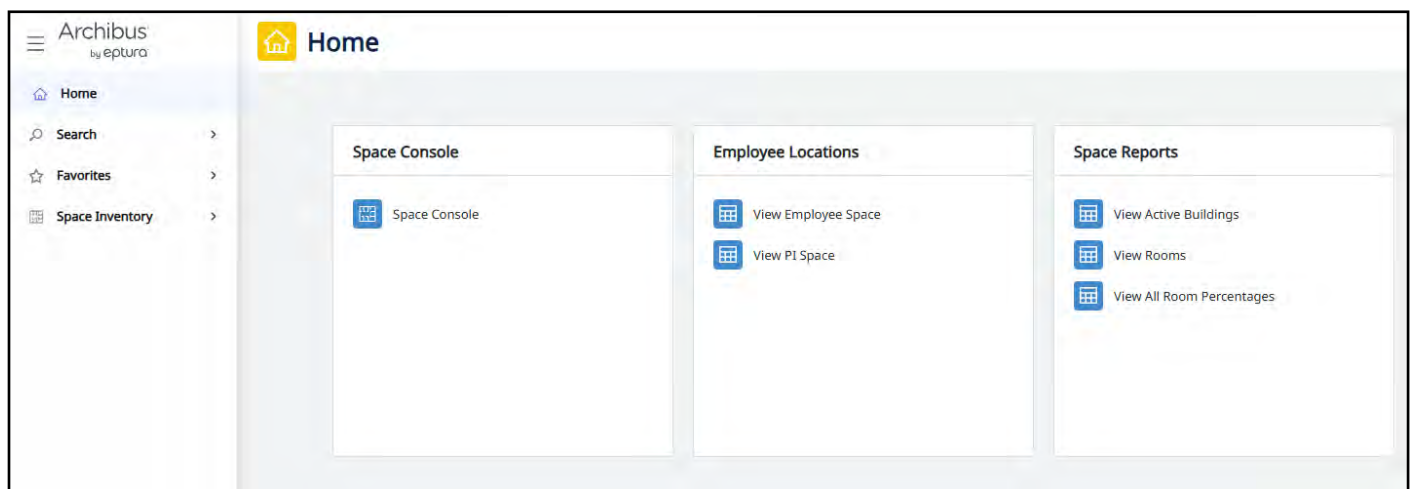# ARCHIBUS Web Central - Reference Guide

Logging In

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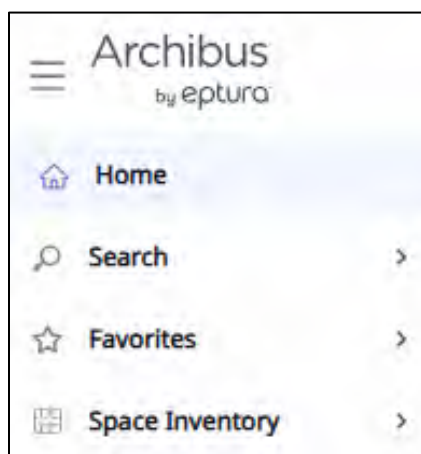
Home Screen

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.
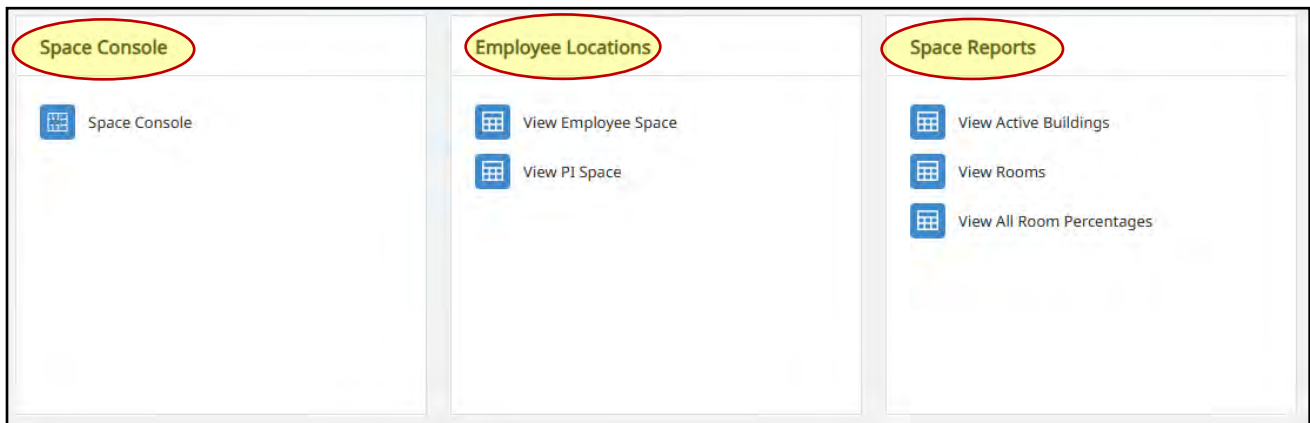

- *Space Console* – Highlighted/labeled floor plans with ability to export to a PDF

