

User Guide

Web Central v2024.04

Space

Foreword

This User Guide has been designed to support those staff with responsibilities for updating Space records on behalf of their school or department.

System Support

If you require assistance to use the system, please contact Archibus.Support@ed.ac.uk in the first instance.

More information on the EBIS Project is available at:

www.ed.ac.uk/estates/what-we-do/ebis

Logging on to Web Central

Login to the following URL using your EASE user name and password:

<https://uedinburgh.iwmsapp.com/archibus/schema/ab-core/views/navigator/ab-navigator.axvw>

This will open Web Central Application showing access you have been set up with.

Estates Space Manager

Contact details are as follows

Richard Mann Richard.Mann@ed.ac.uk

Accessibility

If you require this document in an alternative format, please contact estates.helpdesk@ed.ac.uk or telephone 0131 650 2494.

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Document Version Control

Date	Owner	Version	Update
May 2025	Richard Mann	V1.0	Initial Version for Archibus 2024.04
Oct 2025	Eileen Mullan	V1.1	Updated Contacts for Help and Support

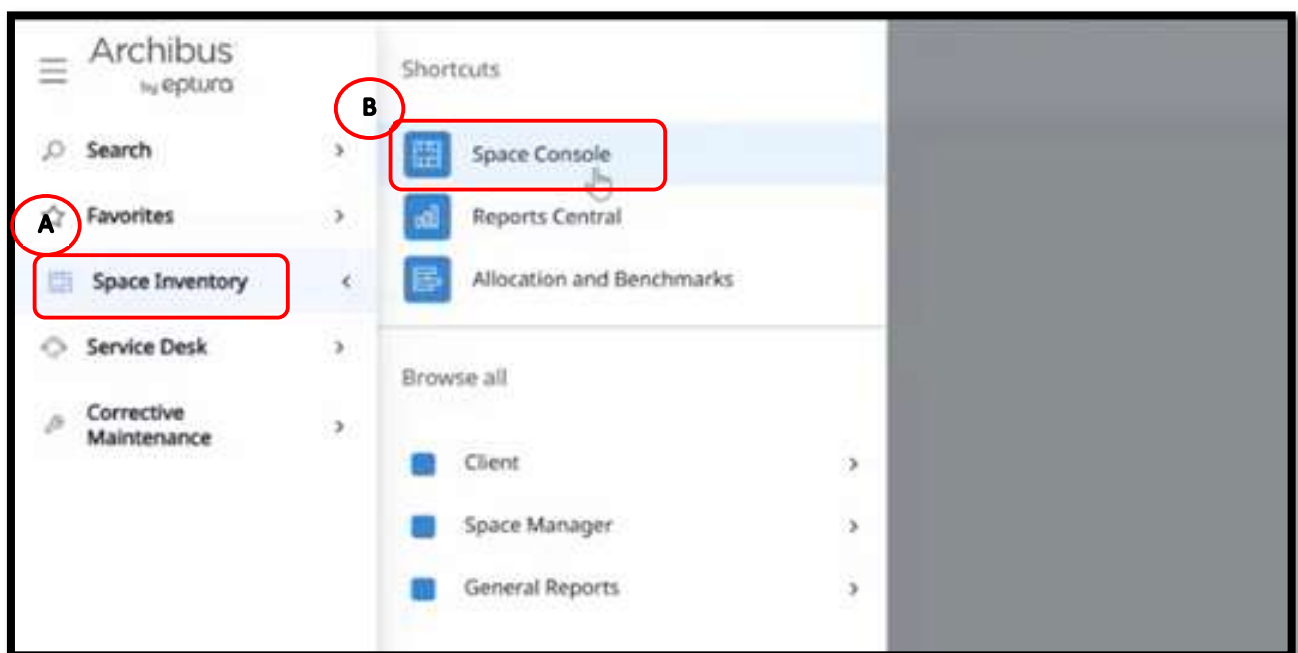
Purpose

This user guide is for Space Users and shows the different steps needed to complete the following activities:

- Reviewing Space Data
- Highlighting and exporting floorplans
- Updating Room Data

