



THE UNIVERSITY
of ADELAIDE

UniSpace

USER GUIDE: SPACE CONSOLE - OCCUPANCY

adelaide.edu.au

seek LIGHT

UniSpace - HOME / Space Console – Log In

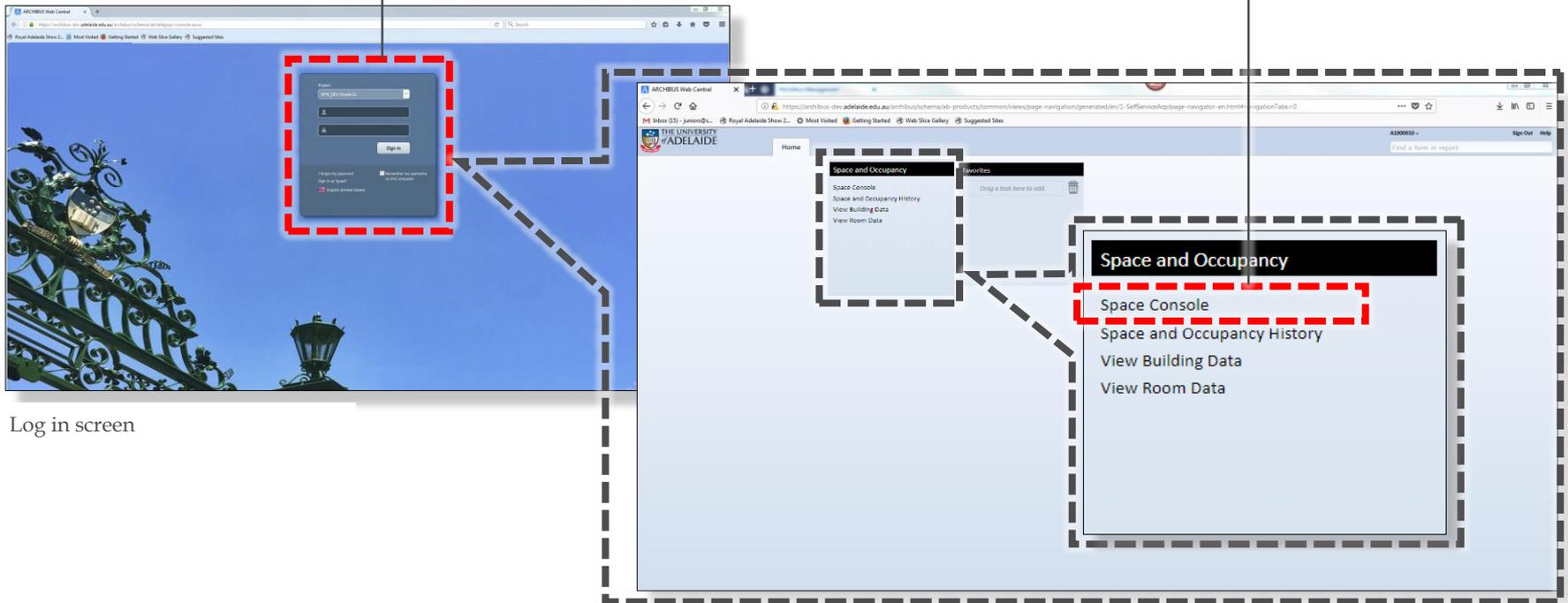
WEBSITE: archibus.adelaide.edu.au

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)

Building	Floor	Room	Area m ²	Capacity	Occupancy	Room Count
BL01	GN		45.39	1	0	1
BP01	GN		22.40	0	0	1
BP02	GN		84.38	0	0	5
BP03	GN		97.66	0	0	3
Not all records are shown.			550,329.80	5,316	2,231	25,919

Employee Number	Employee Name	Location	Organization
A1000010	Brian Bentick	--	-
A1000015	John Bowie	NT05-04-235	-
A1000016	David Boyd	--	-
A1000018	John Brebner	--	-
A1000020	Alan Brissenden	--	-

Refer end of document for
“Service Request” options

Space Console – Searching for Locations

THE UNIVERSITY of ADELAIDE

Space Console

Locations

Recent Add New

BUILDING FLOOR ROOM

FACULTY/DIVISION SCHOOL/BRANCH Unassigned

EMPLOYEE Vacant only

More Clear Filter

Building	Floor	Room Area m ²	Capacity	Occupancy	Room Count
<input type="checkbox"/> BL01	GN	45.39	1	0	1
<input type="checkbox"/> BP01	GN	22.40	0	0	1
<input type="checkbox"/> BP02	GN	84.38	0	0	5
<input type="checkbox"/> BP03	GN	97.66	0	0	3

Not all records are shown.

