



THE UNIVERSITY
of ADELAIDE

UniSpace

USER GUIDE: UNISPACE ARCHIVE

adelaide.edu.au

seek LIGHT

UniSpace Archive - Links

ACTION

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

ACCESS

UniSpace Archive can be accessed via [UniSpace - Home](#) under **Other UniSpace Apps**.

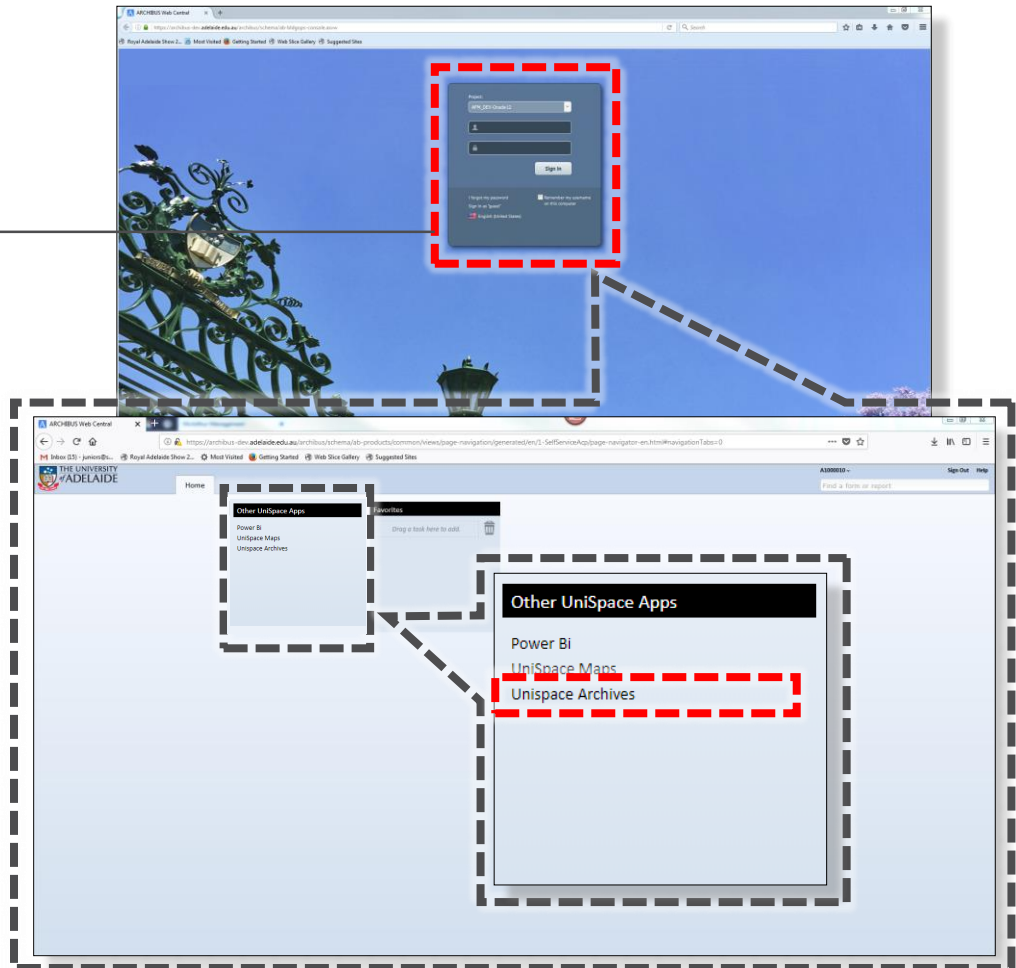
Alternatively, if you only have access to Archive you can use the direct link below

DIRECT LINK

<https://unispace-archives.adelaide.edu.au/>

SETUP

If you have issues accessing the website, refer to UniSpace Archive Installation Guide [here](#)



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

UniSpace Archive – Access

ACTION:

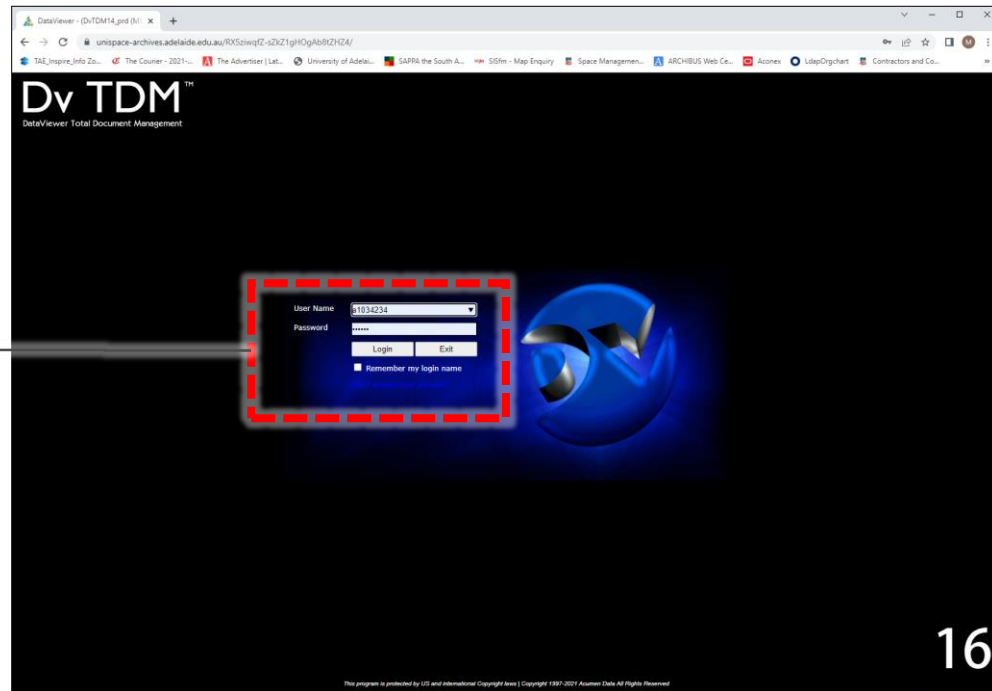
LOG IN - using the User Name & Password supplied.

New Users will be asked to reset their password before continuing on.

After the password has been reset, replace the temporary one in the Password field with the new one and press Login.

BROWSER:

UniSpace-Archives will work on common browsers, and no longer limited to IE (Internet Explorer)



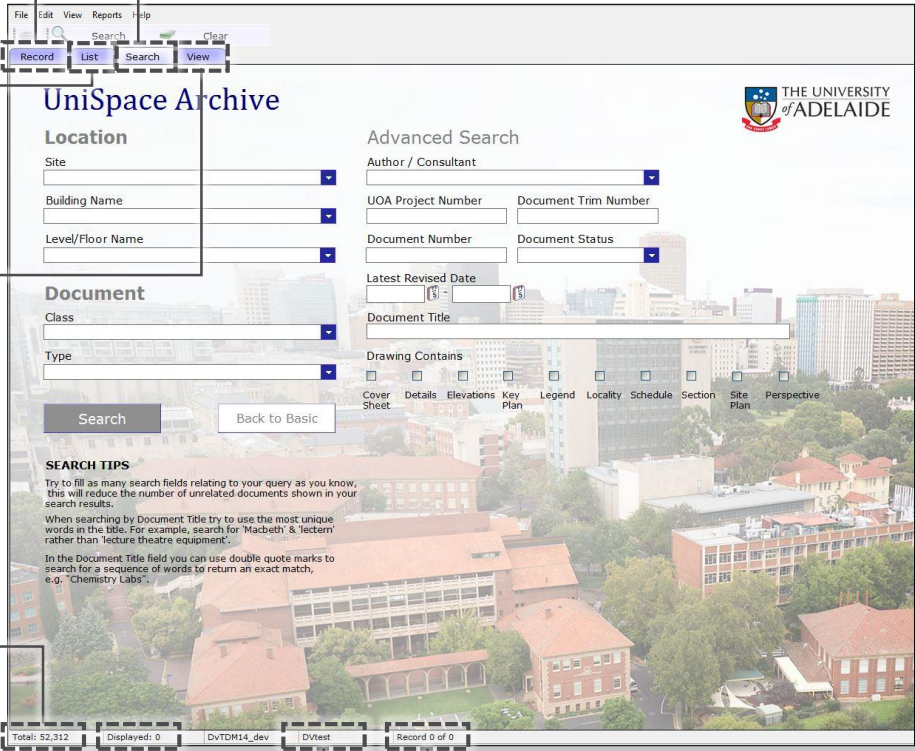
UniSpace Archive – Layout

Record tab
This screen will display the 'searched' documents individually along with the associated properties of the document

Search tab
This screen will display all the available searching fields.

List tab
This screen will display a list of search results with associated metadata. Users can select documents for viewing and transmitting/emailing.

