

# ARCHIBUS USER TRAINING

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Welcome to Web Central!  
Space Viewer Version

Rhonda McCleary  
May 30, 2016

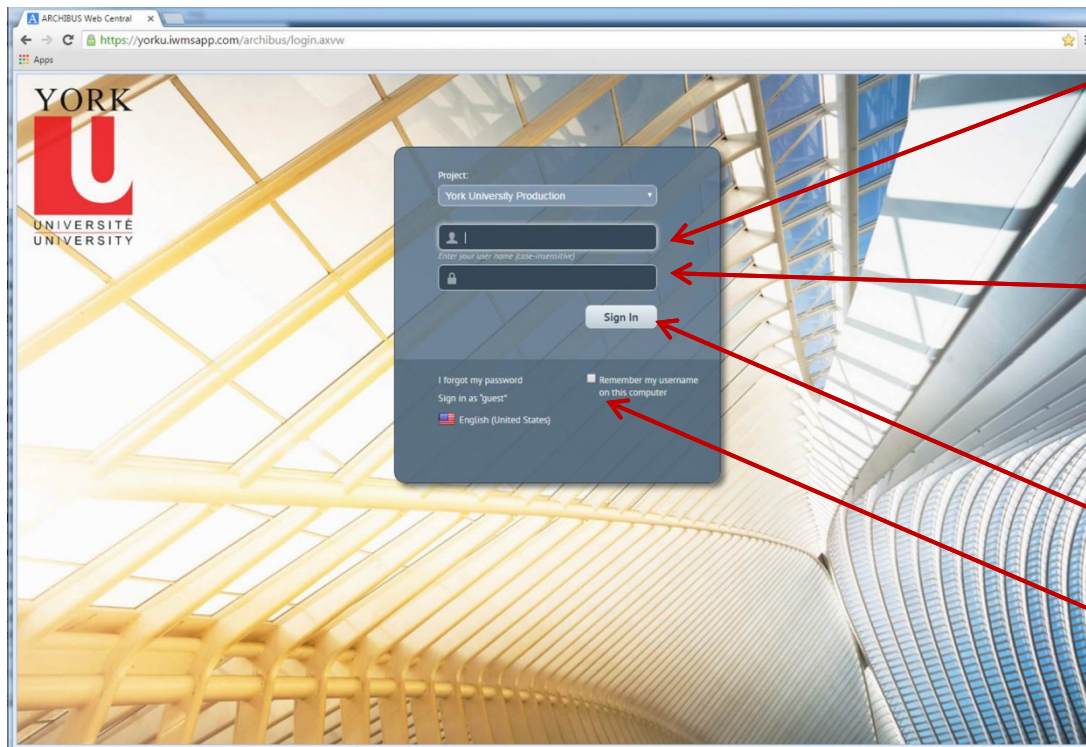
# What is Archibus Web Central?

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- Web Central is the web-based module for our Space Database software Archibus.
- It's commonly used for:
  - Viewing floor plans which are color coded by departments, divisions, room types, etc.
  - Reporting on room areas by division, department, COU codes and room standards.

# Getting Started

- To access Web Central, type the following URL in your Chrome or Firefox browser: <https://yorku.iwmsapp.com/archibus/login.axvw>



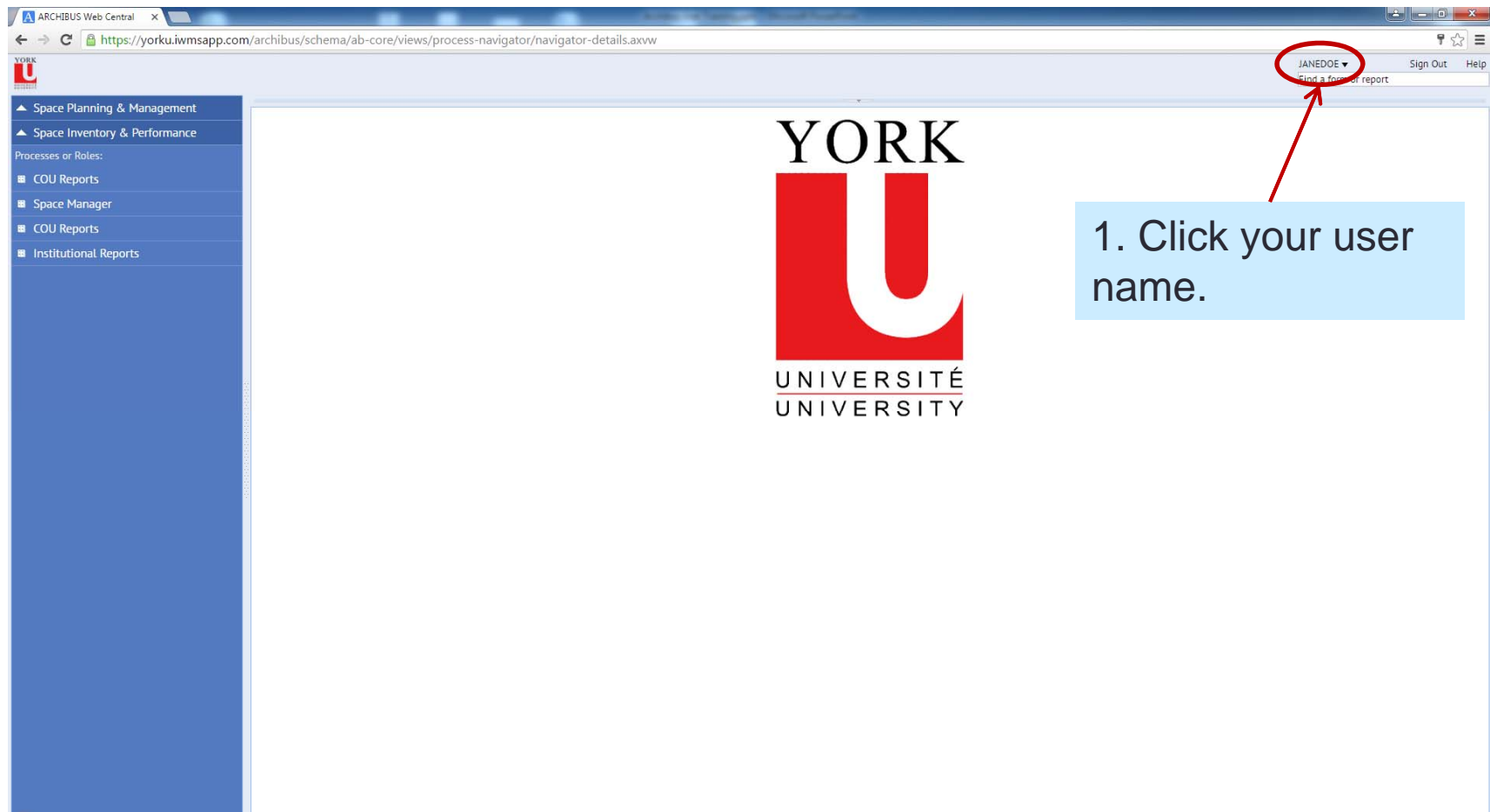
1. Enter your user name provided by the System Admin. **Please note this is case sensitive.**

