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Background/Purpose

Archibus is the University of Illinois’ Space Management Database which is the record of source for all buildings owned and/or occupied by the university. The online interface for campus users is Archibus Web Central which allows academic, research, and campus unit’s access to view and update their space allocations. This includes: viewing department space, editing room uses/occupants, requesting architectural changes to floor plans, and locating people in space. Archibus Web Central is also the centralized portal for conducting the Campus Wide Annual Space Survey. The intent of these features is more unit control, easier and more accurate Federal, State, and consortium reporting, better space management, more accurate drawings, and enhanced safety as part of your individualized Building Emergency Action Plans.

This document has been created to walk-through the features of Archibus Web Central. Due to the functionality to add/edit data through this application, appendices have been included which detail standards on how space is tracked. Your participation in updating your space related information is essential to maintaining the accuracy of the data in Archibus. We appreciate your assistance in this very important part of the University reporting process.

Thank you,

Kimberly McLaughlin
Facilities Information Management Specialist
Facilities Information Resources @ Facilities and Services
University of Illinois at Urbana-Champaign
1501 S Oak St, MC-800
Champaign, IL  61820
Overview

Software
Space data for the University of Illinois Urbana-Champaign is maintained using space management software system called ARCHIBUS. Web Central is the web application of ARCHIBUS. Google Chrome and Mozilla Firefox are the two supported browsers for this application.

If working remotely (off campus), the VPN client provided by the University of Illinois Urbana-Champaign Technology Services must be used when accessing Web Central. For more information about the campus VPN client, go to https://techservices.illinois.edu/services/virtual-private-networking-vpn/details.

Log In
The application can be accessed at: https://archibus.fs.illinois.edu/. Log In using your NetID and password.

Log off by clicking the sign out icon in the upper left portion of the screen.

Permission

Access and Training
Users who are external of Facilities and Services must request access to Archibus Web Central by filling out the Web Central Request Form at http://fs.illinois.edu/services/FIR/archibus. The form must be signed by a “Campus Unit Approver.” This is typically a facility manager at the college or unit level.

Users who are employed under Facilities and Services may gain access to the system by sending a ticket to the FandS Support Desk. They will be set up with an account and given the Facilities and Services role (see more information about roles below).

For available training options, see https://fs.illinois.edu/services/FIR/archibus/webcentraltraining/.

Roles and Permissions
Permissions in Web Central are set up by assigning a user a role, and then adding optional limitations by their college or department. Actions a user can view and perform are dictated by their user role. The list of roles and their privileges are below:

1. Campus Space: View All Space; Edit only their College
2. Department Space: View College/Unit Space; Edit only their Department/Division
3. Campus Viewer: View College/Unit Space; NO Edit Permissions
4. Facilities and Services Space: View All Space; No Edit Permissions

A user can see what their role is by looking at the left navigation panel. See the image below for where the role name is located.
Depending on the role, the user will either be an editor/viewer or just a viewer.

User Role Description Matrix:

<table>
<thead>
<tr>
<th>Roles:</th>
<th>Campus Space</th>
<th>Department Space</th>
<th>Campus Viewer</th>
<th>Facilities and Services Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>All Space</td>
<td>College/Unit</td>
<td>College/Unit</td>
<td>All Space</td>
</tr>
<tr>
<td>Edit</td>
<td>College/Unit (Editor)</td>
<td>Department/Division (Editor)</td>
<td>None (Viewer)</td>
<td>None (Viewer)</td>
</tr>
</tbody>
</table>

Tasks that require editor permissions have been noted by adding (Editor ONLY) after the heading within this manual. This is also noted in the table of contents.

**Basic Navigation**

After logging in, there are some basics to understand how to navigate in the system. The main navigation panel is on the left side of the screen. The main navigation panel on the left is organized by labels then tasks. Labels indicate the information the tasks below it will be handling.

**Labels:** Bolded heading that organizes navigation

1. **Tasks:** Selectable options

**Separation Bars** also exist to help navigate and better view tasks. They are indicated by dot patterns, like (…………………) or (…………………). They can be horizontal or vertical.

