



# ARCHIBUS Space Management Editing User Guide



### **Table of Contents**

1.		Space Management at UQ					
2.	-	Tecł	nical Requirements3				
	2.1		Web Central				
	2.2	2	System Requirements				
	2.3	3	Technical Contact				
3.		Gen	eral Information4				
	3.1		Access to Archibus4				
	3.2	2	Logging On to Archibus				
	3.3	3	Logging Off from Archibus				
4.		Navi	gating Archibus5				
	4.1		Process Navigator				
5.		Orga	anisational Unit Structure7				
6.		Spa	ce Management Terms				
7.		Arch	ibus Icons, Filters, Consoles9				
8.		Edit	Space Records				
9.	). Add shared space record						
10	. '	Valio	lation Sign Off16				
11	. (	Calc	ulations				
12		Contacts					



# 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 **<u>do not</u>** 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 <u>archibus@uq.edu.au</u>



## 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 <u>www.pf.uq.edu.au/archibus/requestaccess.html</u>. 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 <u>www.archibus.uq.edu.au</u>

ARCHIBUS Login
UQ Username
Password
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

File Edit View Favorites Tools Help			
ARCHIBUS	Space Editor	Sign out button	VQMPEARS - Sign Out Help Find a form or report

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	Totals By	Drag a task here
Room Type	Site Bld Floor Room - GFA and UFA	
Pri Hover you cursor over the text and	Organisation Unit - UFA and Rm Area	
Ro click your mouse button to launch	Multiple Selection	
Fac	All Room Data - Multiple Filters	
School/Section	All Building Data - Multiple Filters	
Sub Section	Theoretical Occpancy	

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

Select Site							XLS 0
Site Code: 014 101 214 :	5(4) 4(2) 5(1) 7(4) 8(1) 9(1) AU(27)						
ite Code	Ste Name		m <sup>2</sup>	isoble Area (UFA) m <sup>2</sup>	= Total Non-Occup.Ana (Non-UFA) m <sup>2</sup>		ō
1	St Lucia	Selected report has launched in main window	511,578.4	3 275,004.2	196,260.5	3 472,25	\$3.60
5	St Lucia/Toowong - Off Campus		13,453.2	3 4,060.7	77 8,201.7	9 12,28	\$2.55
E	Logan GP Super Clinic		1,023.8	4 778.1	17 222.8	0 1,0	00.97
9	Redcliffe Hospital & GP Super Clinic		0.0	0 0.0	0.0	0	0.00
0	Pinjarra Hitts		15,546.4	9 10,651.4	41 3,719.3	4 14,32	70.73
9	Ipswich		26,896.3	2 15,116.2	20 8,287.7	5 23,40	13.95
0	University Mine - Indooroopilly		6,564.1	1 4,060.0	2,038.8	8 6,01	95.59
•	Polance and Paralice Alektaka		P.F. 2	n	45 A.A.		na an

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

ARCH View Rooms by Site		Tasks - To get back to the home page click
Select Site		your cursor on the space editor tab
Site Code: 0 <sup>[4]</sup> 1 <sup>[2]</sup> 2 <sup>[6]</sup> 3	<sup>[4]</sup> <b>4</b> <sup>[2]</sup> <b>5</b> <sup>[1]</sup> <b>7</b> <sup>[6]</sup> <b>8</b> <sup>[1]</sup> <b>9</b> <sup>[1]</sup> All <sup>[27]</sup>	
Site Code	▲ Site Name	Gross Area (GFA) m <sup>2</sup>
01	St Lucia	
03	St Lucia/Toowong - Off Car	mpus
08	Logan GP Super Clinic	
09	Redcliffe Hospital & GP Su	per Clinic
10	Pinjarra Hills	
19	lpswich	
20	University Mine - Indooroo	pilly
22	C-: C \4.	



# 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 <u>d.catchpole@pf.uq.edu.au</u> 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
icons/Fillers/Consoles	FUNCTION
	This field acts as a filter, type characters of the name you need to
Site Name	search on and press enter and the system will return those records
I	with the same name
	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
Page 1 of 12 Next >>	Click the next link to move to the next page. This details that there
rage for 12 montes	are multiple pages of data.
Floor Plan Icon	Function
	Select: Float over a room to retrieve information, double click for
12	further information
	Clears Zoom back to original size
••	
27	Zoom: Highlight and zoom into selection of floor plan
+	Zoom In: Zooms into the floor plan
T	
—	Zoom Out: Zooms out of the floor plan
D	Isometric: Projects the floor plan on a different plan for 3d viewing
7	



# 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** 

Floor Plans	Space Key Reports	Favorites		Space - Editor
Primary Room Type	Totals By	Drag a task here to	add.	Edit Form
Room Type	Site Bld Floor Room - GFA and UFA	·	······································	Edit Room Details
Primary Room Function	Organisation Unit - UFA and Rm Area			Sign Off Space Validation
Room Function	Multiple Selection	Select Edit Room Details		Calculations
Faculty/Institute/Division org2	All Room Data - Multiple Filters	Select Edit Room Details		Run Calculation After Updating Space
School/Section	All Building Data - Multiple Filters			Run Calculation After Adding Shared Room
Sub Section	Theoretical Occpancy			
Teaching Space Utilisation	Summary Reports			
	Room Type by Faculty/Inst/Div org2			
	Room Type by School/Section org3			
	Room Function by Faculty/Inst/Div org2			
	Room Function by School/Section org3			

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

ARCHIBUS	Space Editor Tasks -		
Quick Room Updates (**Please no	ote** This form may take time to load)		
Filter			
	Building Code		Floor Code
Select Floor	0		
O0325 Seddon Centre Block     O0325 Seddon North Block     O034 Therapies Building     O044A Therapies Annexe     6201 Building 1     CO28 Building 2	Your Wo The buildings and i your organization	ooms assigned to	

**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.

Select Floor					
4 0828 Seddon Centre Block					
3 01-0082D-3					
<b>4</b> 01-0082b-4					
> 0082C Seddon I	Click on arrow to				
0084 Therapies	show floors				
> 0084A Therapies	Annexe				
6201 Building 1					
6202 Building 2					



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



**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.





Click on the edit button to update the room details

Select Floor	Plane shate 8 as
	Please select a floor
> 00828 Seddon Centre Block	
> 0082C Sedoon North Black	Tall
> 0084 Therapies Building	I III
# 0064A Therapies Annexe	-Har
101-00643-1	
2 01-00848-2 3 01-00848-3	763 764 765
3 01-0084a-3 4 01-0084a-4	
4 02-00648-4 \$ 05-00648-5	
\$ 02-00048-5 6 01-00048-6	722 707 708
6 01-00048-6 7 01 00048 7	771 741 728 728
8 01-00648-8	
> 6201 Duilding 1	747 722 725 776 793
> s202 ikilding 2	7474 124 122 124 128
· www.mining.	745 746 733 724 722 714 739
	No 712 733
	613
	$\oplus$
	010084.7
	Room Percentage
Click on edit button	Primary Room Primary Decontage of Tatel Occupants Allecated Room Primary Room
	Attributes RoomType RoomType Space in Room Occupancy Use Avea m <sup>2</sup> Exection Room Function Org Level One
	Edit Ves 1 101 100.00 1.00 RODGER-ASSOC PROF 16.73 1 13 451

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.

Edit Room Detai		
Room Details	Save Record	
Primary Room Record	Yos	
Room Type*	108 Office-Professional/General Staff	
Room Function*	62 IT & Infrastructure	
Org Level Five*	352 Campus Services (Property and Facilities)	
Total Occupants in Room	2.00	
Percentage of Space	100.00	
Room Comments	CLEANING OFFICE / STORE	0
Room Photo		
Room Name	Forgan Smith Building Room E101	
Survey Photo	Uplood a document	
Space Manager Roor	n Details	
Agreement Notes		0
Auditable	No	
UQ Book It	No	
Syllyabus Plus	No	
Allocation Status	[Ongoing ~]	
UQ Nav Room Detail	ls	
UQ Nav Comments		0
Room Web Link		

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

Room Photo		
Room Name	Richards Building Room 125	
Survey Photo	Upload a document	*



### 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 2

#### Image format

- 1. The image should be in landscape orientation.
- 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 D	etails
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.

	Edit Room Details	
	Room Details	Save Record
	Primary Room Record	Yes v
	Room Type*	351 LABORATORY - POSTGRAD RESEARCH &/OR ACADEMIC
	Room Function*	X11 Research
I	One Level Five*	1070

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

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

Roon	Room Percentage Click Add New Add New													
	Primary Room Attributes	Primary RoomType _	Room Type 🕳	Percentage of Space	Total Occupants in Room _	Occupancy Use		Primary Room Function _	Room Function 🛛 🕳	Org Level One 🛛 🕳	Org Level Two 🛛 🕳	Org Leve		
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		
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%

oom Percentage Add New 🛛													
F		Primary RoomTy	Update - Original room record			Total Occupants in Room _	Occupancy Use 🕳	Allocated Room Area m <sup>2</sup>	Primary Room Function _	Room Function 👝	Org Level One 🛛	Org Level Two 😑	Org Lev
Edit	No	1	percentage of space so both entries add to		100.00	1.00	RODGER-ASSOC PROF	16.73	1	13	651	1240	129
Edit	Yes	1	100%		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

Space Editor					
	Floor Plans	Space Key Reports	Favorites		Space - Editor
	Primary Room Type Room Type Primary Room Function Room Function Faculty/Institute/Division org2	<b>Totals By</b> Site Bld Floor Room - GFA and UFA Organisation Unit - UFA and Rm Area <b>Multiple Selection</b> All Room Data - Multiple Filters	Drag a task here to a Select Sign Off Space Validation	idd.	Edit Form Edit Room Details Sign Off Space Validation Calculations Run Calculation After Updating Space
	School/Section Sub Section Teaching Space Utilisation	All Building Data - Multiple Filters Theoretical Occpancy <b>Summary Reports</b> Room Type by Faculty/Inst/Div org2 Room Type by School/Section org3 Room Function by Faculty/Inst/Div orq2			Run Calculation After Adding Shared Room
		Room Function by School/Section org3			

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

												UCIMPEA	R5 +	Sign Out
AN	ARCHIBUS	S Space I	Editor	Tasks -								First a b	nem ne respont.	
gned	off Report												1	100A
ter	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.												Show	Clear D
		5	learch by Site Code(	9						Sean	th by Building Code(s)			
		Se	arch by Floor Code)	9						Search by (	Drg Level One Code(s)			
		Search by O	Ing Level Two Code;	0						Search by Or	g Level Three Code(s)			
		Search by D	rg Level Four Code	0						Search by (	Org Level. Five Code(s)			
			Primary Room Type:								arch by Room Type(s)			
			ary Room Function?								h by Room Function(s)			
						Clickor	the room and press	the sign off						
							button							
orksni														
	ace Transactions					_							Sign Off	XIS 0
	ace Transactions	10 6(27) 9(22) Arrit	Pape 1 of 1	ext>>		-						_	Sign Off	XLS O
om Tran	nsaction Code: 1(1) 4(11) 5(1		Page 1 of 3	itxt >>		-			Primary Room			Lan	1	XLS O
om Tran	nsaction Code: 1(1) 4(14) 3(1				-			Primary Room	Function			Primary	Primary Room	
m Tran Symp Off	staction Code: 1(1) 4(33) 5(1) = Space Auditor = Aud		Page 1 of 3     Site Name	ext >> - Building Code	- Building Nome	Floer Code		- Primary Room			<ul> <li>Room Function Description</li> </ul>	Primary RoomType	1	
m Tran	nsaction Code: 1(1) 4(14) 3(1				- Building Name	Floer Code	Room Code		Function		<ul> <li>Room Function Description</li> </ul>		Primary Room	XLS O
om Tran	staction Code: 1(1) 4(33) 5(1) = Space Auditor = Aud				Building Nome Seddon Centre Bloc		- Room Code		Function	<ul> <li>Room Function</li> <li>80</li> </ul>	Room Function Description NON-USABLE - CRECULATION & POTINTIALLY USAB	"RocmType	Primary Room	
m Tran	nsaction Code: 1 <sup>(2)</sup> 4 <sup>(34)</sup> 5 <sup>(2)</sup> Space Auditor = Aud	e ited	= Ste Name	- Building Code		k 3			= Description			"RocmType	<ul> <li>Primary Room</li> <li>TypeDescription</li> </ul>	. Room Ty
m Tran	nsaction Code: 1 <sup>(2)</sup> 4 <sup>(3)</sup> 5 <sup>(7)</sup> = Space Auditor = Aud No	ited _ Ste Con	Site Nome	- Building Code	Seddon Centre Bloc	k 3 k 3	8301		Punction     Description     NON-USABLE	80	NON-USABLE - CIRCULATION & POTENTIALLY USAB	"RocmType	<ul> <li>Primary Room</li> <li>TypeDescription</li> <li>NON-USABLE</li> </ul>	= Room Ty EOS
m Tran	naetion Code: 1(2) 4(38) 517 Spoor Auditor Aud No No	ited - Ste Cede	Ste Nome St Lucia	Building Code 00828 00828	Seddon Centre Bloc Seddon Centre Bloc	k 3 k 3 k 3	8301 8302		Punction     Description     NON-USABLE     ACADEMIC	80 12	NON-USABLE - CIRCULATION & POTENTIALLY USAB ACADEMIC - RESEARCH ONLY	- RoemType - 0 3	<ul> <li>Primary Room</li> <li>TypeDescription</li> <li>NON-USABLE</li> <li>LABORATORY</li> </ul>	= Room Ty 805 309
m Tran	Nacion Code: 1 <sup>(1)</sup> 4 <sup>(10)</sup> 5 <sup>(1)</sup> Space Auditor = Auditor No No No	01 01 01 01	Ste None St Lucia St Lucia St Lucia	- Building Code 00828 00828 00828	Seddon Centre Bloc Seddon Centre Bloc Seddon Centre Bloc	k 3 k 3 k 3 k 3	8301 8302 8303 8304 8306		NON-USABLE ACADEMIC ACADEMIC	80 12 19	NON-USABLE - CIRCULATION & POTENTIALLY USAB ACADENIC - RESEARCH ONLY ACADENIC - OTHER ACADENIC ACTIVITIES	- RoemType - 0 3	Primury Room TypeDescription NON-USABLE LABORATORY LABORATORY	= Room 7) 805 309 334
om Tran	naction Code: 1/17 4/189 5/7 Spece Auditor	01 01 01 01 01 01	St Lucia St Lucia St Lucia St Lucia St Lucia	<ul> <li>Building Code</li> <li>00828</li> <li>00828</li> <li>00828</li> <li>00828</li> <li>00828</li> </ul>	Seddon Certre Bloc Seddon Certre Bloc Seddon Certre Bloc Seddon Certre Bloc Seddon Certre Bloc	k 3 k 3 k 3 k 3 k 3 k 3 k 3	8301 8302 8303 8304		Ruszion Description NON-USABLE ACADEMIC ACADEMIC ACADEMIC	80 12 19 12	NON-USABLE - CIRCULATION & POTINTIALLY USAB ACADENIC - RESEARCH ONLY ACADENIC - OTHER ACADENIC ACTIVITIES ACADENIC - RESEARCH ONLY	- RoemType - 0 3	Primuy Room TypeDescription NON-USABLE LABORATORY LABORATORY LABORATORY	= Room Trg 805 309 334 309

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.

Works	pace Transactio	ons												Sign Off ()	KLS (
Room Tra	insaction Code: 1[1]	4003 50100 6	[27] 9(19] All(250	Page 1 of 3 Ne	xt>>										
	ed Space Auditor	Dote Audited	Site Code	Site Name	- Building Code	Building Name	Floor Code		= Primary Room = Function	Primary Room Function Description	= Room Function	<ul> <li>Room Function Description</li> </ul>	= Primary RoomType	Primary Room	= Roor
	WE UQHPELIES	25,01/20	14.01	Sclucia	00828	Section Centre Block	61	8301	1	NON-USAILE	80	NON-USABLE - CREULATION & POTENTIALLY USA	6. A.	NON-USAULE	105
10	No		01	St Lucia	00828	Seddon Centre Block	: 3	8302	1	ACADENIC	12	ACADEMIC - RESEARCH ONLY	1	LABORATORY	309
12	No		01	St Lucia	00828	Seddon Centre Block	3	8303	1	ACADEMIC	19	ACADEMIC - OTHER ACADEMIC ACTIVITIES	3	LABORATORY	334
13	No		01	St Lucia	00828	Seddon Centre Block	1.3	8304	1	ACADEMIC	12	ACADEMIC - RESEARCH ONLY	3	LABORATORY	309

**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.



	Room Transaction Code	Signed Off =	Space Auditor	_
--	-----------------------------	-----------------	------------------	---

#### Click the sign off button

You will see all the one page room transaction will go green and the sign off box will detail Yes and in the space auditor field your UQ user name will show.

Signed	- Space Auditor	_ Date _ Audited .	Site Code	- Site Name	- Building Code	Building Name	Floor Code		Primary Room = Function	Primary Room Function Description		Room Function Description	Primary RoamType	Primary Room TypeDescription	_ Reo
	3														
	IS DOMPEARS	24,03/701	4.01	St Cores	00829	Seddon Centre Block	4.1	8901	1	NON-USARLE	80	NON-USABLE - CREDULATION & POTENTIALLY USA	Li	HON-USABLE	105
( Y	es LIGNIFEARS	2603/201	4.48	Stone	91828	Sector Centre Ricca	4	H163		ACADEHOC	- 41	- ACADEMIC - RESEARCH CNLV	-(8)	LABORATORY	109
k 11	ES LIGHIPEARS	24,01/201	4 01	Studa	00819	Sector Cercu Block	4	6303	-3	ACADELLIC	10	ACADETRIC + OTHER ACADEFRIC ACTIVITIES	1	LABORATORY	114
1 W	IS UQNIFEARS	26/05/201	6.01	Stuce	00858	Septon Centre Block	3	8304	1	ACADEHIC		ACADEMIC: RESEARCH ONLY	3	LABORATORY	309
k n	IS UCENEARS	26/03/201	6-03	St Local	90828	Sendon Centre Balco		0.005		AGADEHUG		ACADEMIC - TEACHING & RESEARCH	1	LABORATORY	114
E W	A UQNPEARS	24/03/201	4 03	SELLIONA	00828	Seption Centre Boock	1	11309	1	ACADEHOC	41	ACADEMIC - TEACHING & RESEARCH	1	LABORATORY	114
t v	IS UQUIPEARS	26/03/201	4 05	St Lucia	00828	Section Centre Buck	1	8110	4	ACADEHOC	0	ACADEMIC - TEACHING & RESEARCH	1	LABORATORY	114
l vi	H. DOMORIARS	24/01/201	4 04	St Lucia	000318	Sector Centre Rucce	1	8311	1	ACADETEC	19	ACADEMIC - OTHER ACADEMIC ACTIVITIES	11	LABOKATORY	114
1 1	H-UQPPEARS	26/03/201	4 05	SELICE	00838	Sector Centre Book	4	0313	4	ACADEHOC	11	ACADEMIC - TEACHING & RESEARCH	1	LABORATORY	-140
ι η	IS UCHPEARS		4 HA U	SELINGE	doat a	Sendon Centre Brock	4	840.1		ACADETEC	14	AGADEHIC - ACADEMIC ADMINISTRATION	4	GENERAL	425
Y	ES LIQUIDEARS	24/03/201	4:05	Stillight	00828	Sectors Centre Bucch	÷	HACT		ACADEHOC	14	ACADEMIC - ACADEMIC ADMINISTRATION	+	GENERAL	605
1	IS UCHOEARS	26/01/201	4 61	SHUD	00818	Seddon Centre BioG	4	11403		ACADEHIC	- 14	ACADENIC - ACADENIC ADMINISTRATION	1	GENERAL	605
l n	IS UQUINEARS.	26/03/201	4 05	Stunes	00828	Sendon Centre Eluca	-4	8404	- 1	ACADEMOC	14	ACADEMIC - ACADEMIC ADMINISTRATION	1	OFFICE.	116
W	IN UQUITUARS	24/03/201	4 05	St Linda	00134	Seddon Centre Brock	4	0405	1	ACADEHOC	18	ACADEMIC - ACADEMIC ADMINISTRATION	4	GENERAL	101
1 1	IS- UQBREARS	29,03/201	4 05	SALUMA	00828	Seddon Centre Brock	4	8466		ACADENIC	- 44	ACADETTIC - ACADETIC ADMINISTRATION	4	GENERAL	- 101
1 1	ES LIQMPEARS	26/03/203	4.01	SLUOR	00829	Secon Centra Block	4	RALL	4	ACADEHIC	19	ACADEHIC - OTHER ACADEHIC ACTIVITIES	1	GENERAL	604
Ŵ	IS UDMPEARE		4 111	Stituda	001209	Seddors Centre Eloca		RATE	-	ACADENIC	- 14	ACADENIC ACADENIC ADMINISTRATION		ANCILLARY	100