2. Enter the password provided by the System Admin. **Please note this is case sensitive.**

3. Click Sign In.

4. Check here to remember your user name (you will still need to enter a password at each login).

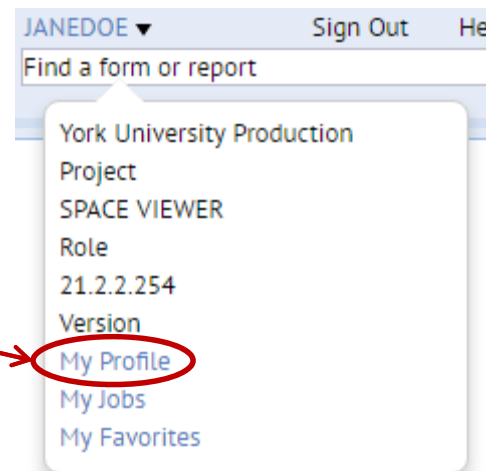
# Changing Your Password



# Changing Your Password

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2. Select **"My Profile"**



# Changing Your Password

The screenshot shows the ARCHIBUS Web Central interface. A 'My Profile' dialog box is open, displaying user information and settings. The 'Change Password' button at the bottom right of the dialog is circled in red, with a red arrow pointing to it from a text box below the dialog.

**My Profile**

Employee: JANEDOE  
Location:  
Division:  
Department:  
Employee Number:

User Name: JANEDOE  
Email Address:   
Color Scheme:   
Navigation:   
Locale:   
User-Display Units-of-Measure:   
Country Code: CAN  
Currency Code: CAD

Role Name: SPACE VIEWER  
License Level:   
Is Named User?   
Use CAD/BIM License?   
VPA Building Code List  
VPA Site Code List

Save Change Password Close

3. Select "Change Password"

# Changing Your Password

## My Profile

Employee: JANEDOE  
Location:  
Division:  
Department:  
Employee Number:

User Name  
Email Address  
Color Scheme  
Navigation  
Locale

User-Display Unit

## Change Password

Enter old password\*

Enter new password\*

Re-enter new password\*

Change

Cancel

4. Enter old and new passwords as prompted and click “**Change**” to save.



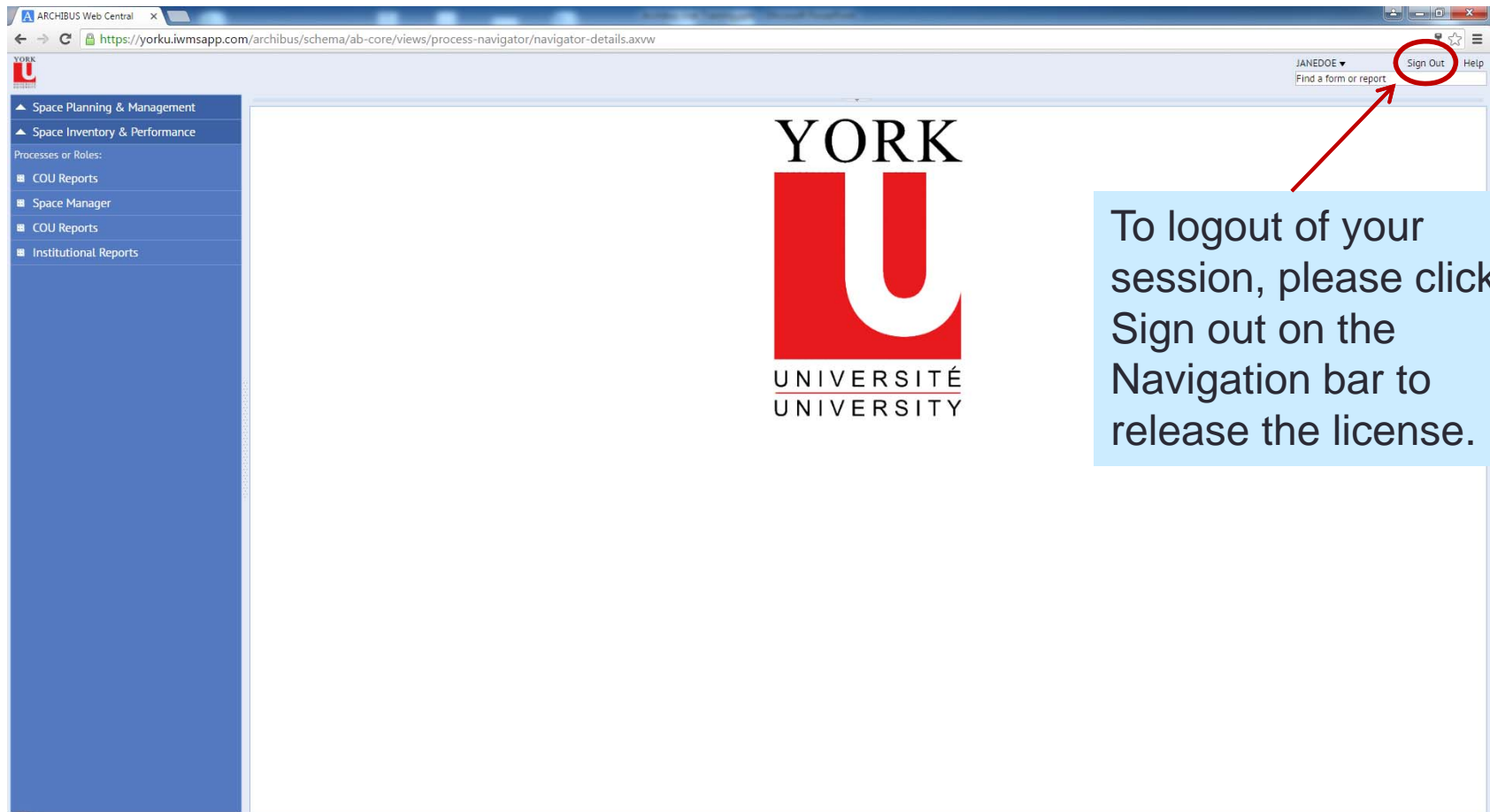
Tip: Passwords must contain 8 characters and include numbers and at least one punctuation character.