1. Clicking on them will collapse one panel, making other data easier to read.
2. Selecting and dragging will allows the user to adjust sizes of the panels

Example separation bar locations (actual locations depend on the task being viewed):
Filters allow the user to restrict information within the system. There are two types:

1. **Hard Restrictions**: The figure below shows what this type of restriction looks like. Information can be filtered by:
   a. Typing the code into the field or by looking up the code and then
   b. Clicking the Show button
   c. The Clear button will remove the filter

2. **Soft Restrictions**: The figure below shows what this type of restriction looks like. Information can be filtered by:
   a. Typing any part of the string into a field and pressing enter on the keyboard
   b. Clearing the filter can be done by click on located at the right end of the filter

Help redirects to [http://www.fs.illinois.edu/services/FIR/archibus](http://www.fs.illinois.edu/services/FIR/archibus), a page containing files and other documentation related to Archibus.
Walk-Throughs

This part of the manual steps through how to walk through each task in the system. It is organized in order of what the navigation bar shows.

View Rooms by:

...Building and Floor

Step 1: click on ...Building and Floor
Step 2: filter (optional)
Step 3: click on building text
Step 4: click on floor text
Step 5: click XLS to generate Excel document

...Department and Division

Step 1: click on ...Department and Division
Step 2: filter (optional)
Step 3: click on department text
Step 4: filter (optional)
Step 5: click on division text
Step 6: click XLS to generate Excel document
**Floor and Division**

1. Click on "Floor and Division".
2. Filter (optional).
3. Click on floor text.
4. Filter (optional).
5. Click on division text.
6. Click XLS to generate Excel document.

**All Rooms**

1. Click on "All Rooms".
2. Filter (optional).
3. Click DOCX to generate a Word document, XLS to generate Excel document, or DATA to generate a CSV document.

---

### View Divisions by:

- All Divisions
- Building

---
... All Divisions

Option 1:

Step 1: click on ...All Divisions

Step 2: click XLS to generate Excel document

Option 2:

Step 1: click on ...All Divisions

Step 2: click on division text

Step 3: filter (optional)

Step 4: click XLS to generate Excel document
...Building
Option 1:

Step 1: click on ...Building
Step 2: filter (optional)
Step 3: click on building text
Step 4: click XLS to generate Excel document

Option 2:

Step 1: click on ...Building
Step 2: filter (optional)
Step 3: click on building text
Step 4: click on division text
Step 5: click XLS to generate Excel document

Highlight Rooms by:

- Department per Floor
- Division per Floor
- Room Type per Floor
- Room Use per Floor
Step 1: click on Department per Floor

Step 2: filter (optional)

Step 3: click on building text

Step 4: click on floor text

Step 5: click Report to generate a PDF document

Step 6: click on document link once the status bar underneath reads “Job Complete – 100%”

Step 7: right click on the PDF then click Save As… (Chrome) / Save Page As… (Firefox) OR click the download icon (Chrome) / (Firefox) to save the PDF
...Division per Floor

Step 1: click on “Division per Floor”
Step 2: filter (optional)
Step 3: click on building text
Step 4: click on floor text
Step 5: click “Report” to generate a PDF document

Step 6: click on document link once the status bar underneath reads “Job Complete – 100%”

Step 7: right click on the PDF then click “Save As…” (Chrome)/ “Save Page As…” (Firefox) OR click the download icon (Chrome)/ (Firefox) to save the PDF
...Room Type per Floor

Step 1: click on ...Room Type per Floor

Step 2: filter (optional)

Step 3: click on building text

Step 4: click on floor text

Step 5: click Report to generate a PDF document

Step 6: click on document link once the status bar underneath reads “Job Complete – 100%”

Step 7: right click on the PDF then click Save As... (Chrome)/Save Page As... (Firefox) OR click the download icon (Chrome)/ to save the PDF (Firefox)
Step 1: click on Room Use per Floor

Step 2: filter (optional)

Step 3: click on building text

Step 4: click on floor text

Step 5: click Report to generate a PDF document

Step 6: click on document link once the status bar underneath reads “Job Complete – 100%”

Step 7: right click on the PDF then click Save As... (Chrome)/ Save Page As... (Firefox) OR click the download icon (Chrome)/ (Firefox) to save the PDF
People in Space

The people in space section allows the user to:

1. Assign employees to rooms
2. Pull employee room assignments into excel
3. Generate color-coded maps that show occupied space in yellow, unoccupied space in grey, and the names of the employees labeled in the room

Assign People (from List) (Editor ONLY)

Step 1: click on Assign People (from List)
Step 2: filter to employee (optional)
Step 3: click on employee
Step 4: click Add New, the edit icon, or the delete icon to adjust employee assignment

Note: If unable to find a fairly new employee, the ARCHIBUS system may not have picked up their record yet. If unable to find an employee that has been with the University of Illinois for a while, please contact the Facilities Information Management team to assist.

