ARCHIBUS Space Management

User Guide
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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 within the UQ network **only**.

2.2 System Requirements

Internet Browsers – Internet Explorer and Mozilla Firefox

Adobe Flash 10

Mac Users must download Firefox or Internet Explorer and Adobe Flash 10

Other Browsers – Safari and Chrome are not certified by Archibus, testing showed that the enterprise graphics did not display using these browsers.

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

2.3 Technical Contact

For any technical issues please contact Darrell Naylor, Archibus Technical on ext 69637 or e-mail 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](http://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](http://www.archibus.uq.edu.au)

![ARCHIBUS Login](image)

Enter your UQ username e.g. uqgsco1 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

![Navigation Bar](image)

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

4. Navigating Archibus
4.1 Process Navigator

To access a particular task, click on the activity, the process and then the task. If you have only one activity or process the system will select it automatically for you. To use the process navigator click the area you need to use, the navigator will then drill down to the next level.

4.2 Domain, Activity, Process and Tasks

**Domain** – These are modules that address facilities management elements of the building lifecycle. To manage the UQ space inventory and reporting requirements the **Archibus Space Planning and Management** domain was purchased. UQ also has purchased **Real Estate and Portfolio Management** to manage the UQ property portfolio. In future, UQ will purchase additional domains to help manage UQ assets.

**Activity** – These represent discrete business functions or automation goals with a defined outcome or business benefit. For University space users the **space inventory and performance activity** has been configured. In future the personnel and occupancy activity can be configured to help departments as an employee space inventory.

**Process** – Each activity consists of a series of processes so reports and forms are easy for users to locate.

**Tasks** – The task is the actual selection that a user makes to perform an action, such as editing a floor plan drawing, examining a report, editing a database record, and so forth. For example, a user might select the "Floor Plans by – Org Level 5" task and enter data in the resulting grid to develop room records.
To access a particular task, click on the domain then the activity then the process and then the task. If you have only one activity or process, the program will select it automatically for you. Clicking on the task will then load the form or report for you in the panel in the right hand side of the screen. To return to a previous level of the process navigator, click the up arrow as shown.

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

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Vice Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>Faculty of Engineering, Architecture and Information Technology</td>
</tr>
<tr>
<td>Level 3</td>
<td>School of Mechanical and Mining Engineering</td>
</tr>
<tr>
<td>Level 4</td>
<td>Division of Mining Engineering</td>
</tr>
<tr>
<td>Level 5</td>
<td>University Experimental Mine</td>
</tr>
</tbody>
</table>

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
**Annual Space Validation** – Process in which University Space Editors validate that the allocated space to their organisation unit and the space attributes match the data in the Archibus space inventory system. (Formally known as annual space audit)

The fields that need to be validated are: Room type, room function, organisational level, containment level (PC2), room percentages and room capacity.

**Usable Floor Area (UFA)** – The sum of the floor areas measured at floor level from the general inside face of the building walls of all interior spaces related to the primary function of the building. This will normally be computed by calculating the “Fully Enclosed Covered Area’ (FECA) and deducting all of the following areas supplementary to the primary function of the building. The following areas are deducted common use areas, service areas and non habitable areas.

**Gross Floor Area (GFA)** – This figure is calculated by adding the ‘Fully Enclosed Covered Area’ and ‘Unenclosed Covered Area’.

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

**Efficiency Rate** – The ratio of UFA to GFA

**Room Type** – Follows the standard Go8 Definitions for what type of room it is. E.g. a laboratory preparation room

**NEW! Room Function** – Follows standard Go8 Definitions for what the purpose of the room is e.g. the function of the laboratory preparation room referred to above 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.

**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 within the space. The floor plans do not show the shared room information it only shows the information for the first record for the room.

**Room Area** per floor or building– this is the sum of usable and non-usable area and excludes the wal thickness.

**Non UFA** – Sum of common rooms and service rooms

**Occupant** – This is the organisational group that occupy the room. It is not the “owner”. So if a faculty “loans” same rooms to another group those rooms will be allocated to that new group. Space “ownership” changes can only be done and recorded through the ISC.