Save

Change Password

Close

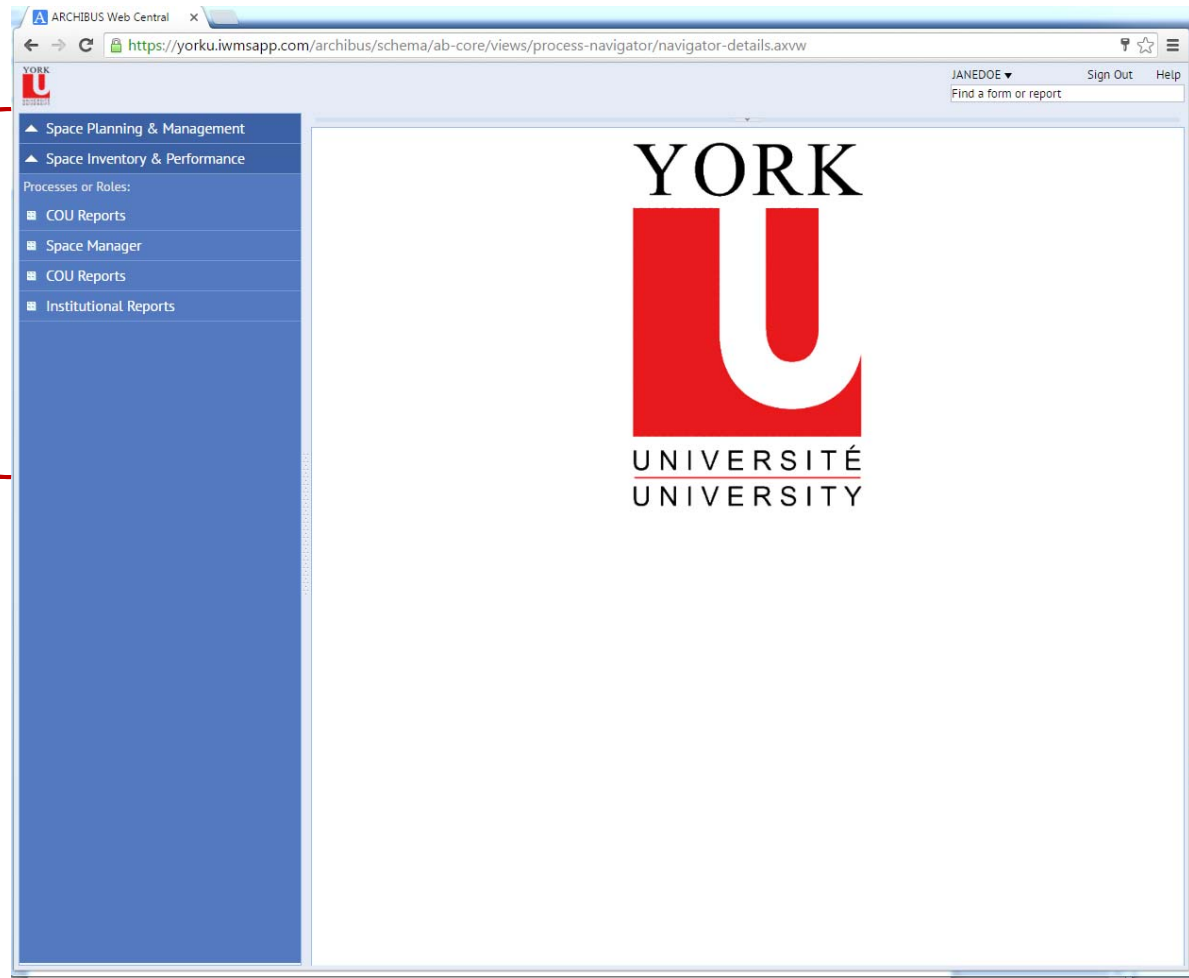
# Logging Out





# Web Central Navigation

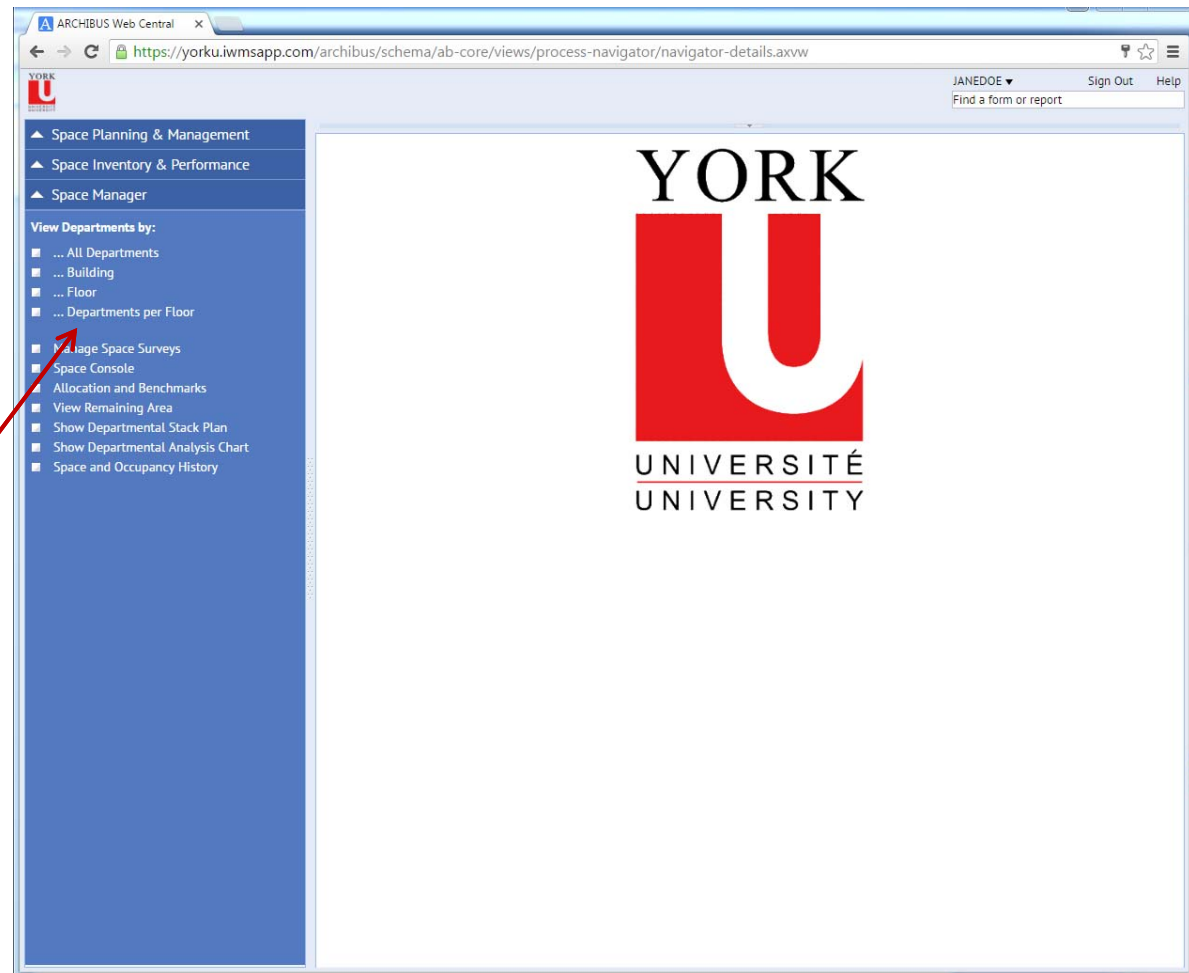
The Navigation Panel on the left side contains links to all the different views and reports available for users.