View tab
This screen will display a full screen window view of a document



Document - Count
The total number of documents on UniSpace archives.

Document - Displayed
The total number of documents on UniSpace archives that match the search.

Log in Details
Your log in user name

Record Details
Displays the file name and extension of the selected record and its order number in relation to the number of Displayed Documents.

UniSpace Archive – Search - Basic

Basic Search

Simplified fields for quick but everyday searching. Users can toggle between Basic and Advanced Searches

File Edit View Reports Help
Search Clear
Record List Search View

UniSpace Archive

Location

Site
Building Name
Level/Floor Name

Document

Class
Type

Search Advanced Search

SEARCH TIPS

Try to fill as many search fields relating to your query as you know, this will reduce the number of unrelated documents shown in your search results.

When searching by Document Title try to use the most unique words in the title. For example, search for 'Macbeth' & 'lectern' rather than 'lecture theatre equipment'.

In the Document Title field you can use double quote marks to search for a sequence of words to return an exact match, e.g. "Chemistry Labs".

Total: 52,312 | Displayed: 0 | DvTDM14_dev | DvTest | Record 0 of 0

UniSpace Archive – Search - Advanced

Basic Search

Simplified fields for quick but everyday searching. Users can toggle between Basic and Advanced Searches

Advanced Search

Additional search fields for compiling advanced search's. Users can toggle between Basic and Advanced Searches

The screenshot displays the UniSpace Archive search interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Reports', and 'Help'. Below the menu is a search bar with a magnifying glass icon and a 'Clear' button. A toolbar contains 'Record', 'List', 'Search', and 'View' buttons. The main content area is divided into two sections: 'Location' and 'Document' on the left, and 'Advanced Search' on the right. The 'Location' section includes dropdown menus for 'Site', 'Building Name', and 'Level/Floor Name'. The 'Document' section includes dropdown menus for 'Class' and 'Type'. The 'Advanced Search' section includes dropdown menus for 'Author / Consultant', 'Document Trim Number', 'Document Status', and 'Latest Revised Date', along with text input fields for 'UOA Project Number', 'Document Number', and 'Document Title'. There is also a 'Drawing Contains' section with checkboxes for 'Cover Sheet', 'Details', 'Elevations', 'Key Plan', 'Legend', 'Locality', 'Schedule', 'Section', 'Site Plan', and 'Perspective'. A 'Search' button and a 'Back to Basic' button are located at the bottom of the search area. Below the search area is a 'SEARCH TIPS' section with three paragraphs of text. At the bottom of the page, there is a status bar with the text: 'Total: 52,312 | Displayed: 0 | DvTDM14_dev | DvTest | Record 0 of 0'. The background of the interface features an aerial view of a university campus.

UniSpace Archive – Search – Basic

Site

Select the site that you are searching for. If you need to search over multiple sites, leave the selection blank.

Building Name

Select the building that you are searching for (site must be selected first). If you need to search over multiple buildings, leave the selection blank.

Level/Floor Name

Select the “Level / Floor Name” that you are searching for (Site and Building must be selected first). If you need to search over multiple level/floor names, leave the selection blank.

Class

Select the document class (category) that you are searching for, these include Photos, OM Manuals, Reports, Specifications, External Drawings (authored by external parties), UOA Published Drawings (authored by UofA)

Type

Select the specific document type (discipline/trade) that you are searching for, eg Architectural, Plumbing, Structural, Heritage

Tip

For any field with a pull down list you can skip to a smaller list by typing in the first letter of the name/word

Tip

No fields are mandatory
Start your search broad and narrow down as required

File Edit View Reports Help
Search Clear
Record List Search View

UniSpace Archive

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Location

Site
Building Name
Level/Floor Name

Document

Class
Type

Search Advanced Search

SEARCH TIPS
Try to fill as many search fields relating to your query as you know, this will reduce the number of unrelated documents shown in your search results.
When searching by Document Title try to use the most unique words in the title. For example, search for 'Macbeth' & 'lectures' rather than 'lecture theatre equipment'.
In the Document Title field you can use double quote marks to search for a sequence of words to return an exact match, e.g. "Chemistry Labs".

Total: 52,312 Displayed: 0 DvTDM14_dev DvTest Record 0 of 0

ACTION

CLICK – “search”. Once all relevant fields are filled in, hit the Search button. This will take you to the List tab to show your results

UniSpace Archive – Search – Advanced

Author/Consultant

Select the author/consultant who created the document.

UOA Project Number

Type in the UOA Project Number if known

Trim Number

Type in the UOA Document Trim Number if known.

