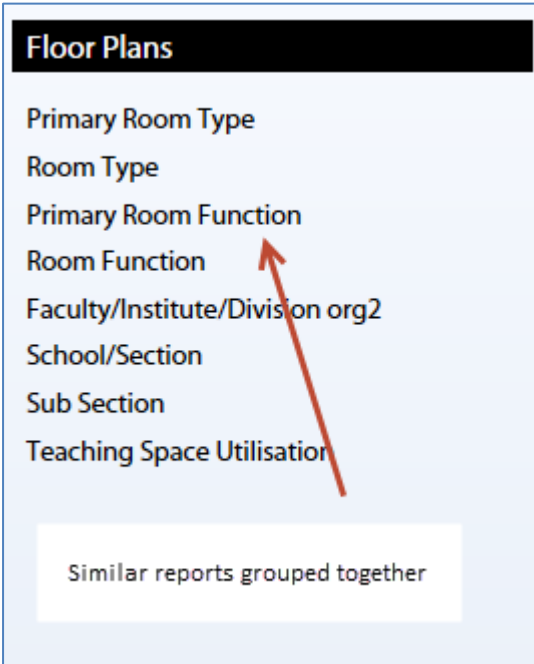
4. Navigating Archibus

4.1 Space Editor Home Page

When you log into Archibus you will be presented with the role based home page. All reports and edit forms that are required for your role are available within the Home Page.



All similar reports have been grouped under the same header tab i.e. all interactive Floor Plans are under the Floor Plan panel and all edit forms are under the Space –Editor Panel.



To select a report or edit form click on any non-bold text under each headed to access the reports.

Floor Plans	Space Key Reports	Favorites
Primary Room Type Room Type Pri Hover your cursor over the text and Ro click your mouse button to launch Fac report School/Section Sub Section	Totals By Site Bld Floor Room - GFA and UFA Organisation Unit - UFA and Rm Area Multiple Selection All Room Data - Multiple Filters All Building Data - Multiple Filters Theoretical Occupancy	<p>Drag a task here</p>

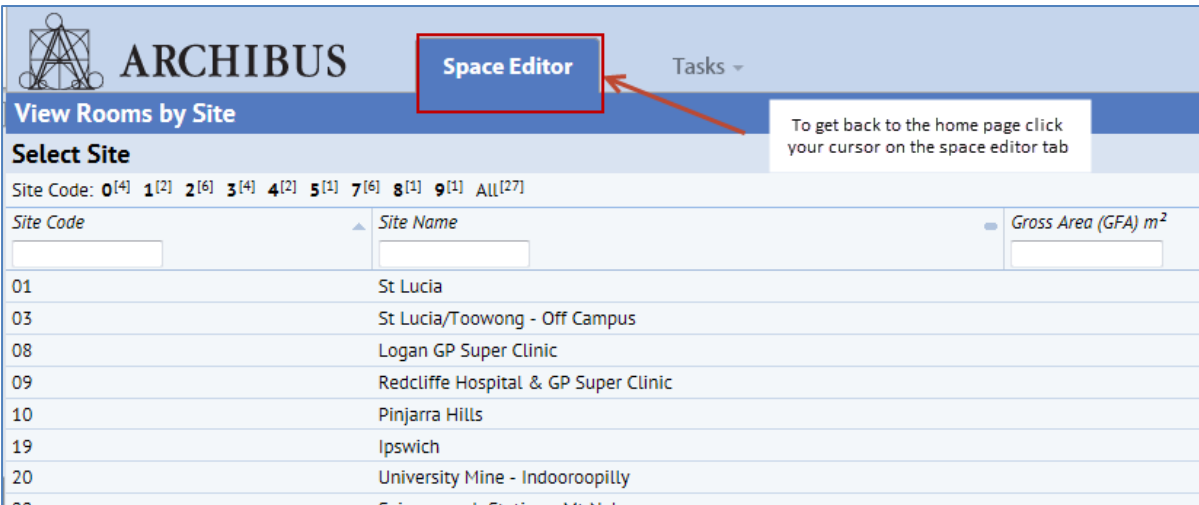
To select a report or edit form click on any non-bold text under each headed to access the reports.