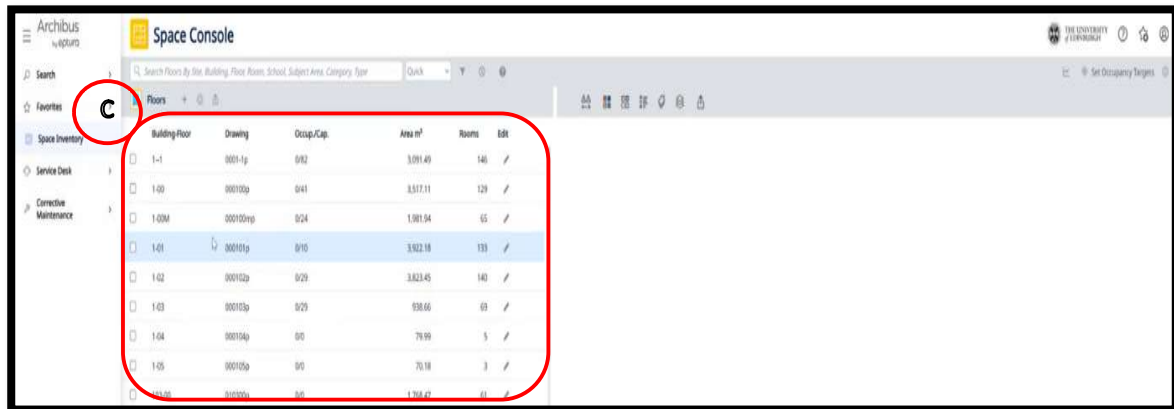
1.1. Accessing the Space Console

After logging onto the WebCentral system, you will see the following screen, select the **(A)Space Inventory** option which will allow you to then choose **(B)Space Console**.



(Note: This may take up to 30 seconds to load when first accessed)

Once loaded you will see a list of **(C) Floors** which have published drawing associated with them.



Clicking on any Floor will open up further information on the Space Console screen, including the drawing, room categories and occupancy data.

The Space Console Layout:

(D) Search Bar / Advanced Search allows you to quickly search for floor plans and data

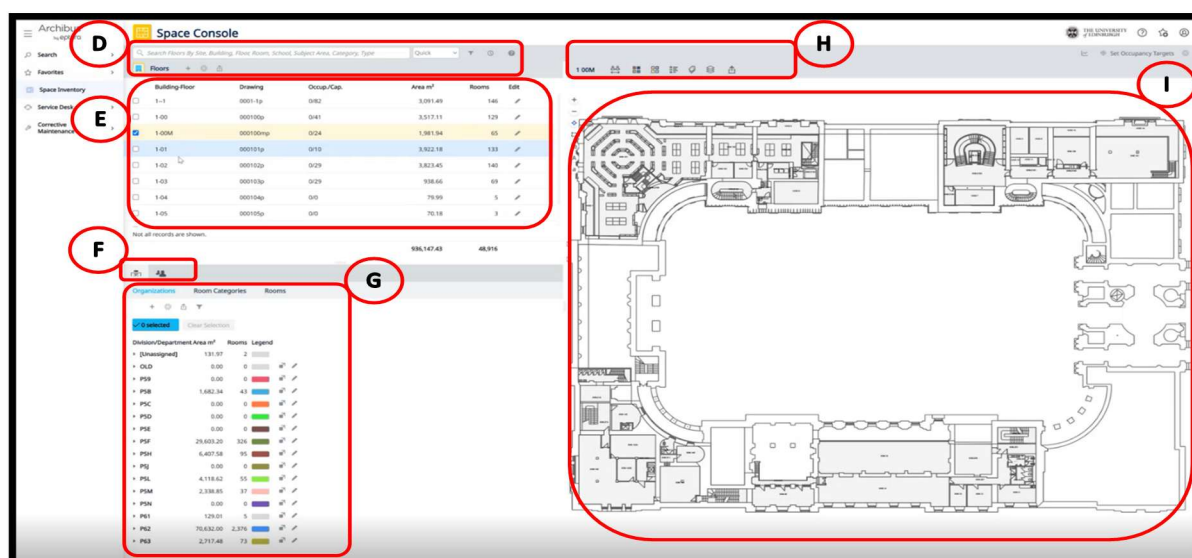
(E) Floor list shows multiple drawings can be shown at once using the tick box

(F) Space mode and Occupancy mode

(G) Details Tab for Space / Occupancy.