Document Number

Type in the Document/Reference/ Drawing number if known.

Document Status

Select the specific Document Status or drawing issue status (e.g. Tender)

Latest Revised Date

Select a specific date range from the calendar.

Document Title

Type a unique key word that will likely be in the Document Title.

Drawing Contains

Select an item or type of drawing that a drawing contains.

[note: this function is only for drawings. The check button has 3 settings:]

Light grey box	MAY contain drawing type
Ticked box	WILL contain drawing type
White box	WILL NOT contain drawing type

Tip

Also fill out the Basic search fields to complete the Advanced search

The screenshot shows the UniSpace Archive search interface. At the top, there is a navigation bar with 'File', 'Edit', 'View', 'Reports', and 'Help' menus. Below this is a search bar with a magnifying glass icon and a 'Clear' button. The main content area is titled 'UniSpace Archive' and features a 'Location' section with dropdown menus for 'Site', 'Building Name', and 'Level/Floor Name'. To the right is an 'Advanced Search' section with fields for 'Author / Consultant', 'UOA Project Number', 'Document Trim Number', 'Document Number', 'Document Status', and 'Latest Revised Date'. Below these is a 'Document Title' field and a 'Drawing Contains' section with checkboxes for 'Cover Sheet', 'Details', 'Elevations', 'Key Plan', 'Legend', 'Locality', 'Schedule', 'Section', 'Site Plan', and 'Perspective'. A 'Search' button is highlighted with a red dashed box. At the bottom, there is a 'SEARCH TIPS' section with instructions on how to use the search fields effectively. The background of the interface is an aerial view of a university campus.

ACTION

CLICK – “search”. Once all relevant fields are filled in, hit the Search button. This will take you to the List tab to show your results

UniSpace Archive – List tab

List tab

This screen will display all the 'searched' documents and some of the associated properties in a 'excel' style format. From here you can 'tag' documents for transmitting and emailing.

