

Archibus Web Central

Reference Guide #2

Editor Permissions

Campus Space Role

<p>View Rooms by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ... Building and Floor <input type="checkbox"/> ... Department and Division <input type="checkbox"/> ... Floor and Division <input type="checkbox"/> ... All Rooms <p>View Divisions by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ... All Divisions <input type="checkbox"/> ... Building <p>Highlight Rooms by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ... Department per Floor <input type="checkbox"/> ... Division per Floor <input type="checkbox"/> ... Room Type per Floor <input type="checkbox"/> ... Room Use per Floor 	<p>View Everything</p>
<p>People in Space</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assign People (from List) <input type="checkbox"/> Assign People (from Drawing) 	<p>Edit College/Unit</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Find People in Space <input type="checkbox"/> List People in Space <input type="checkbox"/> Show Space with People 	<p>View College/Unit</p>
<p>Space Changes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make Space Changes 	<p>Edit College/Unit</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Review My Space Changes 	<p>View My Changes</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Review College Space Changes 	<p>View College/Unit</p>
<p>Floor Plan Requests</p> <ul style="list-style-type: none"> <input type="checkbox"/> Request Floor Plan Changes 	<p>View Everything</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Review My Floor Plan Requests 	<p>View My Changes</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Review College Floor Plan Requests 	<p>View College/Unit</p>
<p>Space Survey</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify Space (by Building and Floor) <input type="checkbox"/> Verify Space (List) 	<p>Edit College/Unit</p>
<p>Export</p> <ul style="list-style-type: none"> <input type="checkbox"/> Floors Highlighted by Division <input type="checkbox"/> Floors Highlighted by Room Use 	<p>View Everything</p>



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Department Space Role

<p>View Rooms by:</p> <ul style="list-style-type: none"> ■ ... Building and Floor ■ ... Department and Division ■ ... Floor and Division ■ ... All Rooms <hr/> <p>View Divisions by:</p> <ul style="list-style-type: none"> ■ ... All Divisions ■ ... Building <hr/> <p>Highlight Rooms by:</p> <ul style="list-style-type: none"> ■ ... Department per Floor ■ ... Division per Floor ■ ... Room Type per Floor ■ ... Room Use per Floor 	<p>View College/Unit</p>
<p>People in Space</p> <ul style="list-style-type: none"> ■ Assign People (from List) ■ Assign People (from Drawing) 	<p>Edit Department/Division</p>
<ul style="list-style-type: none"> ■ Find People in Space ■ List People in Space ■ Show Space with People 	<p>View College/Unit</p>
<p>Space Changes</p> <ul style="list-style-type: none"> ■ Make Space Changes 	<p>Edit Department/Division</p>
<ul style="list-style-type: none"> ■ Review My Space Changes 	<p>View My Changes</p>
<ul style="list-style-type: none"> ■ Review College Space Changes 	<p>View College/Unit</p>
<p>Floor Plan Requests</p> <ul style="list-style-type: none"> ■ Request Floor Plan Changes 	<p>View Everything</p>
<ul style="list-style-type: none"> ■ Review My Floor Plan Requests 	<p>View My Changes</p>
<ul style="list-style-type: none"> ■ Review College Floor Plan Requests 	<p>View College/Unit</p>
<p>Space Survey</p> <ul style="list-style-type: none"> ■ Verify Space (by Building and Floor) ■ Verify Space (List) 	<p>Edit Department/Division</p>
<p>Export</p> <ul style="list-style-type: none"> ■ Floors Highlighted by Division ■ Floors Highlighted by Room Use 	<p>View College/Unit</p>