Choosing Add New or the edit icon prompts the following pop-up window:
Clicking *Add New* or the edit icon prompts the following pop-up window:
Find People in Space

Find People in Space opens the following Web Central page:

This page allows the user to:

- Select a person and display space assigned to that person on one or more floor plans.
- Create a PDF report to display the selected person’s space.

Select and Display

Use the filter console at the top of the page to select a person. Typing the appropriate information in any of the filter fields will produce suggested matches. **Note:** If the person has no assigned space they will not be selectable.
When the desired person is selected, all three fields will fill in:

![Find a Person in Space](image)

If the user does not have rights to the selected person’s space, Web Central will say there are no records for that person.

When a person with space is selected click Show Space at the top right of the filter panel. This will display the person’s space highlighted in yellow:

![Show Space](image)

To create a PDF report of the results, click Report at the top right of the floor plan panel. If the selected person has space on multiple floor plans, all floor plans will be exported as separate pages in a single PDF.

**List People and Space**

*List People and Space* opens the following Web Central page:

![List People and Space](image)
This page lists all people and their space assignments. *Configure Report* allows the user to control field visibility and field order.

To generate an Excel document of the table, click *Export to Excel* in the upper right.

**Show Space with People**

This page provides an Occupancy Plan for a selected floor and a list of people with space assignments on that floor. A PDF report of this plan can be created. Rooms with people assigned will be highlighted yellow. Unassigned rooms will be highlighted gray.

**Space Changes:**

This section allows users to:

1. Update Space usage/occupant
2. Review historical changes that have been made by yourself or the college

**NOTE:** Historical changes reflected are only ones that have occurred as of going live with this feature and that have been made using this application (i.e. changes to drawings/room numbers/and changes by the F&S space management team will not be shown under this section at this time)
Make Space Changes (Editor ONLY)

Make Space Changes opens the following Web Central page:

The overall steps to navigate in this view are:

- Select a floor plan.
- Select a space on that floor plan.
- Edit attributes of the selected space.

For users who have access to edit space information, it is important to know how space is tracked. Please see the appendices (page 34) within this manual to learn more about this topic.

Select a Floor Plan

1. Use the filter at the top of the page to limit the number of buildings shown (optional)
2. In the Select Floor list, click on a building to display a list of available floors.
3. Clicking on a floor at this stage will display a floor plan highlighting all of the Departments that the user has rights to edit.
4. Alternatively, clicking on the arrow next to the floor in the “Select Floor” list will display a list of departments on the selected floor. Clicking a department will display a floor plan highlighting just the selected department.

Select a Space

Once the selected floor plan is displayed, select a space by clicking on the desired room:
Edit Attributes of the Selected Space.
Clicking on the desired room will open a list of space assignments for that space.

Anatomy of the Space Assignment Details dialog:

A. Warning – All additions, deletions, and updates made from this interface will be recorded for review by Facilities Services. Facilities Services may occasionally undo changes made by Department Space users. Reasons for this action will be recorded in the “Comments” column.

B. Percentage Calculator – For most spaces, the total percentage of all records on this page will be 100%. For the few spaces where the Department Space user’s college has been assigned less than 100% of the space, the total percentage of all records on this page will be less than 100%. This total is presented as “Starting %”. “Current %” will display the running total percentage as the user makes additions, deletions, and updates to the records on this page. When the Starting and Current totals do not match, the value for “Current %” will be displayed in red.

C. Edit Button – Click this button to edit the record displayed to the right.

D. Delete Button – Click this button to delete the record displayed to the right.

E. Close Button – Use this button to exit from this page. If the Current % does not match the Starting % when this button is clicked, the user will be notified and returned to the page to correct.

F. Add New Button – Click this button to add an assignment for this space.

G. Do NOT use this button to exit the pop-up window.
**Edit Space Assignment**

Click the edit icon in a space assignment record to bring up the “Edit Space Assignment” pop-up form.

**Make Changes**

- **Starting %:** 100.00
- **Current %:** 100.00

<table>
<thead>
<tr>
<th>Room</th>
<th>Split/Share</th>
<th>Department</th>
<th>Use</th>
<th>%</th>
<th>Last Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0066 - 02 - 0241</td>
<td></td>
<td>Shared KP - KP0 - 220 - Materials Research Lab</td>
<td>710 - 71030 - Computer/Data Centers (CDC)</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>0066 - 02 - 0241</td>
<td></td>
<td>Shared KP - KP0 - 244 - Physics</td>
<td>710 - 71030 - Computer/Data Centers (CDC)</td>
<td>50.00</td>
<td></td>
</tr>
</tbody>
</table>

**“Edit Space Assignment” pop-up form:**

The following pop-up screen will be shown. Notice that 4 of the 5 editable fields are required. If you hover over Division, Use Cat or Actual Use and click ..., you will be given a menu of items to choose from. See “Edit Department and Division”, “Edit Use Cat and Actual Use”, and “Edit Percentages” for more information on editing the fields of the “Edit Space Assignment” form.

