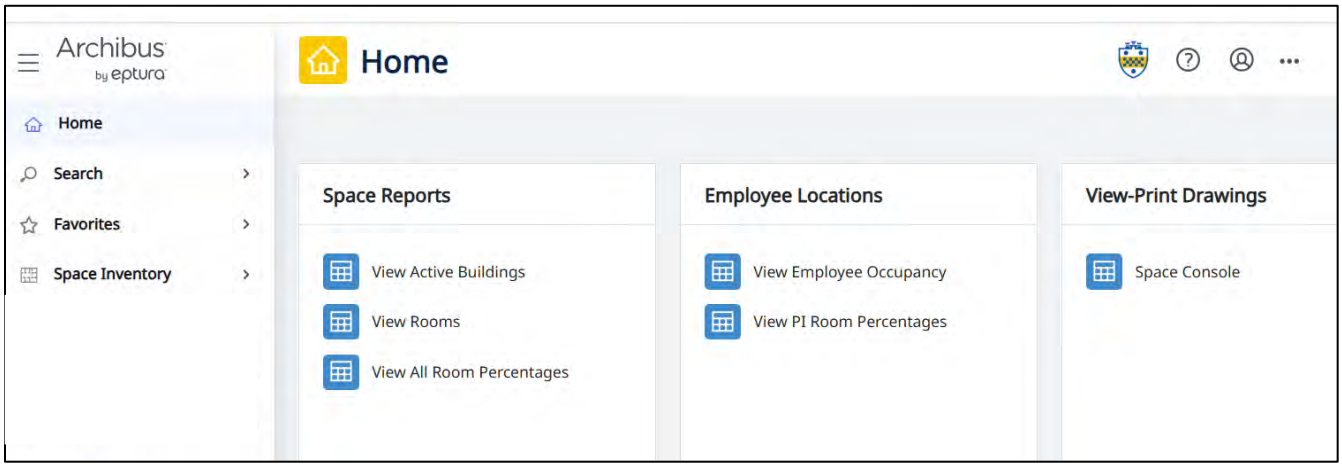
ARCHIBUS Web Central - Reference Guide

Logging In

To get to ARCHIBUS type into your browser (preferably Chrome) and bookmark this page - archibus.pitt.edu

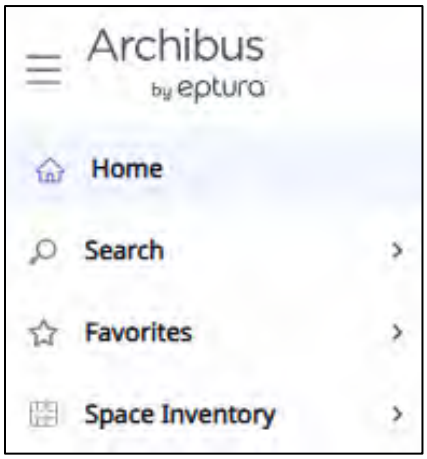
Home Screen

After logging in, you will be redirected to the Web Central home screen. Within the home screen, there is a sidebar navigation panel and a larger area containing three reporting buckets.



Sidebar Navigation Panel

The sidebar navigation panel allows you to navigate between different views within ARCHIBUS and return to the home screen.

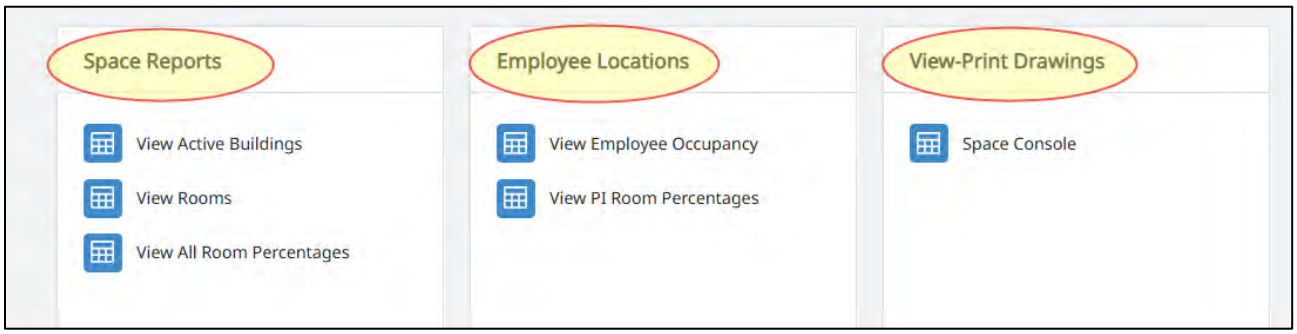


Legend for Sidebar Navigation Panel:

Symbol	***Description***
☰	Hamburger Symbol - Makes sidebar navigation panel pop in/out
Home	Use instead of back button to return to the home screen
Search	Use to search for available reports (such as "View Active Buildings" or "Space Console")
Favorites	After favoriting an available report, it will show up when clicking on this item
Space Inventory	The Space Inventory menu allows you to see the list of all available reports/views that are within the "Reporting Buckets"

Reporting Buckets

The larger section of the home screen provides three reporting buckets. The reporting buckets have links to available reports for viewing space data within ARCHIBUS. These same reports can also be accessed using the "Space Inventory" tab in the sidebar navigation panel.



- *Space Reports* – detailed space data involving buildings, rooms and room - %'s

- *Employee Locations* - People/PI data as it relates to space.
  Currently, this is used by Health Sciences and School of Engineering

- *View-Print Drawings* – Space Console – Highlighted/labeled floor plans with ability to export to a PDF

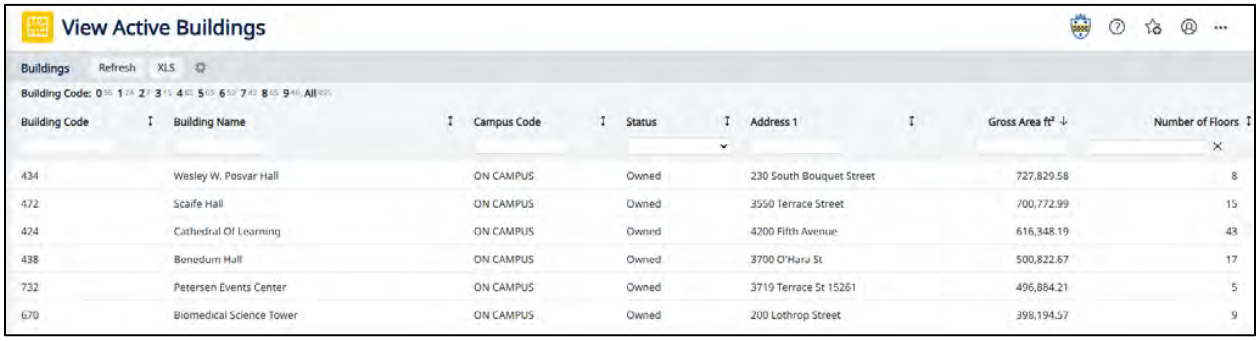
Space Reports

View Active Buildings

The “View Active Buildings” report provides high-level information about the building. This includes address, status (Owned or Leased) and square footage information.

