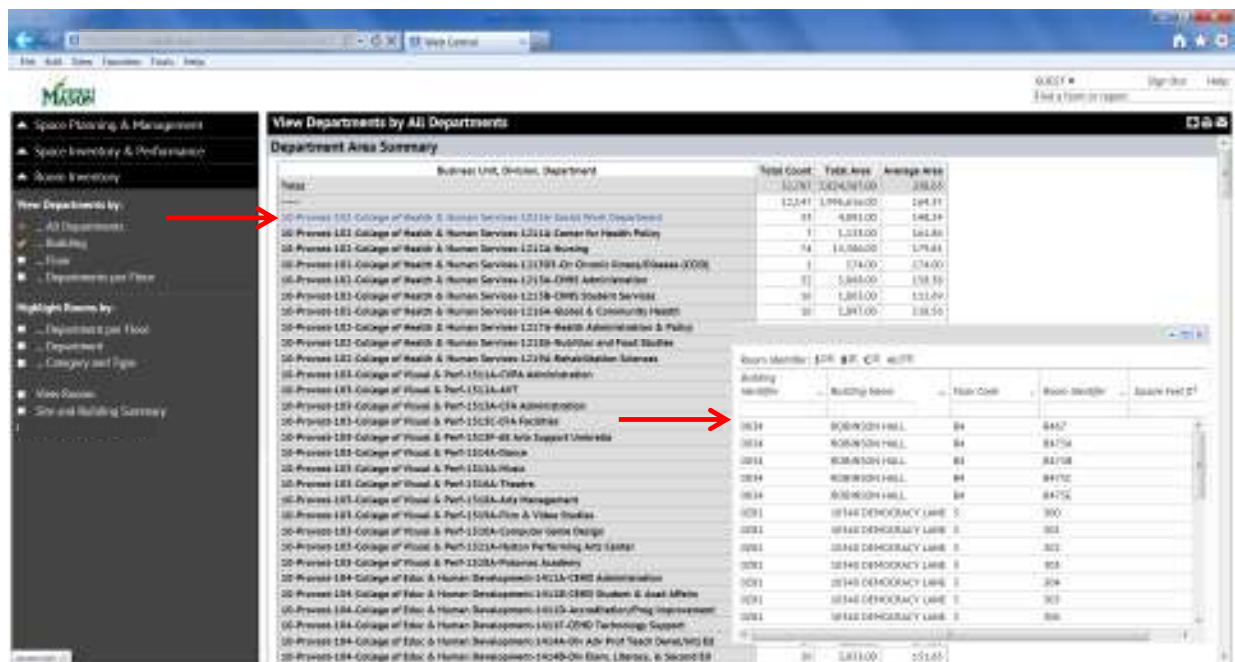# Space Database Guest Navigation Quick Guide

- **Select Menu Option from Navigation Menu to View Building, Floor, and Floor Plan Information**

- **View Departments by "All Departments"** – this option displays all Dept Codes and includes SF total information
   - Click on a particular Dept Code and specific rooms assigned to that Dept Code are displayed in the pop-up window

- **View Departments by "Building"** – this option displays all active Buildings at each campus/site
  - Click on particular Building to see Dept Codes that are assigned space in that Building
  - The filter boxes above each column can be used to narrow your search to a particular building

- **View Departments by "Floor"** – this option displays all floors within each active building at each campus/site
  - Click on a particular Floor to see Dept Codes that are assigned space on that Floor
  - The filter box at the top of each column can be used to narrow search to a particular bldg/floor

- **View Departments by "Department per Floor"** - this option displays all Department Codes and SF total information
    - Click on a particular Dept Code to see all buildings and floors in which the Dept Code is assigned space
    - The filter box at the top of each column can be used to narrow search to a particular Dept Code

- **Highlight Rooms by "Department Per Floor"** – this option displays the color coded occupancy plan for floors of buildings
    - Select a Building, then select a Floor to display
    - Summary by Department Legend at bottom provides Dept Code assignment information
    - Use Zoom In/Out feature to increase/decrease floor plan view, Zoom Extent option to return to full floor plan view

- **PRINTING COLOR-CODED DEPARTMENT OCCUPANCY FLOOR PLAN**
  - You *must follow the sequence* in the below steps in order to print a color-coded plan with legend

  1. Go to *Highlight Rooms by Department per Floor* link
 2. Select Drop-Down menu option in the top "Building" column
  3. Select Building Name (you can also use filter box at top of column to narrow your search)
  4. Once Building Name is selected, Click on the "Show" button in top right corner
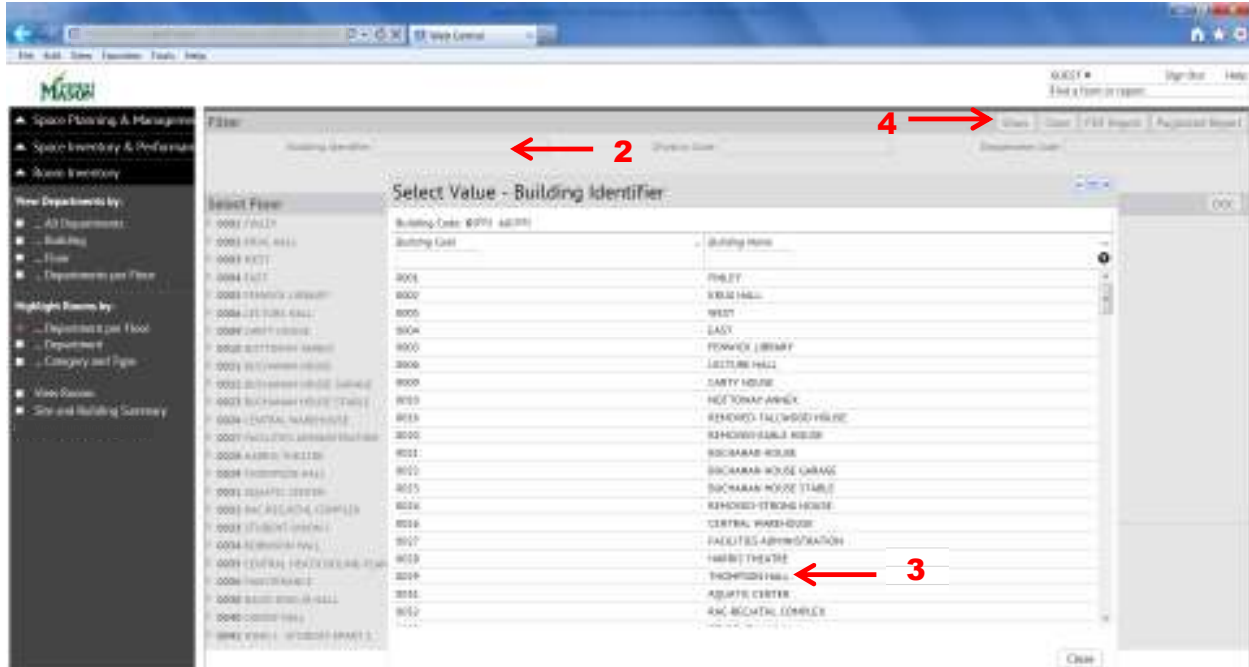
  5. Click on Building Number or Name in left menu to display floors in that building
  6. Click on the **PDF REPORT** link button on top right menu (do not select Paginated report)
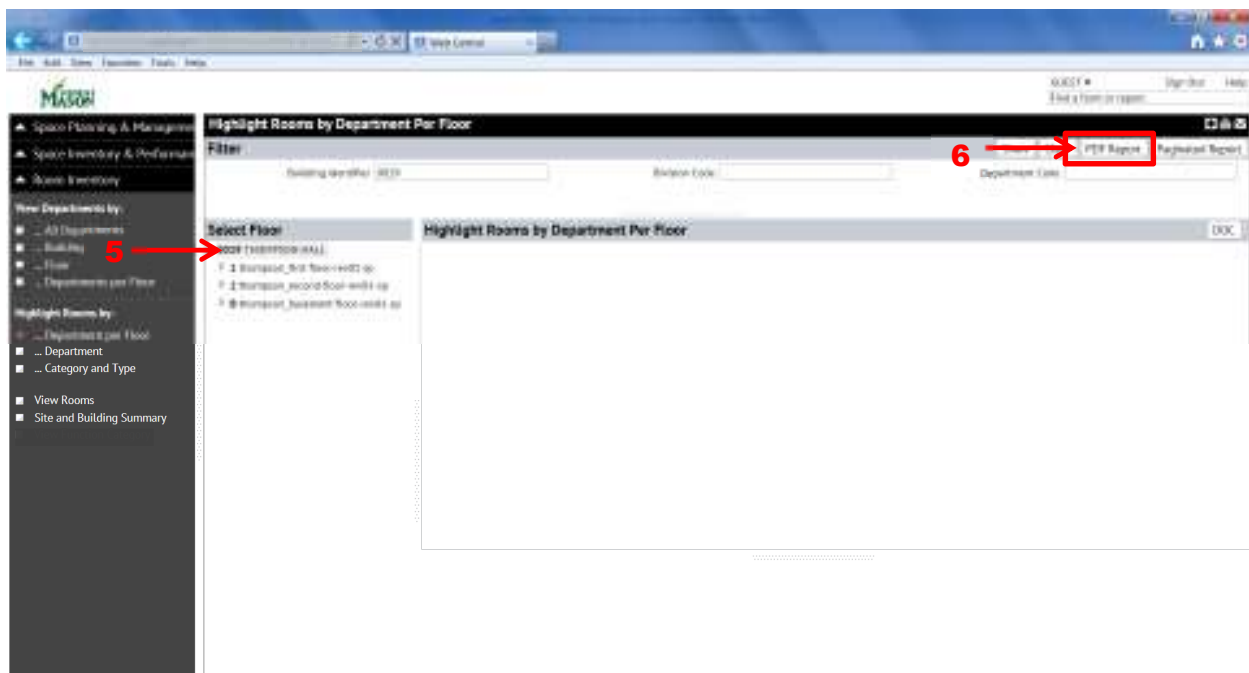
7. A Pop-Up window will appear as report is being generated. When job is "100% complete" you may click on the link to that report
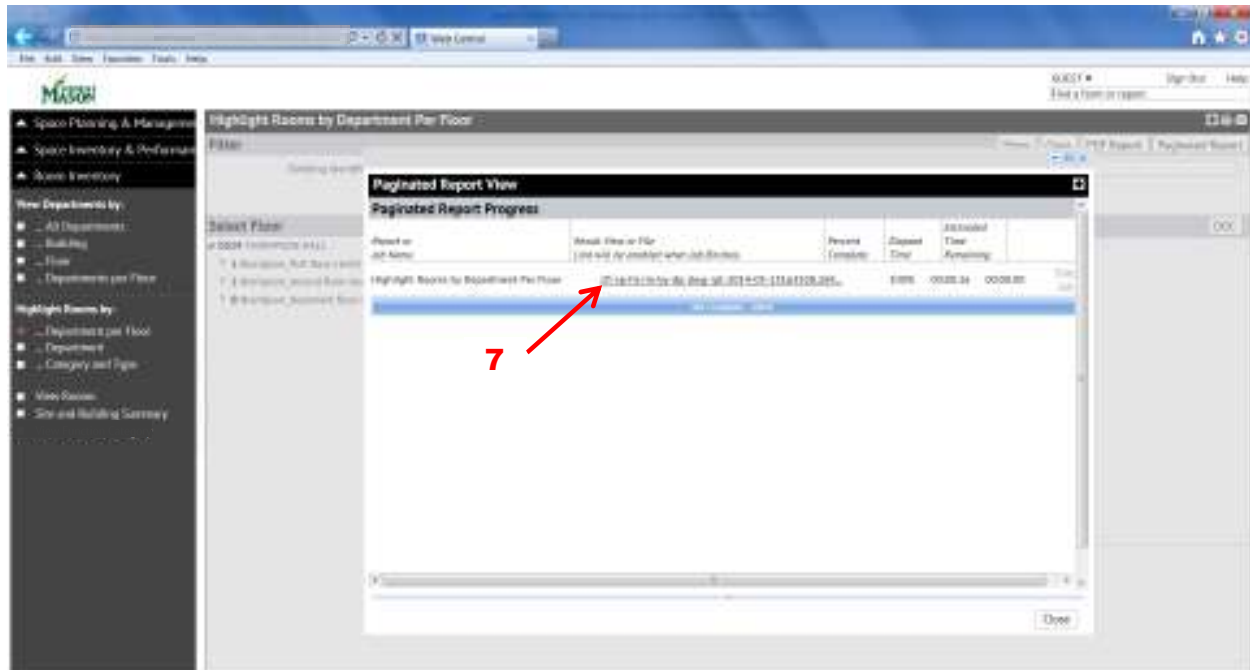
8. PDF Report generated will display color-coded floor plan. Select "**File-Save As**" from your top left menu options to save the file, or "**File-Print**" to print report
   - Note: Once you have saved the file as a PDF document on your computer, you may open the document and use the "Edit-Take a Snapshot" tool to cut and paste all or a portion of the floor plan into a Word or PowerPoint document if you need to add your own text notes to a drawing