### 7. Archibus Icons, Filters, Consoles
<table>
<thead>
<tr>
<th>Icons/Filters/Consoles</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Site Name" /></td>
<td>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</td>
</tr>
<tr>
<td><img src="image" alt="Expand or retract data panels" /></td>
<td>This icon expands or retracts data panels. Click on this icon if you require</td>
</tr>
<tr>
<td><img src="image" alt="Ellipsis" /></td>
<td>Click on the ellipsis to open a table to open search function or acts as drop down list</td>
</tr>
<tr>
<td><img src="image" alt="Next" /></td>
<td>Click the next link to move to the next page. This details that there are multiple pages of data.</td>
</tr>
<tr>
<td><img src="image" alt="Floor Plan Icon" /></td>
<td>By selecting this console you will open the filter field. Pressing the up arrow</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Floor Plan Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Select" /></td>
<td>Select: Float over a room to retrieve information, double click for further information</td>
</tr>
<tr>
<td><img src="image" alt="Zoom" /></td>
<td>Zoom: Highlight and zoom into selection of floor plan</td>
</tr>
<tr>
<td><img src="image" alt="Pan" /></td>
<td>Pan: Left click and hold, allows user to move floor plan left and right</td>
</tr>
<tr>
<td><img src="image" alt="Zoom In" /></td>
<td>Zoom In: Zooms into the floor plan</td>
</tr>
<tr>
<td><img src="image" alt="Zoom Out" /></td>
<td>Zoom Out: Zooms out of the floor plan</td>
</tr>
<tr>
<td><img src="image" alt="Zoom Extends" /></td>
<td>Zoom Extends: Zooms in or out of the floor plan</td>
</tr>
<tr>
<td><img src="image" alt="Centre" /></td>
<td>Centre: Centres the floor plan within the window</td>
</tr>
<tr>
<td><img src="image" alt="Isometric" /></td>
<td>Isometric: Projects the floor plan on a different plan for 3d viewing</td>
</tr>
<tr>
<td><img src="image" alt="Reset" /></td>
<td>Reset: Reloads the floor plan</td>
</tr>
<tr>
<td><img src="image" alt="Clear" /></td>
<td>Clear: Clears the floor plan selected room</td>
</tr>
</tbody>
</table>

### 8. Edit Space Records

Editing space data is performed within the UQ Space Editors process. When completing multiple space updates the quick room update task should be used.

#### 8.1 Quick Room Updates (Floor Plan)

Navigate to Space Planning & Management > Space Inventory and Performance > UQ Space Editor> Quick Room Updates.
Step | Action | Process
--- | --- | ---
1 | Choose | On the select floor panel all the buildings that are to be reviewed will be visible. If the building that you require to edit is not within this panel click on the building code ellipsis.
2 | Locate | Using the building tree, click the + symbol to locate your floor to update
3 | Locate | A floor plan will show on the panel on the right hand side. Click on the room that you wish to edit.
3 | Edit | Click on the edit button and the room edit page will appear. Make changes
4 | Choose | **Save** on the menu bar.

**Key Information**

Any field with a red asterisk * beside the field is mandatory and must have data entered.

**Please note** – This form may take up to 1 minute to load for organisation units with many buildings.

**Instructional Video**

To watch an instructional video to make updates using the quick room updates for please click the following link. [Quick Room Updates (Floor Plan)]

**8.2 Quick Room Updates (Floor Plan) Adding Shared Room**

Navigate to Space Planning & Management > Space Inventory and Performance > UQ Space Editor> Quick Room Updates.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Choose</td>
<td>On the select floor panel all the buildings that are to be reviewed will be visible. If the building that you require to edit is not within this panel click on the building code ellipsis.</td>
</tr>
<tr>
<td>2</td>
<td>Locate</td>
<td>Using the building tree, click the + symbol to locate your floor to update</td>
</tr>
<tr>
<td>3</td>
<td>Locate</td>
<td>A floor plan will show on the panel on the right hand side. Click on the room that you wish to edit.</td>
</tr>
<tr>
<td>3</td>
<td>Click</td>
<td>Click on the Add New button and the room edit page will appear. You need to enter all the room details.</td>
</tr>
<tr>
<td>4</td>
<td>Choose</td>
<td>Save on the menu bar.</td>
</tr>
</tbody>
</table>

**Key Information**

Any field with a red asterisk * beside the field is mandatory and must have data entered.

