THE UNIVERSITY
of ADELAIDE
UniSpace
USER GUIDE:
SPACE CONSOLE -
SPACE
adelaide.edu.au
seek LIGHT

UniSpace - HOME / Space Console – Log In

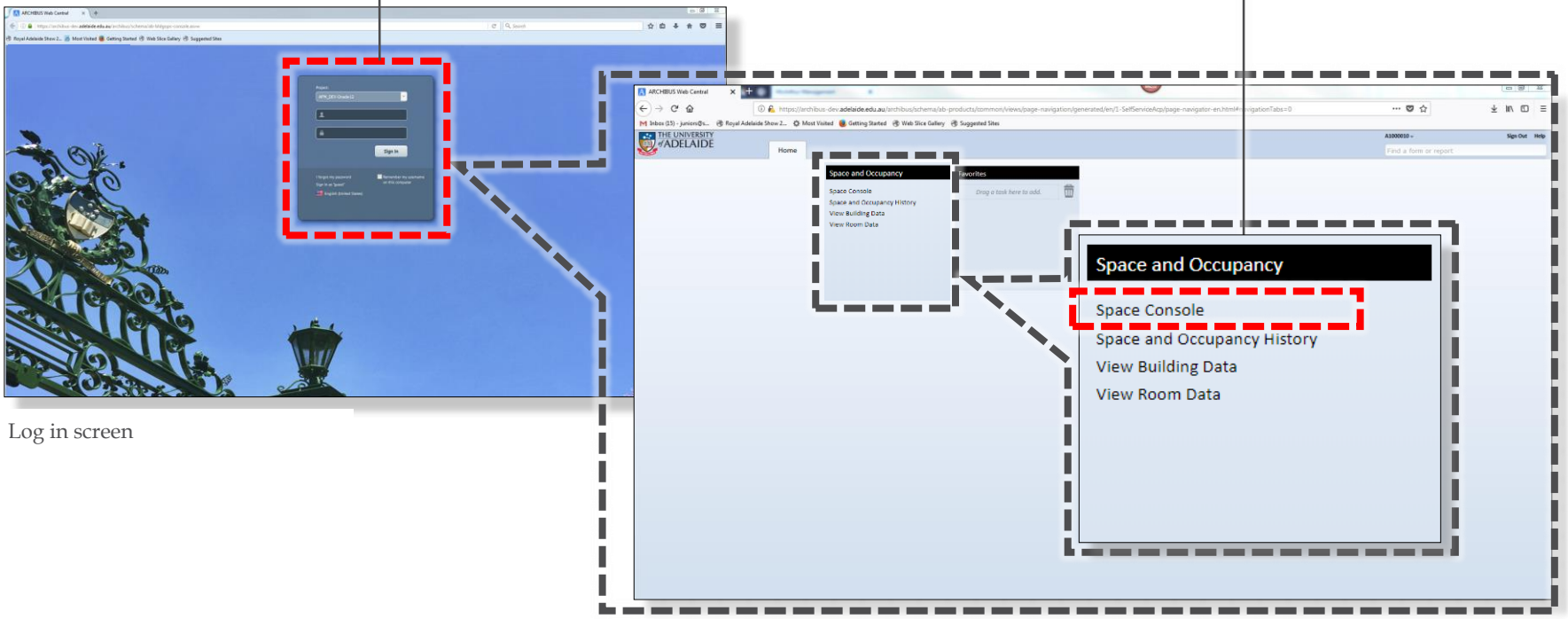
WEBSITE: archibus.adelaide.edu.au

ACTION

LOG IN – using your supplied University "A number" and your password to UniSpace HOME