(H) Floor Plan Panel, used to review the chosen floor plan

(I) Floor Plan Ribbon, used to set the highlight, layer, legend and label options as well as export displayed floor plan



The bottom section of the Space Console, beneath the Space mode and Employee mode sections, presents a series of **(G)Details Tabs** showing the details of employee, organization, room category, and room information. Simply click each tab to toggle between them.

Organizations | Room Categories | Rooms

✓ 0 selected | Clear Selection

Division/Department	Area m²	Rooms	Legend
[Unassigned]	131.97	2	
OLD	0.00	0	
PS9	0.00	0	
PSB	1,682.34	43	
PSC	0.00	0	
PSD	0.00	0	
PSE	0.00	0	
PSF	26,603.20	301	
PSH	6,407.58	95	
PSJ	0.00	0	
PSL	4,118.62	55	
PSM	2,338.81	37	
PSN	0.00	0	
PSI	129.01	5	
PSK	70,632.00	2,376	
PSL	2,717.48	73	

Organizations | **Room Categories** | Rooms

✓ 0 selected | Clear Selection

Category/Type	Area m²	Rooms	Legend
[Unassigned]	130.06	1	
01	637,078.70	31,974	
02	267,706.25	15,688	
SERV	0.00	0	
TEST	0.00	0	
TYPE 2a	0.00	0	
TYPE 2b	0.00	0	
VERT	31,929.99	1,548	

Organizations | **Room Categories** | **Rooms**

✓ 0 selected | Clear Selection

Building-Floor	Room	Status	Area m²
1-1	B.01A	Available	11.3
1-1	B.01B	Available	4.6
1-1	B.01C	Available	1.5
1-1	B.01D	Available	5.3

Total records: 49,211 | Previous | Page 1 of 493 | Next

936,845.00

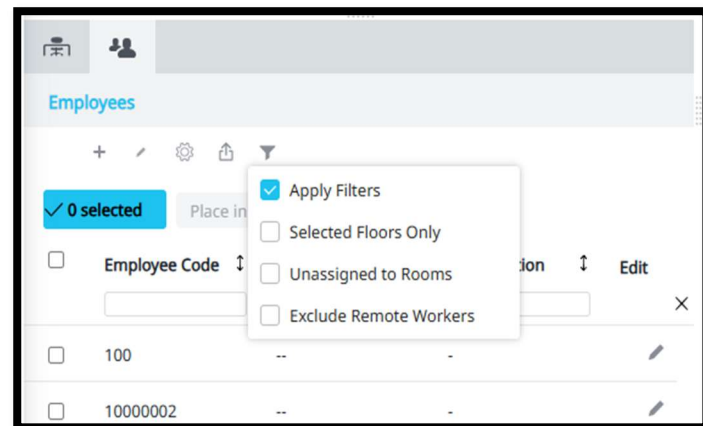
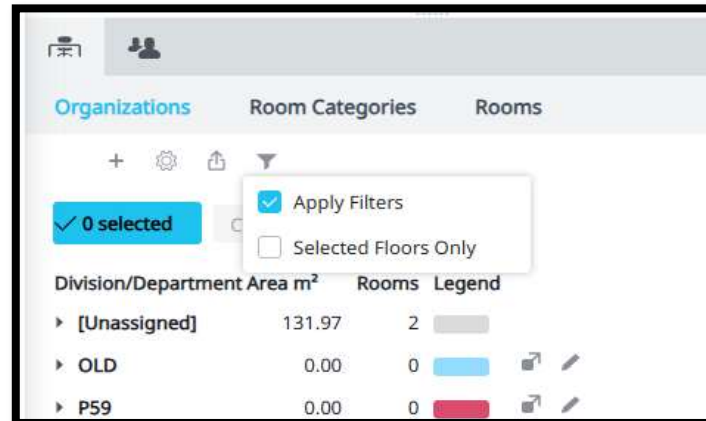
The tabs include vertical scroll bars and Next buttons so that you can access all data in the list. To minimize scrolling and paging, you may wish to use the Filter or the Smart Search Console.

