



THE UNIVERSITY  
*of* ADELAIDE

UniSpace

# USER GUIDE: UNISPACE MAPS

[adelaide.edu.au](http://adelaide.edu.au)

*seek* LIGHT

# UniSpace Maps - Access

## Access

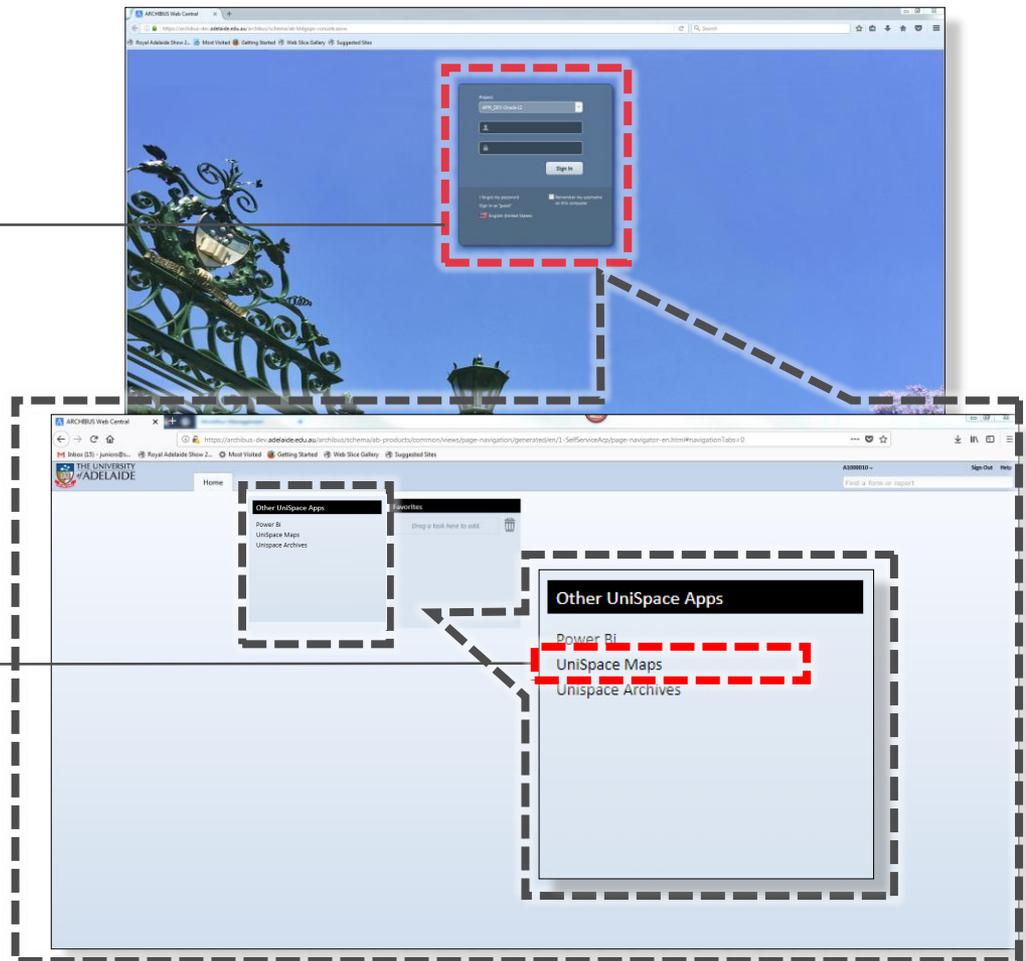
Access to UniSpace Maps is via [archibus.adelaide.edu.au](https://archibus.adelaide.edu.au)