Columns

Sort the order of each column by clicking on the heading

Tag	Site	Building Name	Document Class	Document Type	Document Title
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	GENERAL	INNOVA 21 - INGKARNI WARDLI - EXTERNAL VIEW SOUTH EAST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	GENERAL	INNOVA 21 - INGKARNI WARDLI - EXTERNAL VIEW SOUTH WEST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	GENERAL	INNOVA 21 - INGKARNI WARDLI - EXTERNAL VIEW SOUTH WEST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	GENERAL	INNOVA 21 - INGKARNI WARDLI - EXTERNAL VIEW EAST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	GENERAL	INNOVA 21 - INGKARNI WARDLI - EXTERNAL VIEW SOUTH EAST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	GENERAL	INNOVA 21 - INGKARNI WARDLI - EXTERNAL VIEW NORTH EAST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	GENERAL	INNOVA 21 - INGKARNI WARDLI - INTERNAL VIEW SOUTH EAST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	GENERAL	INNOVA 21 - INGKARNI WARDLI - INTERNAL VIEW WEST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	CONCEPT	INNOVA 21 - INGKARNI WARDLI - INTERNAL VIEW NORTH WEST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	GENERAL	INNOVA 21 - INGKARNI WARDLI - INTERNAL VIEW SOUTH WEST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	GENERAL	INNOVA 21 - INGKARNI WARDLI - EXTERNAL VIEW NORTH WEST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	GENERAL	INNOVA 21 - INGKARNI WARDLI - EXTERNAL VIEW WEST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	GENERAL	INNOVA 21 - INGKARNI WARDLI - EXTERNAL VIEW SOUTH WEST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	GENERAL	INNOVA 21 - INGKARNI WARDLI - EXTERNAL VIEW WEST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	PHOTOS	GENERAL	INNOVA 21 - INGKARNI WARDLI - EXTERNAL VIEW WEST
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	PROPOSED SHOP FITOUT FOR AROMA CAFE - ELEVATIONS 1 - SHEET 8 OF 17 - 100727
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	PROPOSED SHOP FITOUT FOR AROMA CAFE - ELEVATIONS 4 - SHEET 11 OF 17 - 100727
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	PROPOSED SHOP FITOUT FOR AROMA CAFE - ELEVATIONS 3 - SHEET 10 OF 17 - 100727
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	PROPOSED SHOP FITOUT FOR AROMA CAFE - ELEVATIONS 2 - SHEET 9 OF 17 - 100727
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	INNOVA 21 - NEW ENGINEERING BUILDING - ALUCOBOND CLADDING - MEDIA WALL - ELEVATION 4 & SECTION A - J20575 ASU4906
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	INNOVA 21 - NEW ENGINEERING BUILDING - ALUCOBOND CLADDING - MEDIA WALL - ELEVATION 01 02 & 03 - J20575 - ASU4905
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	INNOVA 21 - NEW ENGINEERING BUILDING - ALUCOBOND CLADDING - EAST BLADE - EB7 ELEVATIONS - J20575 - ASU4803
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	INNOVA 21 - NEW ENGINEERING BUILDING - ALUCOBOND CLADDING - EAST BLADE - EB2 TO EB6 ELEVATIONS - J20575 - ASU4802
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	INNOVA 21 - NEW ENGINEERING BUILDING - ALUCOBOND CLADDING - EAST BLADE - EB1 ELEVATIONS - J20575 - ASU4801
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	INNOVA 21 - NEW ENGINEERING BUILDING - ALUCOBOND CLADDING - BLADE - WB7 ELEVATIONS - J20575 - ASU4705
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	INNOVA 21 - NEW ENGINEERING BUILDING - ALUCOBOND CLADDING - BLADE - WB6 ELEVATIONS - J20575 - ASU4704
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	INNOVA 21 - NEW ENGINEERING BUILDING - ALUCOBOND CLADDING - BLADE - WB4 & WB5 ELEVATIONS - J20575 - ASU4703
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	INNOVA 21 - NEW ENGINEERING BUILDING - ALUCOBOND CLADDING - BLADE - WB2 & WB3 ELEVATIONS - J20575 - ASU4702
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	INNOVA 21 - NEW ENGINEERING BUILDING - ALUCOBOND CLADDING - WEST BLADE - WB1 ELEVATIONS - J20575 - ASU4701
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	INNOVA 21 - NEW ENGINEERING BUILDING - ALUCOBOND CLADDING - N-W WINTER GARDEG - ELEVATION 7 - J20575 - ASU4604
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	INNOVA 21 - NEW ENGINEERING BUILDING - ALUCOBOND CLADDING - N-W WINTER GARDEG - ELEVATION 3 & 5 - J20575 - ASU4603
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	INNOVA 21 - NEW ENGINEERING BUILDING - ALUCOBOND CLADDING - N-W WINTER GARDEG - ELEVATION 2 & 4 - J20575 - ASU4602
<input type="checkbox"/>	North Terrace	INGKARNI WARDLI-INNOVA 21	EXTERNAL DRAWINGS	ARCHITECTURAL	INNOVA 21 - NEW ENGINEERING BUILDING - ALUCOBOND CLADDING - N-W WINTER GARDEG - ELEVATION 1 - J20575 - ASU4601

Superseded documents

If dots are present in the left column it indicates there are previous versions of the document, click on the 'dots' to show

Displayed Records

Try to keep this to 250 results or below. This means all results will be on one page for sorting etc.

Page navigation

Use the scroll bar at the bottom of the screen to read the horizontal extent of the details