In addition to displaying data, the tabs offer:

- the Gear icon for changing the fields displayed in the tab
- an arrow-shaped button for exporting to Word or Excel
- a funnel-shaped button for controlling the filters
- a pencil-shaped icon for editing data
- an Assign button on the Organization tab, the Room Categories tab, and the Room Standards tab for assigning these values to rooms (This icon is located to the left of the pencil icon.)

The Employees tab offers additional features:

- filtering the list to show only those employees that are not assigned to a room.
- assigning employees to rooms.



1.2. Search

The Space Console's search box offers three types of searches. You choose a search type from the drop-down list located to the right of the search box. For each selected search type, the search box lists a brief description of how the search will operate.



You may know the exact floors or characteristic of floors (such as floor or building name, or room categories, divisions, departments on the floor) that you want to examine. In these cases, you can directly type into the search box.

Advanced search is the funnel icon to right of search bar, and opens up a separate screen with numerous search criteria can be entered around locations, room standards and employee types.

And you also have options to view recent searches.

The Advanced Search form offers several fields, enabling you to create a very specific search. For example, you might search for floors that contains rooms assigned to a specific department that do not have any occupants (the vacancy options are checked). If this is a frequent search that you make, you can save it and enter a description so that you can access it by this name in the Recent Searches list.

Advanced Search

Search Floors

Clear

Cancel

☐ Save search as

Location, Organization, Type

SITE

DIVISION

ROOM CATEGORY

BUILDING

DEPARTMENT

ROOM TYPE

FLOOR

EMPLOYEE

ROOM

☐ Exclude hotelable rooms
☐ Rooms unassigned to division
☐ Rooms unassigned to category

Room Occupancy

☐ Always Vacant
 ☐ Under capacity
 ☐ At capacity
 ☐ Exceeding capacity
☐ Vacant on:

☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday
 ☐ Saturday
 ☐ Sunday

☐ Vacant on:

PHASE 1

Room Status

☐ Available for use
 ☐ Requires cleaning
 ☐ Do not use

Employee Status

☐ Remote status

☐ All workers
 ☐ Remote
 ☐ Not Remote

☐ Return to Work Info

PHASE 1

☐ Days in office

☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday
 ☐ Saturday
 ☐ Sunday

Room Area and Count

☐ Floors with total areas

>

☐ Floors with total rooms

>

There are a few ways to complete the filter fields:

In the form's field, click in the field to activate the cursor and then type in an existing value. For example, if you know the name of the building that you want to filter on, simply click in the Buildings field and type the name of the desired building.

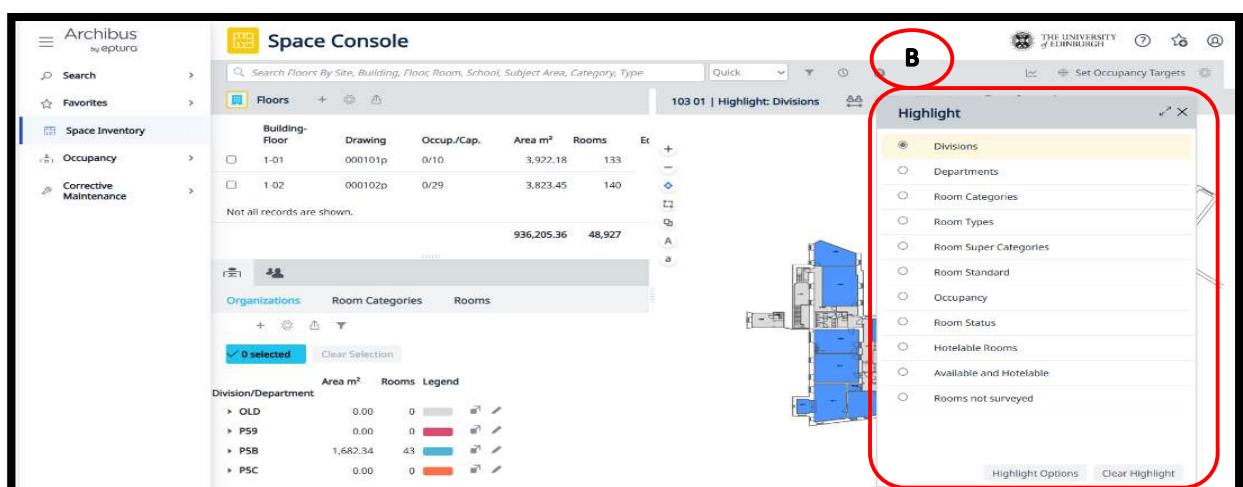
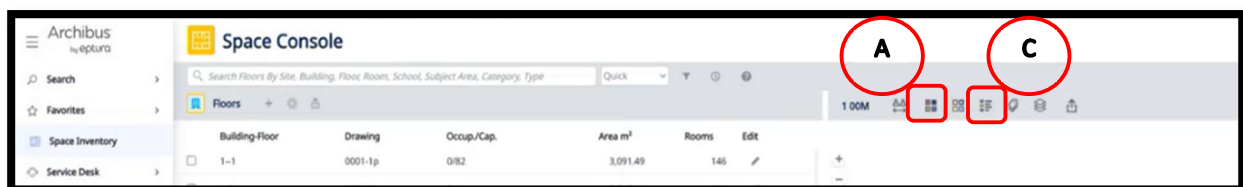
Access a list of existing values by hovering over the field to display the ellipses button. Click on the ellipses button, and choose a value from the resulting list. For example, to filter by department, click the ellipses button for the Department field. The system displays the Select Value form listing all the existing departments. Select a value from this form by clicking its selection box. Click "Save Selected" to close the Departments form, and the Advanced Search form now displays the department you selected.