# Web Central Navigation

Many reports require a Department Code for filtering. A list of Department names and codes can be found here.

- First click **Space Manager** then View Departments by ...**Departments per Floor**)



# Web Central Navigation

To narrow down the list, use the filter boxes at the top.

The screenshot displays the ARCHIBUS Web Central interface. The left sidebar contains a navigation menu with the following items:

- Space Planning & Management
- Space Inventory & Performance
- Space Manager
- View Departments by:
- ... All Departments
- ... Building
- ... Floor
- ... Departments per Floor
- Manage Space Surveys
- Space Console
- Allocation and Benchmarks
- View Remaining Area
- Show Departmental Stack Plan
- Show Departmental Analysis Chart
- Space and Occupancy History

The main content area is titled 'View Departments by Departments Per Floor'. It features a 'Select Department' section with filter boxes for 'Division Code', 'Department Code', and 'Department Name'. Below this is a table listing departments with columns for 'Division Code', 'Department Code', and 'Department Name'. The table is filtered to show departments with '10000' in the 'Division Code' column. The 'Department Code' column shows various codes, and the 'Department Name' column lists the corresponding department names.

On the right side of the interface, there is a 'Department Area Summary' table with columns: 'Site, Building, Floor', 'Total Count', 'Total Area', and 'Pct. of Total D'. The summary table shows data for 'Total', 'KC-372-09', and 'KC-485-10'.

Site, Building, Floor	Total Count	Total Area	Pct. of Total D
Total	46	632.02	
KC-372-09	4	20.77	
KC-485-10	42	611.25	

At the bottom of the main table, a note states: 'Not all records are shown.'

# Web Central Navigation

For example, typing “science” in the filter narrows the list to any departments which contain the word “Science” in their name.

The screenshot shows the ARCHIBUS Web Central interface. The left sidebar contains a navigation menu with the following items:

- Space Planning & Management
- Space Inventory & Performance
- Space Manager
  - View Departments by:
    - ... All Departments
    - ... Building
    - ... Floor
    - ... Departments per Floor
  - Manage Space Surveys
  - Space Console
  - Allocation and Benchmarks
  - View Remaining Area
  - Show Departmental Stack Plan
  - Show Departmental Analysis Chart
  - Space and Occupancy History

The main content area is titled 'View Departments by Departments Per Floor'. It features a 'Select Department' section with three filters: 'Division Code', 'Department Code', and 'Department Name'. The 'Department Name' filter contains the text 'science'. Below the filters is a table listing departments with columns for 'Division Code', 'Department Code', and 'Department Name'. The table contains 18 rows of data.

On the right side of the interface, there is a 'Department Area Summary' table with columns: 'Site, Building, Floor', 'Total Count', 'Total Area', and 'Pct. of Total D'. The table contains three rows of data.

Site, Building, Floor	Total Count	Total Area	Pct. of Total D
Total	46	632.02	
KC-372-09	4	20.77	
KC-485-10	42	611.25	

# Web Central Navigation

ARCHIBUS Web Central

https://yorku.iwmsapp.com/archibus/schema/ab-core/views/process-navigator/navigator-details.axvw

JANEDOE Sign Out Help  
Find a form or report

**View Departments by Departments Per Floor**

Select Department

Division Code	Department Code	Department Name
10400	11050	Steele Science and Engineering Library
18050	17650	Dept of Political Science, Glendon College
21200	20650	Dept of Biology, Faculty of Science
21200	20700	Dept of Chemistry, Faculty of Science
21200	20800	ORU-Centre for Research on Earth & Space Sc...
21200	20950	Division of Natural Science, Faculty of Science
21200	21050	Dept of Physics & Astronomy, Faculty of Sci...
21200	21100	Dept of Mathematics & Statistics, Faculty o...
21200	21200	Office of the Dean, Faculty of Science
21200	21250	Academic Services, Faculty of Science
21200	21300	Technical Services, Faculty of Science
53850	15050	School of Kinesiology & Health Science, Fac...
56450	57050	Dept of Political Science, LA&PS
56450	57450	Dept of Social Science, LA&PS
63300	62950	Electrical Engineering & Computer Science, L...
63300	63000	Earth & Space Science, Lassonde School of E...
63300	64300	Centre for Research in Earth and Space Science

**Department Area Summary**

Site, Building, Floor	Total Count	Total Area	Pct. of Total D
Total	46	632.02	
KC-372-09	4	20.77	
KC-485-10	42	611.25	

Scroll bars appear to allow scrolling down or across to see additional data if required.

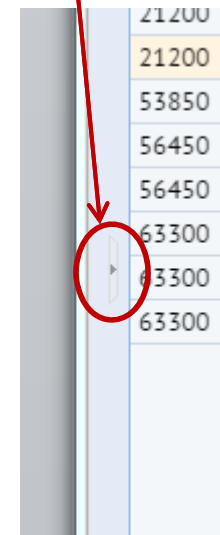
# Web Central Navigation

The screenshot shows the ARCHIBUS Web Central interface. On the left is a blue navigation panel with a tree view under 'View Departments by:'. The main content area is titled 'View Departments by Departments Per Floor' and contains a table of departments. A red oval highlights the navigation panel, and another red oval highlights a vertical column of dots in the main content area. A red arrow points from the tip box to this column of dots.

Division Code	Department Code	Department Name
10400	11050	Steele Science and Engineering
18050	17650	Dept of Political Science, Glen
21200	20650	Dept of Biology, Faculty of Sci
21200	20700	Dept of Chemistry, Faculty of S
21200	20800	ORU-Centre for Research on E
21200	20950	Division of Natural Science, Fa
21200	21050	Dept of Physics & Astronomy,
21200	21100	Dept of Mathematics & Statis
21200	21200	Office of the Dean, Faculty of
21200	21250	Academic Services, Faculty of
21200	21300	Technical Services, Faculty of
53800	15050	School of Kinesiology & Healt
56400	57050	Dept of Political Science, LA&S
56400	57450	Dept of Social Science, LA&PS
63300	62950	Electrical Engineering & Comp
63300	63000	Earth & Space Science, Lasor
63300	64300	Centre for Research in Environ



Tip: To minimize the Navigation panel, click the columns of dots. To restore the panel, click the small triangle.