**Please note – This form may take up to 1 minute to load for organisation units with many buildings.**

**Instructional Video**

To watch an instructional video to make updates using the quick room updates for please click the following link. [Add Shared Room](#)

8.3 **Quick Room Updates (Multimedia Devices iPad)**

Navigate to Space Planning & Management > Space Inventory and Performance > UQ Space Editor> Quick Room Updates.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Choose</td>
<td>On the select floor panel all the buildings that are to be reviewed will be visible. If the building that you require to edit is not within this panel click on the building code ellipsis.</td>
</tr>
<tr>
<td>2</td>
<td>Locate</td>
<td>Using the building tree, click the + symbol to locate your floor to update and then the room. Click the + symbol to display the record for that room. There may be multiple records for each room. This means the room allocation is shared between multiple organisational units or room type or function.</td>
</tr>
<tr>
<td>3</td>
<td>Enter</td>
<td>The room form will show on the panel on the right hand side. Update the form with the amended room details.</td>
</tr>
<tr>
<td>4</td>
<td>Choose</td>
<td><strong>Save</strong> on the menu bar.</td>
</tr>
</tbody>
</table>

**Key Information**

Any field with a red asterisk * beside the field is mandatory and must have data entered.

If the room is to have shared room type, function and org unit allocation, in the select room panel locate the room to be shared space and click **add new record**. A new form will appear, update form with shared details.

### 8.4 Calculations

Navigate to Space Planning & Management > Space Inventory and Performance > UQ Space Editor> Run Calculation.
Step | Action | Process
--- | --- | ---
1.0 | Choose | Click the start job icon. A calculation report status bar will appear.
2.0 | General | You do not need to wait until the report finishes running you can complete other tasks in Archibus.
3.0 | General | To determine if your calculation is completed you can check by viewing my jobs tab on the top right hand on the screen. Click my jobs and this will show the status of current reports.

Key Information

After you have updated your space and you want to view the correct room areas on reports then you need to run the calculation report detailed above.

Instructional Video

To watch an instructional video to make updates using the quick room updates for please click the following link. [Run Calculation](#)

9. Reports

There are two main types of reports within the Archibus system. View reports and highlight reports.

Detailed below is descriptions of key space reports.
9.1 View Space Data by Location

Navigate to Space Planning & Management > Space Inventory and Performance > UQ Space Reports> Location.

This report details GFA, UFA, Non UFA and Total Room Area data by site, building, floor and room.

When you click on the blue text in the site panel the next pane with information will appear.

All data within each panel can be transferred to excel by choosing the XLS icon at the top right hand side of each panel.

Location video

9.2 View Space Data by Organisational Unit

Navigate to Space Planning & Management > Space Inventory and Performance > UQ Space Reports> Organisation.
This report shows room area, non UFA and UFA area sizes for each organisational unit. Data can be exported to excel. Organisation unit video

9.3 **Highlight** Floor Plan by Primary Room Type

Navigate to Space Planning & Management > Space Inventory and Performance > UQ Space Reports> Primary Room Type.

This highlight report shows the different assigned primary room types of a floor in a building.

9.4 **Highlight** Floor Plan by Room Type

Navigate to Space Planning & Management > Space Inventory and Performance > UQ Space Reports> Room Type.
This highlight report shows the different assigned primary room types of a floor in a building

9.5 **Highlight** Floor Plan by Primary Function

Navigate to Space Planning & Management > Space Inventory and Performance > UQ Space Reports > Primary Function.

This highlight report shows the different assigned primary room function of a floor in a building

9.6 **Highlight** Floor Plan by Room Function

Navigate to Space Planning & Management > Space Inventory and Performance > UQ Space Reports > Room Function.
This highlight report shows the different assigned room functions of a floor in a building.

9.7 **Highlight** Floor Plan by Org Level

Navigate to Space Planning & Management > Space Inventory and Performance > UQ Space Reports> Org Level (1 – 5).

This highlight report shows the different assigned organisational levels of a floor in a building.

**Org Level Five video**

10. **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

Graham Brighouse  CAD Coordinator  g.brighouse@pf.uq.edu.au
  - Floor plans, maps

Darrell Naylor  System Admin  d.naylor@pf.uq.edu.au
  - Technical issues and processing access requests.