As you complete options in the form, the remaining options adjust to reflect your current selections. For example, if you select a division and department, when you choose Select Values for the Employee Code field, you receive a list of employees restricted to this departments.

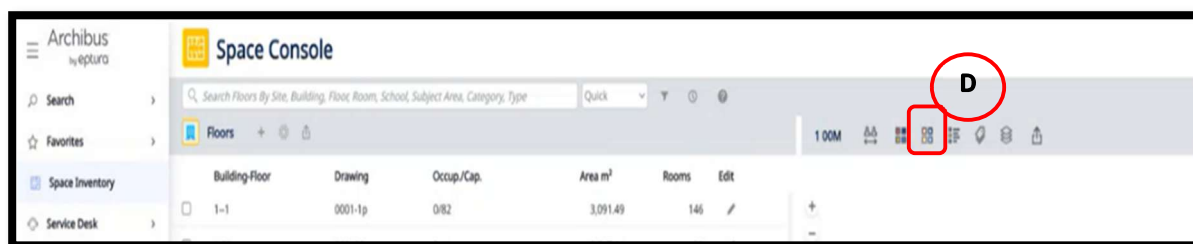
1.3. Highlight

Floor plans can now be highlighted using different highlight types.

Click on **(A) Highlight** icon, to open the **(B) Highlight Options** pop up.