ACTION

CLICK – "Space Console" from the Space list



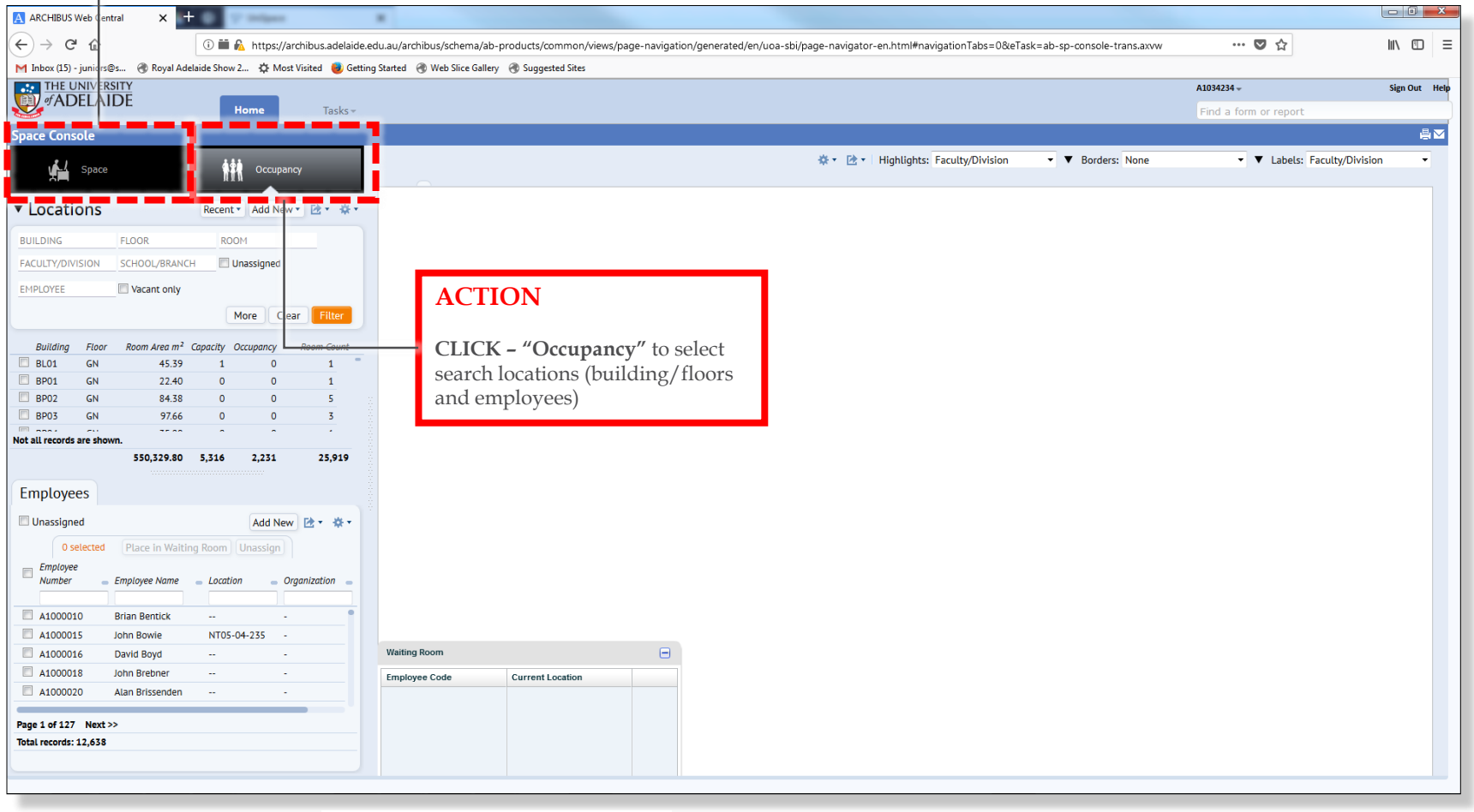
Log in screen

Note: The layout of your screen may vary based on your role

Space Console – "Space" vs "Occupancy"

ACTION

CLICK – "Space" to select search locations (building, floors, rooms and owners)