To get to the “View Active Building” report, click on View Active Buildings under the Space Reports bucket on the home screen.

After clicking on the “View Active Buildings” button, you will be redirected to the report.



Building Code	Building Name	Campus Code	Status	Address 1	Gross Area ft²	Number of Floors
434	Wesley W. Posvar Hall	ON CAMPUS	Owned	230 South Bouquet Street	727,829.58	8
472	Scaife Hall	ON CAMPUS	Owned	3550 Terrace Street	700,772.99	15
424	Cathedral Of Learning	ON CAMPUS	Owned	4200 Fifth Avenue	616,348.19	43
438	Benedum Hall	ON CAMPUS	Owned	3700 O'Hara St	500,822.67	17
732	Petersen Events Center	ON CAMPUS	Owned	3719 Terrace St 15261	496,884.21	5
670	Biomedical Science Tower	ON CAMPUS	Owned	200 Lothrop Street	398,194.57	9

Within this report you can:

- Filter data - for a specific campus or building, etc.
- Sort data
- Choose to see additional attribute data about the building
- Export data into an excel spreadsheet

Top Menu Bar

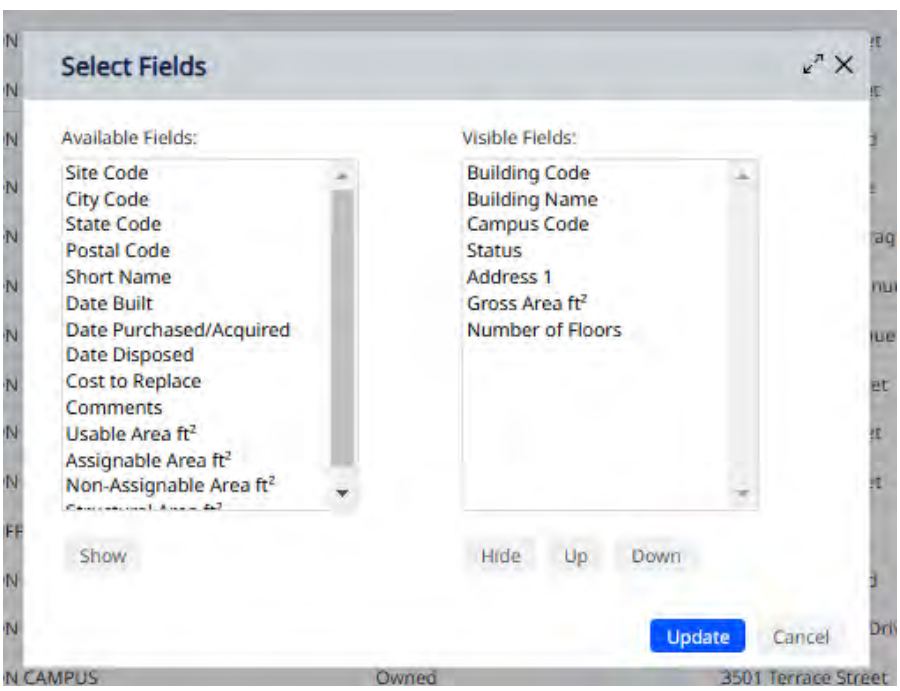
The top menu bar can be used to "Refresh" data, export (XLS) data to an excel spreadsheet and customize the report columns using the "Gear"

Legend for Top Menu Bar:

Symbol	***Description***
Refresh	Refresh live data on that page, also brings you back to page 1 of the report
XLS	Export data to Excel
	Select/adjust fields you would like to see on your report using the "Gear"

Customize a Report Using the "Gear"

After clicking on the gear ( ) icon, the "Select Fields" box will pop up and you can adjust the report columns you would like to see on this report.

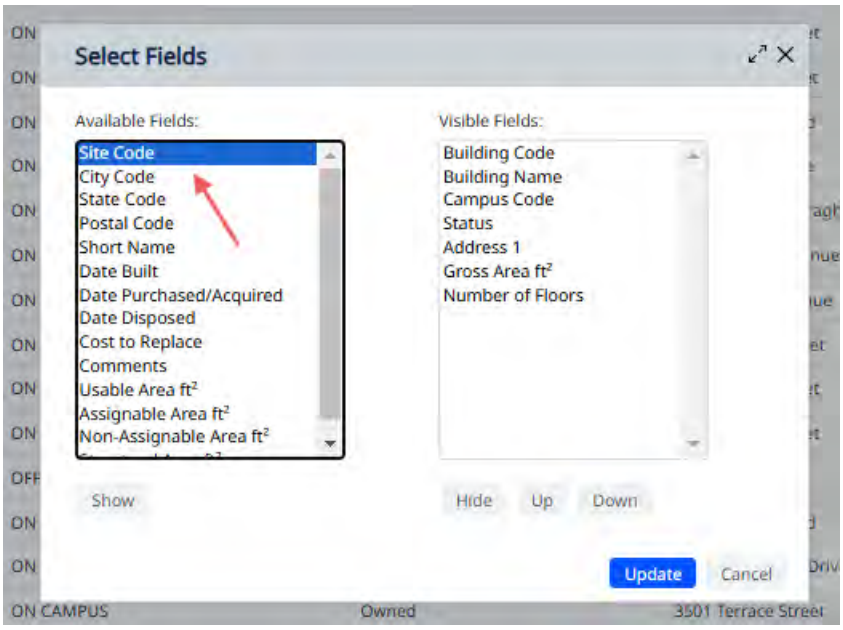


- *Available Fields* – Report columns available to add to a report
- *Visible Fields* – Report columns that currently appear in the report
- *Show, Hide, Up, Down* – Allows you to adjust what data elements appear as well as the order in which they appear
- *Update* – Saves the view

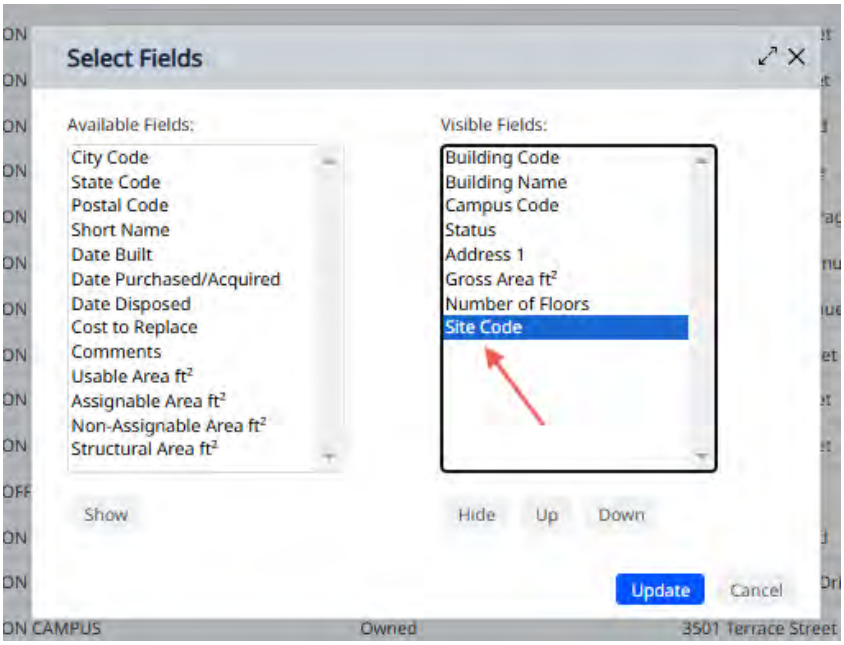
Walk-Through:

How to customize the report within the "Select Fields" pop-up

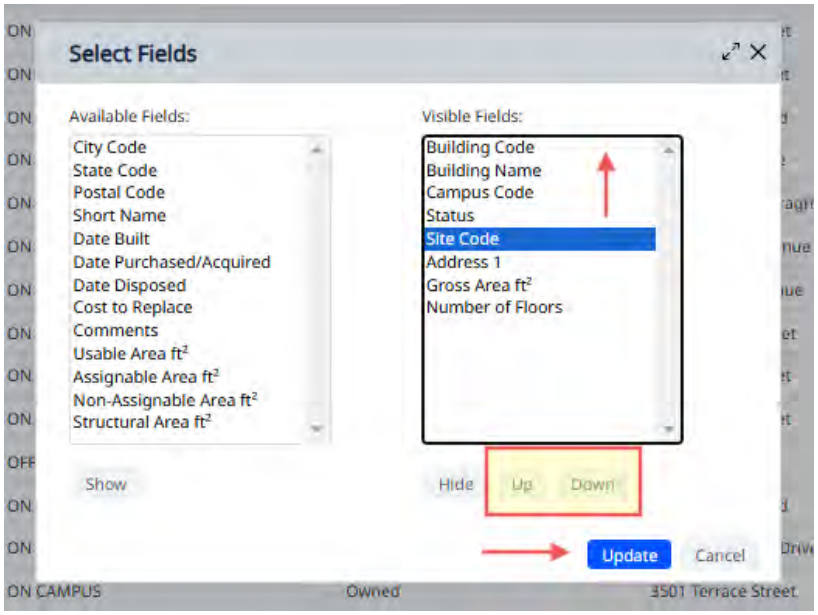
1. After clicking on the gear icon, highlight by clicking a data element (or multiple) in *Available Fields* then click *Show* OR you can double-click a single data element



2. Check *Visible Fields* to see the added element(s) at the bottom of the list



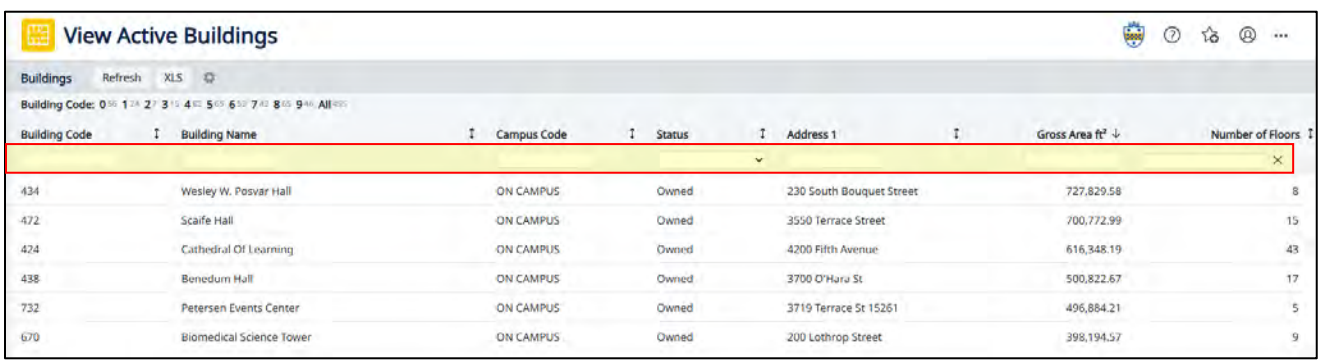
3. Move added data element to desired position by highlighting element(s) then clicking *Up or Down*



4. Click *Update* when finished

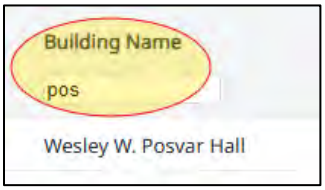
Filtering Data

The filter row highlighted below allows you to filter for the data you need. When you type text into these fields and press enter, it will search for any data that ***contains*** that text string.



Example:

1. Type "pos" into the Building Name filter & **click enter** to filter. You will now see "Wesley W. Posvar Hall" shows up because it contains the text "pos"



2. Delete what's in the filter and hit enter to remove the filter OR you can also use the "x" button on the right side of the filter row to clear **all** filters.

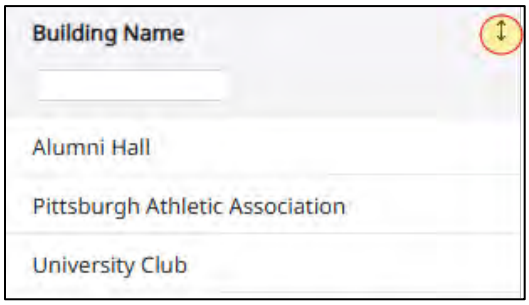
Sorting Data

To sort data, click on the header of the column you want to sort by.

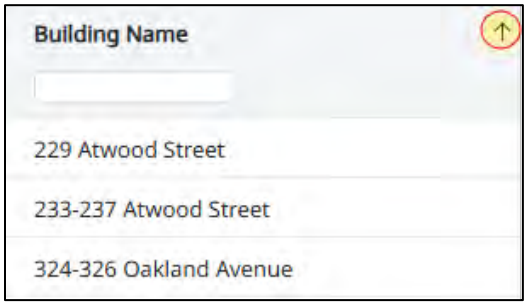
Clicking once will set the sort to ascending (with an upward arrow), clicking twice will sort descending (with a downwards arrow), and clicking three time will remove the sort (an arrow pointing in both directions).

Example:

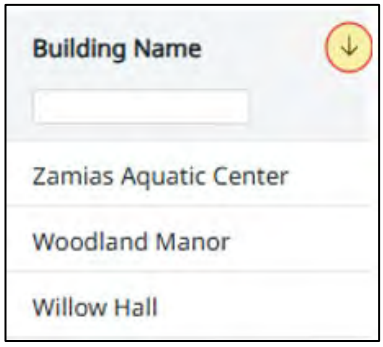
1. Unsorted



2. Sorted Ascending



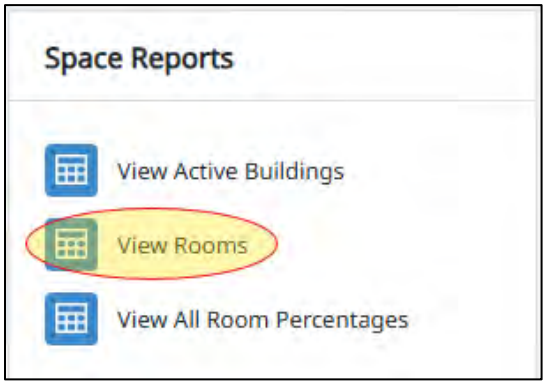
3. Sorted Descending



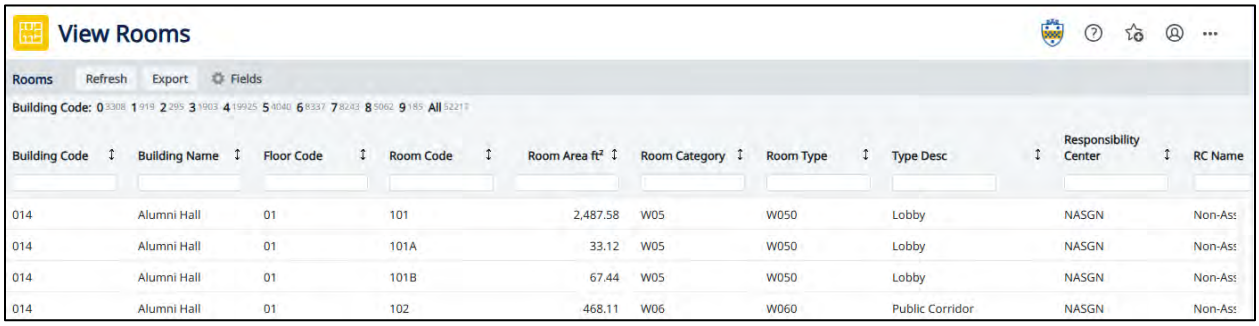
View Rooms

The “View Rooms” report provides details about rooms in every building. This includes Building, Floor and Room Codes as well as use and department information.

To get to the “View Rooms” report, click on View Rooms under the Space Reports bucket on the home screen. *NOTE:* Click Home on the sidebar to get back to Home Screen



Data from this view can be filtered, sorted, have report fields adjusted and exported to excel in a similar fashion to the “View Active Buildings” report.

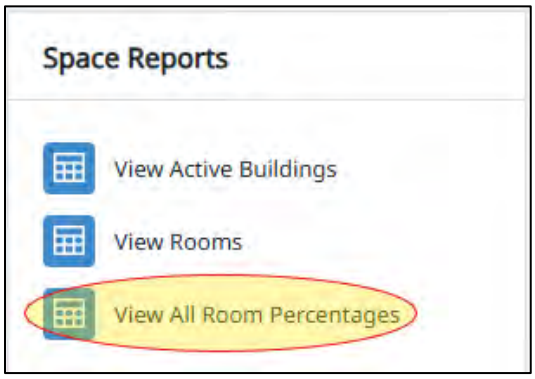


Building Code	Building Name	Floor Code	Room Code	Room Area ft²	Room Category	Room Type	Type Desc	Responsibility Center	RC Name
014	Alumni Hall	01	101	2,487.58	W05	W050	Lobby	NASGN	Non-As
014	Alumni Hall	01	101A	33.12	W05	W050	Lobby	NASGN	Non-As
014	Alumni Hall	01	101B	67.44	W05	W050	Lobby	NASGN	Non-As
014	Alumni Hall	01	102	468.11	W06	W060	Public Corridor	NASGN	Non-As

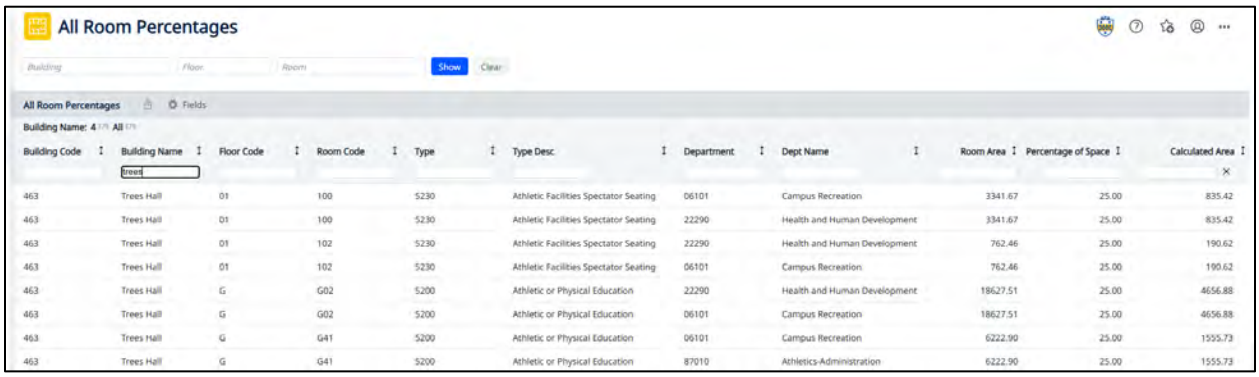
View All Room Percentages

The “View All Room Percentages” report provides details about shared/split space in every building. Space can be split by *Department* or by *Use*. The percentage breakdown can be found in the “Percentage of Space” column.

To get to the “View All Room Percentages” report, click on View All Room Percentages under the Space Reports bucket on the home screen.



Data from this view can be filtered, sorted, have report fields adjusted and exported to excel in a similar fashion to the “View Active Buildings” report.



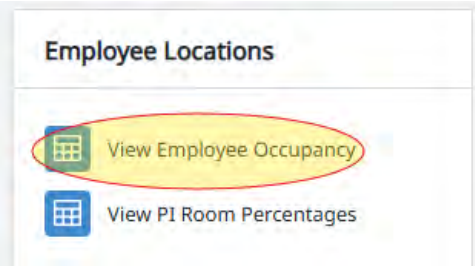
Building Code	Building Name	Floor Code	Room Code	Type	Type Desc.	Department	Dept Name	Room Area	Percentage of Space	Calculated Area
	trees									
463	Trees Hall	01	100	5230	Athletic Facilities Spectator Seating	06101	Campus Recreation	3341.67	25.00	835.42
463	Trees Hall	01	100	5230	Athletic Facilities Spectator Seating	22290	Health and Human Development	3341.67	25.00	835.42
463	Trees Hall	01	102	5230	Athletic Facilities Spectator Seating	22290	Health and Human Development	762.46	25.00	190.62
463	Trees Hall	01	102	5230	Athletic Facilities Spectator Seating	06101	Campus Recreation	762.46	25.00	190.62
463	Trees Hall	G	G02	5200	Athletic or Physical Education	22290	Health and Human Development	18627.51	25.00	4656.88
463	Trees Hall	G	G02	5200	Athletic or Physical Education	06101	Campus Recreation	18627.51	25.00	4656.88
463	Trees Hall	G	G41	5200	Athletic or Physical Education	06101	Campus Recreation	6222.90	25.00	1555.73
463	Trees Hall	G	G41	5200	Athletic or Physical Education	87010	Athletics-Administration	6222.90	25.00	1555.73

Employee Locations

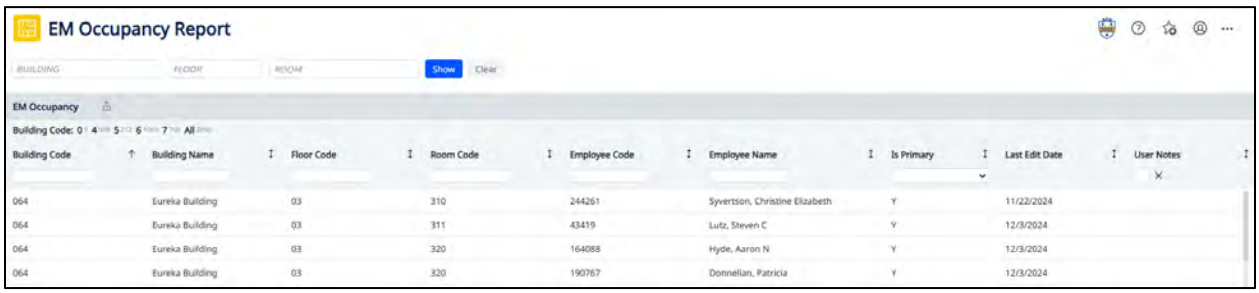
The Employee Locations bucket provides details about people in space, including Principal Investigators (PI's) as well as employees.

View Employee Occupancy

To get to the "View Employee Occupancy" report, click on View Employee Occupancy under the Employee Locations bucket on the home screen.

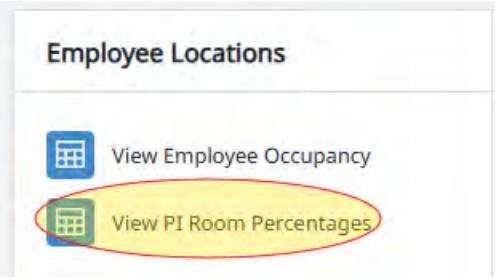


Data from this view can be filtered, sorted, have reported fields adjusted, and exported to excel in a similar fashion to the "View Active Buildings" report.



View PI Room Percentages

To get to the "View PI Room Percentages" report, click on View PI Room Percentages under the Employee Locations bucket on the home screen.



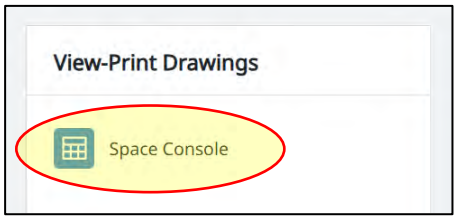
Data from this view can be filtered, sorted, have reported fields adjusted, and exported to excel in a similar fashion to the "View Active Buildings" report.

Space Console

The Space Console is a multi-faceted tool for viewing space data and floor plans. Within this view you can:

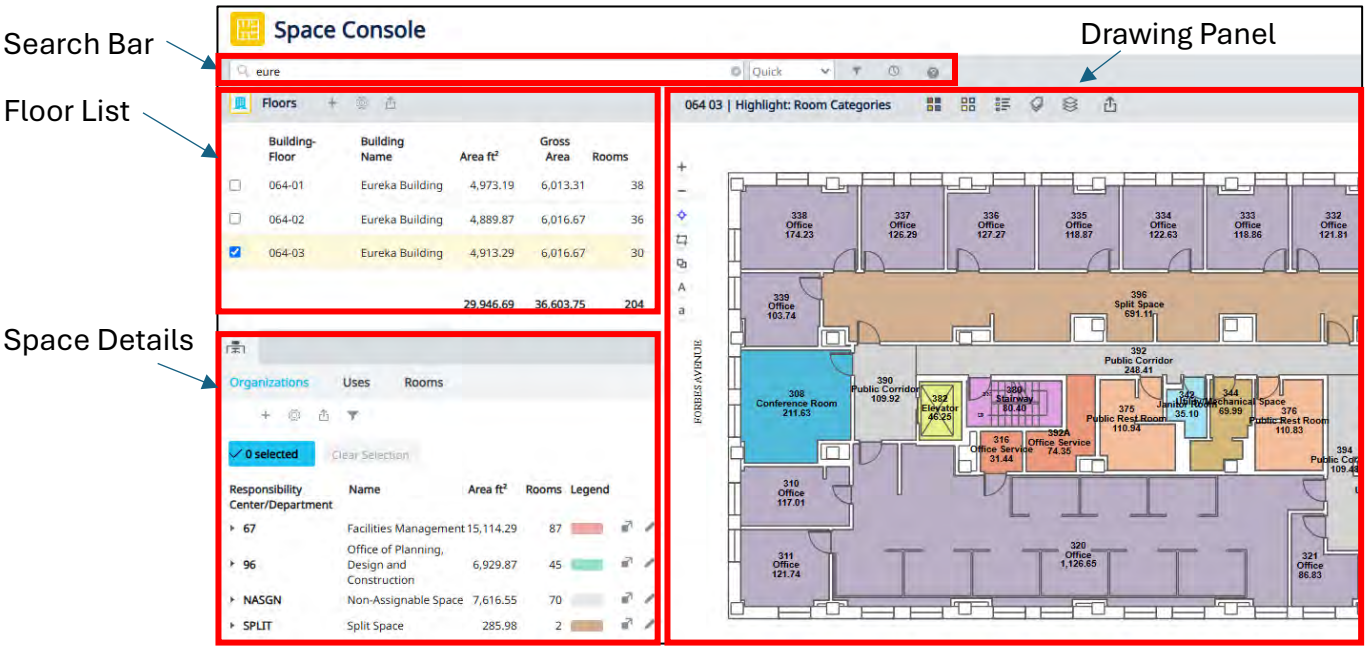
- Find a set of floors or rooms that meet certain criteria
- View highlighted floor plans by department assignment, and use
- Label floor plans by department, use, PI, and employee
- Review the total area of a set of rooms or floors
- Export data to Excel
- Export floor plans to PDF

To get to the "Space Console", click on Space Console under the View-Print Drawings bucket on the home screen.



Space Console Sections

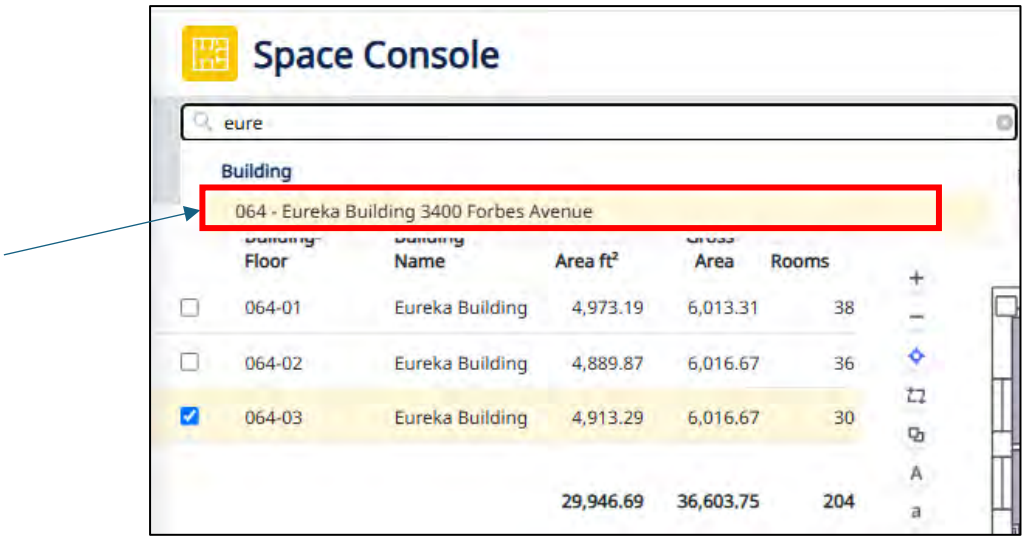
The diagram below shows the different sections of the space console.