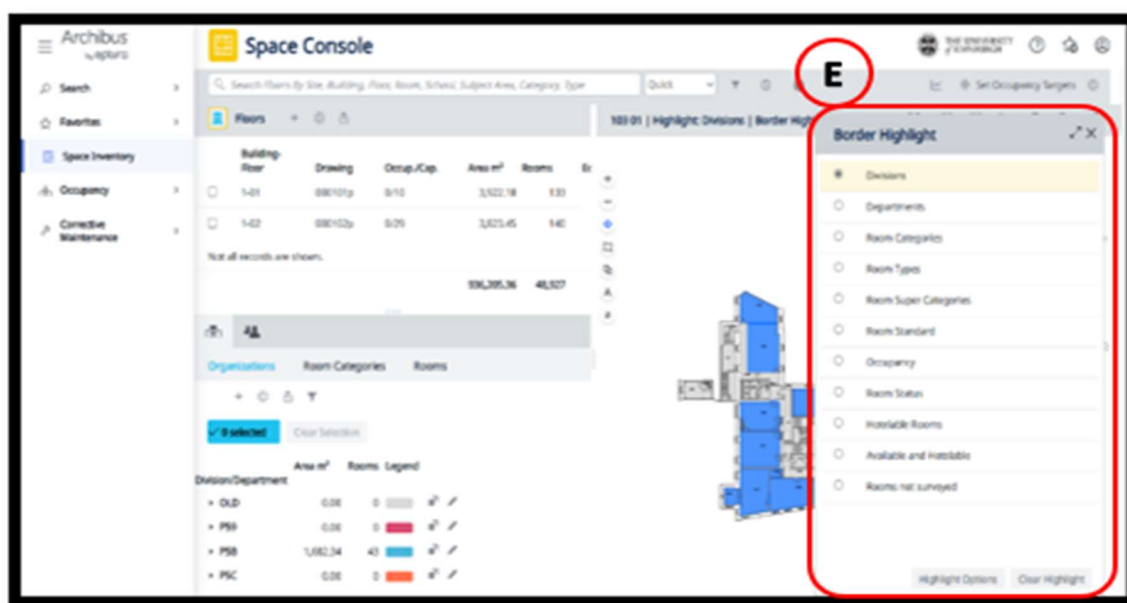


On the floor plans, the system solid-fills rooms according to the colours associated with the values of this property. Areas without colours do not have a value for this property.

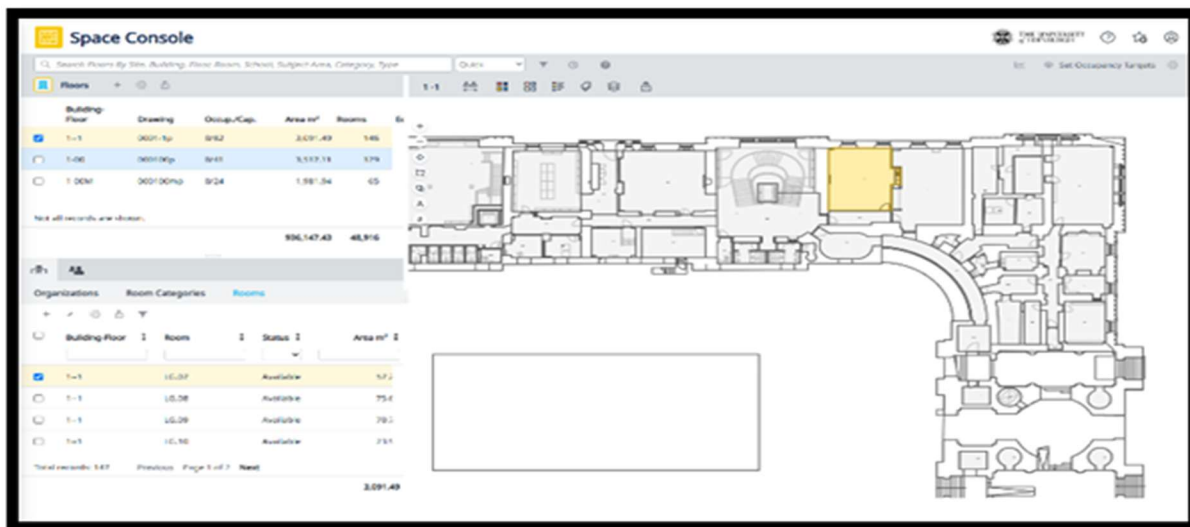


Show the legend by selecting the **(C) Legend Button** from the ribbon. The legend can also be moved to your preferred position on the screen.

Floor plans can also have rooms outlined using **(D) Border Highlight** icon. Which can be set in same way as above using the **(E) Border Highlight** pop up options.



If you have a floor plan loaded and select a record from a tab's grid, the floor plan highlights rooms of that value. In this way you can highlight a specific room as shown below.

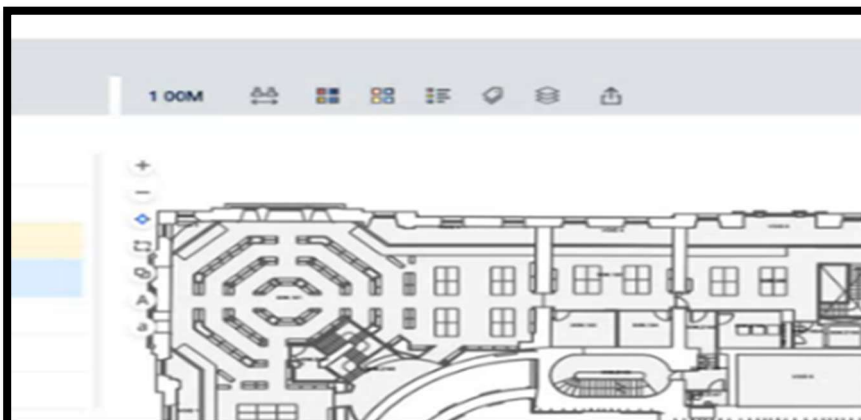


1.4. Label Rooms

In addition to the room number, you may want to include other labelling text in your floor plan. You may want to know the employees that occupy the rooms, their vacancy status, the school or department to which each room is assigned, or the room category or type. Labels are valuable because they immediately convey information about the room.