Make the desired changes and click **Save** to record the changes and return to the space assignment details page. Click **Close** after you’re done editing the space.

**Add New Space Assignment**

Click **Add New** to add a new space assignment.
Values for Building, Floor, and Room will be supplied. Fill in appropriate values for the required fields and click **Save** to create the new record and return to the previous window or **Cancel** to exit this form without saving the new record.

*Edit Department and Division*

Fields can be sorted by clicking on the title of the column. Clicking a title repeatedly will cycle through ascending, descending, and no sort.

Any field can be filtered by typing in search parameters and **pressing the enter key**.

Filters can be cleared by clicking on the ✗.

To make a selection, you must click on the text itself of the row you wish to select in any field.
**Edit Use Cat and Actual Use**
Delete text from filter row if it is already populated.

Any of the fields can be sorted by clicking on the title of the column. Clicking a title repeatedly will cycle through ascending, descending, and no sort.

Any field can be filtered by typing in search parameters and pressing the enter key.

Filters can be cleared by clicking on the ☓.

Users can also “jump” to a list of Use Cats by clicking on the first number or letter. To return to the full list when using this method, click Top. If Top isn’t a choice, Up will return you to the full list.
To make a selection, you must click on the text itself of the row you wish to select in any field.

Notes: See Table at end of guide a list of codes with descriptions.

Edit Percentages
If a room needs to be split or shared, this can be done by adjusting the percentages. If you change a percentage to less than 100, you must add a new space (1 or more) so that the total for that room equals 100. See “Add New Space Assignment” below.

Delete Space Assignment
Click the delete icon to delete the selected record.

The system will ask for confirmation before taking action.

Click OK to confirm the deletion or Cancel to stop the deletion. Note: If there is only 1 space assignment record associated with the selected room, this record should be edited rather than deleted. Attempts to delete the record will produce the following message:
Review My Space Changes (Editor ONLY)

Review Space Changes opens the following Web Central page:

This view presents the user with a list of all pending (yet to be approved/rejected) changes made by the user. Click a building, floor, room, then group # to see the before and after of the change. Added information is highlighted in green, updated information is highlighted in yellow, deleted information is highlighted in red, and no change is highlighted in blue.

Changes can be exported into excel using the XLS buttons.

Review College/All Space Changes

Review College/All Space Changes opens a list of space changes made in Web Central. The campus user (Role of Campus Space, Department Space, or Campus Viewer) will see changes that have been made under the user’s assigned college(s). The Facilities and Services Space user will see all changes that have been made, regardless of college.

The list is sorted by Request Date, starting with the most recent. The list also displays information regarding Facilities Services’ review of each change. The list can be filtered by typing values in the filter boxes at the head of each column. The list can be exported into excel using the XLS button.
Floor Plan Requests

This section is meant to allow users to note errors in floor plans. It can also be used during the space survey to identify spaces that need to be added to the division’s space assignment. Users may request Floor Plan Changes for any space, not just space assigned to their division/college.

Request Floor Plan Changes

Request Floor Plan Changes opens the following Web Central page:

The overall steps to navigate in this view are:

- Select a floor plan.
- Add redlines to that floor plan.
- Create a request.

Select a Floor Plan

To limit the number of floor plans in the “Select Floor” list, use at least one of the filters at the top of the page and click Show.

Click on a building in the “Select Floor” to display a list of available floors. Then click on a floor.
Clicking on a floor will display the floor plan with room labels.

Zoom and label size controls are located in the upper left. Hovering your mouse over the symbol will reveal the symbol’s action.

The Redline Symbol Toolbox is in the lower right.

**Add Redlines**

Redlines are added using the Redline Symbol Toolbox is in the lower right of the drawing window:

To use one of these tools, drag and drop the desired icon into the drawing window. (To drag and drop, click down on the icon without releasing, move the mouse over to the drawing, then release.) Click the icon added to the drawing window to edit the location, size, add text, or delete the icon.