# Viewing Floor Plans

1. Click “**Space Console**”.

2. Type in building number or click the ... button to display a search window.

3. Click the “**Filter**” button.

4. Check the box beside the drawing you wish to view.

The screenshot shows the ARCHIBUS Web Central interface. The left sidebar contains a navigation menu with the following items:

- Space Planning & Management
- Space Inventory & Performance
- Space Manager
- View Departments by:
  - ... All Departments
  - ... Building
  - ... Floor
  - ... Departments per Floor
- Manage Space Surveys
- Space Console (highlighted)
- Allocation and Benchmarks
- View Remaining Area
- Show Departmental Stack Plan
- Show Departmental Analysis Chart
- Space and Occupancy History

The main content area is titled "Space Console" and has two tabs: "Space" and "Occupancy". The "Space" tab is active. Below the tabs, there is a "Locations" section with a search bar and a "Filter" button. The search bar contains the text "370". The "Filter" button is highlighted with a red arrow. Below the search bar, there is a table with the following columns: "Alt Building ID", "Floor", "Room Area m²", "Capacity", "Room Count", and "COU Gros". The table contains one row with the following data:

Alt Building ID	Floor	Room Area m²	Capacity	Room Count	COU Gros
370 PRB	01	4,197.05	0	183	4,5

Below the table, there is a section titled "Room Categories" with a "Restrict to 370" checkbox. The "Restrict to 370" checkbox is checked. Below this, there is a table with the following columns: "Room Standard", "Standard Area", "Employee Headcount", and "Total Area m²". The table contains several rows of data:

Room Standard	Standard Area	Employee Headcount	Total Area m²
07.1.01	0.00	0	
07.2.02	0.00	0	
09.1.05	0.00	0	
09.1.06	0.00	0	
09.1.08	0.00	0	
09.1.11	0.00	0	
09.1.14	0.00	0	
09.1.15	0.00	0	
09.1.18	0.00	0	



# Viewing Floor Plans

Use the filter drop-down boxes to change the color highlights or labels.

Click the triangle button to view a highlights legend.

The screenshot displays the ARCHIBUS Web Central interface for viewing floor plans. The main window shows a floor plan labeled A370FL01, which is a complex layout of rooms color-coded by department. The interface includes several filter and navigation elements:

- Space Console:** A top navigation bar with tabs for 'Space' and 'Occupancy'.
- Locations:** A section on the left with filters for 'Building ID' (370), 'Floor' (01), and 'Department' (PRB). It includes a 'Filter' button and a table showing room details.
- Categories:** A section at the bottom left with tabs for 'Categories', 'Rooms', and 'Room Standards'. It includes a 'Restrict to 370' checkbox and a table of room standards.
- Highlights:** A section at the top right with dropdown menus for 'Highlights' (set to 'Departments'), 'Borders' (set to 'None'), and 'Labels' (set to 'Room Categories').
- Room Highlights:** A legend on the right side of the floor plan, listing various departments and their corresponding colors. The legend includes a 'Close' button.

The floor plan itself is a detailed diagram of the building's layout, with rooms numbered and color-coded according to the department they belong to. The colors used include shades of purple, pink, orange, yellow, green, and blue.



# Viewing Floor Plans

ARCHIBUS Web Central

https://yorku.iwmsapp.com/archibus/schema/ab-core/views/process-navigator/navigator-details.axvw

JANEDOE Sign Out Help  
Find a form or report

**Space Console**

Space Occupancy

▼ Locations Recent Add New

370 FLOOR  
ROOM  
DIVISION DEPARTMENT ☐ Unassigned  
☐ Vacant only More Clear Filter

Building	Alt Building ID	Floor	Room Area m²	Capacity	Room C
370	PRB	01	4,197.05	0	

4,197.05 0

Categories Rooms Room Standards

☒ Restrict to 370 Add New

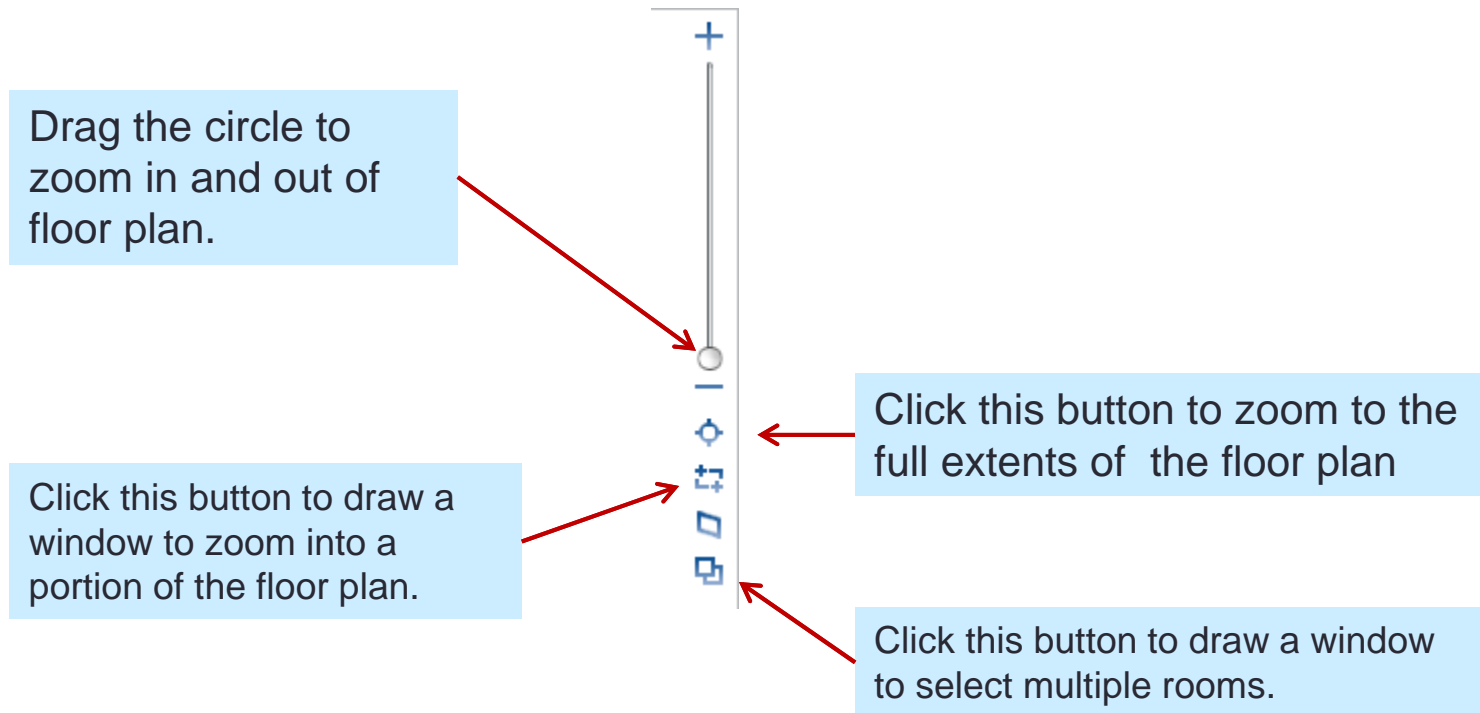
Room Standard	Standard Area	Employee Headcount
07.1.01	0.00	
07.2.02	0.00	
09.1.05	0.00	
09.1.06	0.00	
09.1.08	0.00	
09.1.11	0.00	
09.1.14	0.00	
09.1.15	0.00	
09.1.18	0.00	

A370FL01

Use the side buttons to zoom in or out of the drawing.

