

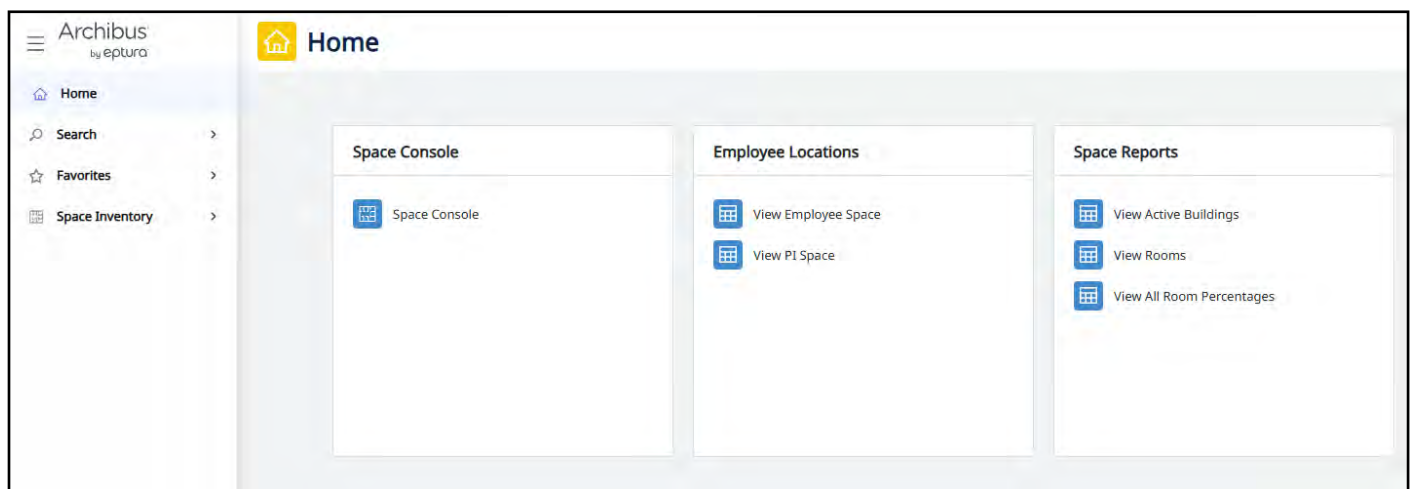
ARCHIBUS Web Central - Reference Guide

Logging In

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

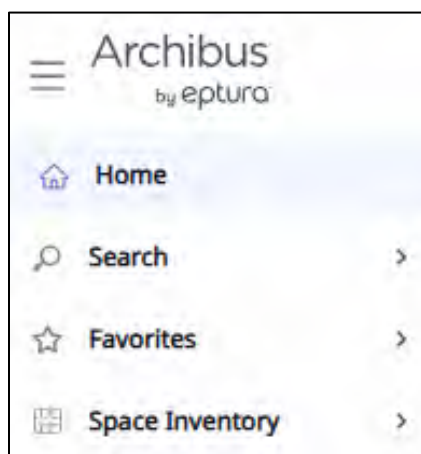
Home Screen

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.

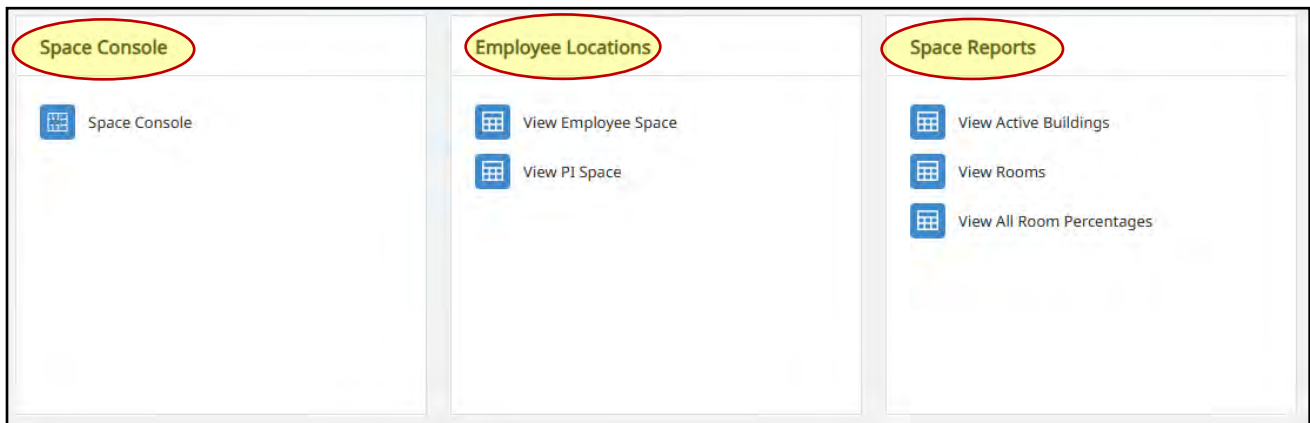


Legend for Sidebar Navigation Panel:

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.



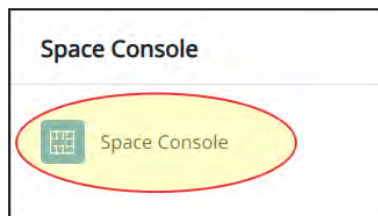
- *Space Console* – Highlighted/labeled floor plans with ability to export to a PDF
- *Employee Locations* - People/PI space data with ability to export to Excel
- *Space Reports* – detailed space data involving buildings, rooms and room - %’s with ability to export to Excel

Space Console

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

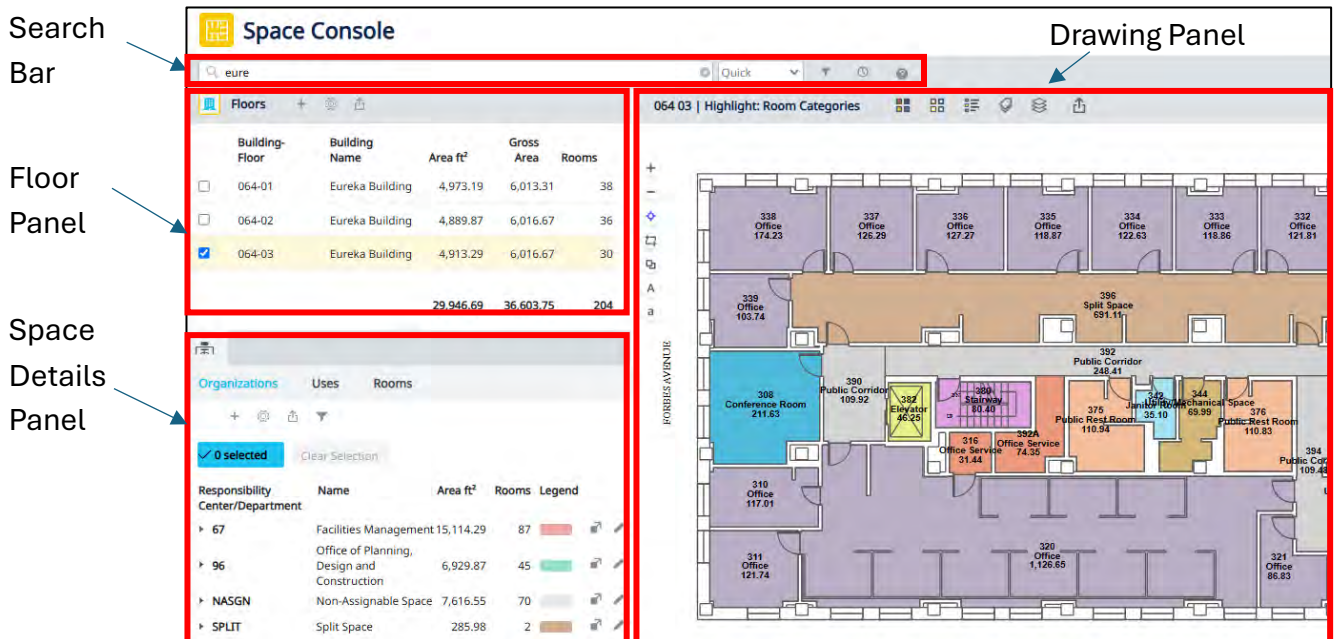
- Find a set of floors or rooms that meet certain criteria
- View highlighted floor plans by department assignment, and use
- Label floor plans by department, use, PI, and employee
- Review the total area of a set of rooms or floors
- Export data to Excel
- Export floor plans to PDF