To check if all your areas have been verified select the signed off field and select No

Any space not signed off will show

Wo	Workspace Transactions								
Roor	n Transact	tion Code: 1 <sup>[1]</sup>	<b>4</b> [85]	5 <sup>[118]</sup> 6 <sup>[27]</sup>	<b>9</b> <sup>[19]</sup> All <sup>[250]</sup>	Ρ			
	Signed Off -	Space Auditor	-	Date Audited 🕳	Site Code	-			
	No	UQMPEAR5		26/03/2014	01				
	Yes	UQMPEAR5		26/03/2014	01				
	Yes	UQMPEAR5		26/03/2014	01				
	Ves			26/03/2014	01				



# **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

Floor Plans	Space Key Reports	Favorites		Space - Editor	
Primary Room Type	Totals By	Drag a task here to add.		Edit Form	
Room Type	Site Bld Floor Room - GFA and UFA Organisation Unit - UFA and Rm Area			Edit Room Details	
Primary Room Function Room Function				Sign Off Space Validation	
Faculty/Institute/Division org2	Multiple Selection All Room Data - Multiple Filters	Select Run Calculation After Updating Space		Calculations Run Calculation After Updating Space	
School/Section	All Building Data - Multiple Filters			Run Calculation After Adding Shared Ro	
Sub Section	Theoretical Occpancy				
Teaching Space Utilisation	Summary Reports				
	Room Type by Faculty/Inst/Div org2				
	Room Type by School/Section org3				
	Room Function by Faculty/Inst/Div org2				
	Room Function by School/Section org3				

#### Click the start job icon

Single Job Report View					8 <b>0</b> 4
Single Job Report Progres	55				0
Percent Complete	Progress	Estimated Pages	Elapsed Time	Estimated Time Remaining	
				Press Start Job Button	> <u>Start 306</u>

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

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<u>r</u>

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