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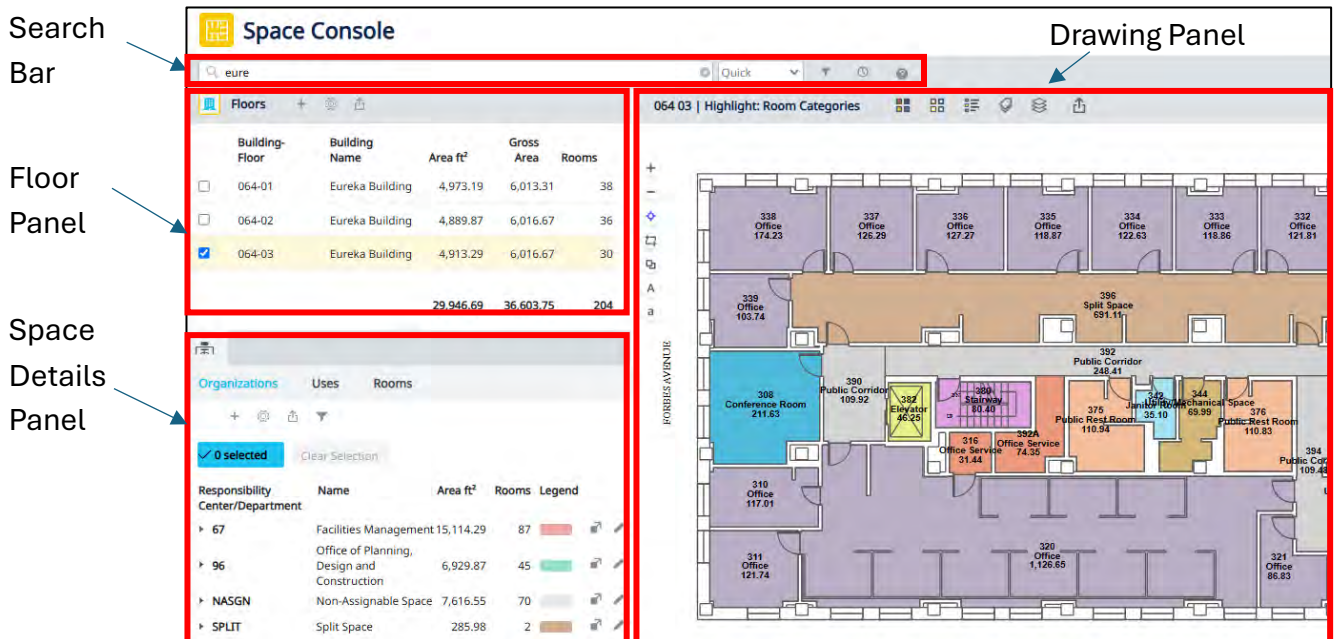
- Find a set of floors or rooms that meet certain criteria
- View highlighted floor plans by department assignment, and use
- Label floor plans by department, use, PI, and employee
- Review the total area of a set of rooms or floors
- Export data to Excel
- Export floor plans to PDF

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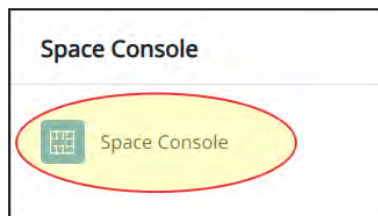
Space Console Sections

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

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)
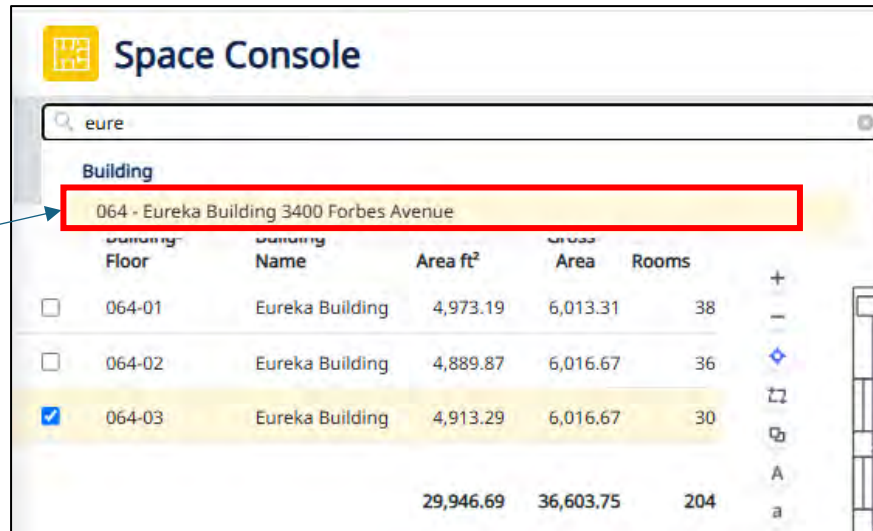
Floor Panel

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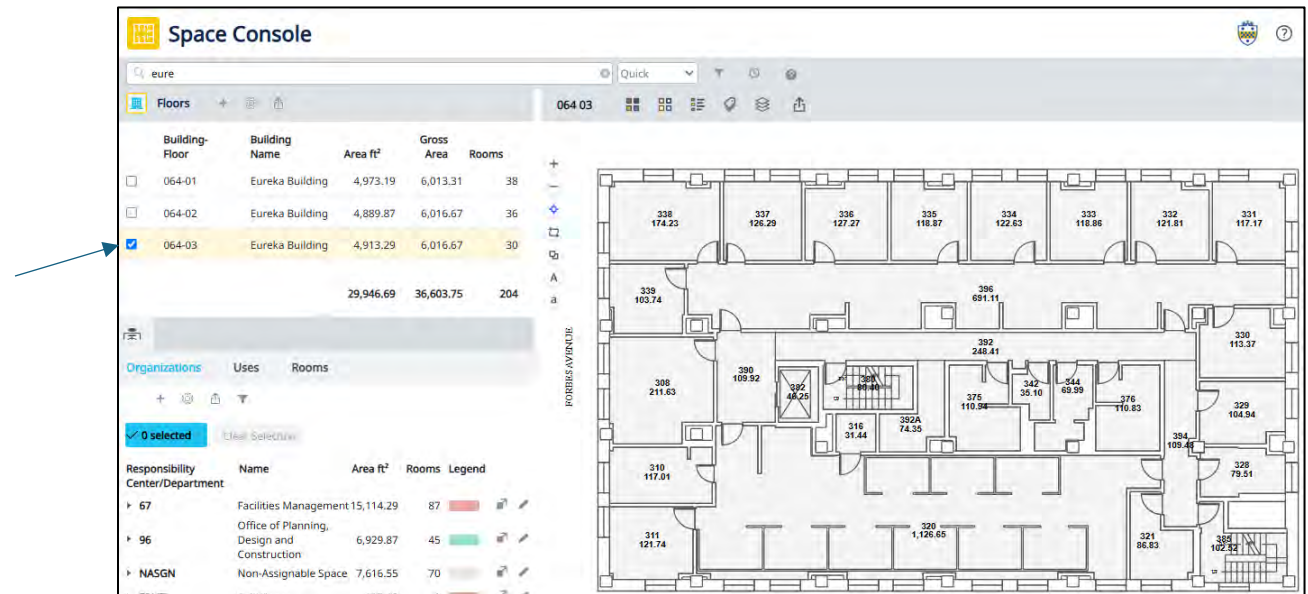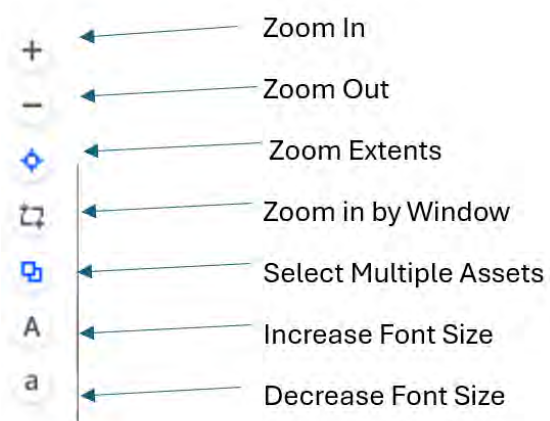
Drawing Panel