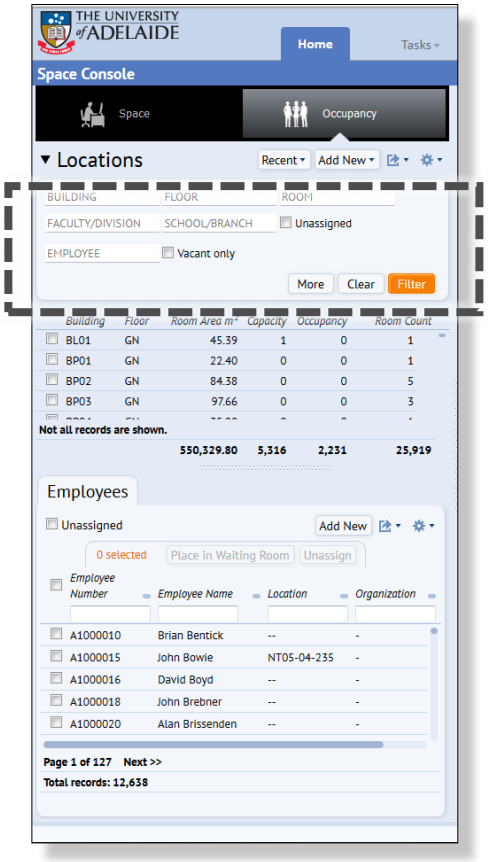


ACTION

CLICK – "Occupancy" to select search locations (building/floors and employees)

Refer end of document for "Service Request" options

Space Console – Searching for Locations



1. ACTION

INPUT – Building Code/Name and /or other location information to search.

[**note:** use the pull down menu "…"]

[**tip:** to search all floors in a building, only select the building]

2. ACTION

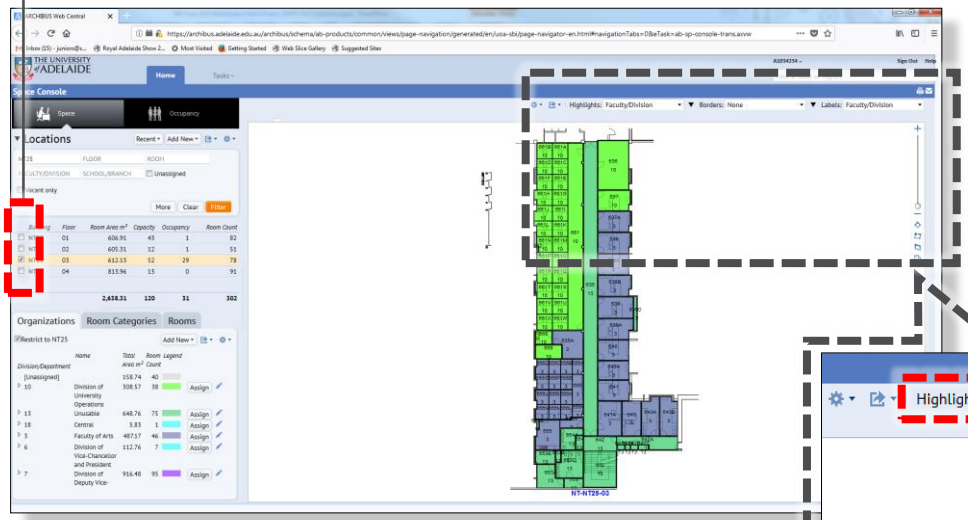
SELECT – "Filter" to apply search

[**note:** clear the search criteria with 'Clear" button. 'More' button gives additional search /filter criteria]