Search Bar

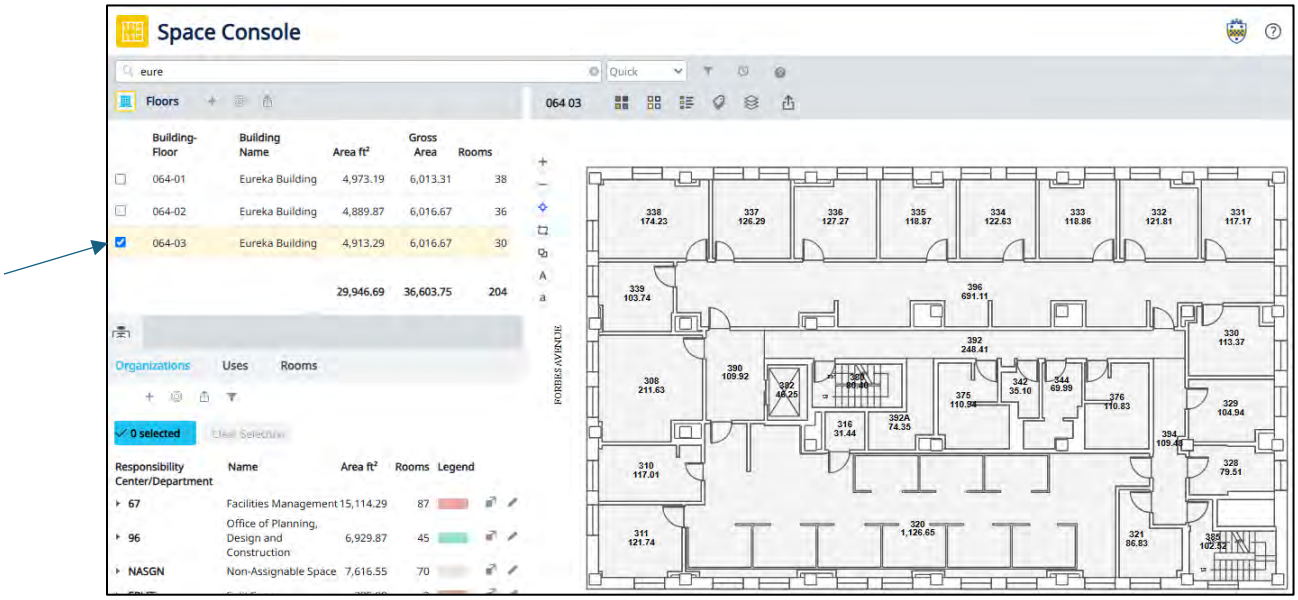
To use the search bar:

- Click in search bar
- Begin entering a search term – (ex. Eure for the Eureka Building)
- A drop down will appear with results, click on the result you are interested in to filter results (ex. Click on the highlighted 064 – Eureka Building, to filter for just the floors within that building)



Floor Panel

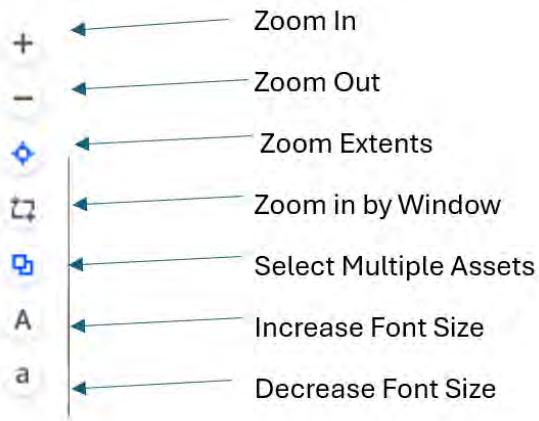
Click the check box within the Floor Panel to see it's drawing show up in the Drawing Panel



Drawing Panel

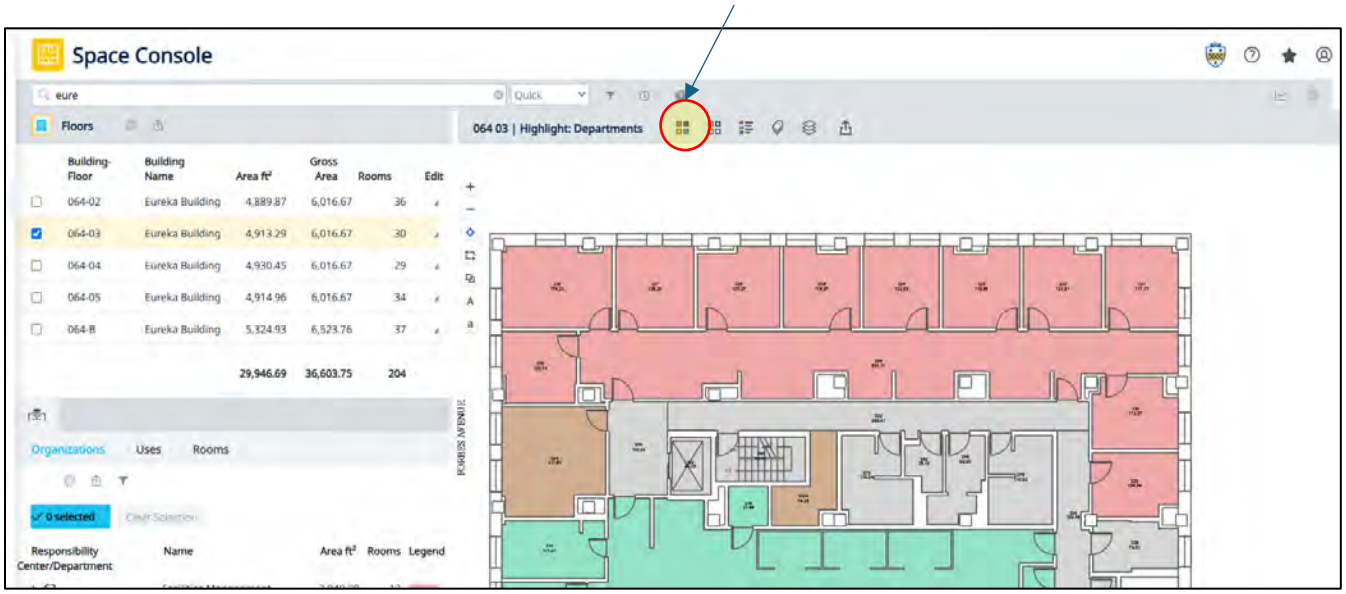
Within the drawing panel, there are many options to zoom, pan, highlight, label, and export to PDF.