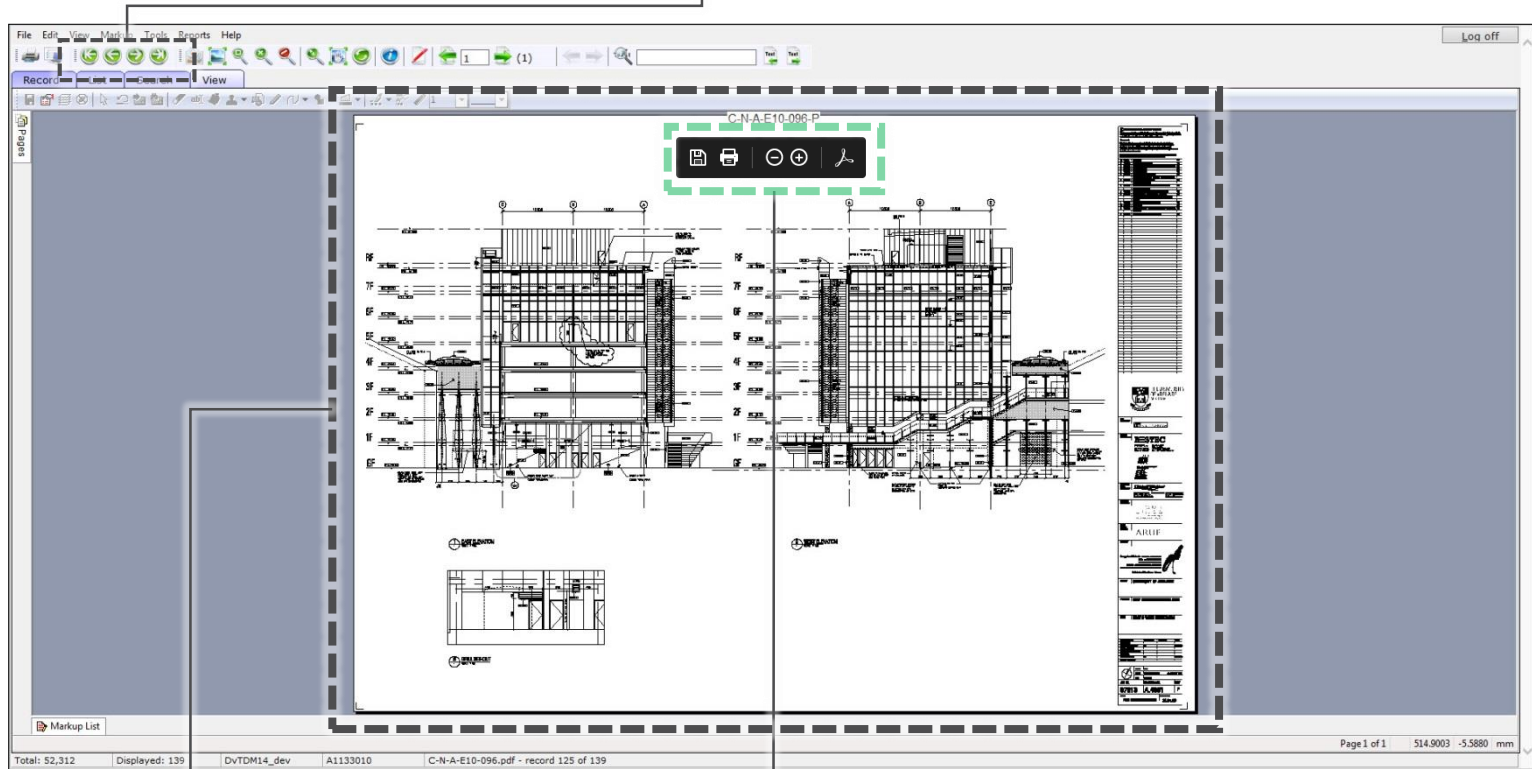
UniSpace Archive – View tab

View tab

This screen will display a full screen window view of a document (highlighted with the red arrow in the 'I' or information column on the List tab)

Moving between documents

Use the arrows to move between documents (rather than go back to List)



Document Navigation

Navigate the documents as per any other viewer (scroll with mouse or right click for zoom etc)

PDFs

PDF's use your native viewer. Most people will be able to save or print from this pop-up menu

UniSpace Archive – Record tab

Record tab

This screen will display the 'searched' documents individually along with the associated properties of the document.

Moving between documents

Use the arrows to move between documents (rather than go back to List)

The screenshot displays the UniSpace Archive Record tab interface. The interface is divided into several sections:

- Location:** Site (North Terrace), Building Name (Ingkarni Wardli), Level/Floor Name.
- Document:** Class (EXTERNAL DRAWINGS), Type (ARCHITECTURAL), Document Number (C-N-A-E10-096), Report Trim Number, Latest Revised Date (28/04/2009), Drawing Status (CONSTRUCTION).
- Project:** UOA Project Number (2005-3802), Author / Consultant (DESIGNINC ADELAIDE PTY LTD).
- Document Title:** NEW ENGINEERING BUILDING - EAST & WEST ELEVATIONS - A-401.
- Drawing Contains:** Cover Sheet, Details, Elevations, Key Plan, Legend, Locality, Schedule, Section, Site Plan.

The central window displays a technical drawing of the building elevations, with a 'Photo Aspect' view on the right. The background is an aerial view of the University of Adelaide campus. The status bar at the bottom shows: Total: 52,312, Displayed: 139, DvTDM14_dev, A1133010, C-N-A-E10-096.pdf - record 6 of 139.

Document Navigation

Navigate the documents as per any other viewer (scroll with mouse or right click for zoom etc)

Moving between documents

Use the arrows to move between documents (rather than go back to List)

UniSpace Archive – Transmitting Documents

Transmitting Documents

To issue any document to yourself or others.

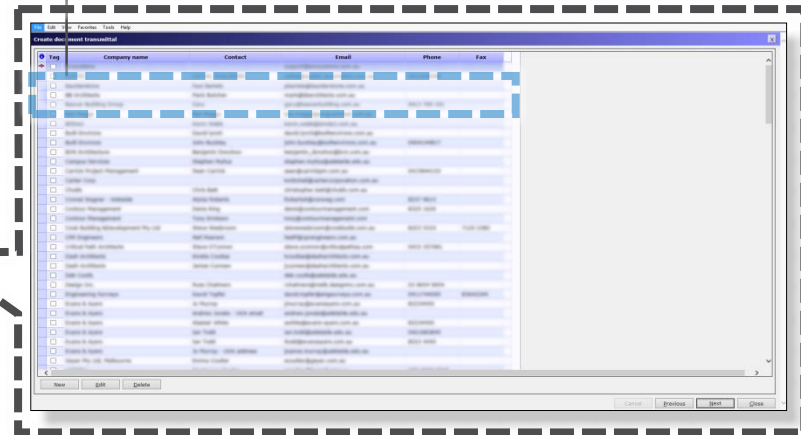
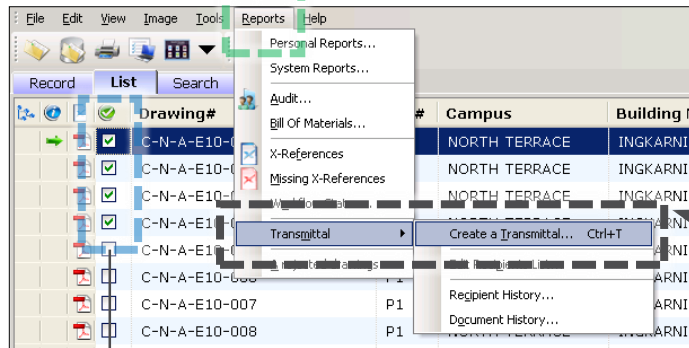
Tag all required documents
From the REPORT pulldown
select TRANSMITTAL
Select CREATE TRANSMITTAL (will automatically fly out)

Transmittal Recipient's

Select the existing recipient of the transmittal.

[note: select from existing recipient OR select NEW to add a new recipient. Recipient must have a valid email address]

[tip – you can select multiple recipients]



process continues to next page

Tag Documents

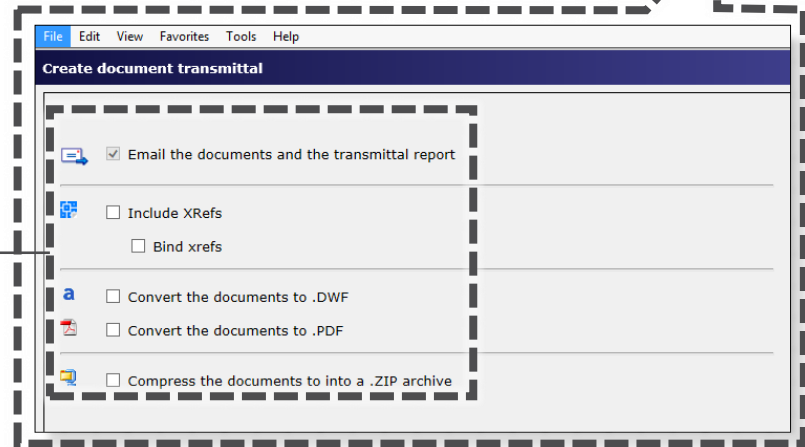
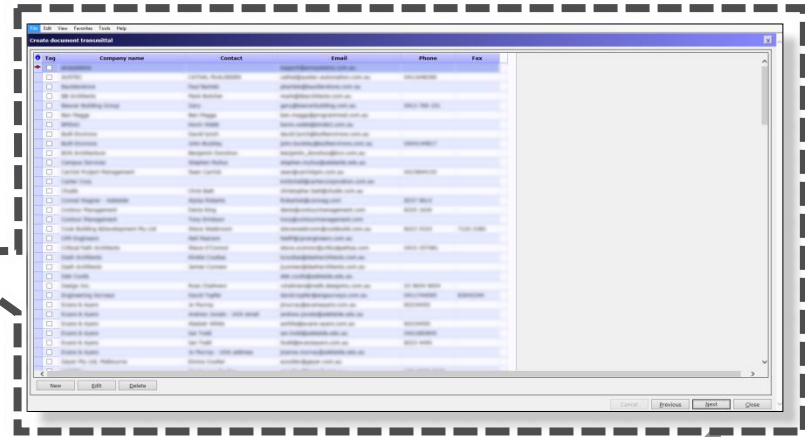
Select the documents you want to transmit.