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

Highlight, Legends, Labeling, Layers and Exports

Zoom Tools

Text Tools

Zoom, Select and Text Tools

Zoom In

Zoom Out

Zoom Extents
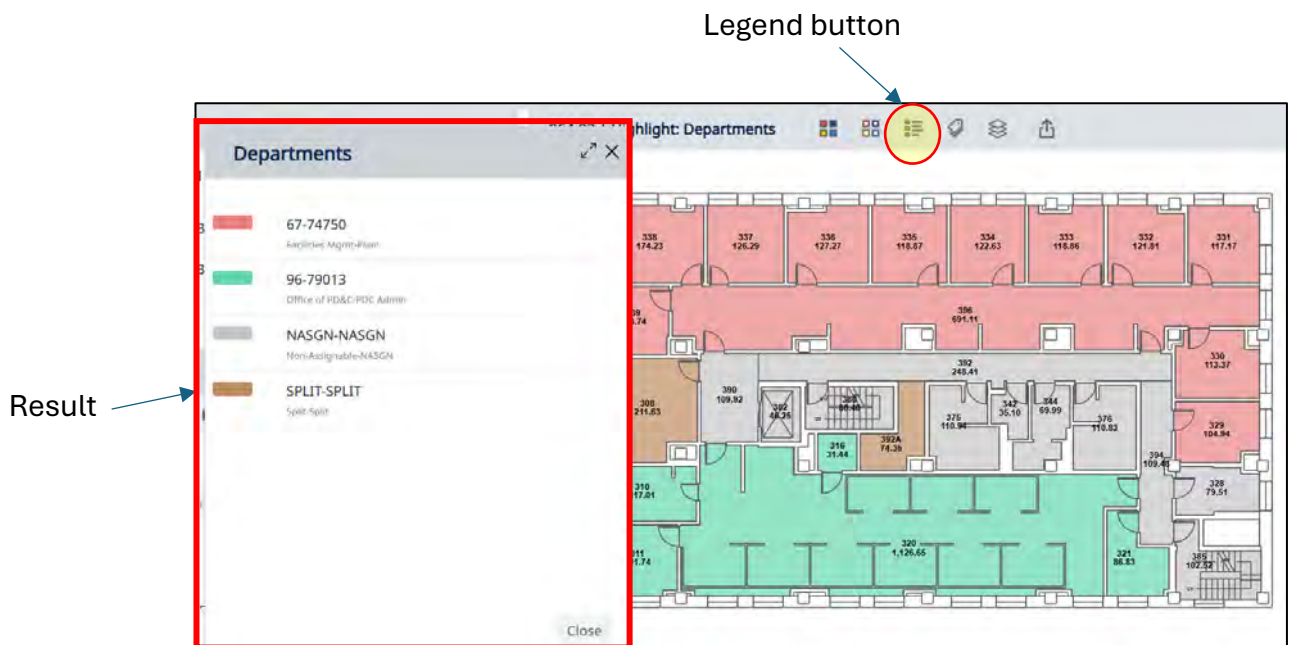
Zoom in by Window

Select Multiple Assets

Increase Font Size

Decrease Font Size

## 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
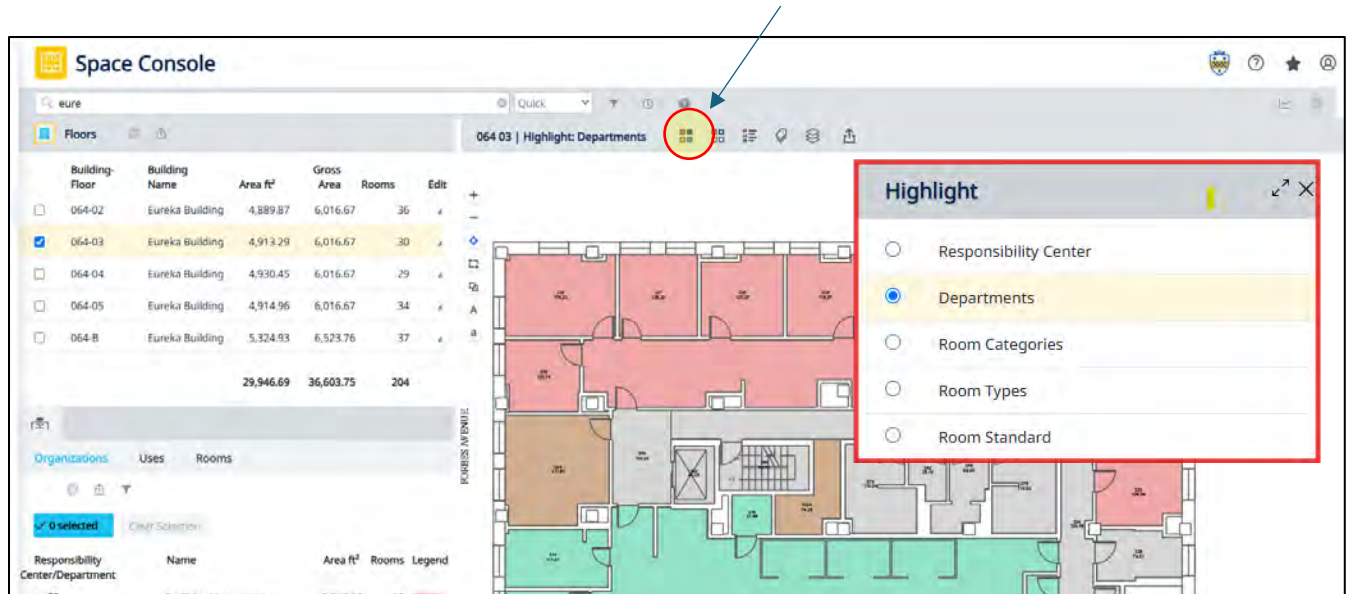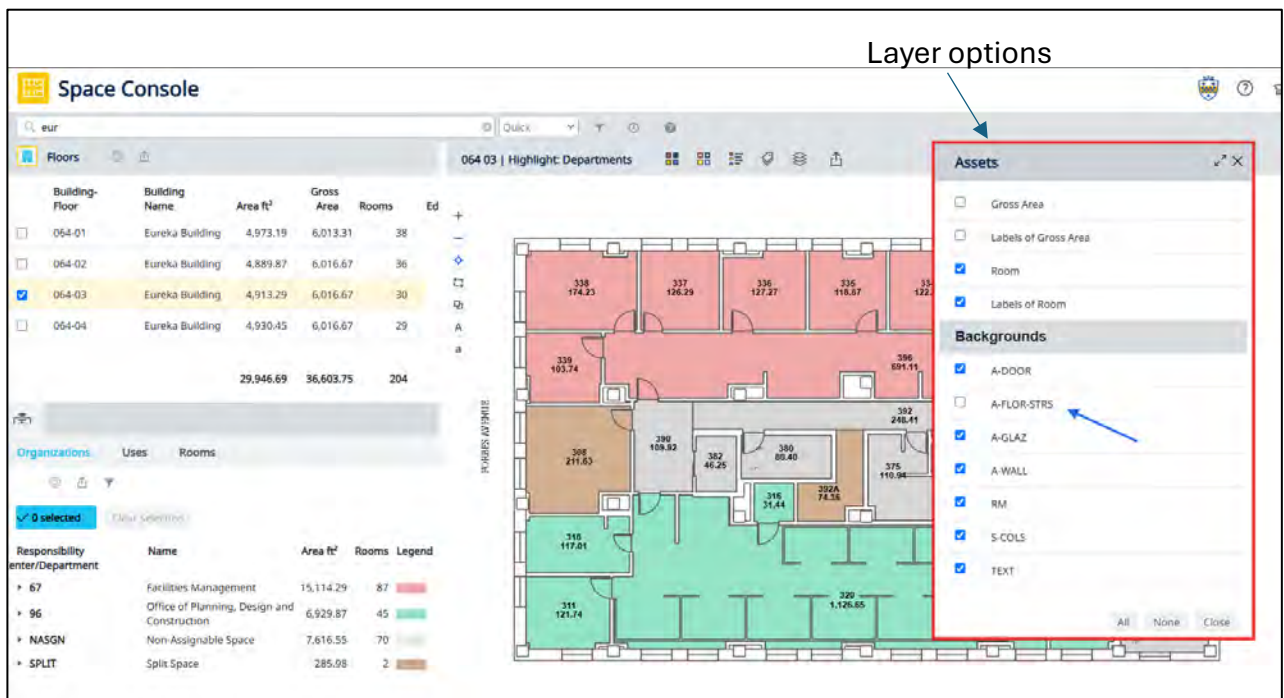