To get to the “Space Console”, click on *Space Console* in the first reporting bucket on the home screen.



Space Console Sections

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



The diagram illustrates the Space Console interface, divided into four main sections:

- Search Bar:** Located at the top left, containing a search input field with the text "eure".
- Floor Panel:** A table listing building floors with columns for Building-Floor, Building Name, Area ft², Gross Area, and Rooms. The selected row is 064-03.
- Space Details Panel:** A table showing details for the selected floor, including Organizations, Uses, and Rooms. It lists various responsibility centers and their associated areas and room counts.
- Drawing Panel:** A floor plan visualization showing the layout of the selected floor, with rooms labeled with numbers and names.

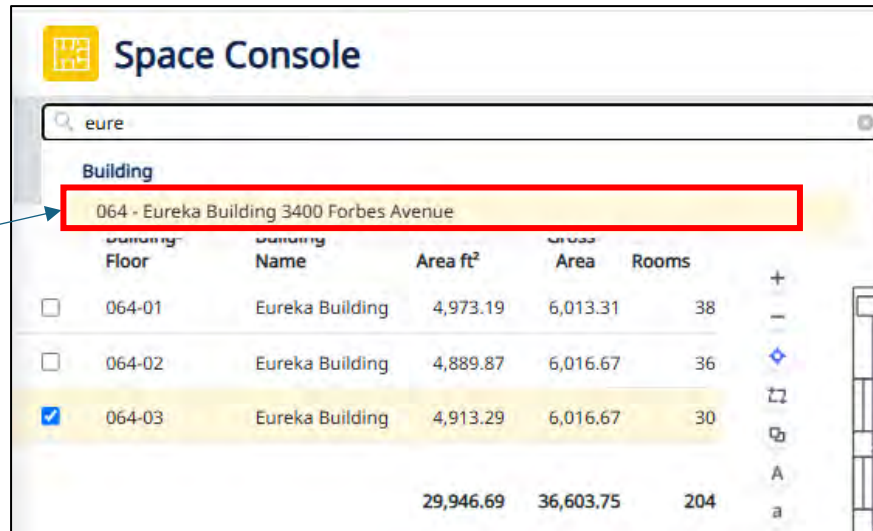
Building-Floor	Building Name	Area ft ²	Gross Area	Rooms	
<input type="checkbox"/>	064-01	Eureka Building	4,973.19	6,013.31	38
<input type="checkbox"/>	064-02	Eureka Building	4,889.87	6,016.67	36
<input checked="" type="checkbox"/>	064-03	Eureka Building	4,913.29	6,016.67	30
		29,946.69	36,603.75	204	

Responsibility Center/Department	Name	Area ft ²	Rooms	Legend
67	Facilities Management	15,114.29	87	
96	Office of Planning, Design and Construction	6,929.87	45	
NASGN	Non-Assignable Space	7,616.55	70	
SPLIT	Split Space	285.98	2	

Search Bar

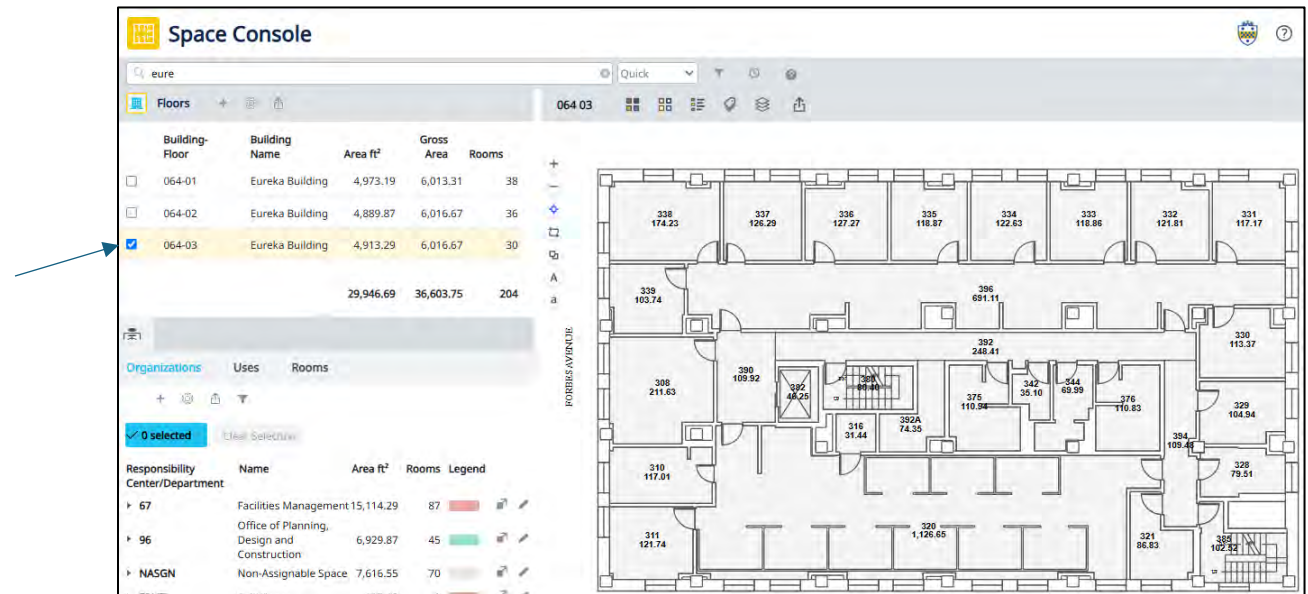
To use the search bar:

- Click in search bar
- Begin typing a search term and wait for a drop-down to appear with results (ex. Eure for the Eureka Building)
- Click on the result you are interested in to filter for it (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 Floors List to see it's drawing show up in the Drawing Panel

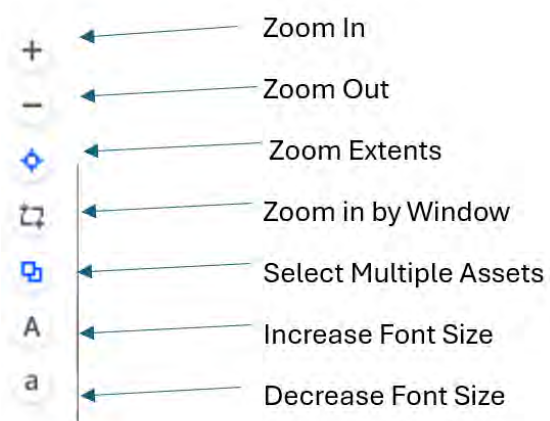


Drawing Panel


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

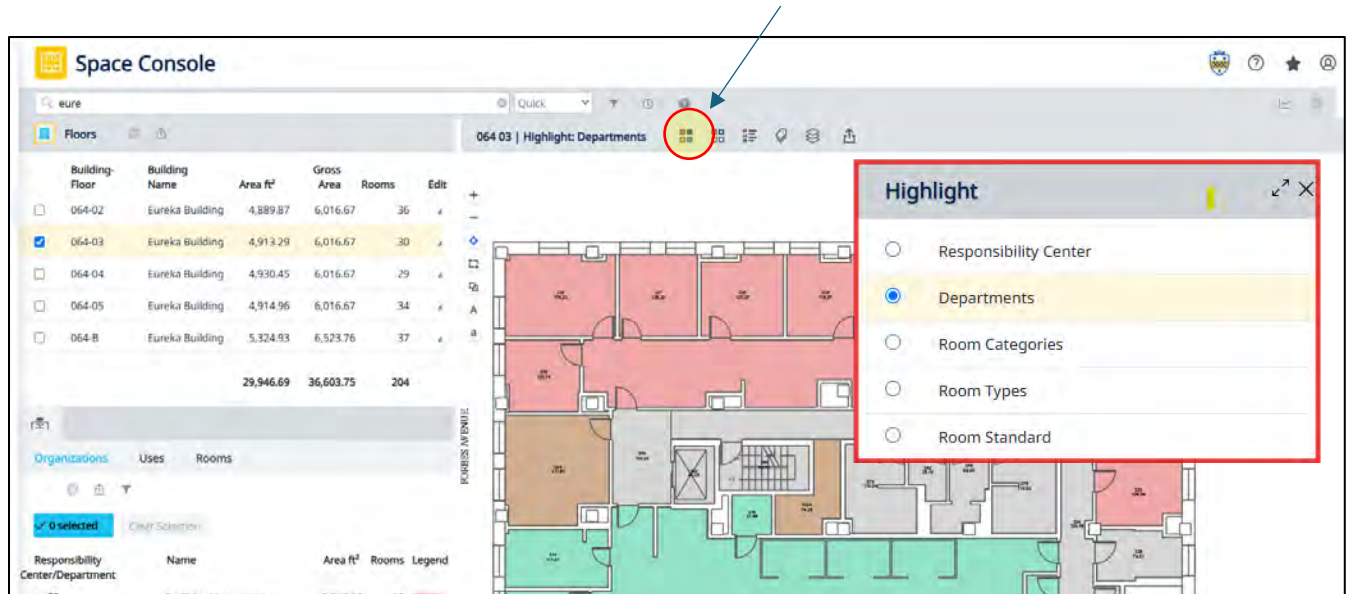



Zoom, Select and Text Tools