550,329.80 5,316 2,231 25,919

Employees

Unassigned Add New

0 selected Place in Waiting Room Unassign

Employee Number	Employee Name	Location	Organization
<input type="checkbox"/> A1000010	Brian Bentic	--	--
<input type="checkbox"/> A1000015	John Bowie	NT05-04-235	--
<input type="checkbox"/> A1000016	David Boyd	--	--
<input type="checkbox"/> A1000018	John Brebner	--	--
<input type="checkbox"/> A1000020	Alan Brissenden	--	--

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Total records: 12,638

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Space Console

Locations

Recent Add New

BUILDING FLOOR ROOM

FACULTY/DIVISION SCHOOL/BRANCH Unassigned

EMPLOYEE Vacant only

More Clear Filter

Building	Floor	Room Area m ²	Capacity	Occupancy	Room Count
<input type="checkbox"/> BL01	GN	45.39	1	0	1
<input type="checkbox"/> BP01	GN	22.40	0	0	1
<input type="checkbox"/> BP02	GN	84.38	0	0	5
<input type="checkbox"/> BP03	GN	97.66	0	0	3

Not all records are shown.

550,329.80 5,316 2,231 25,919

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]

The screenshot shows the Space Console interface. On the left, there is a 'Locations' table with columns for Floor, Room Area m², Capacity, Occupancy, and Room Count. A red box highlights the 'Floor' column. Below the table are sections for 'Organizations' and 'Room Categories'. In the center, a floor plan visualization shows a building layout with rooms colored in green and blue. A red dashed box highlights the floor plan area.

Floor	Room Area m ²	Capacity	Occupancy	Room Count
01	606.91	43	1	82
02	609.31	32	1	51
03	812.23	62	29	78
04	813.36	13	0	91

ACTION

SELECT- visualisation styles, labels and legends

This close-up shows the visualization controls at the top of the floor plan. It includes a settings gear icon, a 'Highlights' dropdown menu set to 'Faculty/Division', a 'Borders' dropdown set to 'None', and a 'Labels' dropdown set to 'Employees'. A red dashed box highlights these controls. Below the dropdowns is a vertical zoom slider with a red dashed box around it, and a set of navigation icons at the bottom right.

ACTION

SELECT- view options eg zoom

[tip: hover over button for function description]

Space Console – Legends

ACTION
SELECT - Legend 'drop down' to access Legend

The screenshot displays the UniSpace Space Console interface. On the left, there are panels for 'Locations' and 'Employees'. The main area shows a floor plan with rooms highlighted in different colors. A 'Room Highlights' legend is open on the right, showing a color key for room status: Not Occupiable (grey), Vacant (green), Available (blue), At Capacity (yellow), and Exceeds Capacity (red). A red box highlights the 'Highlights: Occupancy' dropdown menu, with an arrow pointing to the legend. The legend is titled 'Room Highlights' and includes a 'Close' button.

Color	Room Status
Grey	Not Occupiable
Green	Vacant
Blue	Available
Yellow	At Capacity
Red	Exceeds Capacity

Space Console – Occupancy

ACTION

INPUT - Employee Number (or other employee info) to search for person)

[note: select unassigned for employees not assigned to a room]

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

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]

Locations

Building	Floor	Room	Area m ²	Capacity	Occupancy	Room Count
<input type="checkbox"/>	NT25	01	606.91	43	1	82
<input type="checkbox"/>	NT25	02	605.31	12	1	51
<input checked="" type="checkbox"/>	NT25	03	612.13	52	29	78
<input type="checkbox"/>	NT25	04	813.96	13	0	91
			2,638.31	120	31	302