## ACTION

LOG IN - using your supplied University "A number" and your password

## ACTION

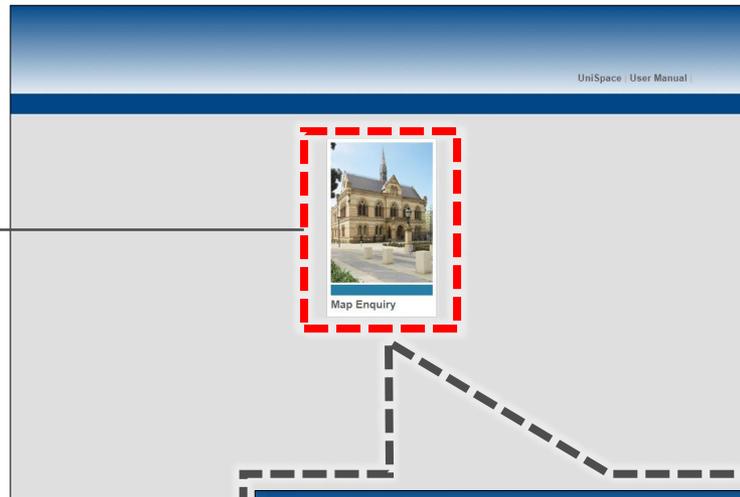
CLICK "UniSpace Maps" - using your supplied University "A number" and your password



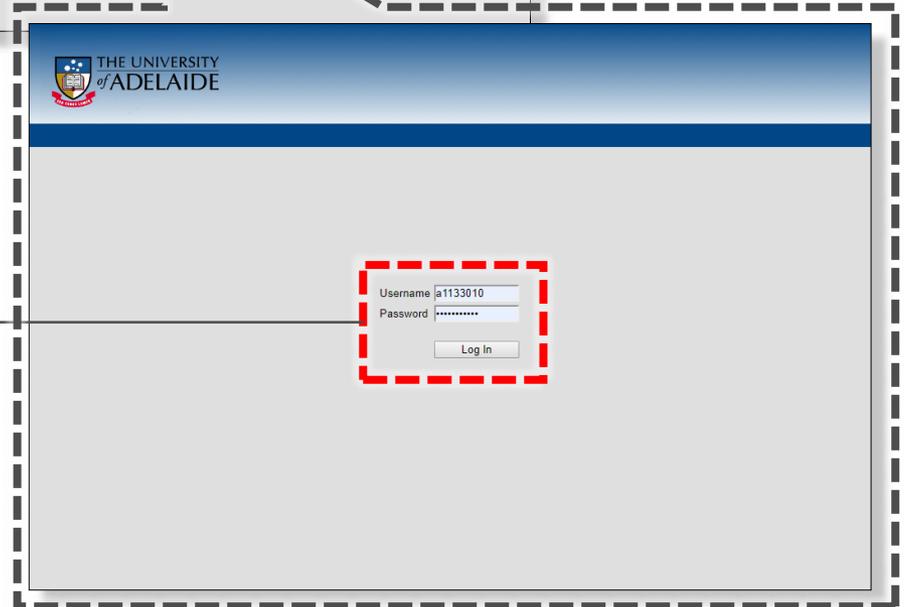
Note: The layout of your screen may vary based on your role