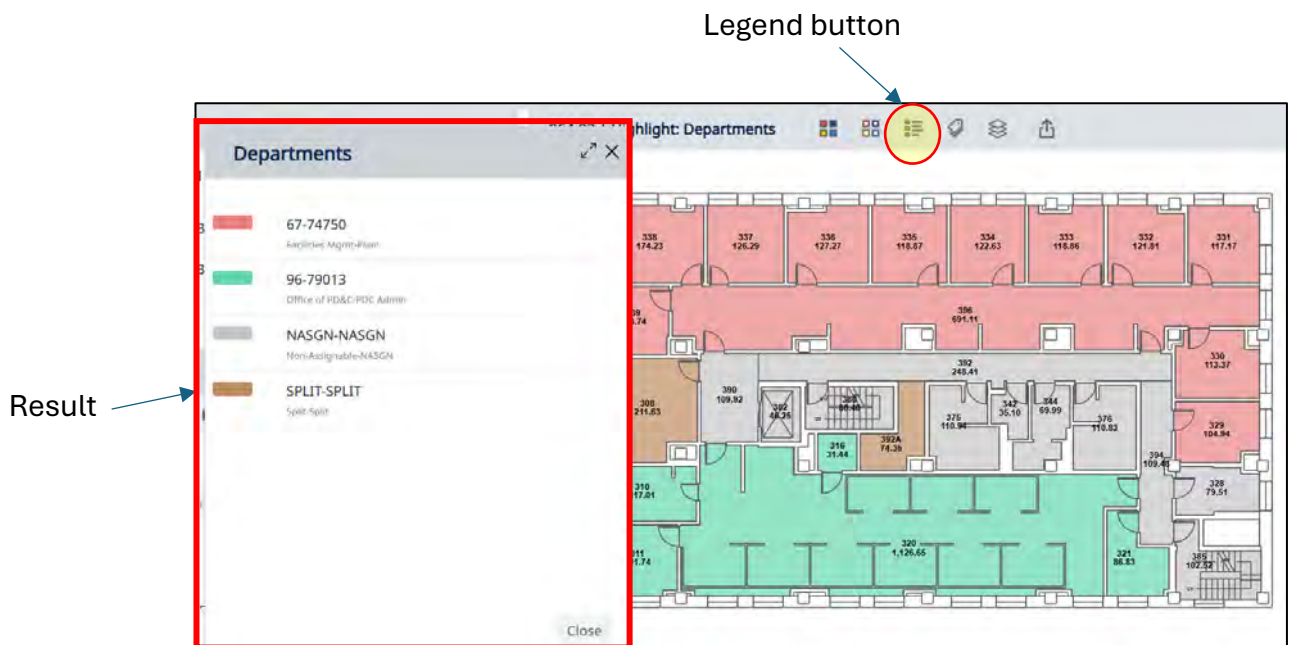



Highlights, Labels, Legends, Layers and Exports

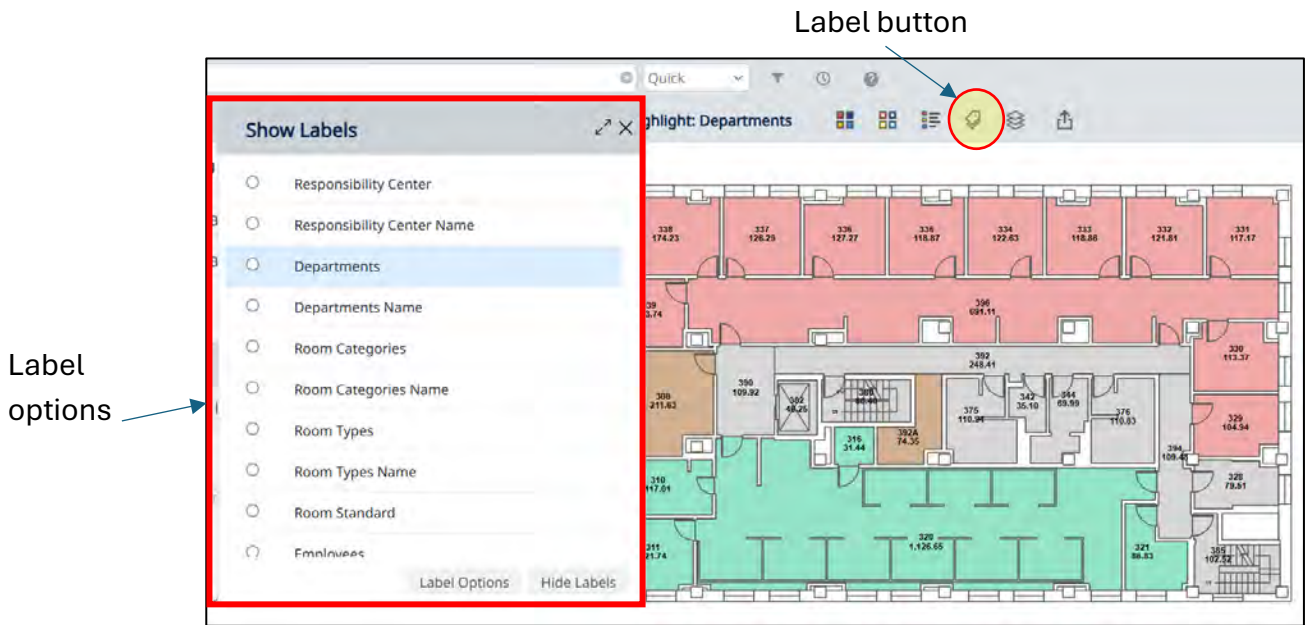
To highlight by department, click the  button in the top menu of the drawing panel and choose “Department” in the drop down




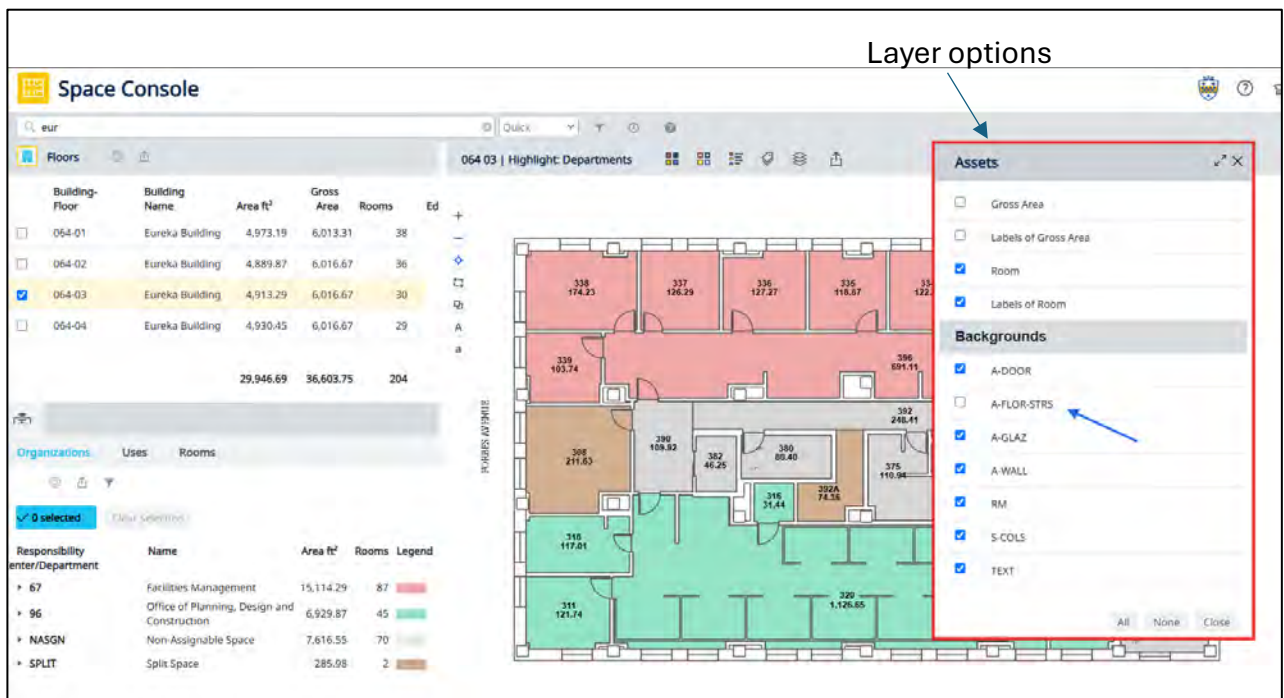
To get more information on what departments are associated with these highlights, click on the  button in the top menu.



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.