Select the Labels button in the floor plan ribbon. From the resulting list, choose the property you wish to display for each room.

You may need to adjust the zoom setting of the floor plan in order for the labelling text to appear. You can also use the labels icons on the drawing toolbar to adjust the label size

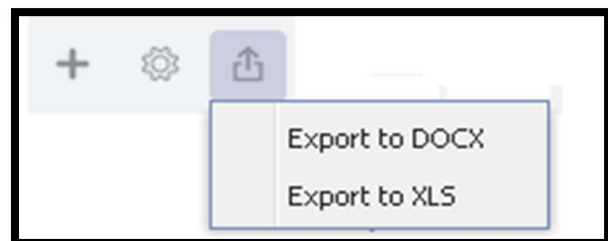


Can be single room highlight

In addition to using the [Space Console's search box](#), you can make a more specific search, using the Advanced Search form, available from the Advanced Search button.

1.5. Export

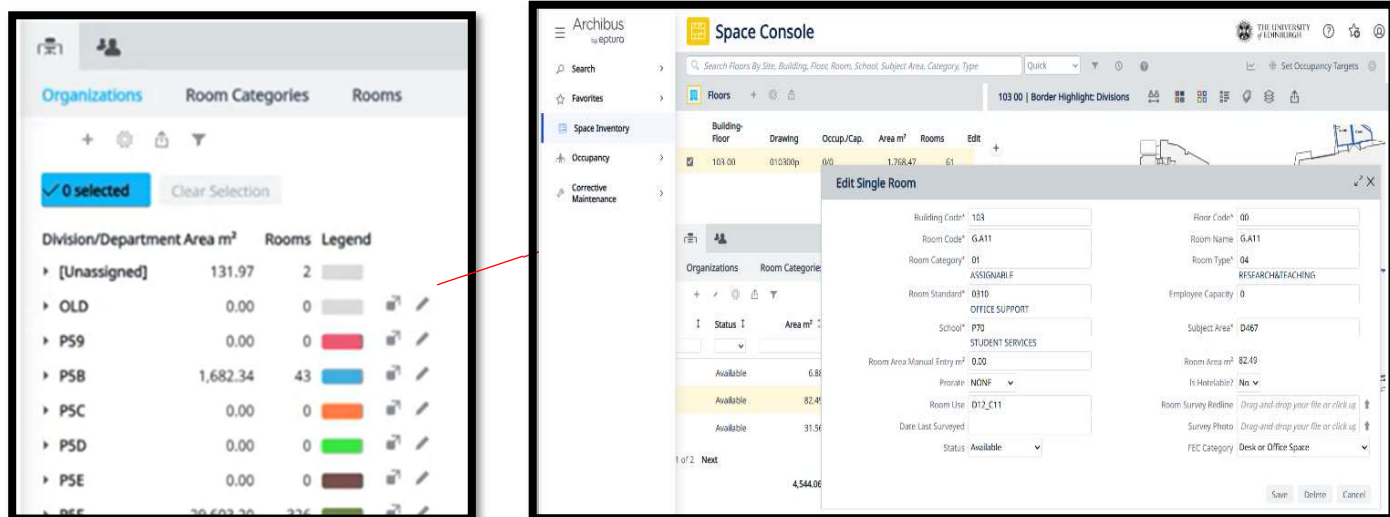
You may want to share data that you access with the Space Console with others who do not have access to Archibus. With the Space Console's export features, you can export data to an Excel or Word document. You can email this document to your colleagues, or print it out and bring it to a meeting.



To export data, you use the arrow-shaped icons, located at various places on the Space Console, such as the Floors list or the Rooms tab. Clicking on this arrow-shaped icon presents a menu of export options.