- **Highlight Rooms by "Department"** – this option allows you to see a color-coded plan of space assigned only to a particular Dept Code by building and floor
  - o Select the Dept Code name from menu, then select Floor to display

- **Highlight Rooms by "Category and Type"** – this option allows you to see a floor plan that is color-coded by the Room Use Code assigned to a space (i.e. faculty office, classroom, research lab, etc.).
  - o Select the Building, then select the Floor to display
    - ▪ Legend at the bottom of drawing identifies the room use code for each color-coded space
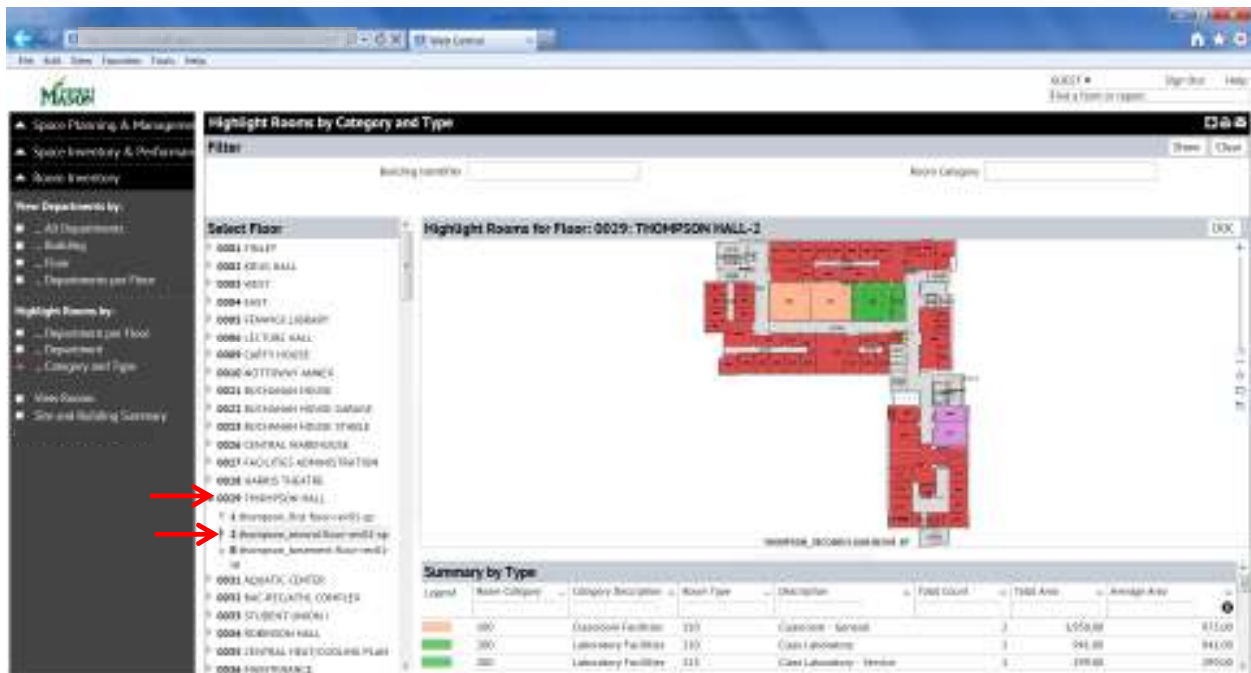
- **View Rooms** – this option displays all rooms in the space database. Because this file is so large, only a certain number of records will be displayed on the web report. Select "Next" at bottom of screen to display more records
    - Use the Filter Boxes for each column to narrow your search results (i.e. if you only want to see rooms assigned to your unit, enter your division code in the box at the top of that column)
    - You may export any filtered report, or the entire report, to Excel or Word by using the XLS or DOCX buttons at the right top corner

- **Site and Building Summary Report** – this option displays the SF summary information for all buildings for each campus/site
    - Use the arrows to display building information for each campus/site
    - You may export the entire list to Excel, Word, or PDF by using the XLS, DOCX, and PDF buttons at the top right