# Viewing Floor Plans

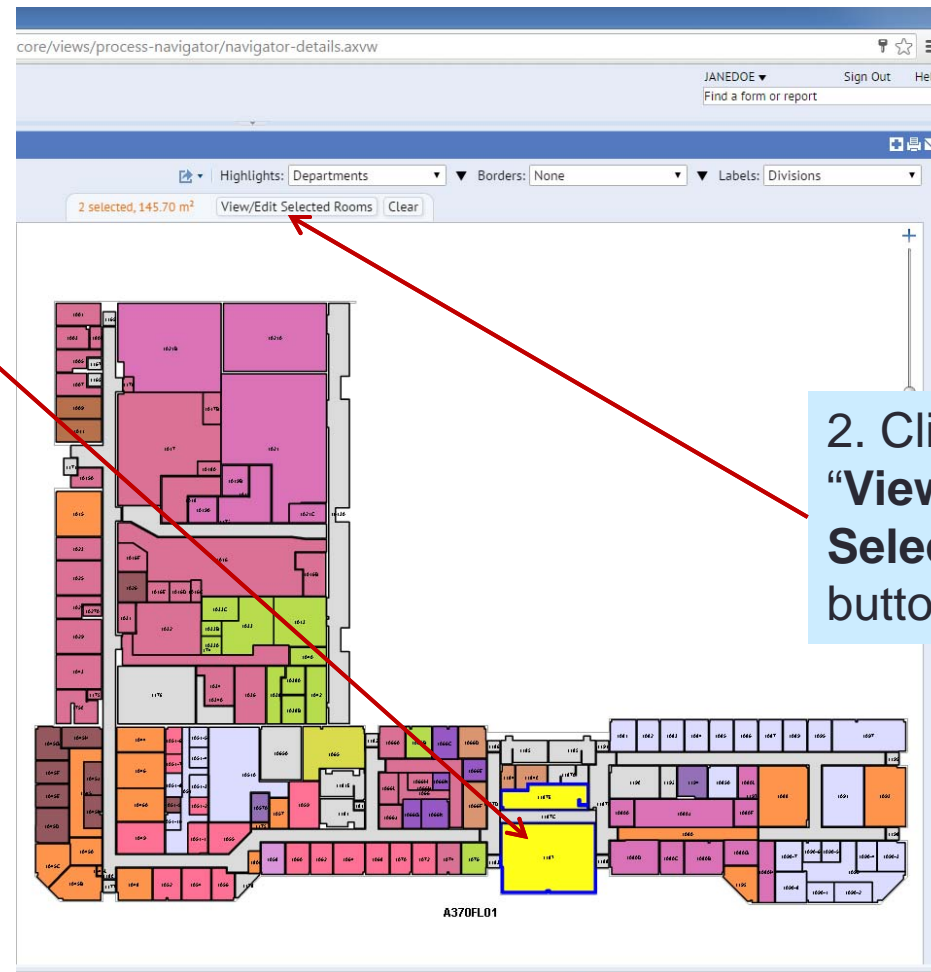
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# Viewing Floor Plans

To view data for a specific room or group of rooms:

1. Click on the room or rooms. Rooms selected turn yellow.



2. Click the **“View/Edit Selected Rooms”** button.

# Viewing Floor Plans

Selected Rooms and Employees

Rooms Employees

<input type="checkbox"/>	Building	Floor	Room	Room Name	Division	Department	Category	Room Type	Capacity	Seat Capacity	Room Area m <sup>2</sup>
<input checked="" type="checkbox"/>	370	01	1187		Food & Vending Services, CSBO	Food & Vending Services, CSBO	Food Facilities	Food Facilities	0	56	110.40
<input checked="" type="checkbox"/>	370	01	1187B		Food & Vending Services, CSBO	Food & Vending Services, CSBO	Food Facilities	Food Facilities Services	0	0	35.30
									0		145.70

Close

A pop-up window will display the data on the selected rooms.

Click this button to export the data to DOCX or XLS.

# Viewing Floor Plans

Selected Rooms and Employees

Rooms Employees

<input type="checkbox"/>	Building	Floor	Room	Room Name	Division	Department	Category	Room Type	Capacity	Seat Capacity	Room Area m <sup>2</sup>
<input checked="" type="checkbox"/>	370	01	1187		Food & Vending Services, CSBO	Food & Vending Services, CSBO	Food Facilities	Food Facilities	0	56	110.40
<input type="checkbox"/>	370	01	1187B		Food & Vending Services, CSBO	Food & Vending Services, CSBO	Food Facilities	Food Facilities Services	0	0	35.30
									0		145.70

Building Code 370  
Floor Code 01  
Room Code 1187  
Room Area m<sup>2</sup> 110.40  
Occupiable Capacity 0