Space Console – Locations – viewing plans

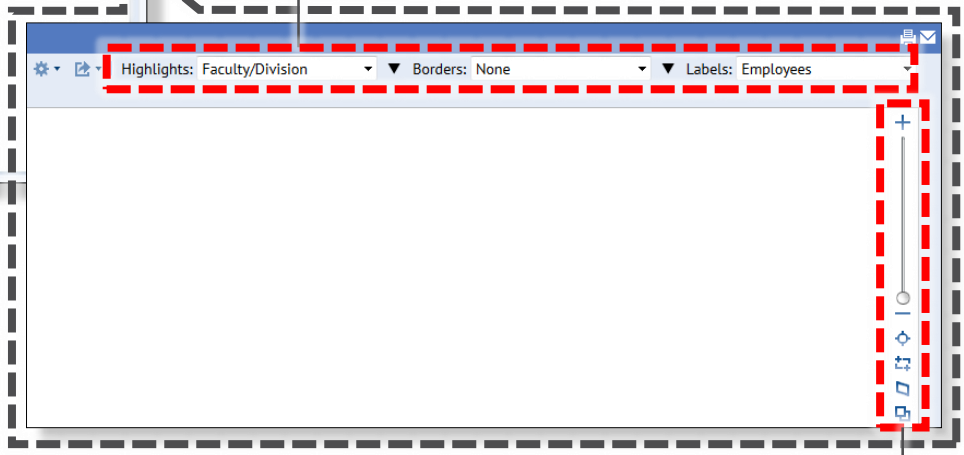
ACTION
SELECT– Floor to view

[**tip: select** multiple to view multiple floors]



ACTION

SELECT– visualisation styles, labels and legends



ACTION
SELECT– view options eg zoom

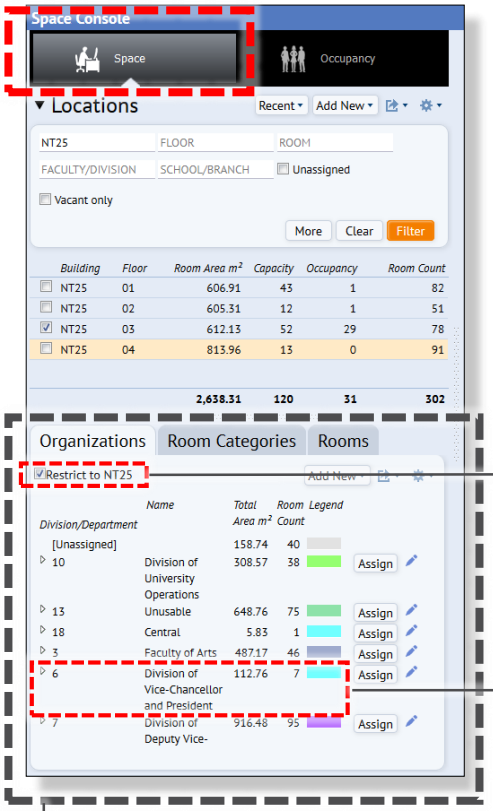
[tip: hover over button for function description]

Space Console – Legends

ACTION

SELECT - Legend 'drop down' to access **Legend**

Space Console – Space



ACTION

CLICK– "Restrict to.." only show employees within the 'Filter' conditions. (or only shows School/Dept., room cat, or rooms)

[**note:** check this tab to review the "restriction"]
[**tip:** unselect /select tab]