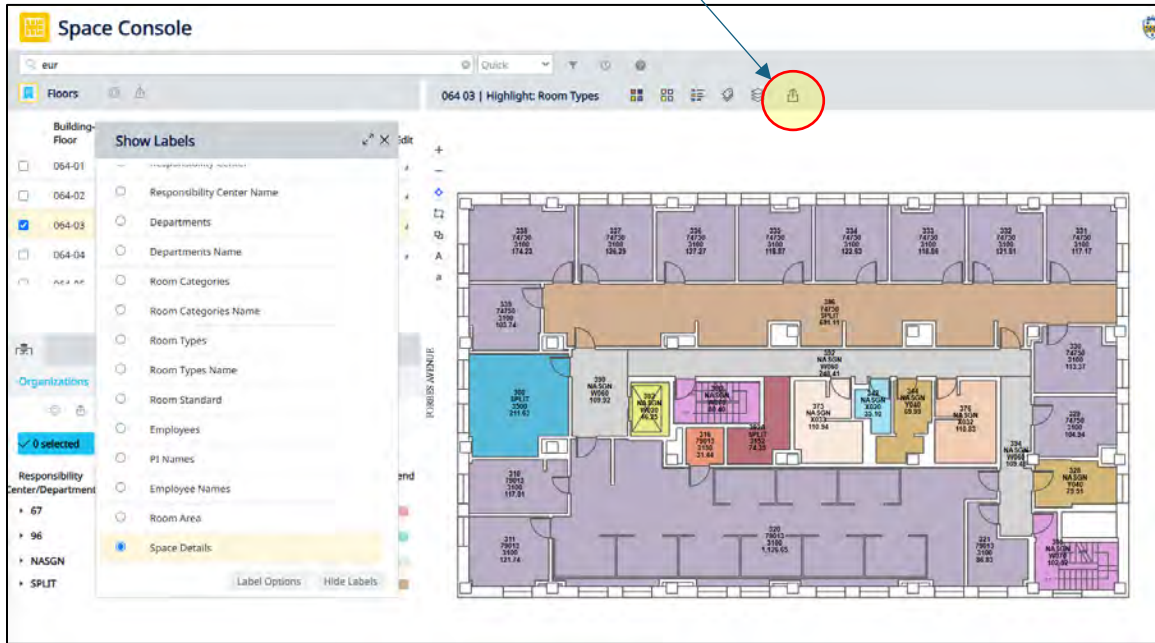


To turn layers on/off, click on the  button, and then check/uncheck box

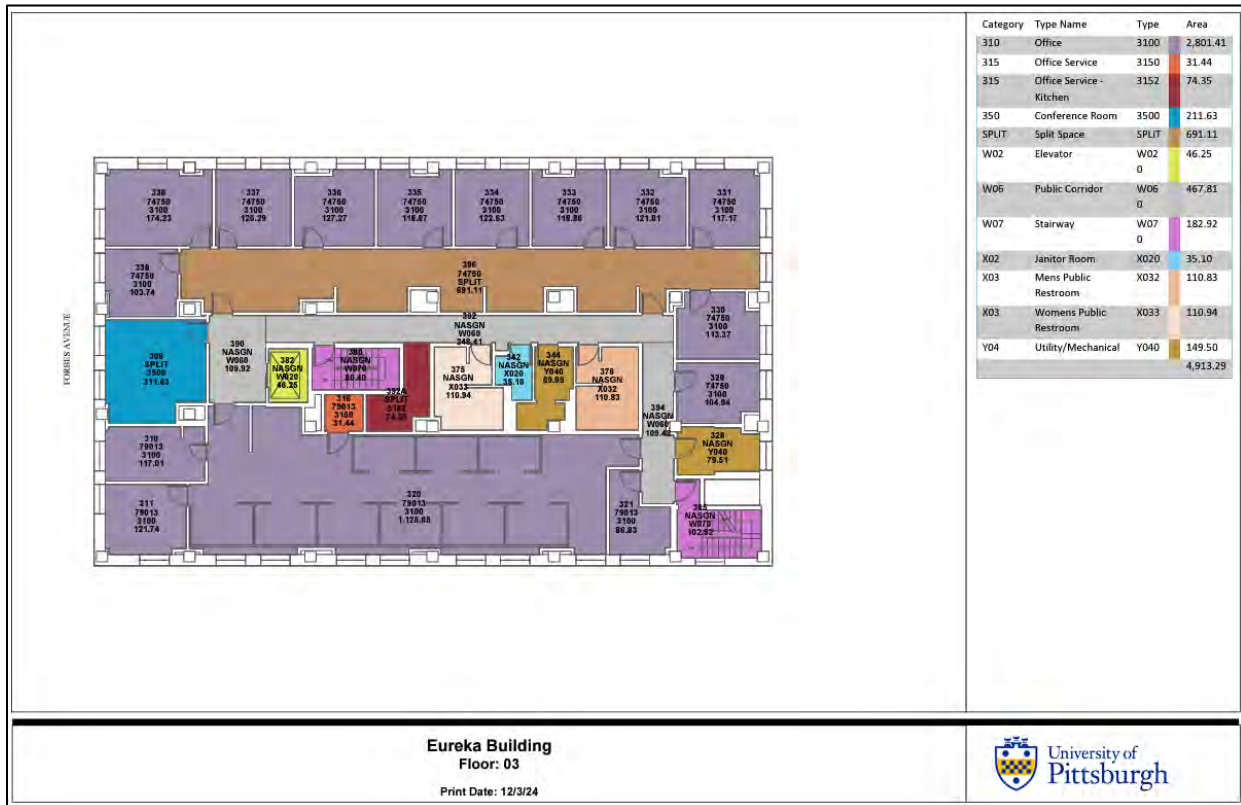


To export a drawing to PDF or DOCX, click on the  button

Export button



Resulting PDF below.



Employee Locations

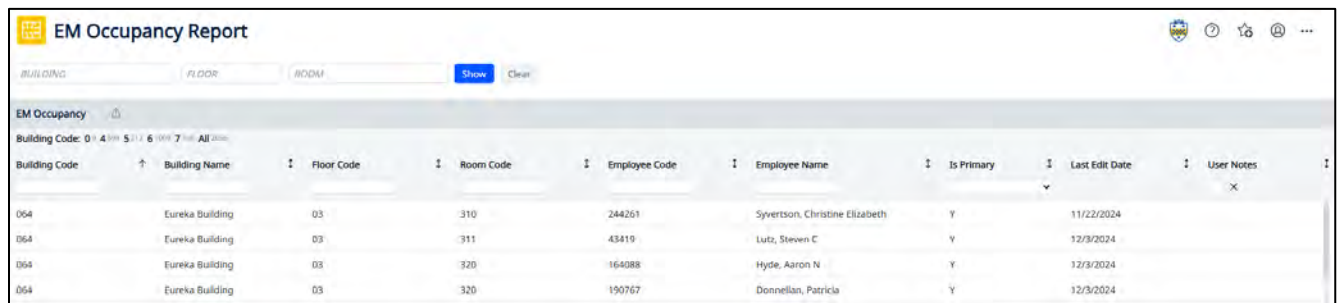
The Employee Locations bucket provides details about people in space, including Principal Investigators (PI's) as well as employees.

View Employee Space

To get to the “View Employee Space” report, click on View Employee Space in the Employee Locations reporting bucket on the home screen.



Data in this view can be filtered, sorted, have report fields adjusted and exported to Excel

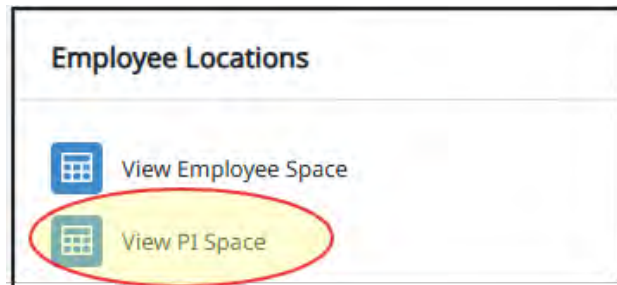


The screenshot shows the 'EM Occupancy Report' interface. It includes a table with columns for Building Code, Building Name, Floor Code, Room Code, Employee Code, Employee Name, Is Primary, Last Edit Date, and User Notes. The table contains four rows of data for the Eureka Building.

Building Code	Building Name	Floor Code	Room Code	Employee Code	Employee Name	Is Primary	Last Edit Date	User Notes
064	Eureka Building	03	310	244261	Syvertson, Christine Elizabeth	Y	11/22/2024	
064	Eureka Building	03	311	43419	Lutz, Steven C	Y	12/3/2024	
064	Eureka Building	03	320	164088	Hyde, Aaron N	Y	12/3/2024	
064	Eureka Building	03	320	190767	Donnellan, Patricia	Y	12/3/2024	

View PI Space

To get to the “View PI Space” report, click on View PI Space in the Employee Locations reporting bucket on the home screen.