# UniSpace Maps – Access

**ACTION**  
CLICK - “Map Enquiry”



**ACTION**  
LOG IN - using your supplied  
University “A number” and your  
password

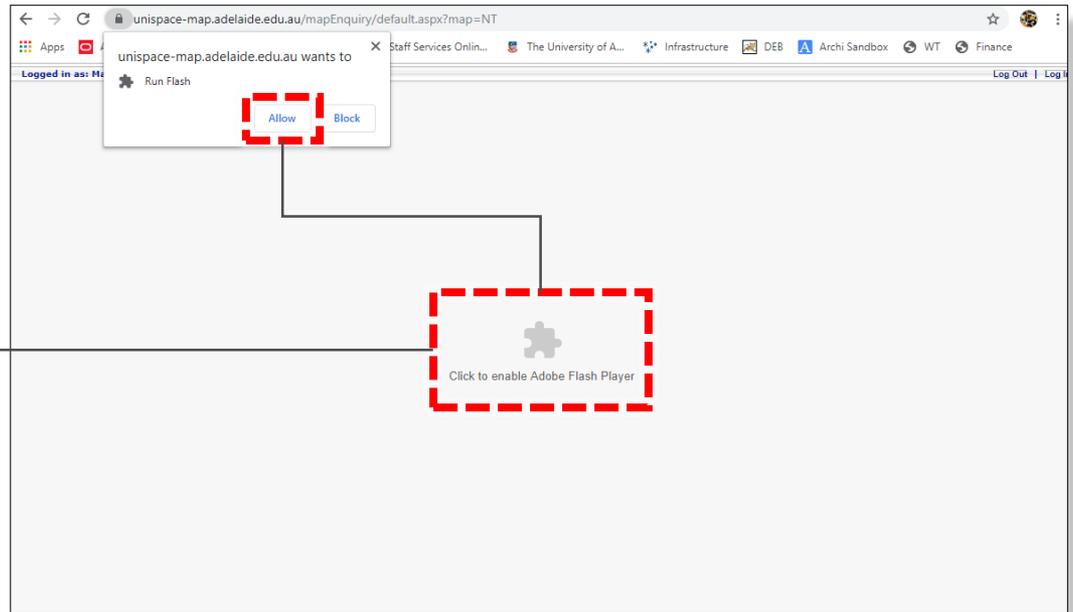


# UniSpace Maps – Allow Flash

## ACTION

CLICK - ‘flash symbol/logo’.

UniSpace Maps relies on Flash. Click to **enable** and **allow** (this process may vary between browsers)



# UniSpace Maps – Site

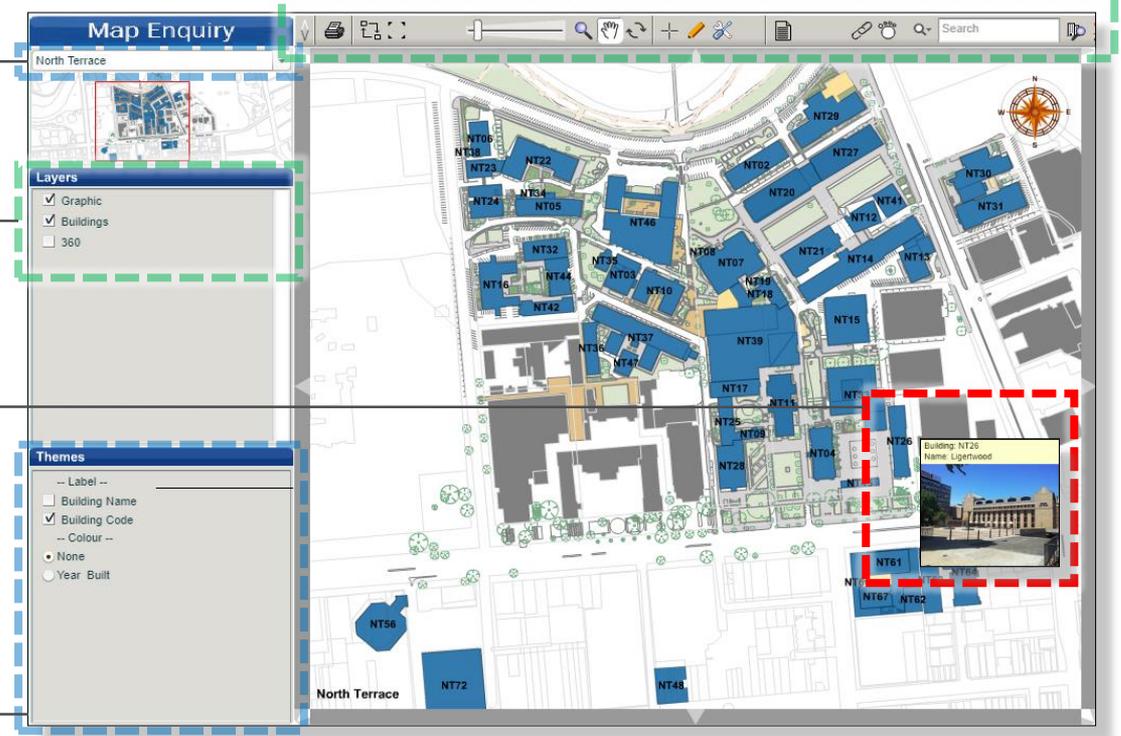
**Toolbar**  
Scroll to following pages for more detail on each feature

**Site**  
Use the pull down list to select a site/campus. North Terrace is the default. The other most common used locations (Roseworthy/Waite/West End) are at the top of the list

**Layers**  
Ticks turn on & off drawn elements as per the labels

**ACTION**  
**HOVER** - hover the cursor over a building to see building code & name plus a photo (when available)  
**CLICK** - on the building to see its floor plans

**Themes**  
Similar to layers, use the tick boxes and radio buttons to add labels or see coloured themes at building level