Employees

Restrict to NT25 Unassigned Add New

0 selected | Place in Waiting Room | Unassigned

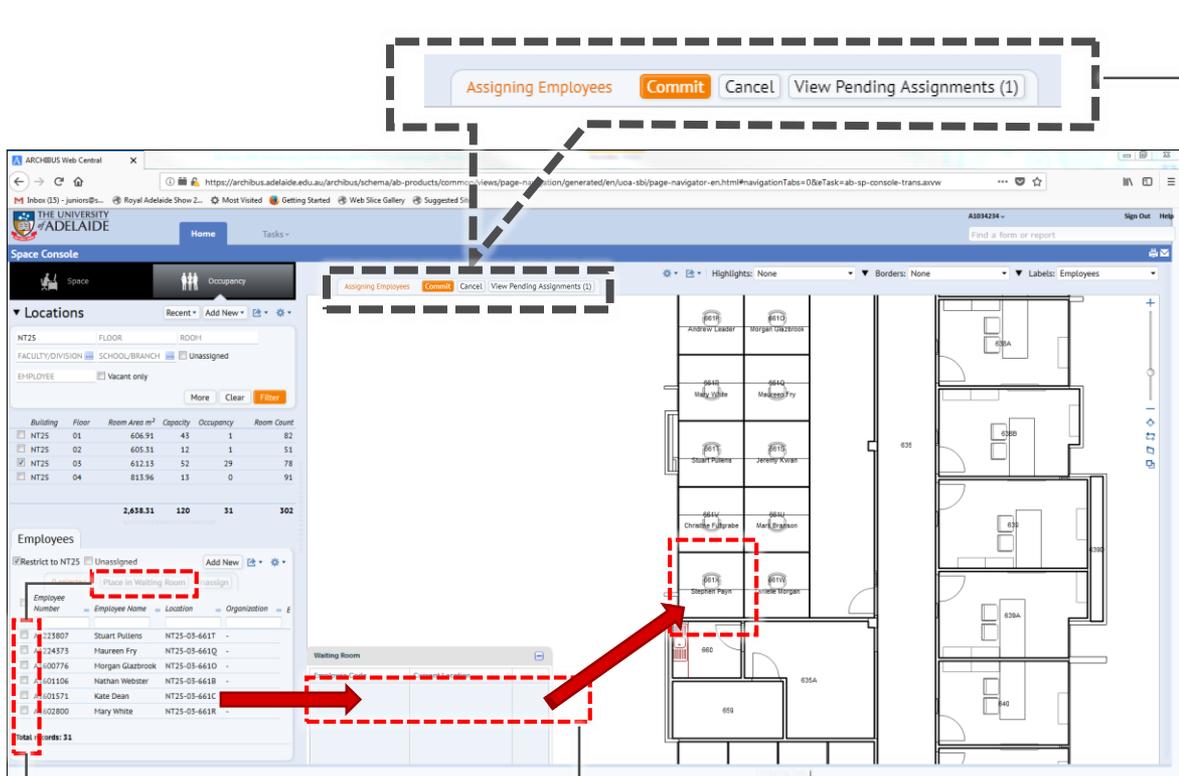
Employee Number	Employee Name	Location	Organization
<input type="checkbox"/>	A1033686	Sonja Graetz	NT25-03-661K
<input type="checkbox"/>	A1034234	Matthew Schapel	NT25-03-661E
<input type="checkbox"/>	A1051954	Kendra Backstrom	NT25-03-661L
<input type="checkbox"/>	A1062360	Andrew Leader	NT25-03-661P
<input type="checkbox"/>	A1066003		NT25-03-661L
<input type="checkbox"/>	A1083771	Christine Kalogeras	NT25-03-661J

Total records: 31

EMPLOYEE related data

Access “a” number, name, and location information in this panel.

Space Console – Occupancy – Adding an Occupant to a Room



3. ACTION

Once action has occurred, all actions need to be committed

CLICK - “View...” to view the details of the change you have just made, and then **Commit**

CLICK - “Commit” to confirm the change.

Employee vs Student

All paid staff are available from the Employee list. No student records are available from the People Soft feed we are provided.

HDR students etc can be added manually to the Employee list.

Please contact BSI Team for assistance.