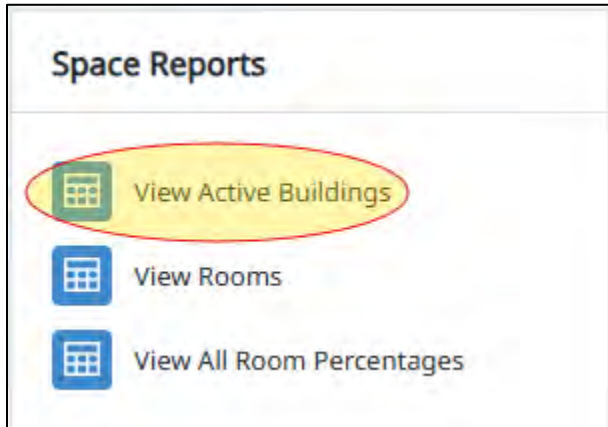
Data from this view can be filtered, sorted, have reported fields adjusted, and exported to excel in a similar fashion to the “View Active Buildings” report.

Space Reports

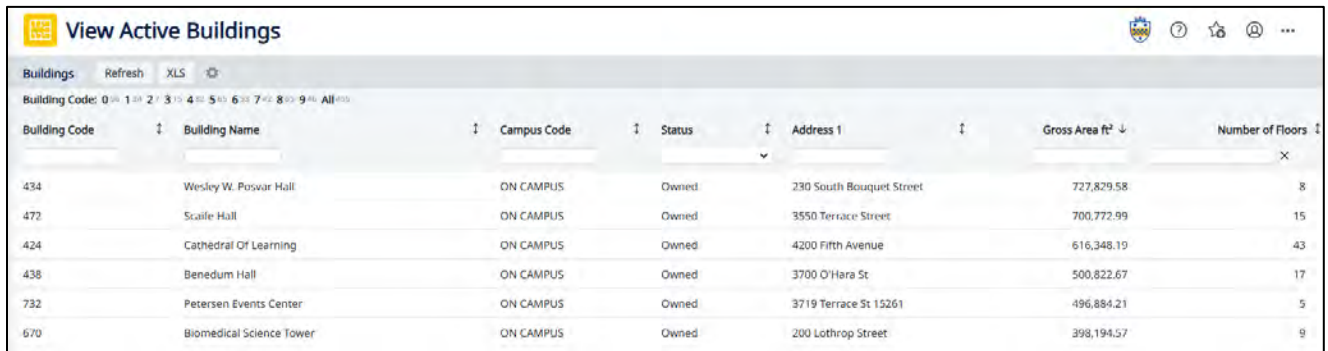
View Active Buildings

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.

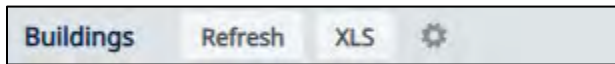
A screenshot of a web application report titled "View Active Buildings". The report displays a table with columns for Building Code, Building Name, Campus Code, Status, Address 1, Gross Area ft², and Number of Floors. The table contains six rows of data for various buildings on campus.

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




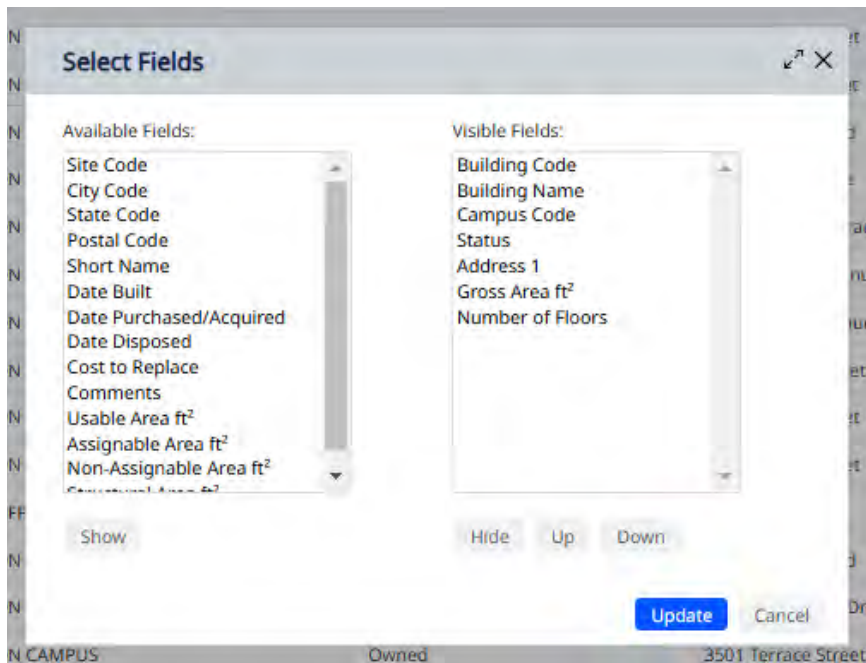
The top menu bar can be used to “Refresh” data, export (XLS) data to an excel spreadsheet and customize the report columns using the “Gear”

Legend for Top Menu Bar:

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

Customize a Report Using the “Gear”

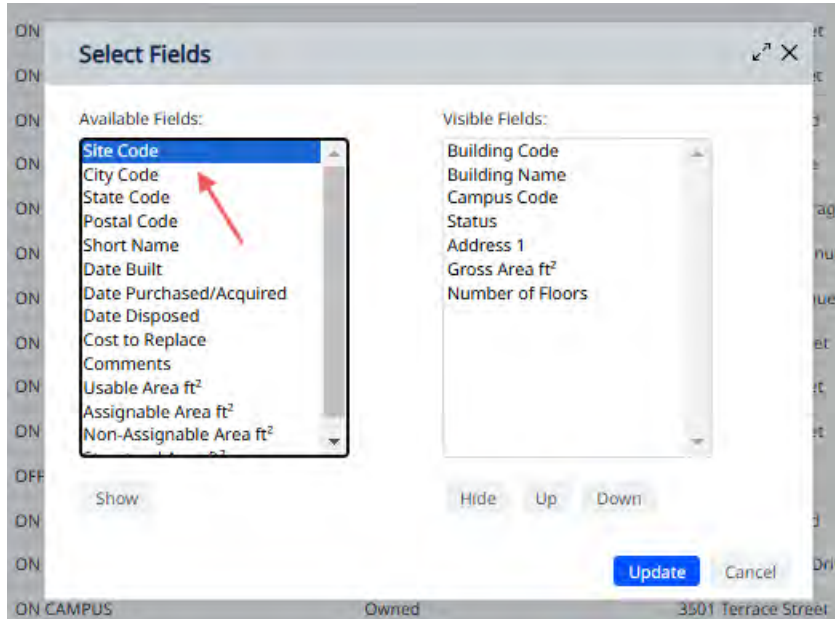
After clicking on the gear () icon, the “Select Fields” box will pop up and you can adjust the report columns you would like to see on this report.