The report will then launch in the main window



Site Code	Site Name	Usable Area (GFA) m²	Total Non-Occup Area (Non-UFA) m²	Total Room Area m²
01	St Lucia	111,578.43	278,004.22	196,260.53
03	St Lucia/Toowong - Off Campus	15,489.33	4,060.77	8,201.79
08	Logan GP Super Clinic	1,023.84	778.17	222.80
09	Redcliffe Hospital & GP Super Clinic	0.00	0.00	0.00
10	Pinjarra Hills	15,540.49	10,651.41	3,719.34
19	Ipswich	26,896.32	15,116.20	8,287.75
20	University Mine - Indooroopilly	6,564.11	4,060.05	2,038.88

When you have finished review report or editing data select the Space Editor tab that will take you back to the Space Editor Home Page



Site Code	Site Name	Gross Area (GFA) m²
01	St Lucia	
03	St Lucia/Toowong - Off Campus	
08	Logan GP Super Clinic	
09	Redcliffe Hospital & GP Super Clinic	
10	Pinjarra Hills	
19	Ipswich	
20	University Mine - Indooroopilly	

5. Organisational Unit Structure

Archibus has been configured using the University Official Organisational Structure.

The organisation structure tree has five levels, e.g. Faculty, Institute and Divisions can be located on level two.

Example

Level 1	Senior Deputy Vice-Chancellor
Level 2	Faculty of Engineering, Architecture and Information Technology
Level 3	School of Mechanical and Mining Engineering
Level 4	Division of Mining Engineering
Level 5	University Experimental Mine

Archibus can report on various space attributes for each of these five organisation levels.

Note: If your organisation data is not accurate, please check that with UQ Org to determine if your organisation change has been reflected in the official database.

P&F will download the org data from the official database on an annual basis (pre annual space validation) or if there are any major changes to UQ divisions.

Any questions regarding Archibus organisation structure please contact David Catchpole
d.catchpole@pf.uq.edu.au or ext: 54279

6. Space Management Terms

General Space terms

Usable Floor Area (UFA) – The sum of all rooms with a primary room type code less than 8.

Gross Floor Area (GFA) – This is the total floor area including all rooms, internal walls and unenclosed covered areas.

Efficiency Rate – The ratio of UFA to GFA, typically 50-70% at a building level.

Cleaning Areas - Cleanable Area is calculated as the sum of the useable floor areas and the common use areas.

Room Area per floor or per building – This is the sum of all rooms but excludes wall thickness.

Non UFA – Sum of common rooms (circulation and toilets) and service rooms (plant rooms). All primary room type 8 spaces.

Highlights or Floor plan view – ARCHIBUS converts AutoCAD drawings to a flash based enterprise graphic allowing users to interact with floor plans. Double click on the room to show details. There are a range of floor plan reports that colour code according to the chosen criteria.

Annual space validation

The process by which University Space Editors validate that the allocated space to their organisational unit and the space attributes in the Archibus space inventory system are correct. (Formally known as annual space audit).

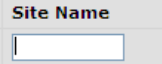


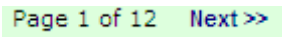






The fields that need to be validated are:

- **Room Type** – Follows the standard Go8 Definitions for what type of room it is. e.g. a laboratory preparation room
- **Room Function** – Follows standard Go8 Definitions for what the purpose of the room is e.g. the function of a laboratory preparation room may be research or it may be teaching
- **Room Percentages** - Any room may have a shared room type, shared room function or shared organisational level. This can be between two or more types, functions, organisational units or cleaning types. Archibus creates a new record for each share and the sum of all the shares must add up to 100 percent. The floor plans do not show the shared room information it only shows the information for the flagged record per room (Primary room attributes = Yes). Share details are displayed in the room details window.
- **Seat Capacity** – This is mandatory for Primary room types 1, 2 and 3. Enter the number of active work stations for an office, the number of seats in a teaching room or teaching laboratory or the likely number of users of a laboratory at one time. For a room that should have no occupants enter a value less than zero e.g. 0.1 (as it can't be left zero).
- **Org Level 5 - Occupant** – This is the organisational group that occupies the room. It is not the "owner". So if a faculty "loans" some rooms to another group, those rooms will be allocated to that new group. Space "ownership" changes can only be done and recorded through the Infrastructure space committee (ISC).