To get more information on what departments are associated with these highlights, click on the ⊞ button in the top menu.

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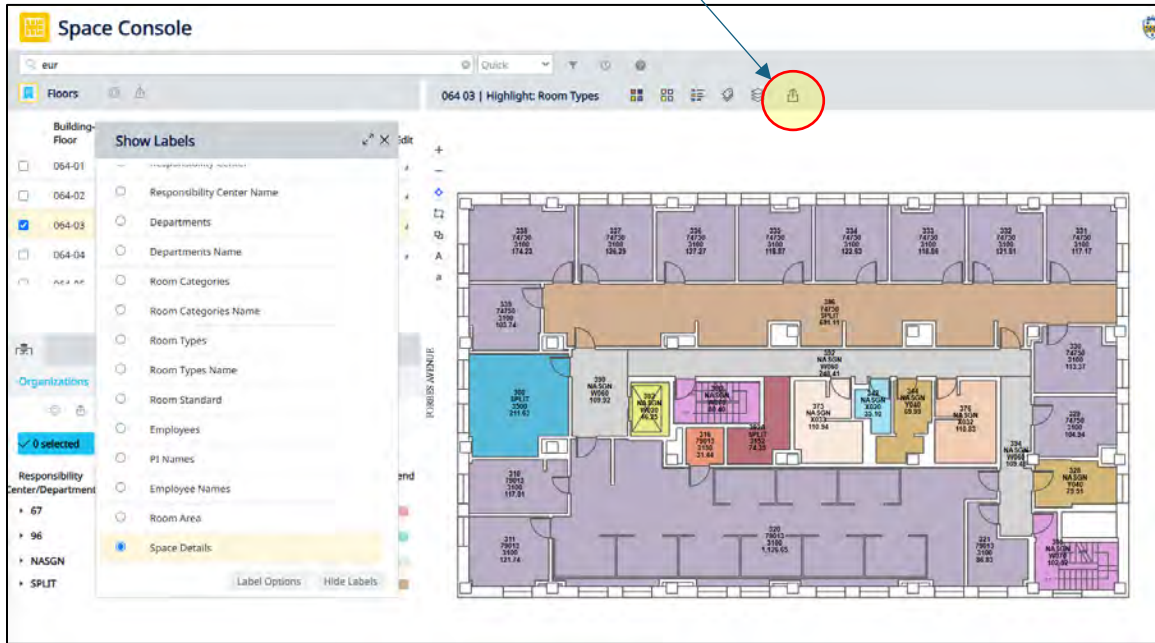
Label button