Click and drag the icon to relocate. Click the double-sided arrows to edit icon size. Click the pencil/crayon symbol to add text. Clicking the trashcan will delete the icon.
Create a Report/Request

Once the desired redlines have been created, the floor plan plus redlines can be submitted by clicking Create Request in the top right of the drawing window.

The following form will appear:

Leave “Redline Type” as “SPACE REQUEST – REDLINE”. Add notes for the reviewer in the “Notes” comment box. Add the room number to “Room Code” (if relevant). Click Cancel to cancel the request. Click Next to create the request. Note: Canceled requests will still show under Review My Floorplan Requests. Facilities & Services (F&S) will mark them completed.

A prompt will come up letting the user know that the request was created. Click OK.

After that a document can be attached (if applicable). Click the up arrow icon to choose a document to upload. Click Done to finish creating the request. Note: Clicking Cancel in this window will cancel attaching a document, not the request itself.
The request will be reviewed for action by Facilities & Services (F&S).

**Review My Floor Plan Requests**
Current status of the request may be monitored by selecting *Review My Floor Plan Requests*.

All requests created by the user will appear in the list under “My Floor Plan Requests”. Information is included regarding the status of each request. Clicking **View** will collapse the list, display the request details at the top of the screen, and display the redlined drawing.

To return to the list of requests, click the triangle next to the title “My Floor Plan Requests”. This will expand the panel and display the list of requests.
Review College/All Floor Plan Requests

This task will show a list of all floor plan requests. The campus user (Role of Campus Space, Department Space, or Campus Viewer) will see requests that have been made under the user’s assigned college(s). The Facilities and Services Space user will see all requests that have been made, regardless of college. Clicking View will collapse the list, display the request details at the top of the screen, and display the redlined drawing.

To return to the list of requests, click the triangle next to the title “College Floor Plan Requests”. This will expand the panel and display the list of requests.

Space Survey

Space Survey functionality is available ONLY during campus-wide space surveys. Please refer to the Space Survey Guide, available during the annual Space Survey, for instructions.

See https://fs.illinois.edu/services/FIR/archibus/annualspacesurvey for more Space Survey information.
Export:

The export functionality allows the user to export multiple color-coded maps in one PDF.

...Floors Highlighted by Division

Step 1: click on ...Floors Highlighted by Division

Step 2: enter or choose a building number

Step 3:* enter or choose a floor (optional)

Step 4: click Generate Report to generate a PDF document

*Note: Leaving the “Floor” filter blank will generate a single PDF containing all floors the user has permission to view.

Step 5: click on document link once the status bar underneath reads “Job Complete – 100%”
**Step 6:** right click on the PDF then click Save As... (Chrome)/ Save Page As... (Firefox) OR click the download icon (Chrome)/ (Firefox) to save the PDF

---

**...Floors Highlighted by Room Use**

**Step 1:** click on **...Floors Highlighted by Room Use**

**Step 2:** enter or choose a building number

**Step 3:** enter or choose a floor (optional)

**Step 4:** click **Generate Report** to generate a PDF document

*Note: Leaving the “Floor” filter blank will generate a single PDF containing all floors the user has permission to view.
Step 5: click on document link once the status bar underneath reads “Job Complete – 100%”

Step 6: right click on the PDF then click Save As... (Chrome)/Save Page As... (Firefox) OR click the download icon (Chrome)/ (Firefox) to save the PDF
Appendices

Key Concepts of Space
Space at UIUC is classified using external and internal standards. The aim of this is to give structure and consistency to the data. External standards are taken from the “Postsecondary Education Facilities Inventory and Classification Manual (FICM).” This manual can be referenced in a PDF format at: https://nces.ed.gov/pubs2006/2006160.pdf. This provides the higher level standards of tracking space. The relationship between what types of standards we use is shown below:

<table>
<thead>
<tr>
<th>Component</th>
<th>Uses FICM Standard?</th>
<th>Uses Internal Standard?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Use</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Occupant</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Space tracking at UIUC can be broken down to 3 main components:

1. Area (square footage)
2. Use
3. Occupant

The rest of this appendix will detail these components. For a visual, the relationship between area calculations, use, and occupant is shown in the figure below.
Area

Gross Area
Gross area is the sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas, for circulation and shaft areas that connect one floor to another.

