

# Archibus Web Central

## Reference Guide #1

Labels/Tasks: What does each option really mean?

**I want room information**  
(sqft/use/occupancy) in **excel**

Filtered by:

### View Rooms by:

- ... Building and Floor
- ... Department and Division
- ... Floor and Division
- ... All Rooms

**How much area does my division**  
**(department) occupy?**

View all:  
Filtered by:

### View Divisions by:

- ... All Divisions
- ... Building

**I want a highlighted floor plan.**

Highlighting done by:

### Highlight Rooms by:

- ... Department per Floor
- ... Division per Floor
- ... Room Type per Floor
- ... Room Use per Floor

**I want information about employee**  
**assignments to rooms**

Data In/Edit Data:

Where is this person located?

How much sqft does this person, or all the  
people in building X have?

“Seating Chart”; finding unoccupied space

### People in Space

- Assign People (from List)
- Assign People (from Drawing)
- Find People in Space
- List People in Space
- Show Space with People

**Edit usage/occupancy; History of changes**

Edit Data:

Data Out (History):

### Space Changes

- Make Space Changes
- Review My Space Changes
- Review College Space Changes

**I need to have a floor plan changed.**  
While completing my **space survey**, I need  
to **add occupied rooms to my list.**

### Floor Plan Requests

- Request Floor Plan Changes
- Review My Floor Plan Requests
- Review College Floor Plan Requests

**I need to complete my space survey**

### Space Survey

- Verify Space (by Building and Floor)
- Verify Space (List)

**I want multiple highlight floor plans in one**  
**PDF**

Filtered by:

### Export

- Floors Highlighted by Division
- Floors Highlighted by Room Use