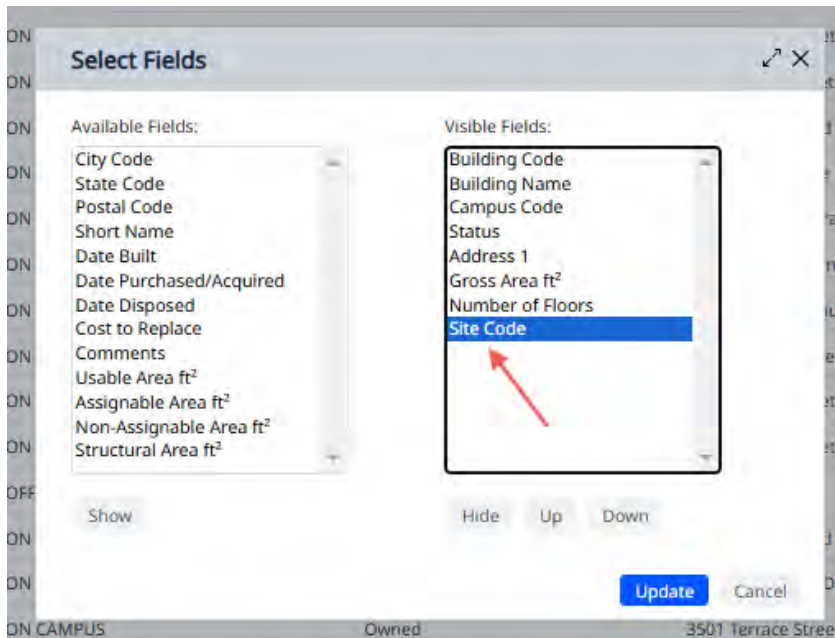
- *Available Fields* – Report columns available to add to a report
- *Visible Fields* – Report columns that currently appear in the report
- *Show, Hide, Up, Down* – Allows you to adjust what data elements appear as well as the order in which they appear
- *Update* – Saves the view

How to customize the report within the “Select Fields” pop-up

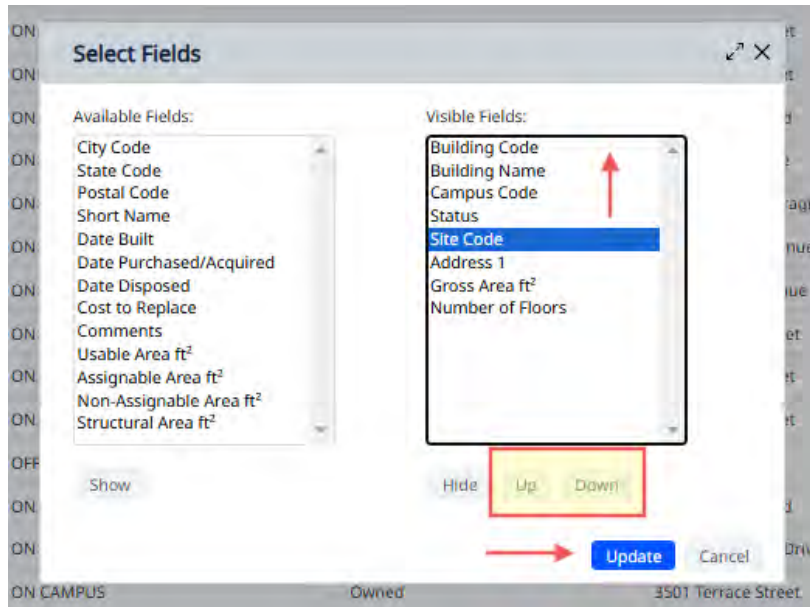
1. After clicking on the gear icon, highlight by clicking a data element (or multiple) in *Available Fields* then click *Show* OR you can double-click a single data element



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

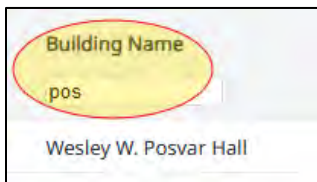
Filtering Data

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.

Building Code	Building Name	Campus Code	Status	Address 1	Gross Area ft ²	Number of Floors
<input type="text" value=""/>						
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

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.



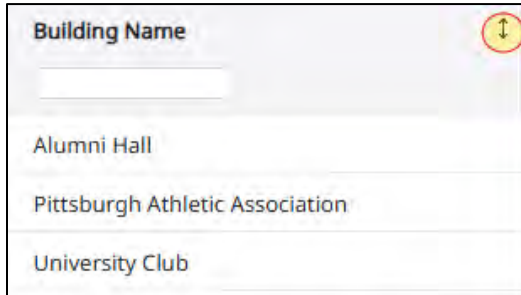
Sorting Data

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

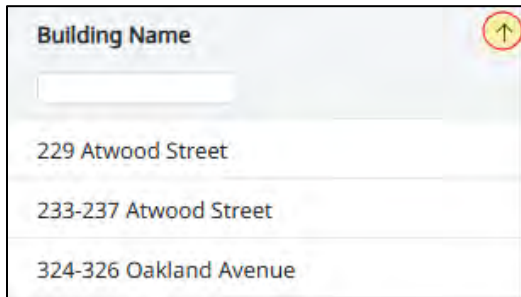
Clicking once will set the sort to ascending (with an upward arrow), clicking twice will sort descending (with a downwards arrow), and clicking three time will remove the sort (an arrow pointing in both directions).

Example:

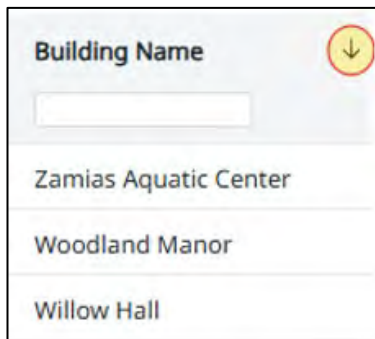
1. Unsorted



2. Sorted Ascending



3. Sorted Descending



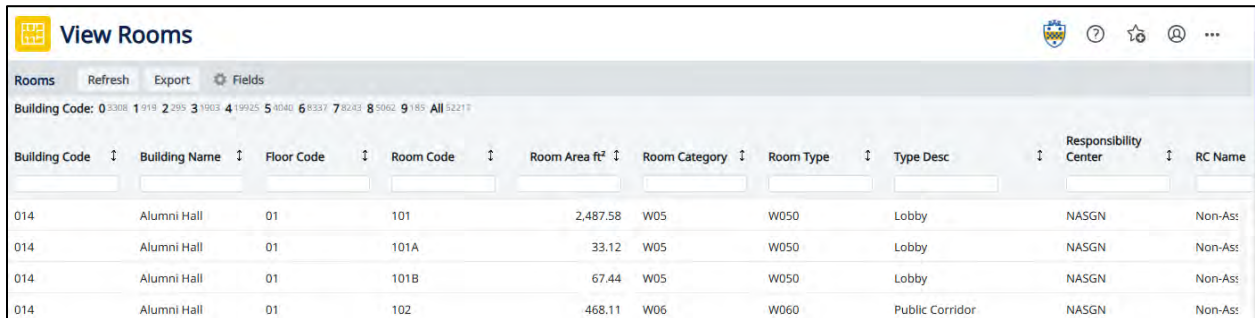
View Rooms

The “View Rooms” report provides details about rooms in every building. This includes Building, Floor and Room Codes as well as Dept, Use & Square Footage 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 in this view can be filtered, sorted, have report fields adjusted and exported to Excel.