[tip – click the word "Tag" to tag all of the documents]

UniSpace Archive – Transmitting Documents



process continued from previous page



Transmittal Options

Select the options you want apply to the transmittal
By default "email the docs. with the transmittal report" is ON.

[tip - when transmitting *.dwg files, always check "include Xrefs"]

[tip - always convert *.plt files to *.pdf]

[tip - if transmitting many documents always check "compress the documents to /into a .ZIP archive"]

[tip - when transmitting large numbers of files, consider do multiple transmittals, due to Inbox size limitations]

Transmittal completed

Documents and transmittal report are sent to the recipients email address. [note: recipient to also check their 'Junk E-mail folder']

UniSpace Archive – Emailing Documents

NOTE: this function is not available to all users.

Emailing Documents

To email any document to yourself or others.

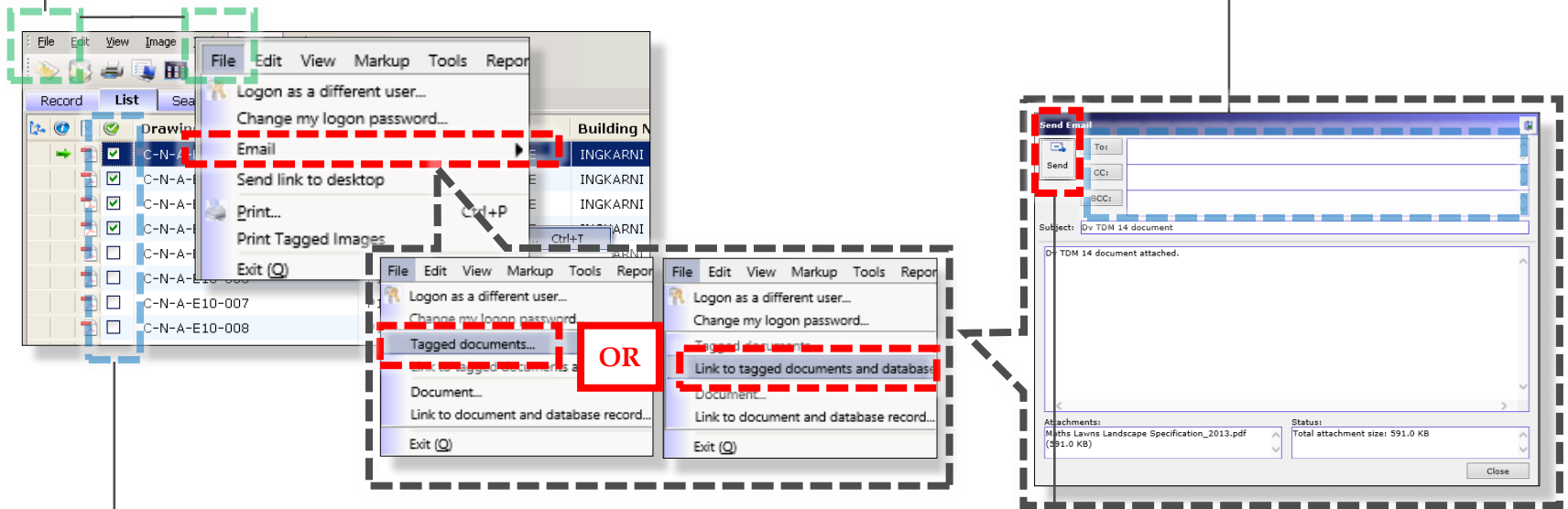
Tag all required documents
From the FILE pulldown
select EMAIL
Select TAGGED DOCUMENTS to email the actual files
(or select "Link to tagged...." to email a hyper-link to files)

Email Recipient's

Select (or manually type) the recipient of the email.

[note: select from existing recipient from the "To:",
"CC:", "BCC:" buttons and add using the "+"
button to the email]

[tip – you can select multiple recipients]



Tag Documents

Select the documents you want to transmit.

[tip – click the word "Tag" to tag all of the documents]

ACTION

CLICK – "send" to email

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://unispace.adelaide.edu.au>

I have forgotten my password?

Contact The University of Adelaide – Technology Services 83130 3000
Or use their self-service [Manage Your Account](#)

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://unispace.adelaide.edu.au>

revision	comment	date
-	document created	2019-08-06
A	ITDS hyperlinks updated	2021-08-12
B	browser info updated	2022-11-03



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