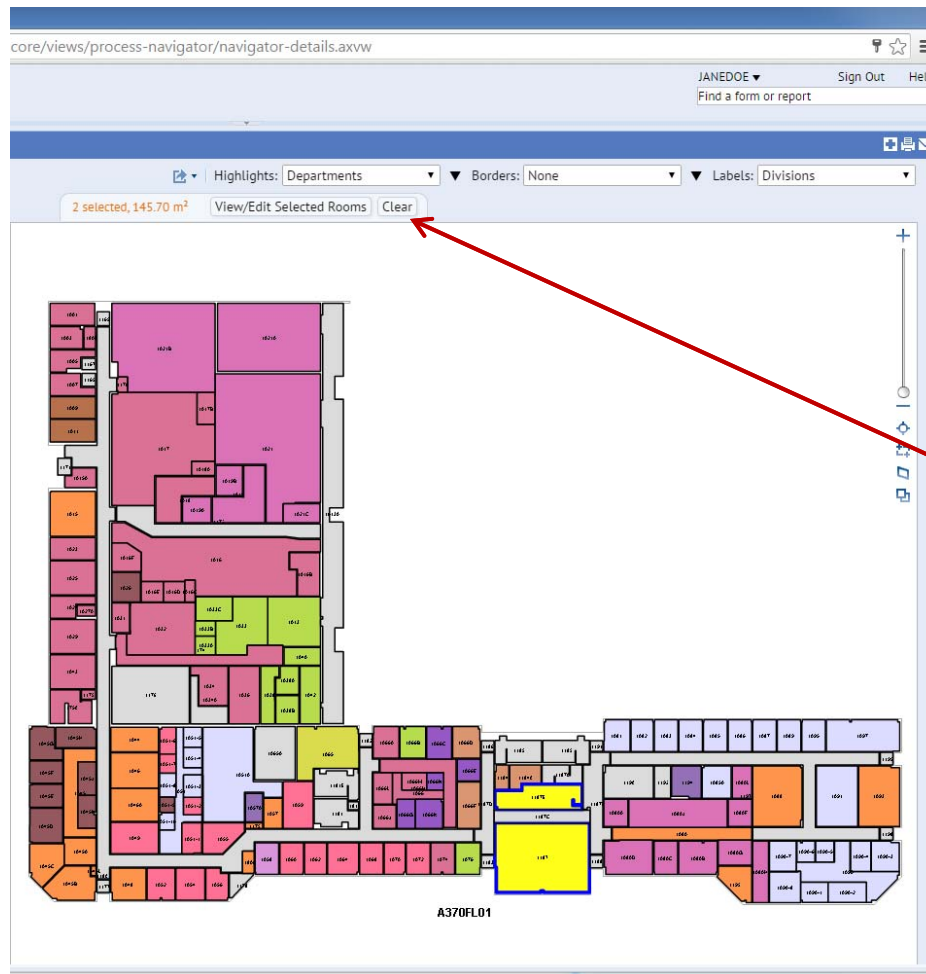
Division Code 23800  
Department Code 46150  
Room Category 7.0  
Room Type 7.1  
Seat Capacity 56

Save Delete Cancel

Close

Click the checkbox on the left side of any room to display the room category/type details on the bottom portion of the window.

# Viewing Floor Plans



Click the **“Clear”** button to deselect any rooms.

# Printing Floor Plans

1. Click the box/arrow button.

2. Click “**Generate PDF of Floors in Location List**” to print a floor plan with a highlighting legend, or “**Export What You See to DOCX**” to create a printable document of the floor plan without a legend.

The screenshot displays the ARCHIBUS Web Central interface. The top navigation bar includes the ARCHIBUS logo, a search bar, and user information (JANEDOE, Sign Out, Help). The main content area is divided into a left sidebar and a main panel. The sidebar contains the 'Space Console' with tabs for 'Space' and 'Occupancy'. Under 'Space', there are 'Locations' and 'Categories' sections. The 'Locations' section shows a table with columns for Building, ID, Floor, Room Area, Capacity, and Room Count. The 'Categories' section shows a table with columns for Room Standard, Standard Area, and Employee Headcount. The main panel displays a floor plan for location A370FL01, which is a complex layout of rooms and corridors. A red arrow points from the 'Generate PDF of Floors in Location List' button in the sidebar to the floor plan. Another red arrow points from the 'Export What You See to DOCX' button in the sidebar to the floor plan.

ARCHIBUS Web Central

https://yorku.iwmsapp.com/archibus/schema/ab-core/views/process-navigator/navigator-details.axvw

JANEDOE Sign Out Help

Find a form or report

Space Console

Space Occupancy

Locations Recent Add New

370 FLOOR

ROOM

DIVISION DEPARTMENT Unassigned

Vacant only More Clear Filter

Alt Building ID Floor Room Area m² Capacity Room Count

370 PRB 01 4,197.05 0

4,197.05 0

Categories Rooms Room Standards

Restrict to 370 Add New

Room Standard Standard Area Employee Headcount

07.1.01	0.00	
07.2.02	0.00	
09.1.05	0.00	
09.1.06	0.00	
09.1.08	0.00	
09.1.11	0.00	
09.1.14	0.00	
09.1.15	0.00	
09.1.18	0.00	

Export What You See to DOCX

Generate PDF of Floors in Location List

A370FL01

# Viewing Reports

Click “**View Remaining Area**” to see the Building and floor areas for specific buildings.

Note: CAD Gross Area is the COU gross area. The Total Vert. Pen. Area and Total Group Area fields are not used by York.

The screenshot displays the ARCHIBUS Web Central interface. The left sidebar contains a navigation menu with the following items:

- Space Planning & Management
- Space Inventory & Performance
- Space Manager
  - View Departments by:
    - ... All Departments
    - ... Building
    - ... Floor
    - ... Departments per Floor
  - Manage Space Surveys
  - Space Console
  - Allocation and Benchmarks
  - View Remaining Area** (highlighted with a red arrow)
  - Show Departmental Stack Plan
  - Show Departmental Analysis Chart
  - Space and Occupancy History

The main content area is titled "View Remaining Area" and includes a "Select Building" section. Below this, a table displays data for Building Code 370:

Building Code	CAD Gross Area m <sup>2</sup>	Total Room Area m <sup>2</sup>	Structural Area m <sup>2</sup>	Vert. Pen. Area m <sup>2</sup>	Non-Assignable Area m <sup>2</sup>	Total Group Area m <sup>2</sup>
370	4,532.48	4,197.05	335.43	0.00	1,156.01	0.00

Below the table, there is a section titled "Floors of Building Code: 370" with a table showing data for Floor Code 01:

Floor Code	CAD Gross Area m <sup>2</sup>	Total Room Area m <sup>2</sup>	Structural Area m <sup>2</sup>	Remaining Area Prorate	Total Vert. Pen. Area m <sup>2</sup>	Non-Assignable Area m <sup>2</sup>	Total Group Area m <sup>2</sup>
01	4,532.48	4,197.05	335.43	NONE	0.00	1,156.01	



# Viewing Reports

Click “**Space and Occupancy History**” to display the room details of any building, floor or room.

Use the filter boxes to refine your selection and click “**Show**” to display the data.

The screenshot displays the ARCHIBUS Web Central interface. On the left is a navigation menu with the following items: Space Planning & Management, Space Inventory & Performance, Space Manager, View Departments by: (with sub-items: ... All Departments, ... Building, ... Floor, ... Departments per Floor), Manage Space Surveys, Space Console, Allocation and Benchmarks, View Remaining Area (checked), Show Departmental Stack Plan, Show Departmental Analysis Chart, and Space and Occupancy History (highlighted with a red arrow). The main content area is titled 'Space History' and contains a 'Filter' section with input fields for Building Code (370), Division Code, Room Category, Floor Code, Department Code, Room Type, Room Code (1090), and Date\* (01/06/2016). There are 'Show' and 'Clear' buttons. Below the filter is a 'Rooms' table with columns: Building Code, Floor Code, Room Code, Room Category, Room Type, Division Code, Department Code, and Room. The first row of data is: 370, 01, 1090, 10.0, 10.2, 23800, 24450, 1. A red arrow points from the 'Show' button to the 'Rooms' table.