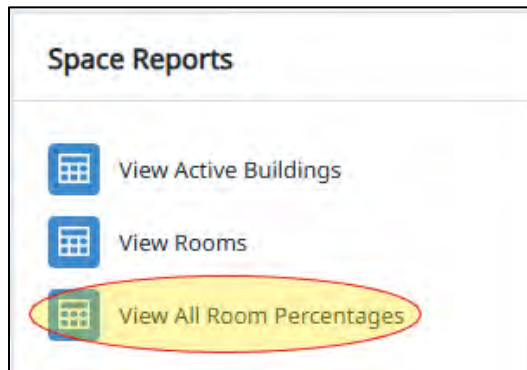
The image shows a screenshot of the 'View Rooms' report interface. At the top, there is a header with a yellow grid icon, the title 'View Rooms', and several utility icons (help, star, share, etc.). Below the header, there are tabs for 'Rooms', 'Refresh', 'Export', and 'Fields'. A 'Building Code' filter is set to '0'. Below this is a table with columns for Building Code, Building Name, Floor Code, Room Code, Room Area ft², Room Category, Room Type, Type Desc, Responsibility Center, and RC Name. The table contains four rows of data for 'Alumni Hall'.

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-Asst
014	Alumni Hall	01	101A	33.12	W05	W050	Lobby	NASGN	Non-Asst
014	Alumni Hall	01	101B	67.44	W05	W050	Lobby	NASGN	Non-Asst
014	Alumni Hall	01	102	468.11	W06	W060	Public Corridor	NASGN	Non-Asst

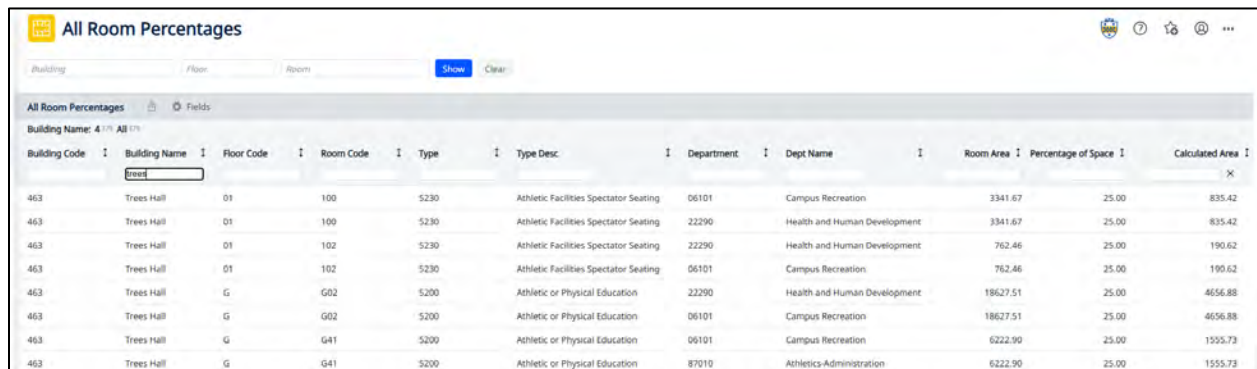
View All Room Percentages

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 in this view can be filtered, sorted, have report fields adjusted and exported to Excel.

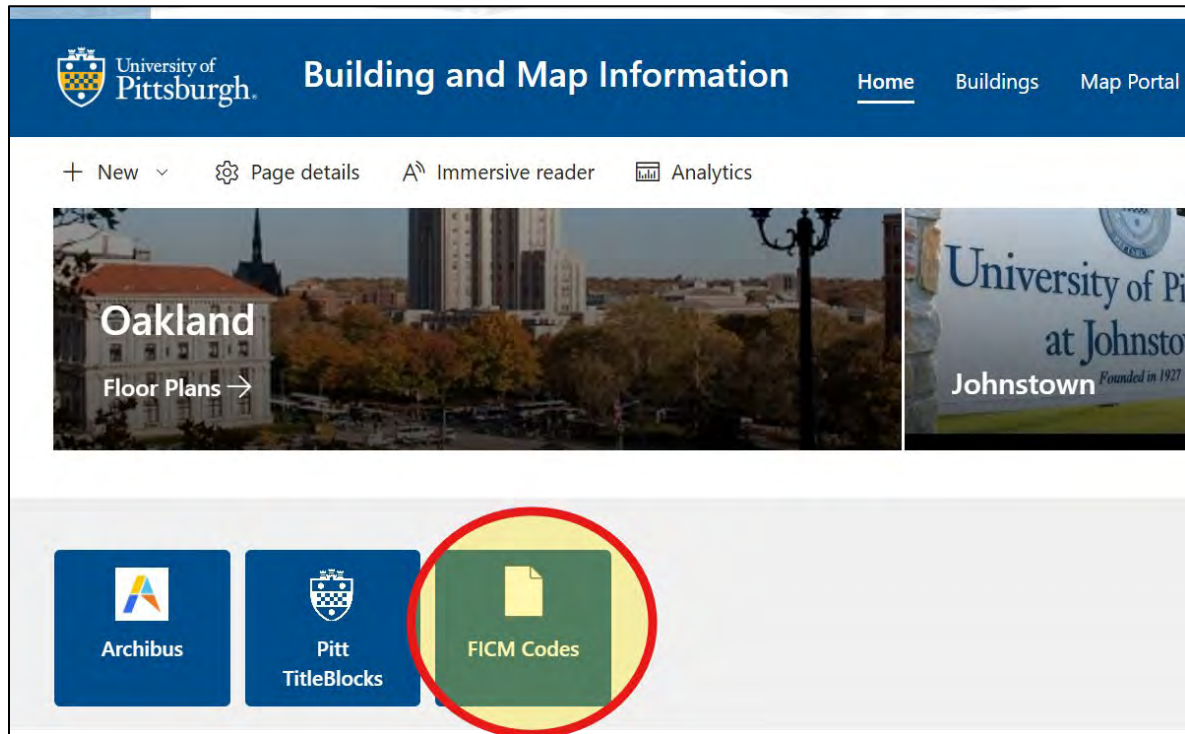


The image shows a screenshot of the "All Room Percentages" report interface. At the top, there are filter fields for "Building", "Floor", and "Room", with "Show" and "Clear" buttons. Below the filters, the report title "All Room Percentages" and a "Fields" icon are visible. The main content is a table with the following columns: Building Code, Building Name, Floor Code, Room Code, Type, Type Desc, Department, Dept Name, Room Area, Percentage of Space, and Calculated Area. The table contains 8 rows of data.

Building Code	Building Name	Floor Code	Room Code	Type	Type Desc	Department	Dept Name	Room Area	Percentage of Space	Calculated Area
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

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