Employee NOT assigned to a room

1. ACTION

SELECT- Employee Number(s)

CLICK - “Place in Waiting Room”

[tip: multiple employees can be selected]

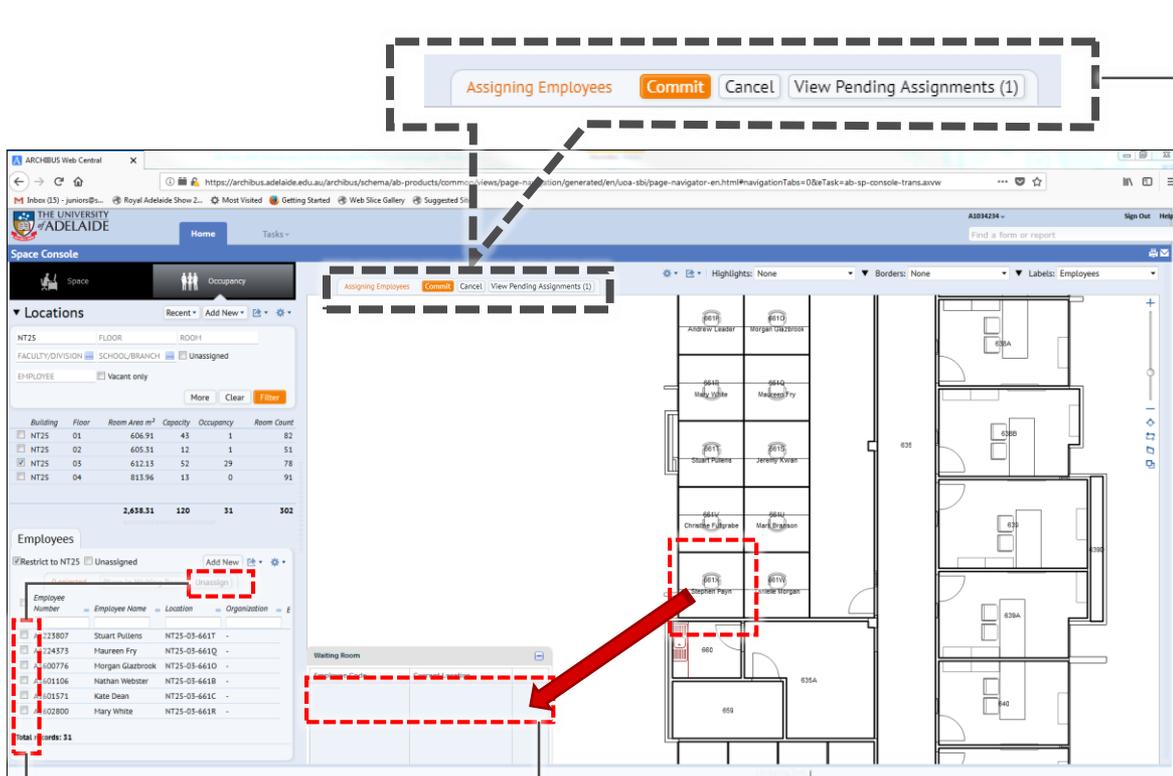
2. ACTION

“**DRAG AND DROP**” individual employees into the desired rooms

[note: all actions need to be “committed”]

[tip: employees can be dragged and dropped from rooms into the Waiting Room]

Space Console – Occupancy – Removing an Occupant from a Room



2. ACTION

CLICK - "View..." to view the details of the change you have just made, and then **Commit**

CLICK - "Commit" to confirm the change.

1. ACTION

SELECT- Employee Number or numbers.

CLICK - "Unassign" to remove employee from the room

[tip: multiple employees can be selected]

OR

1. ACTION

"DRAG AND DROP" employee into the "Waiting Room"

[tip: employees can be dragged and dropped from rooms into the Waiting Room]

Space Console – Occupancy – Room Employee Capacity

1. ACTION

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

2. ACTION

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

The screenshot displays the 'Space Console' interface for 'The University of Adelaide'. The main view is a floor plan with rooms highlighted in yellow and green. A 'Selected Rooms and Employees' dialog box is open, showing details for room 467. The dialog has two tabs: 'Rooms' and 'Employees'. The 'Rooms' tab is active, showing a table with columns: Building, Floor, Room, Room Name, Faculty/Division, School/Branch, Category, Type, Capacity, and Room Area m². The table contains one row: NT72, 04, 467, Reception, 869, 869, 1, 118, 1, 9.43. Below the table, there are input fields for 'Employee Capacity' (set to 1) and buttons for 'Save', 'Delete', and 'Cancel'. A 'View/Edit Selected Rooms' button is also visible in the top right of the floor plan view.

Building	Floor	Room	Room Name	Faculty/Division	School/Branch	Category	Type	Capacity	Room Area m ²
NT72	04	467	Reception	869	869	1	118	1	9.43

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)

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

date
2019-08-06



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