Optional fields that can also be edited:

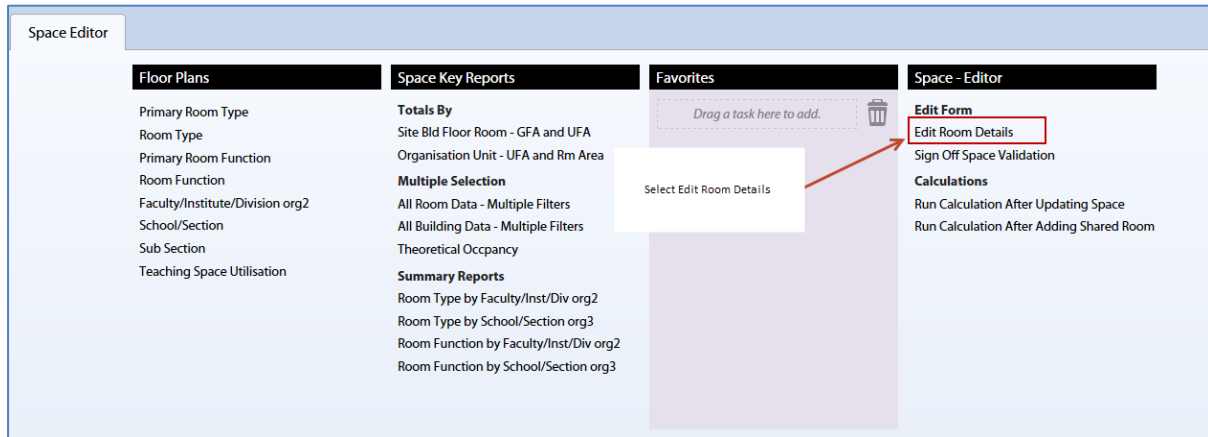
- **Room Comments** – Free text field, normally the same as the door signage. Useful for the occupant's name or the special purpose of the room.
- **Allocation Status** – Can be set to 'defined period' if the space is on loan
- **For Utilisation Audit** - (field name is called "Bookable" when viewed in excel)- Used to determine rooms to be included in the teaching room audit.
- **Syllabus Plus** – Used for rooms to be exported to syllabus Plus

7. Archibus Icons, Filters, Consoles

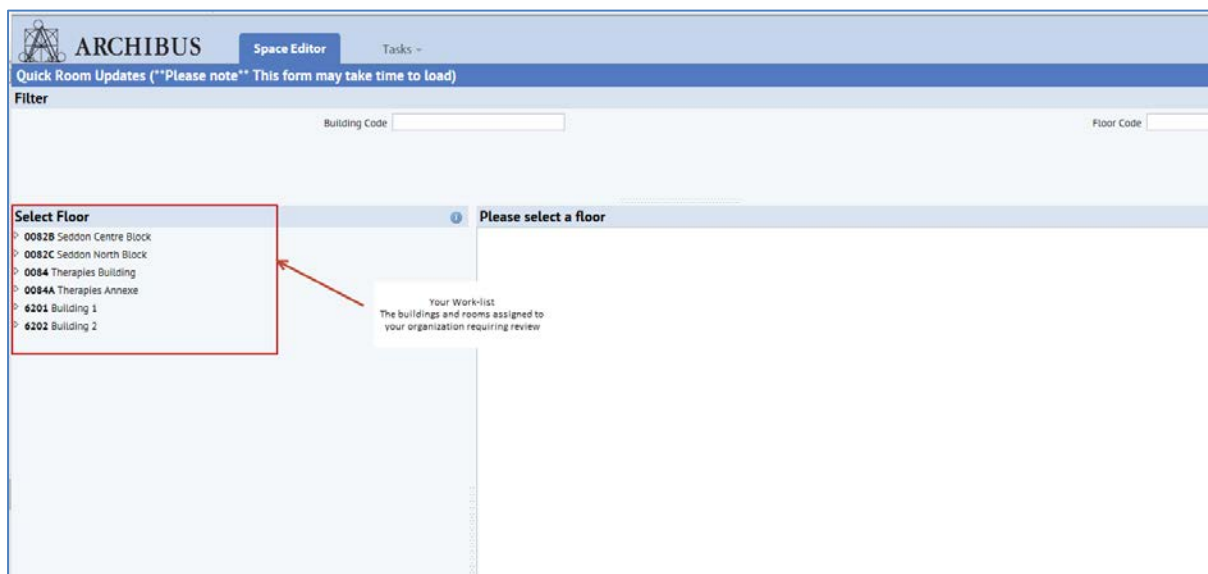
Icons/Filters/Consoles	Function
	This field acts as a filter, type characters of the name you need to search on and press enter and the system will return those records with the same name
	This icon expands or retracts data panels.
	Click on the ellipsis to open a table to open search function or acts as drop down list
	Click the next link to move to the next page. This details that there are multiple pages of data.
Floor Plan Icon	Function
	Select: Float over a room to retrieve information, double click for further information
	Clears Zoom back to original size
	Zoom: Highlight and zoom into selection of floor plan
	Zoom In: Zooms into the floor plan
	Zoom Out: Zooms out of the floor plan
	Isometric: Projects the floor plan on a different plan for 3d viewing

8. Edit Space Records

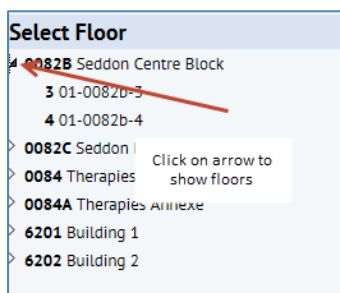
On the Archibus home screen move your cursor to the right hand side to the page and **select Edit Room Details**



In the **select floor** panel the rooms that have been assigned to your organisation that will require reviewing/updating. (Work list).



Click on the > symbol to expand the floors, **Click** on the **floor** and the interactive floor plan will appear within the right hand side window.



Please note: only the rooms that have been assigned to your organisation unit will appear blue and be editable

ARCHIBUS Space Editor Applications Tasks

Quick Room Updates ("Please note" This form may take time to load)

Filter Building Code Floor Code

Select Floor

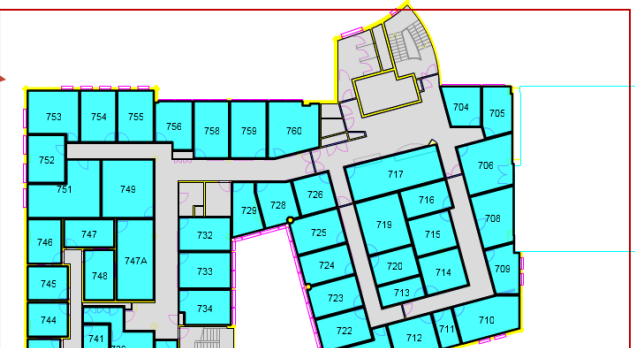
- 0082B Seddon Centre Block
- 0082C Seddon North Block
- 0084 Therapies Building
- 0084A Therapies Annexe
 - 1 01-0084a-1
 - 2 01-0084a-2
 - 3 01-0084a-3
 - 4 01-0084a-4
 - 5 01-0084a-5
 - 6 01-0084a-6
 - 7 01-0084a-7
 - 8 01-0084a-8
- 6201 Building 1
- 6202 Building 2

Please select a room

1. Click on arrow to show floors

2. Click on floor to show floor plan

3. Floor plan appears



Click on the **room** you want to edit and the room will change colour to yellow and the room record will appear in the box bellow.

Select Floor

- 0082B Seddon Centre Block
- 0082C Seddon North Block
- 0084 Therapies Building
- 0084A Therapies Annexe
 - 1 01-0084a-1
 - 2 01-0084a-2
 - 3 01-0084a-3
 - 4 01-0084a-4
 - 5 01-0084a-5
 - 6 01-0084a-6
 - 7 01-0084a-7
 - 8 01-0084a-8
- 6201 Building 1
- 6202 Building 2

Please select a floor

1. Click on room you want to edit and will turn yellow

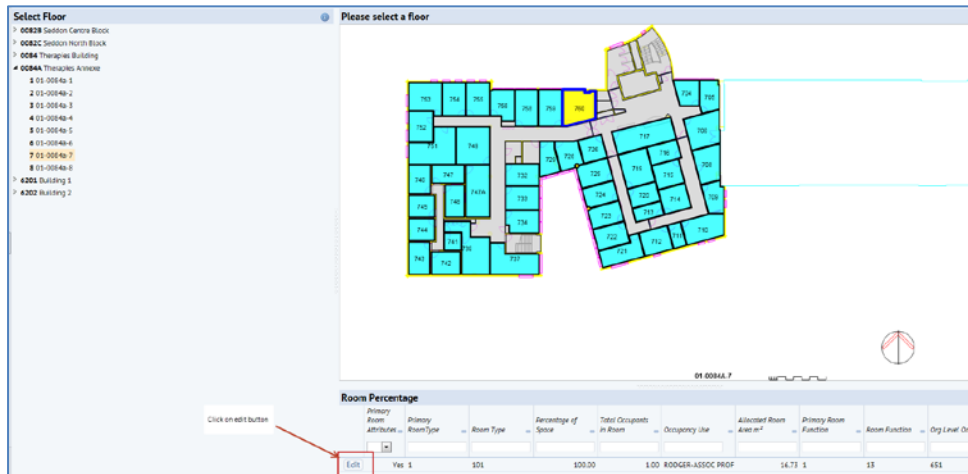


2. Room record will appear

01-0084A.7

Primary Room Attributes	Primary RoomType	Room Type	Percentage of Space	Total Occupants In Room	Occupancy Use	Allocated Room Area m ²	Primary Room Function	Room Function	Org Level One
Yes	1	101	100.00	1.00	RODGER-ASSOC PROF	16.75	1	15	651

Click on the **edit** button to update the room details

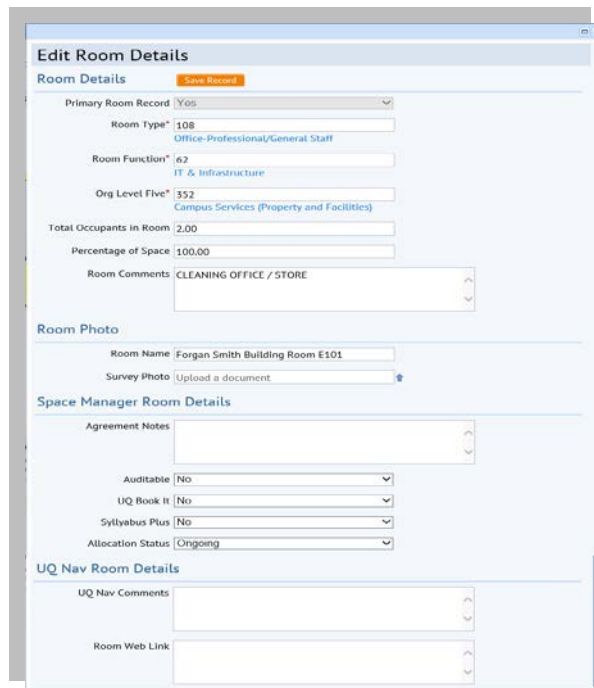


The edit form will show. Update the data that requires changes.

The Archibus fields with  ellipsis symbol are drop down list.

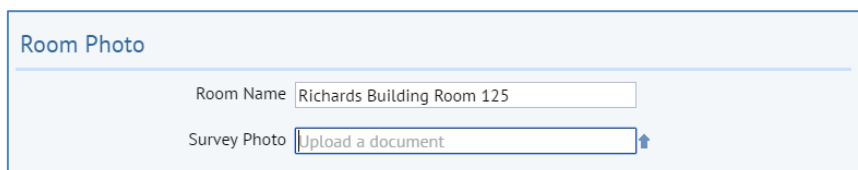
- Room type
- Room function
- Organisation units 5

For primary room types 1 (Office), 2 (Teaching), 3 (Laboratory) the total occupants in room must be entered.



The screenshot shows the 'Edit Room Details' form. It includes sections for Room Details, Room Photo, Space Manager Room Details, and UQ Nav Room Details. The Room Details section has fields for Primary Room Record, Room Type, Room Function, Org Level Five, Total Occupants in Room, Percentage of Space, and Room Comments. The Room Photo section has fields for Room Name and Survey Photo. The Space Manager Room Details section has fields for Agreement Notes, Auditable, UQ Book It, Syllabus Plus, and Allocation Status. The UQ Nav Room Details section has fields for UQ Nav Comments and Room Web Link.

Add a room photo by pressing the up arrow next to survey photo field and then browse for your image



The screenshot shows the 'Room Photo' section of the form. It includes a 'Room Name' field with the value 'Richards Building Room 125' and a 'Survey Photo' field with the value 'Upload a document' and an up arrow icon.

ARCHIBUS Photography Upload Protocol

This protocol aims to give guidance for the University of Queensland ARCHIBUS Users to add room photos.

Privacy Issue

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 to anonymise identifiable persons and personal belongings.



Figure 1

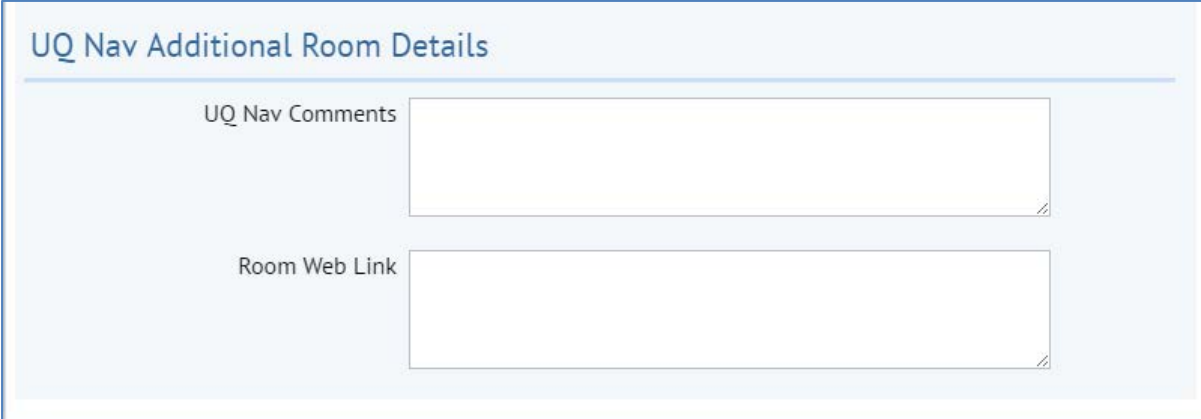


Figure 2

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 600kb
4. Dimensions: maximum width 1200pixels

UQ Nav utilises information for study spots around campus and for these spaces enter the resources in the room into UQ Nav comments and if there is a webpage with further room details enter this into the Room Web Link field. For most users you do not need to complete this information.



UQ Nav Additional Room Details

UQ Nav Comments

Room Web Link

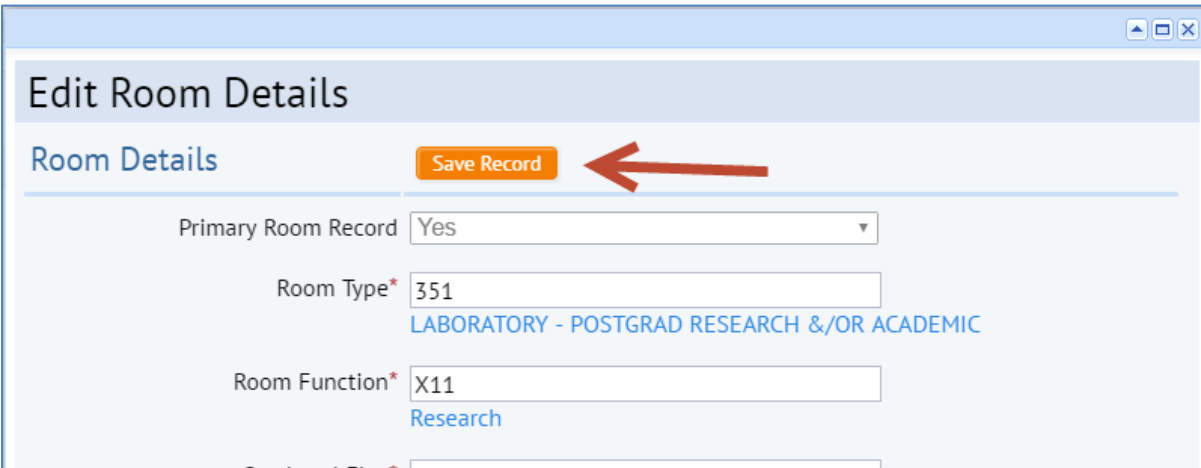
Some of the comments used in UQ Nav include information on access, power point availability, equipment, furniture and if it offers individual and/or group study. For instance;

Room: Social Sciences Building 0024 - Room S307

Seating Capacity: 30

Description: Free access provided building is open, power points available, no equipment, lounge and table/chairs, individual or group study.

When you have finished making room edit please ensure to **click the save** button



Edit Room Details

Room Details

Save Record

Primary Room Record Yes

Room Type* 351
LABORATORY - POSTGRAD RESEARCH &/OR ACADEMIC

Room Function* X11
Research

Org Level Five* 1072

When you have completed your room edit please select another room and make any necessary updates

9. Add shared space record

Within Archibus you can share the room usage between organisational units, room types or room functions.

To add another record to a room select a room to edit as per section 8. Click the add new tab

Room Percentage												Click Add New	Add New
Primary Room Attributes	Primary Room Type	Room Type	Percentage of Space	Total Occupants in Room	Occupancy Use	Allocated Room Area m ²	Primary Room Function	Room Function	Org Level One	Org Level Two	Org Level		
Edit	Yes 1	101	100.00	1.00	RODGER-ASSOC PROF	16.73 1	13	651	1240	129			

A new room record will show

Enter all the shared room details

Within the percentage of space field enter the % of shared space. i.e. A org unit that shares a room using half of the room for each org unit you would enter 50 within this field.

After entering all the data **save** the record

Edit Room Details

Room Details Save Record

Primary Room Record: Yes

Room Type: 351
LABORATORY - POSTGRAD RESEARCH &/OR ACADEMIC

Room Function: X11
Research

Org Level Five: 1032
School of Earth Sciences

Total Occupants in Room: 5.00

Percentage of Space: 100.00

Room Comments: STAPLE ISOTOPE GEOCHEMISTRY LAB

Room Photo

Room Name: Richards Building Room 125

Survey Photo: Upload a document

UQ Nav Additional Room Details

UQ Nav Comments:

Room Web Link:

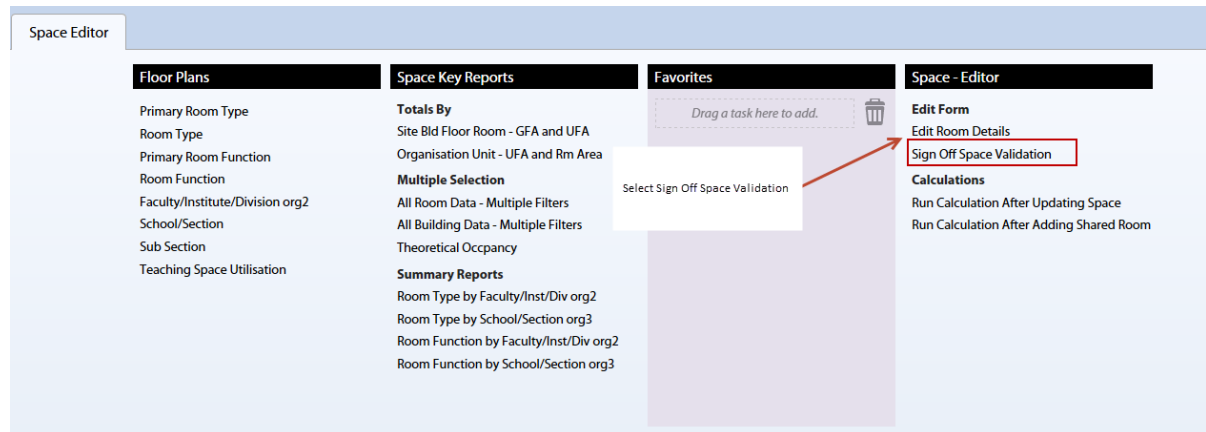
Click edit on the original room record and update the percentage of space so all records add up to 100%

Room Percentage												Click Add New	Add New
Primary Room Attributes	Primary Room Type	Room Type	Percentage of Space	Total Occupants in Room	Occupancy Use	Allocated Room Area m ²	Primary Room Function	Room Function	Org Level One	Org Level Two	Org Level		
Edit	No 1		100.00	1.00	RODGER-ASSOC PROF	16.73 1	13	651	1240	129			
Edit	Yes 1		50.00	1.00	Tester	0.00 1	12	651	1240	129			

10. Validation Sign Off

When you have completed reviewing and updating your rooms, the next step is to sign off to each room to record that this process has been completed

Click Sign off Space Validation



The sign off validation report will show all rooms that are assigned to your organisation unit.