1.6. Edit Space data

When reviewing the data in the Details tabs at the bottom of the Space Console, you may find that you need to make a change. Each of the tabs includes a pencil-shaped icon for accessing an edit form which lists the current values for an item. You can edit these values as necessary. Space data updates are not restricted and can be updated by all users. A record of changes will be kept in the background.



APPENDIX A

2.0 Appx A: Troubleshooting

Some issues can be resolved by ensuring the browser you are using to access is working correctly.

Archibus v2024.04 is optimised for use on either Chrome or Edge, using any other browser can cause issues in performance and functionality.

If you experience issues whilst using Chrome or Edge, we recommend resetting your browser before contacting Archibus.Support@ed.ac.uk for further assistance. To do this you would close all tabs open with Archibus open and clearing cache.

Cache is a type of temporary storage that web browsers and other applications use to save information or data from previously accessed resources, such as websites. When a user visits Archibus website, elements like console view set up, filter history and favourites are stored in the cache. This storage allows the browser to retrieve and load these files locally the next time the user visits the site, rather than downloading them all over again from the web server.

2.1 Clearing Cache

The cache can hold a variety of data types and contents that help improve performance but may also need to be cleared periodically to prevent issues like outdated data being displayed, increased storage space usage, and potential privacy concerns.

How to Clear Cache in Google Chrome

- Step 1: Open Chrome Menu
 - Open Google Chrome.
 - Locate the three dots in the upper-right corner of the browser window to open the main menu.
- Step 2: Access the Settings
 - Click on “Settings” from the dropdown menu.
- Step 3: Privacy and Security
 - In the Settings menu, scroll down to “Privacy and security” and click on it.
- Step 4: Clear Browsing Data
 - Within the “Privacy and security” section, click on “Clear browsing data.” A new tab or window will open.
- Step 5: Choose What to Clear
 - You will see three tabs: Basic, Advanced, and On Device.

- In the "Basic" tab, select "Cookies and other site data" and "Cached images and files." You can also select the time range, which defaults to "Last hour." For a complete clear-out, select "All time."
- Step 6: Clear the Data
 - Click on the "Clear data" button.
 - Wait for Chrome to finish clearing the cache which can take a few seconds or minutes depending on the volume of data.
- Step 7: Close the Settings Tab
 - Once the cache has been cleared, you can close the settings tab and continue browsing.

How to Clear Cache in Microsoft Edge

- Step 1: Open Edge Menu
 - Open Microsoft Edge.
 - Click on the three dots located in the upper-right corner to open the menu.
- Step 2: Settings
 - Select "Settings" from the dropdown menu.
- Step 3: Privacy, Search, and Services
 - On the sidebar of the Settings page, find and click on "Privacy, search, and services."
- Step 4: Clear Browsing Data
 - Under the "Clear browsing data" section, click on "Choose what to clear."
- Step 5: Choose What to Clear
 - In the "Clear browsing data" menu, you have the option to select what type of data to clear. For cache, ensure "Cached images and files" is checked. Again, you can select the time range to clear, from "Last hour" to "All time."
- Step 6: Clear the Data
 - Click on the "Clear now" button to clear the selected data.
- Step 7: Close Settings
 - After clearing the cache, you can close the settings tab.

Tips for Both Browsers

- Clearing your cache does not log you out from sites you are signed into, but it does remove cookies that could keep you logged into sites. Be sure to know your passwords or have them stored safely elsewhere if needed.
- For both browsers, using shortcut keys can speed up the process. For instance, on Windows, pressing `Ctrl` + `Shift` + `Delete` will immediately take you to the "Clear browsing data" window in both Chrome and Edge.
- Regularly clearing your cache can help keep your browser working efficiently and protect your privacy.

By following these steps, you can effectively clear the cache in both Google Chrome and Microsoft Edge, helping to ensure a smoother and more secure browsing experience.

2.2 Contacts for Help and Support

There are various options open to provide support around specific issues encountered when trying to access/use Archibus v2024.04

- Management of user profile and access type (inc changes to contact information)
 - Please contact Archibus System Support Archibus.Support@ed.ac.uk
- Help & Support with System issues (inc Mobile App)
 - Please contact Archibus System Support Archibus.Support@ed.ac.uk
- Help & Support with How to use
 - Space – Contact Richard Mann Richard.Mann@ed.ac.uk