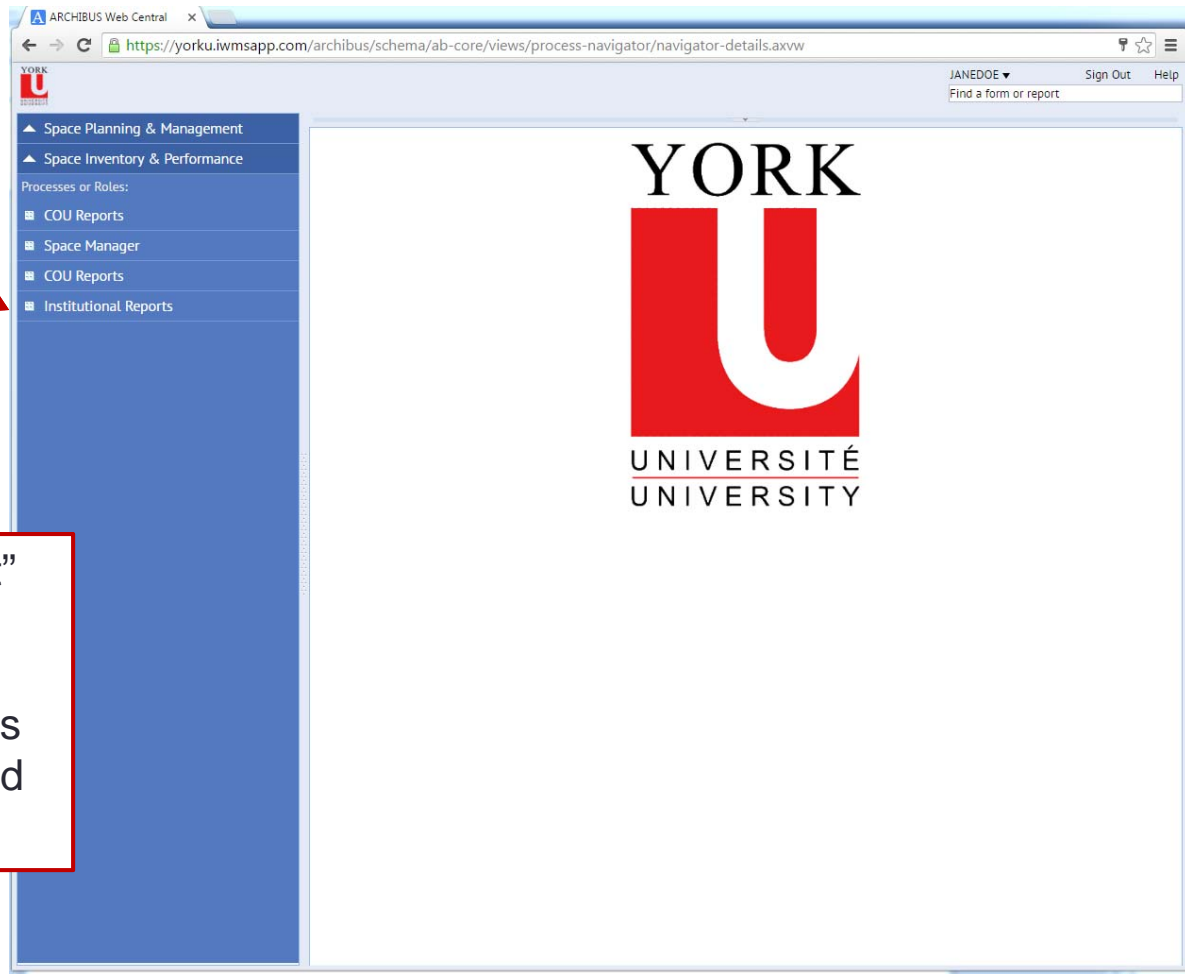
Building Code	Floor Code	Room Code	Room Category	Room Type	Division Code	Department Code	Room
370	01	1090	10.0	10.2	23800	24450	1

# Institutional Reports

From the main screen click **“Institutional Reports”** to see a list of premade reports.



Tip: The “Building List” has all the building names, codes, addresses and campus ID and can be exported to Excel.



# Institutional Reports

ARCHIBUS Web Central

https://yorku.iwmsapp.com/archibus/schema/ab-core/views/process-navigator/navigator-details.axvw

JANEDOE Sign Out Help

Find a form or report

Space Planning & Management

Space Inventory & Performance

Institutional Reports

- Building Details Data
- Organizations Levels Report
- Organizational Levels and Assigned Spaces
- CAUBO Building Inventory
- Bldg Additional Info
- Department Additional Info
- Space Occupancy Division
- Rooms with Capacity (MARYDAWN)
- Health & Safety Report (MARYDAWN)
- LA&PS Report (MARYDAWN)
- Space per Department (MARYDAWN)
- SHARP (MARYDAWN)
- Area per COU per Dept (MARYDAWN)
- Building List (MARYDAWN)
- Faculty of Science Space Report (MARYDAWN)
- Lassonde School of Engineering (MARYDAWN)
- AMPD 16900 (MARYDAWN)
- 16900 AMPD report (MARYDAWN)
- Faculty of Health

Areas per Department Code (MARYDAWN)

Departments Refresh

Division Code: 01[1] 1[158] 2[182] 3[80] 4[9]

Department Code

Rooms Refresh DOCK XLS DATA

Building Code: 4[5] All[5]

Division Code	Department Code	Building Code	Floor Code	Room Code	Room Area m <sup>2</sup>	Seat Capacity	Room Type	Room
00000	00000							
10000	10000	485	10	1029	12.34	1	10.1	10.1
10050	10050	485	10	1030	12.17	1	10.1	10.1
10100	10100	485	10	1031	11.88	1	10.1	10.1
10100	23350	485	10	1032	9.90	0	10.2	10.1
10100	53700	485	10	1035	12.50	0	10.2	10.1
10150	10150							
10150	40150							
10250	40600							
10400	10400							
10400	10450							
10400	10500							
10400	10550							
10400	10600							
10400	10650							
10400	10700							
10400	10750							
10400	10850							
10400	10900							
10400	10950							
10400	11000							
10400	11050							
10400	11100							
10400	11350							
10400	11400							
10400	11500							
10400	11550							
10400	11600							
10400	11650							
10400	11700							

Page 1 of 8 Next >>

Clicking the **XLS** button will export the data into an Excel spreadsheet.

# Next Steps:

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Please contact Rhonda McCleary at [rmcclear@yorku.ca](mailto:rmcclear@yorku.ca) if you:

- Have trouble logging into WebCentral;
- Have any data updates (room assignments and use of space);
- Require an update to a floor plan, or
- Require a custom data report.

Thank-you for your help in keeping  
our Facilities information up to date!