There are two ways to sign off by individual room or multiple room.

Sign Off - Individual rooms locate the room and then on the left hand side in the room check box, click the box. Note: A tick will appear in the box.

Click on the sign off button

The room transaction will change colour to green, the sign off box will detail yes and the space auditor field with show your UQ user name.



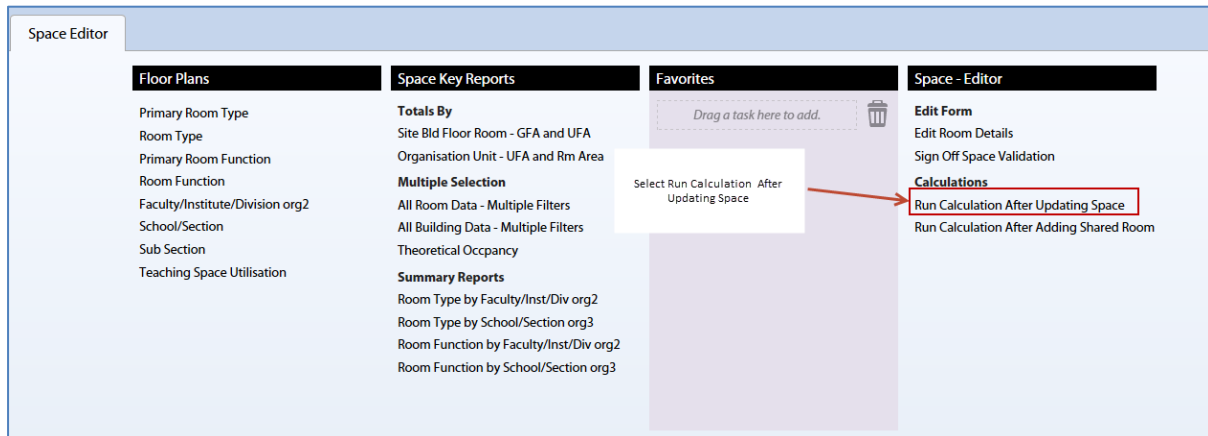
Sign Off – Multiple rooms when signing off all rooms on the **one screen page** select the sign off box next to the room transaction code text. All boxes on screen will show with tick boxes.

11. Calculations

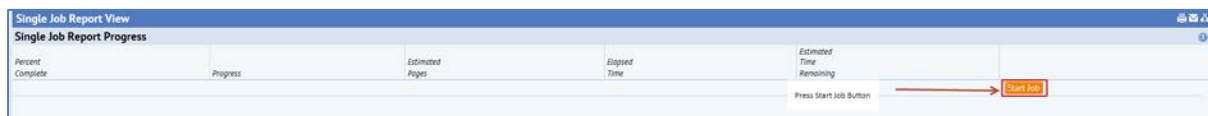
Area Calculation

If you require to view your updated room area data in the space reports you are required to run the calculation reports.

Select run calculation after updating space report



Click the start job icon



When the job has completed, your data will be ready to view.

Shared Space Calculation

If you require to view your updated shared room area data in the space reports you are required to run the calculation reports.

Select run calculation after adding shared room report

Click the start job icon

Note: - You do **not** need to run the calculation reports after you have updated your space, only if you want to view your updated room area data. Archibus will automatically run the calculations on a daily basis.

12. Contacts

Barbara Robinson Space Manager

b.robinson@pf.uq.edu.au

- Overall responsibility for space matters.

David Catchpole Space Auditor

d.catchpole@pf.uq.edu.au

- Space inventory and data verification

Calum Dickson CAD Coordinator

c.dickson@pf.uq.edu.au

- Floor plans, maps

Darrell Naylor System Admin

d.naylor@pf.uq.edu.au

- Technical issues and processing access requests.

Gordon Scott Archibus Coordinator

g.scott@pf.uq.edu.au

- Technical issues, processing access requests and general Archibus requests.