



THE UNIVERSITY
of ADELAIDE

UniSpace

USER GUIDE: SPACE CONSOLE - SPACE

adelaide.edu.au

seek LIGHT

UniSpace - HOME / Space Console – Log In

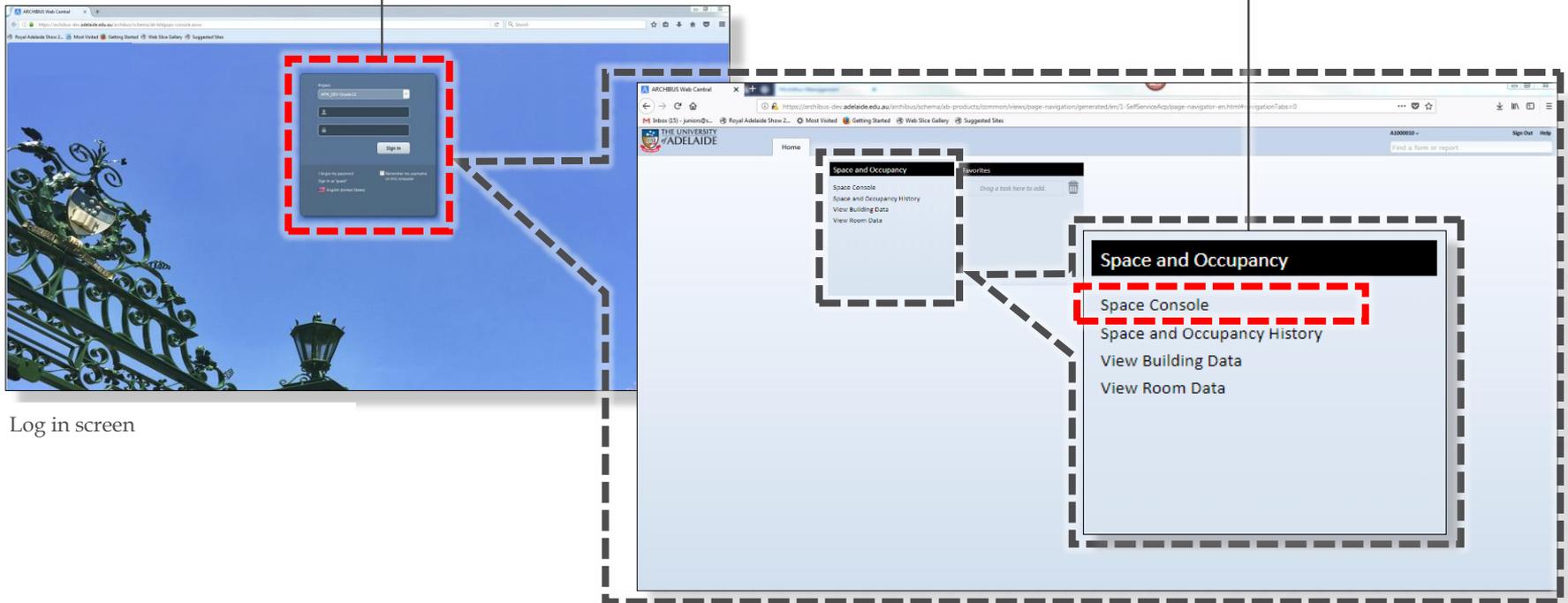
WEBSITE: archibus.adelaide.edu.au

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)

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

Home Tasks

Space Console

Space Occupancy

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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Home Tasks

Space Console

Space Occupancy

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. The table lists four floors (01, 02, 03, 04) with their respective statistics. 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 'Locations' table.

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	813.96	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'. Below these are zoom and pan controls, including a zoom slider and a pan tool. A red dashed box highlights the 'Highlights', 'Borders', and 'Labels' dropdown menus.

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. Below the floor plan, there is a 'Waiting Room' table with columns for 'Employee Code' and 'Current Location'. The bottom of the interface shows 'Page 1 of 3' and 'Total records: 255'.

Building	Floor	Room Area m ²	Capacity	Occupancy	Room Count
NT72	04	3,478.33	312	255	410

Employee Number	Last, First Name	Unassign
A1000466	Ranger, Brenton	Brenton Ranger
A1000590	Gibbs, Melissa	Melissa Gibbs
A1001183	Moir, Paul	Paul Moir
A1001376	Polirek, Damien	Damien Polirek
A1001405	Romano, Tony	Tony Romano
A1001824	Robinson, Nicholas	Nicholas Robinson
A1001875	Stoward, David	David Stoward

Space Console – Space

Space Console

Space | Occupancy

▼ Locations Recent Add New

NT25 FLOOR ROOM

FACULTY/DIVISION SCHOOL/BRANCH Unassigned

Vacant only

More Clear Filter

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

Organizations Room Categories Rooms

Restrict to NT25

Division/Department	Name	Total Area m ²	Room Count	Room Legend
[Unassigned]		158.74	40	
▷ 10	Division of University Operations	308.57	38	Assign
▷ 13	Unusable	648.76	75	Assign
▷ 18	Central	5.83	1	Assign
▷ 3	Faculty of Arts	487.17	46	Assign
▷ 6	Division of Vice-Chancellor and President	112.76	7	Assign
▷ 7	Division of Deputy Vice-	916.48	95	Assign

SPACE related data

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

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 Console – Space

ACTION
 CLICK- “tab” to access Space data.

The screenshot shows the ARCHIBUS Space Console interface. On the left, there is a sidebar with 'Locations' and a table of room data. The main area displays a floor plan with various rooms labeled. A modal window is open over the floor plan, showing a table of room data with columns for 'Name', 'Total Area m²', and 'Room Legend Count'. The table is filtered to show only rooms for 'NT25'.

Division/Department	Name	Total Area m²	Room Legend Count	Room Legend	Assign
[Unassigned]		158.74	40		
10	Division of University Operations	308.57	38		Assign
13	Unusable	648.76	75		Assign
18	Central	5.83	1		Assign
3	Faculty of Arts	487.17	46		Assign
6	Division of Vice-Chancellor and President	112.76	7		Assign
7	Division of Deputy Vice-	916.48	95		Assign

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.

The screenshot displays the Space Console interface. On the left, there are filters for Locations and Employees. The main area shows a floor plan with rooms highlighted in yellow and green. A red dashed box highlights a room (711) on the floor plan. A callout window titled "Selected Rooms and Employees" is open, showing details for room 467. The "Employee Capacity" field is highlighted with a red dashed box. A "View/Edit Selected Rooms" button is also highlighted with a red dashed box. The interface includes a table of rooms and employees, and a search bar at the top.

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

Employee Number	Last, First Name	Employee Name
A1000466	Ranger, Brenton	Brenton Ranger
A1000590	Gibbs, Melissa	Melissa Gibbs
A1001183	Moir, Paul	Paul Moir
A1001376	Poirier, Damien	Damien Poirier
A1001605	Romano, Tony	Tony Romano
A1001824	Robinson, Nicholas	Nicholas Robinson
A1001875	Stoward, David	David Stoward

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>

revision
-

comment
document created

date
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