Dear Space Editors

Subject: Annual Space Validation – 1-15 June 2012

The annual space validation (formerly known as the annual space audit) is an important part of how the University manages its space. It is vital that the data collected in this validation is accurate as it is used in a number of surveys such as the Go8 and the TEFMA benchmark surveys. It is also used as part of the Budget Contribution Model (BCM).

This is the first year that the new ARCHIBUS system will be used to review and edit the data. We hope you will find this to be a significant improvement, as you can now visually analyse your data.

- ARCHIBUS login website: www.archibus.uq.edu.au

The space validation will run from 1st June until 15th June 2012. Organisational units must notify P&F once the review is complete and you are satisfied the data is correct by e-mail to David Catchpole d.catchpole@pf.uq.edu.au

During this period you must review the space data for your particular organisational unit to ensure its accuracy and update the system where required.

- A project website has been developed which includes training, guides and video instructions: http://www.pf.uq.edu.au/archibus/training.html

After feedback from training we have simplified the editing process. There is now one edit form based on a floor plan. The edit screen can take time to load, up to two minutes for large complex organisation units, but when loading is complete, editing is quick and simple. There are also additional videos to step you through the process.

As this is a new system we have also organised drop-in sessions at St Lucia and Gatton campuses for editors who require additional training and face-to-face assistance. You do not need to register to attend these sessions. Session times:

- St Lucia: 12th June 2012 9:30am-12pm Bldg 14, Sir Llew Edwards Bldg, Room 219
- Gatton: 6th June 2012 9:30am-12pm Bldg 8117, Room 118

For further information please contact:
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Space data issues: David Catchpole, Space Auditor, 54279, d.catchpole@pf.uq.edu.au
Technical/ login issues: Darrell Naylor, IT Officer, 69637, d.naylor@pf.uq.edu.au

Regards

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