Label options
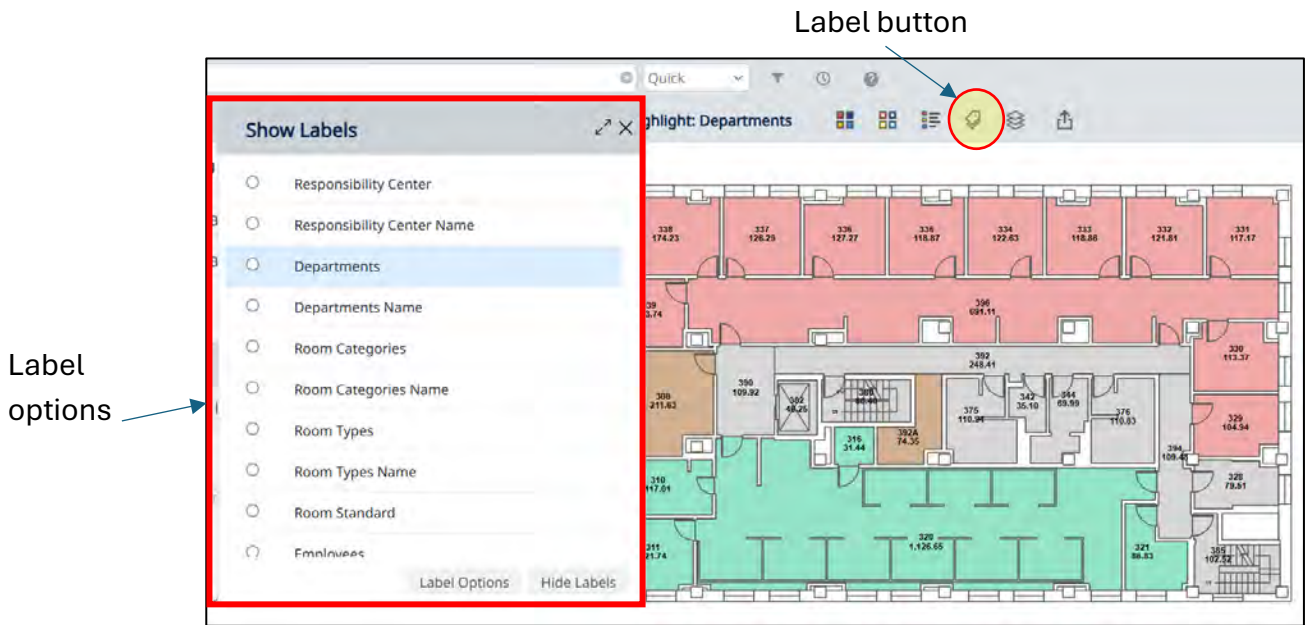
To turn layers on/off, click on the [icon] button, and then check/uncheck box
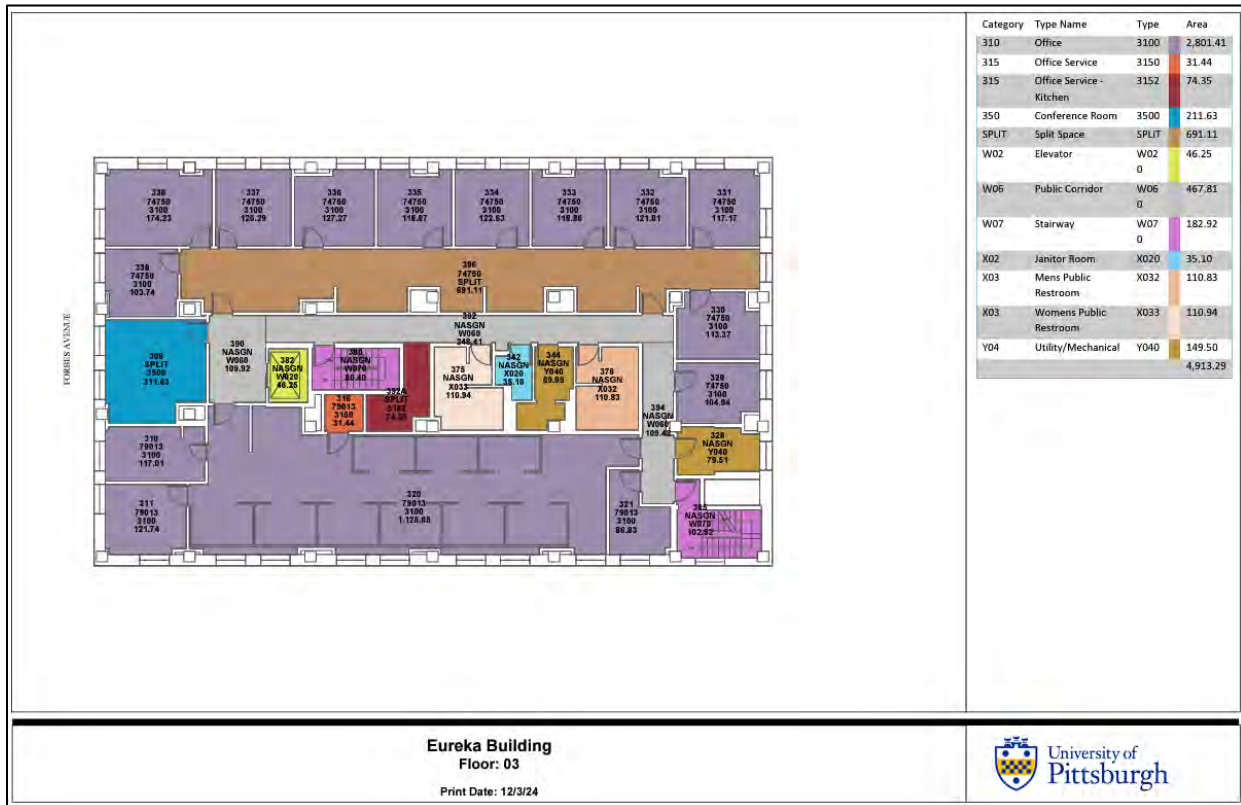
Layer options

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

Export button

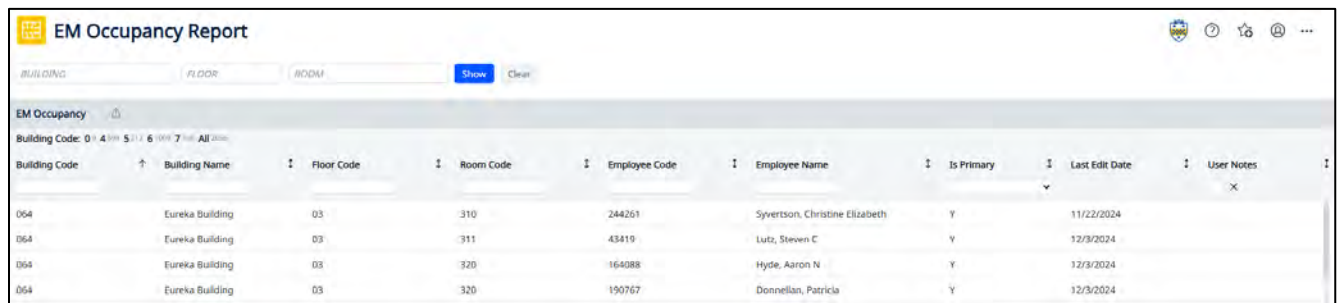Resulting PDF below.

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
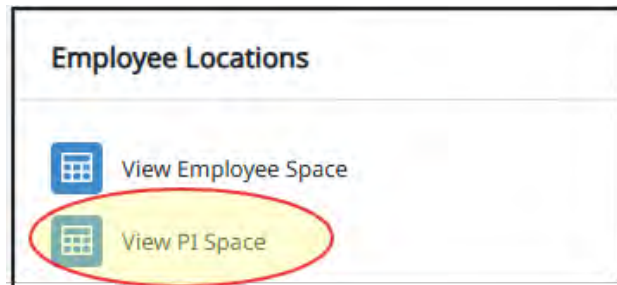

View PI Space

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

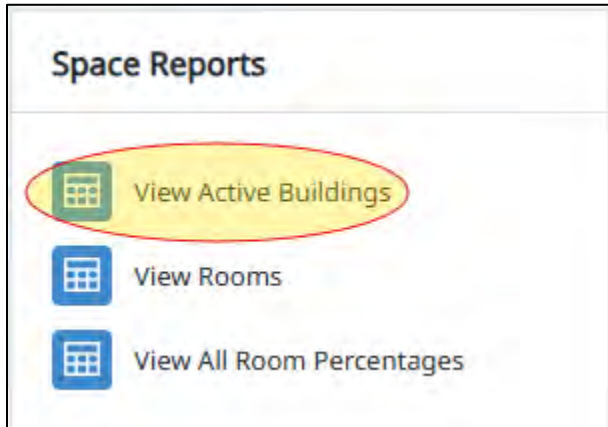Data from this view can be filtered, sorted, have reported fields adjusted, and exported to excel in a similar fashion to the "View Active Buildings" report.
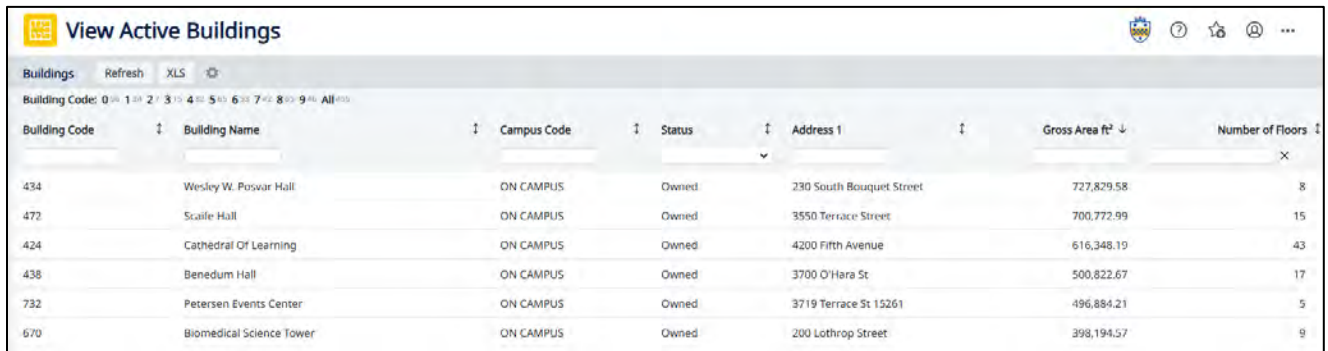
Space Reports

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.

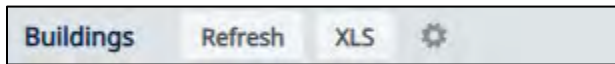After clicking on the "View Active Buildings" button, you will be redirected to the report.


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.
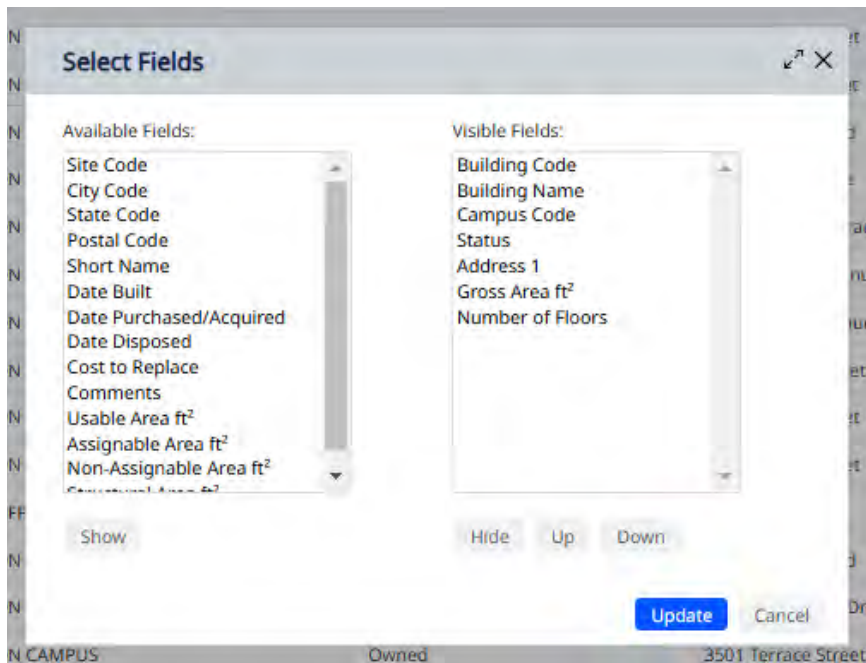

- *Available Fields* – Report columns available to add to a report
- *Visible Fields* – Report columns that currently appear in the report
- *Show, Hide, Up, Down* – Allows you to adjust what data elements appear as well as the order in which they appear
- *Update* – Saves the view