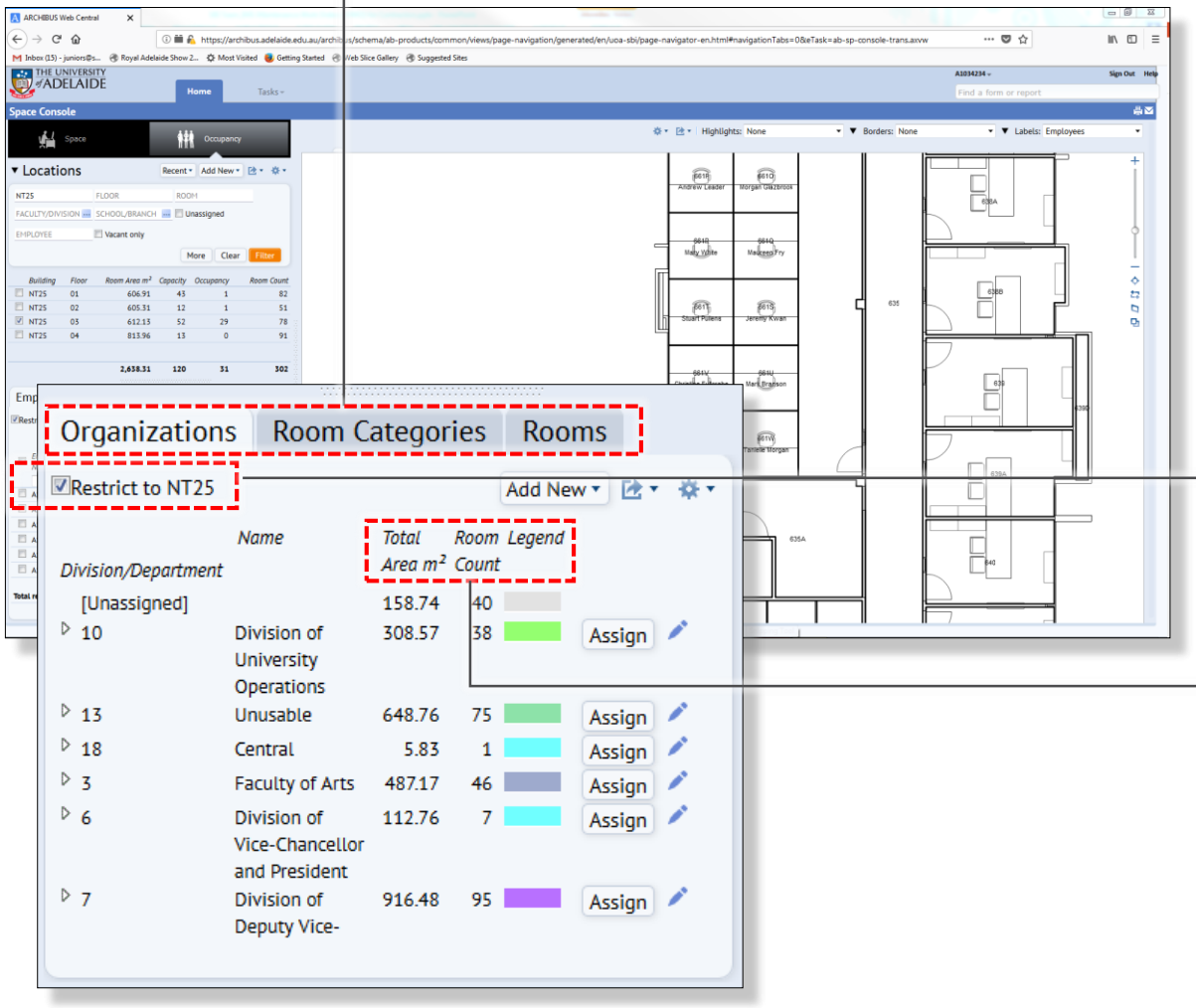
ACTION

CLICK – text/number/colour to highlight /isolate the item on the plan

SPACE related data

Access Organizational, Room Category and Room Type information in this panel.

Space Console – Space



ACTION

CLICK– "tab" to access Space data.

ACTION

CLICK– "Restrict to.." only show Org., Room Cat. or Room Types within the 'Filter' conditions.

[**note:** check this tab to review the "restriction"]
[**tip:** unselect /select tab]

SPACE data

Total Area m2 = (measured in UFA - Usable Floor Area)

Room Count = number of spaces / rooms assigned to a Faculty / Division (or Room Category / Room Type)