Zoom and Panning



Highlights, Labels, Legends and Exports

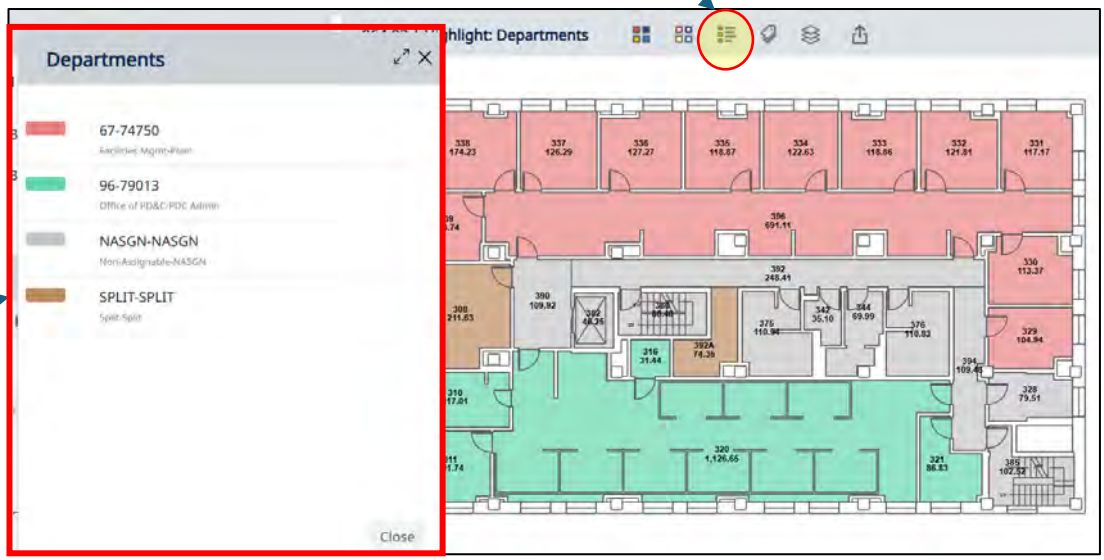
To highlight by department, click the button in the top menu of the drawing panel and choose “Department” in the drop down



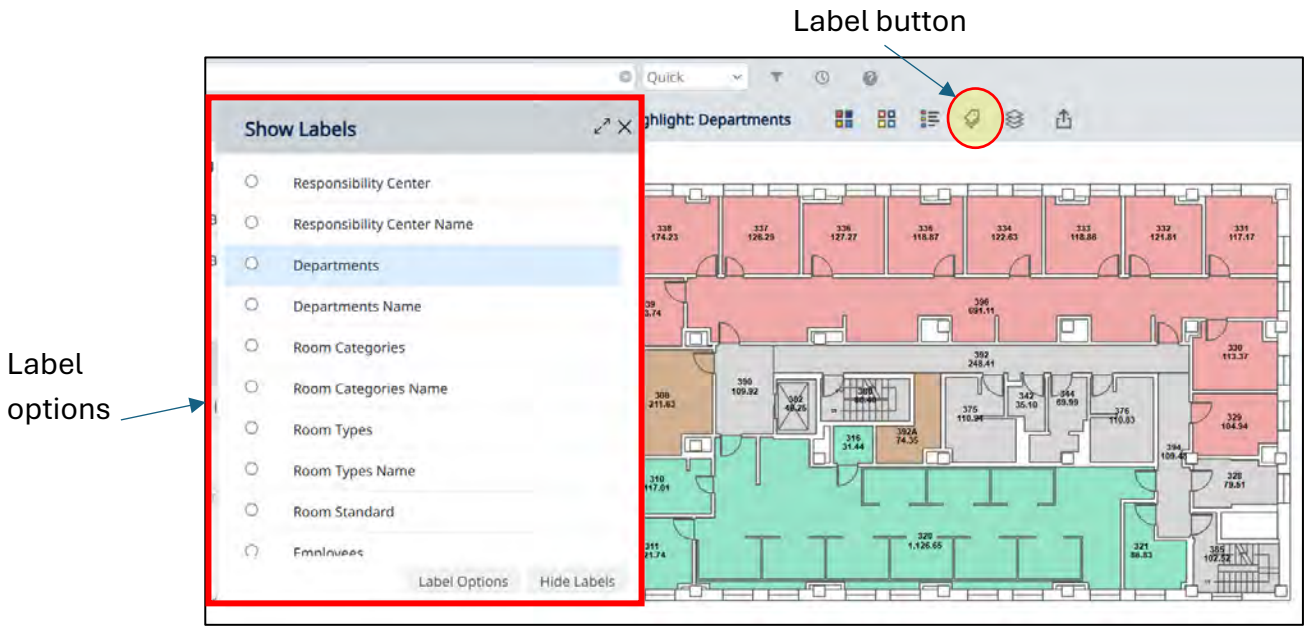
To get more information on what departments are associated with these highlights, click on the button in the top menu.

Legend button

Result

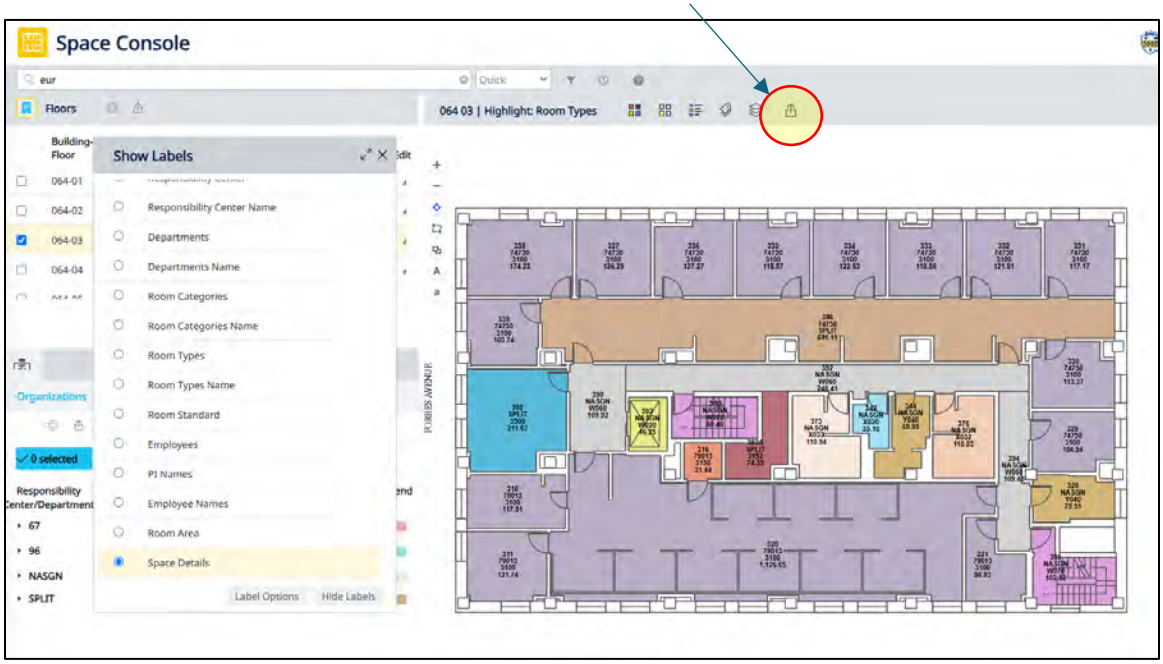


To change the room labels that show up on the drawing, click on the button, and then click on the label option you would like to use.