**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
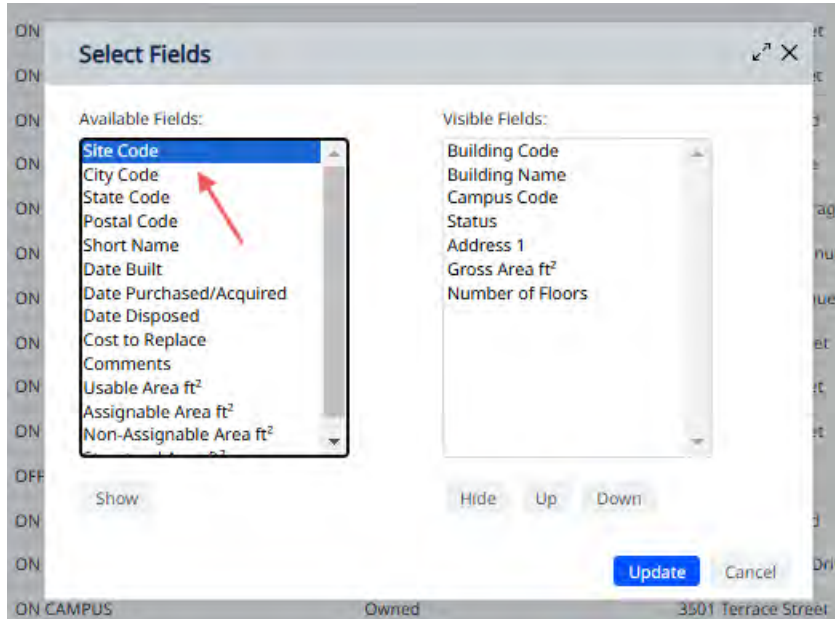
2. Check *Visible Fields* to see the added element(s) at the bottom of the list
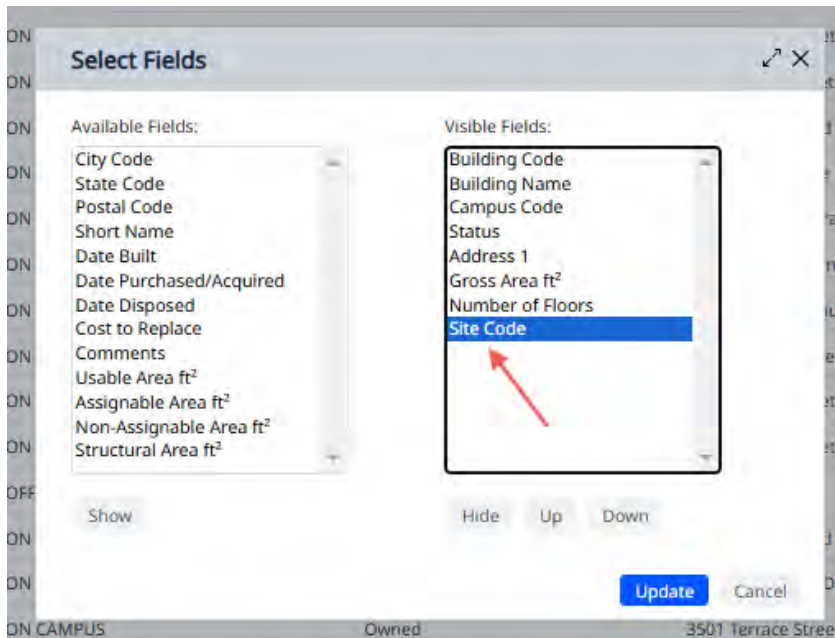
3. Move added data element to desired position by highlighting element(s) then clicking *Up or Down*
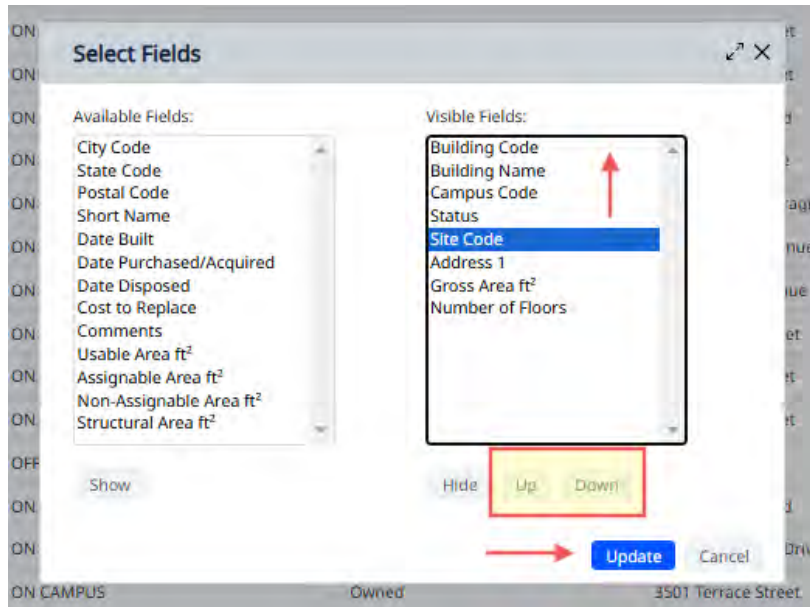
4. Click *Update* when finished

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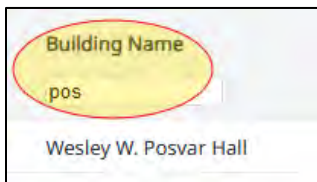
2. Delete what's in the filter and hit enter to remove the filter OR you can also use the "x" button on the right side of the filter row to clear **all** filters.
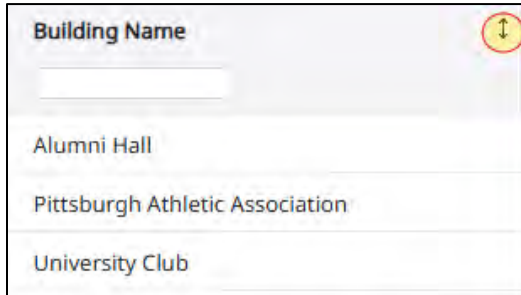

Sorting Data

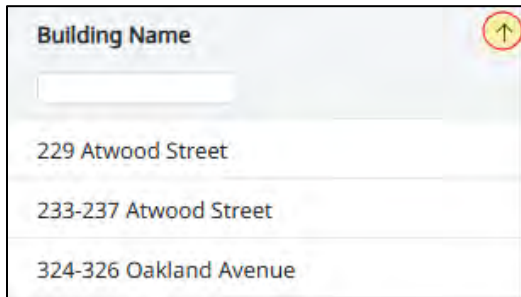To sort data, click on the header of the column you want to sort by.