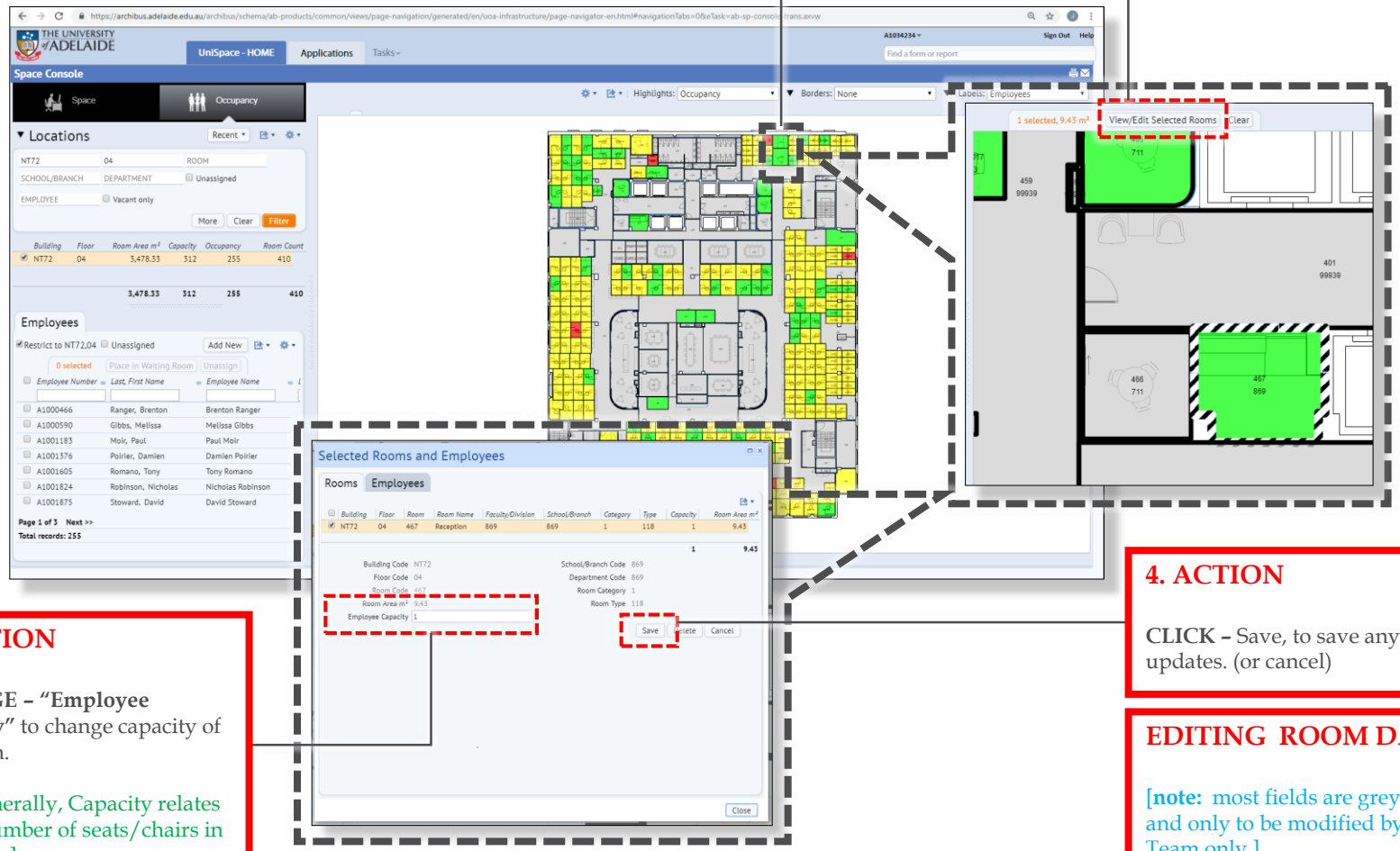
Space Console – Editing room data

1. ACTION

SELECT – Room – room perimeter will change to 'chevron' pattern on selection.

2. ACTION

SELECT – View/Edit Selected Rooms. To view additional details.



3. ACTION

CHANGE – "Employee Capacity" to change capacity of the room.

[**tip:** Generally, Capacity relates to the number of seats/chairs in the room.]

4. ACTION

CLICK – Save, to save any updates. (or cancel)

EDITING ROOM DATA

[**note:** most fields are greyed out and only to be modified by BSI Team only.]

FAQs

Who are the BSI Team
The Business Services & Improvement Team is part of The University of Adelaide's Infrastructure Branch.

How do I contact the BSI Team
Contact BSI Team via email Contact Us

I have forgotten the website
https://archibus.adelaide.edu.au

I have forgotten my password?
Contact The University of Adelaide – Technology Services 83130 3000
Or use their self-service Password Management

I cant log in to the website
You need a valid and activated University of Adelaide account to log in to UniSpace Home.

I would like to make a suggestion / improvement OR there is an issue with the Application I am using
Create a Service Request via UniSpace Home, with the Type of Request as "UniSpace"
https://archibus.adelaide.edu.au

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