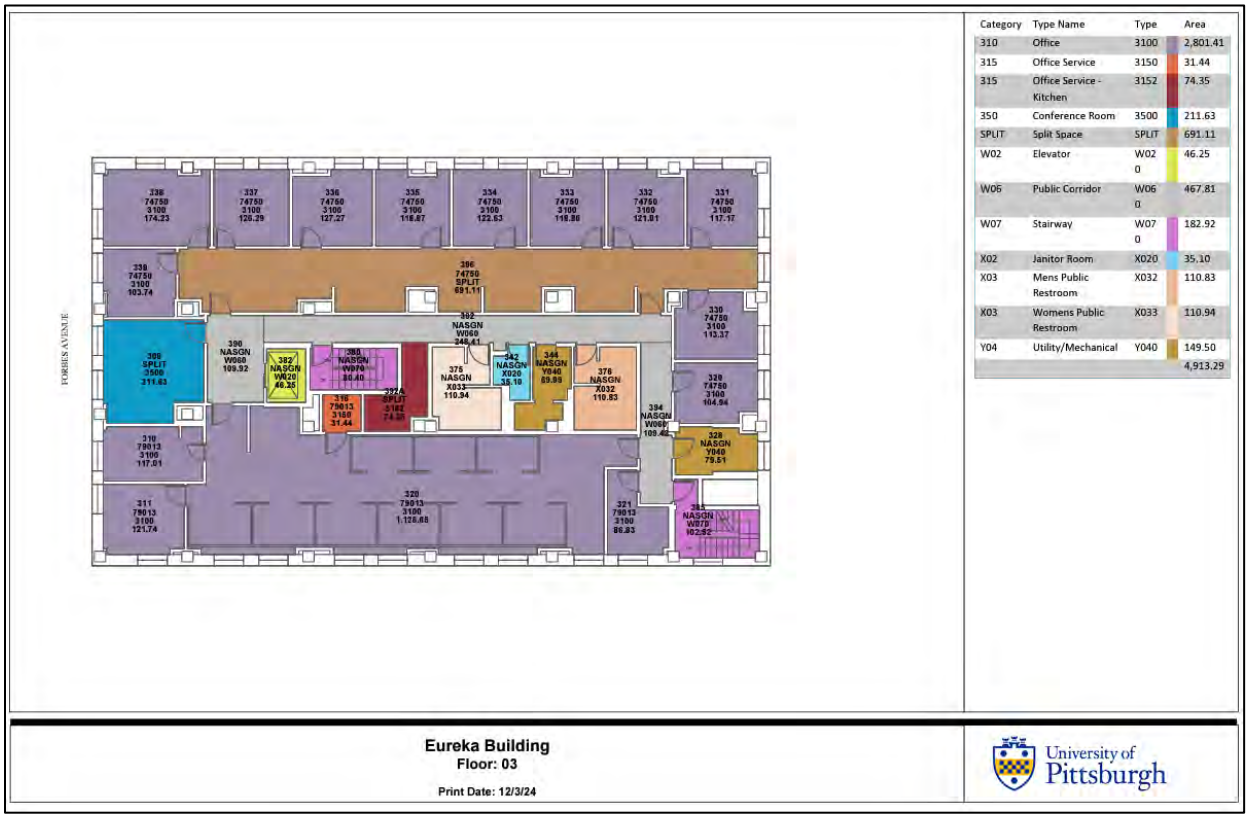


To export a drawing to PDF or DOCX, click on the button

Export button



Resulting PDF below.



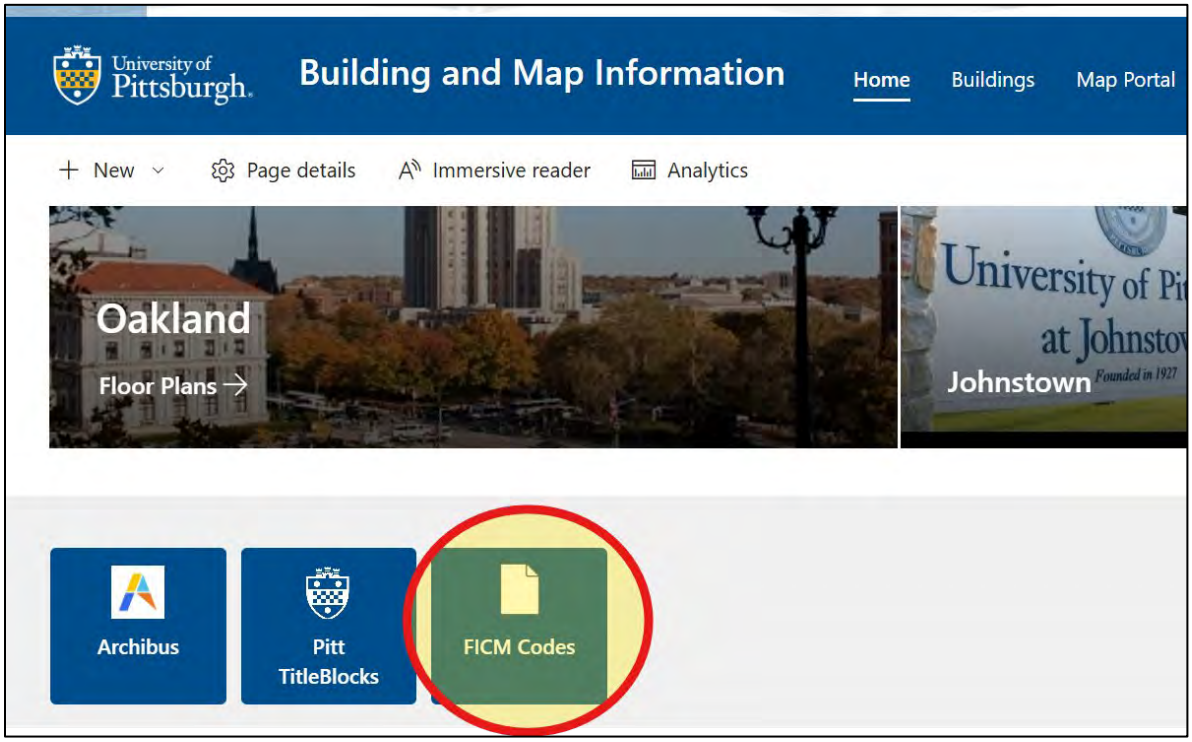
Category	Type Name	Type	Area
310	Office	3100	2,801.41
315	Office Service	3150	31.44
315	Office Service - Kitchen	3152	74.35
350	Conference Room	3500	211.63
SPLIT	Split Space	SPLIT	691.11
W02	Elevator	W02 0	46.25
W06	Public Corridor	W06 0	467.81
W07	Stairway	W07 0	182.92
X02	Janitor Room	X020	35.10
X03	Mens Public Restroom	X032	110.83
X03	Womens Public Restroom	X033	110.94
Y04	Utility/Mechanical	Y040	149.50
			4,913.29

Eureka Building
Floor: 03
Print Date: 12/3/24

University of Pittsburgh

Additional Space-Related Resources

Find the following resources on the BAM website under FICM Codes



FICM Manual.pdf – Information on Higher Education standards for space tracking

Room Categories.pdf – List of room category codes and descriptions (from FICM manual)

Room Type Definitions.pdf – List of room type codes and descriptions