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).
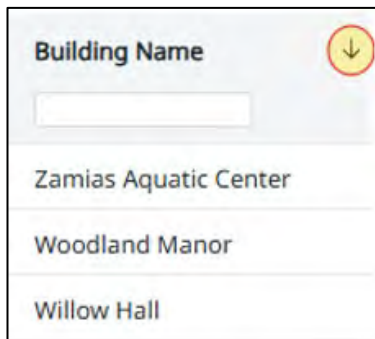
Example:

1. Unsorted

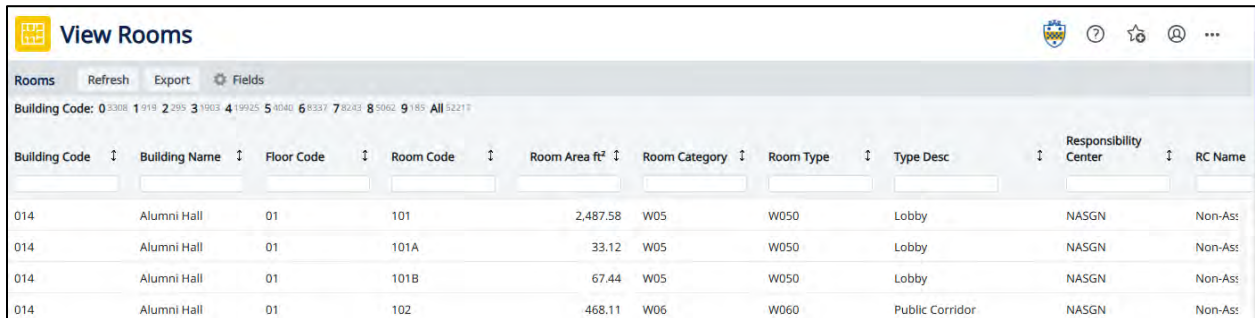2. Sorted Ascending

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 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

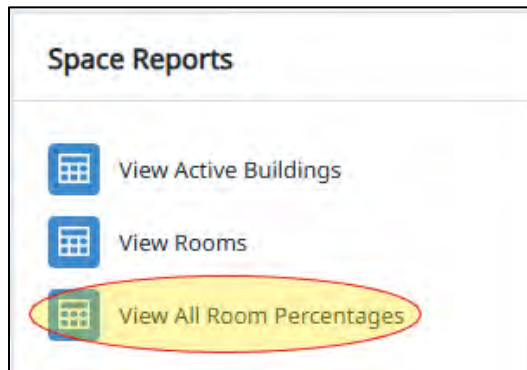Data in this view can be filtered, sorted, have report fields adjusted and exported to Excel.
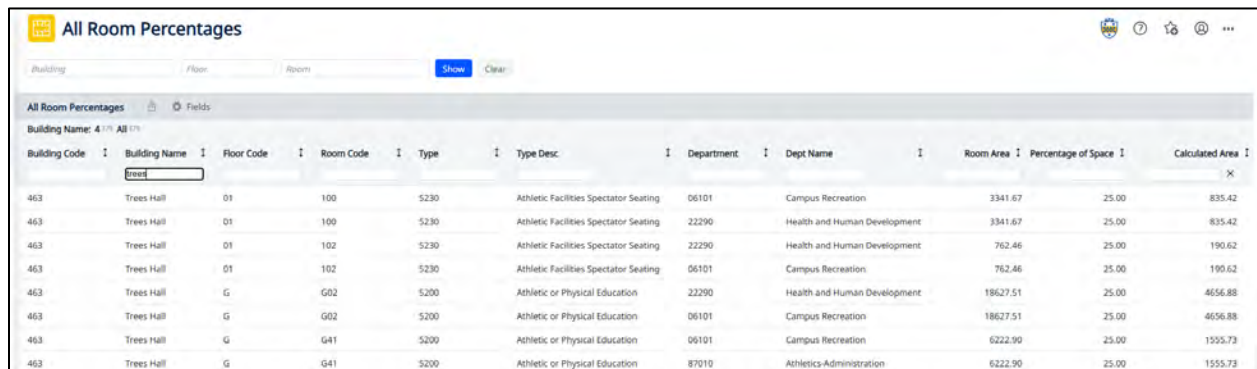
View All Room Percentages

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.

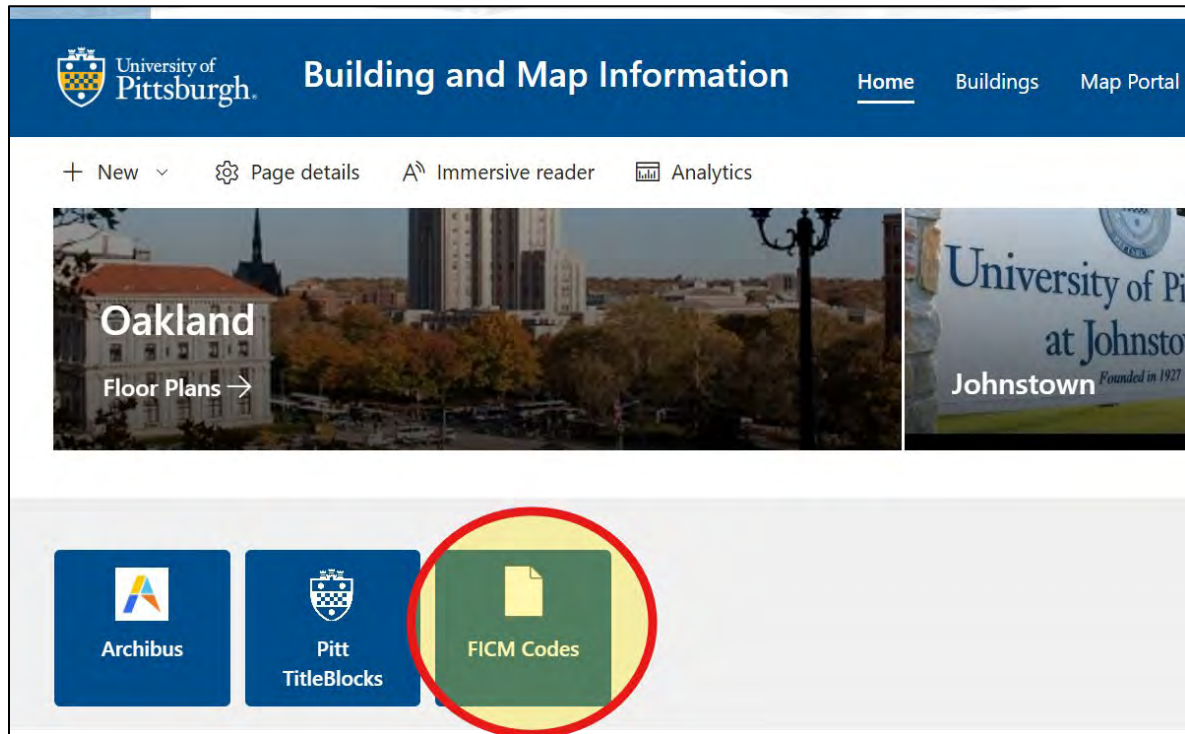Data in this view can be filtered, sorted, have report fields adjusted and exported to Excel.

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