# UniSpace Maps – Building

## Floor levels

Click on the level/floor names to move between levels. Click on the exit building symbol (door with arrow) to return to the site plan

## Layers

As per the site plan, ticks turn on & off drawn elements as per the labels. For clarity, only use one space layer at a time

## ACTION

**HOVER** - Hover the cursor over a room to see room number & area plus a photo (when available)

**CLICK** - on the room to see more details

## Themes

As per the site plan, use the tick boxes and radio buttons to add labels or see coloured themes at building level

**Map Enquiry**

North Terrace

Layers

- Space
  - Gross Floor Area
  - Gross Building Area
  - Net Lettable Area
- Architectural
  - Furniture
  - Floor Plan

Themes

- Label --
- Room No
- Room Name
- Area
- Colour --
- None
- Faculty/Division
- Department
- Primary Room Type
- Room Type
- Floor Finish
- In Cleaning Contract?
- Room Condition

North Terrace, Building NT26, Ligertwood, 02

**Details**

NT-NT26-02-G15 Reading / Computer Room

Room Category: 5 - Library, IT and Learning Space Group  
 Room Type: 217 - Informal Learning  
 Site: North Terrace  
 Building: Ligertwood  
 Floor: Ground Floor

Room capacity: 0  
 Facilities and Division: Central  
 Subsite and Branch: Corporate Services Division Admin  
 Department: Hub and study spaces (ex-VPSA)

| General                 | Room Conditions    | Room | Room Condition | Room          | Room Condition | Room                  | Room Condition      | Room | Room Condition |
|-------------------------|--------------------|------|----------------|---------------|----------------|-----------------------|---------------------|------|----------------|
| Room Name:              | Reading / Computer | Room | Adequate       | Floor Finish: | Carpet         | In Cleaning Contract? | Space Charge Works: | None |                |
| Room ID:                | G15                |      |                |               |                |                       |                     |      |                |
| Area (m <sup>2</sup> ): | 155.87             |      |                |               |                |                       |                     |      |                |

Area: 155.87  
Room ID: G15

**Department**

- University Library (5 - 88.02m<sup>2</sup>)
- Hub and study spaces (ex-VPSR) (14 - 319.25m<sup>2</sup>)
- Library stacks and services (5 - 232.34m<sup>2</sup>)
- Unusable Spaces (23 - 243.80m<sup>2</sup>)
- TOTAL (47 - 883.41m<sup>2</sup>)

click details

hover details

# UniSpace Maps – Toolbar



**Show/Hide Menu**  
The menu on left side of screen



**Print**  
Only use this button to print (not the browsers)



**Previous View/Full Extent (zoom)**  
Use if you get lost or move accidentally



**Zoom**  
Sliding scale of zoom



**Zoom**  
Click to zoom in. Hold Alt & click to zoom out



**Pan**  
Use this for general navigation & selections



**Rotate (site only)**  
Click & drag to rotate



**Measure**  
Click, hold & drag to measure a distance



**Drawing**  
Launches drawing pallet (see below)



**Custom link**  
Gives coordinates for location clicked



**Report**  
Opens a list of buildings or rooms



**Link to this map**  
Generates unique link to the exact view



**Footprint (site only)**  
Highlights buildings by occupancy selected



**Show search hints**  
A list of common key words to search



**Search/Clear search**  
Main search bar – use keywords



**Help**  
Links to general user guide

# UniSpace Maps – Drawing Pallet



**Select**  
Use this cursor to add colours to buildings/rooms

**Text**  
Click on the drawing to start text colour determined by pen colour

**Line**  
Click to start, click to start new segment, double click to end

**Rectangle tool**  
Click to start at once corner, click again at opposite corner

**Fill colour**  
Determines colour for shape fill & building/room colours

**Undo**  
Undoes last action



**Item Link**  
Generates location info

**Pencil Tool**  
Click & hold to draw. Pencil colour determined by pen colour

**Area tool**  
Click to start, double click to end. Gives area measurement in m<sup>2</sup>

**Oval tool**  
Click to start, drag, click to end

**Line widths**  
Determines width for lines & shape borders

**Pen colour**  
Determines colour for pencil, text, lines & shape borders

**Fill Transparency**  
Sliding scale to change transparency

**Clear all**  
Clears all mark ups

# 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>

revision  
-

comment  
document created

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