Gross Area is also known as Gross Square Feet or GSF. Shown below is a highlighted floor plan of what Gross Area includes:

Usable Area
Usable area is the sum of all areas on all floors of a building either assigned to, or available for assignment to, an occupant or specific use, or necessary for the general operation of a building.

\[ \text{Usable Area} = \text{Assignable Area} + \text{Nonassignable Area} \]

Shown below is a highlighted floor plan of what Usable Area includes:
**Net Assignable Area**
Net assignable area is the amount of space that can be used for people or programs. It is measured within interior walls. The following function explains how this area is calculated:

\[ \text{Net Assignable Area} = \text{Sum of the 10 Major Space Use Categories of Assignable Space} \]

These categories are explained under the “Use” section of these appendices. Net assignable area is also known as Net Assignable Square Feet, or NASF. Shown below is a highlighted floor plan of what Net Assignable Area includes:

---

**Non Assignable Area**
Non assignable area is the amount of space that is essential to the operation of the building but **not** assigned directly to people or programs. The following function explains how this area is calculated:

\[ \text{Non Assignable Area} = \text{Sum of the 3 Major Space Use Categories of Nonassignable Space} \]

These categories are explained under the “Use” section of these appendices. Shown below is a highlighted floor plan of what Non Assignable Area includes:
Use
Use is categorized at 3 levels:

1. Categories
2. Use
3. Use Type

Categories and Use have been taken from the FICM Manual, and Use Type was created internally to allow for a greater level of detail to group space usage. The categories of use, as taken from the FICM Manual, are shown below:

<table>
<thead>
<tr>
<th>Table 4-1. Space use categories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Classrooms (100 series)</strong></td>
</tr>
<tr>
<td><strong>Laboratory Facilities (200 series)</strong></td>
</tr>
<tr>
<td><strong>Office Facilities (300 series)</strong></td>
</tr>
<tr>
<td><strong>Study Facilities (400 series)</strong></td>
</tr>
<tr>
<td><strong>Special Use Facilities (500 series)</strong></td>
</tr>
<tr>
<td><strong>General Use Facilities (600 series)</strong></td>
</tr>
<tr>
<td><strong>Support Facilities (700 series)</strong></td>
</tr>
<tr>
<td><strong>Health Care Facilities (800 series)</strong></td>
</tr>
<tr>
<td><strong>Residential Facilities (900 series)</strong></td>
</tr>
<tr>
<td><strong>Unclassified Facilities (000 series)</strong></td>
</tr>
<tr>
<td><strong>Circulation Area (WWW series)</strong></td>
</tr>
<tr>
<td><strong>Building Service Area (XXX series)</strong></td>
</tr>
<tr>
<td><strong>Mechanical Area (YYY series)</strong></td>
</tr>
</tbody>
</table>
Please refer to the FICM manual for detailed definition on Use. Internally, the space management group at F&S is still working on getting definitions for the full list of Use Types. Since the original list of Use Types came from UIC, there definitions of Use Types can be used as a starting place (https://fimweb.fim.uic.edu/defn/RoomUseDefn.aspx). To just see the full list of Use and Use Types, an Excel look-up table can be downloaded from the F&S Website. The website can be accessed at: http://www.fs.illinois.edu/services/FIR/archibus. Click on the link titled “Use & Use Type” under the Look-Up Tables section to download.

**Occupant**

Occupant, like use, is tracked at 3 levels:

1. College
2. Department
3. Division

The occupant coding has been taken from the banner organization codes. A cross-walk of how Banner and Archibus relate is shown below:

<table>
<thead>
<tr>
<th>Banner Code</th>
<th>College</th>
<th>School/Sub-College</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>KV</td>
<td>Liberal Arts &amp; Sciences</td>
<td>Earth, Society, &amp; Environment</td>
<td>Geology</td>
</tr>
<tr>
<td>655</td>
<td>College</td>
<td>Department</td>
<td>Division</td>
</tr>
</tbody>
</table>

An Excel look-up table can be downloaded from the F&S Website to provide a full list of the occupancy hierarchy. The website can be accessed at: http://www.fs.illinois.edu/services/FIR/archibus. Click on the link titled “Occupant – College, Divisions” under the Look-Up Tables section to download.
The Hierarchy of Space Tracking

Within Archibus, space is tracked at 4 levels:

Different information can be pulled from each of these levels. Also, we can roll up information taken from “Percentage of Room” and summarize it at a higher level of the hierarchy. As an example, we can sum together all of the circulation space defined at the percentage of Room Level, and see at a floor or building level how much area is allocated to this sort of use.

The following figures detail the information currently maintained at Archibus at each space level. Some of this information, is not currently viewable in Web Central. The space management group can be contacted to pull any information that is listed below.
An example of how these roll ups occur is shown below: