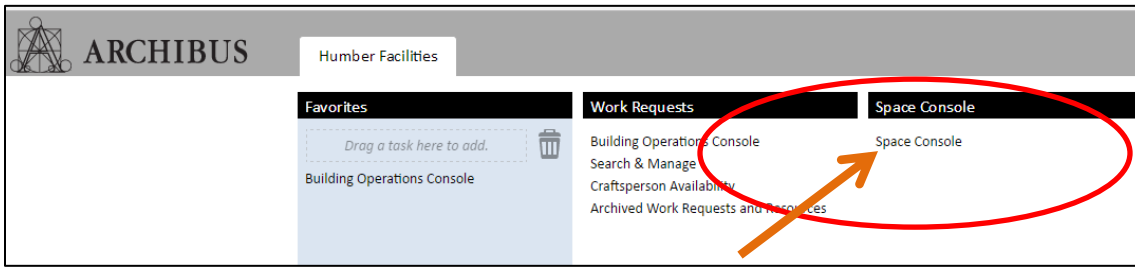
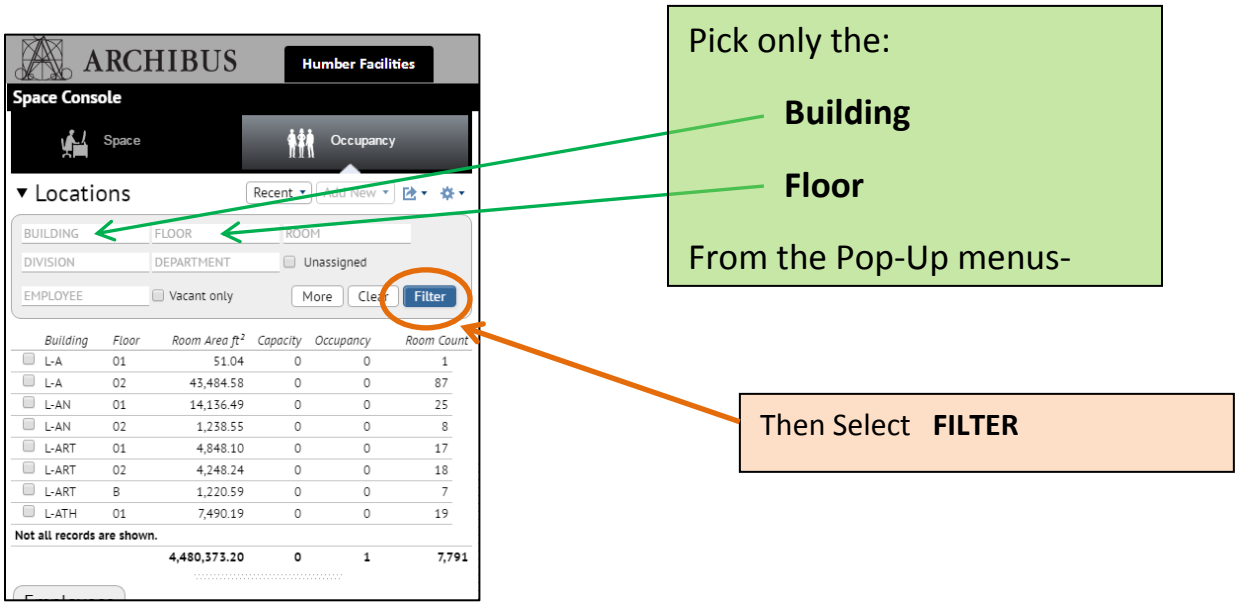
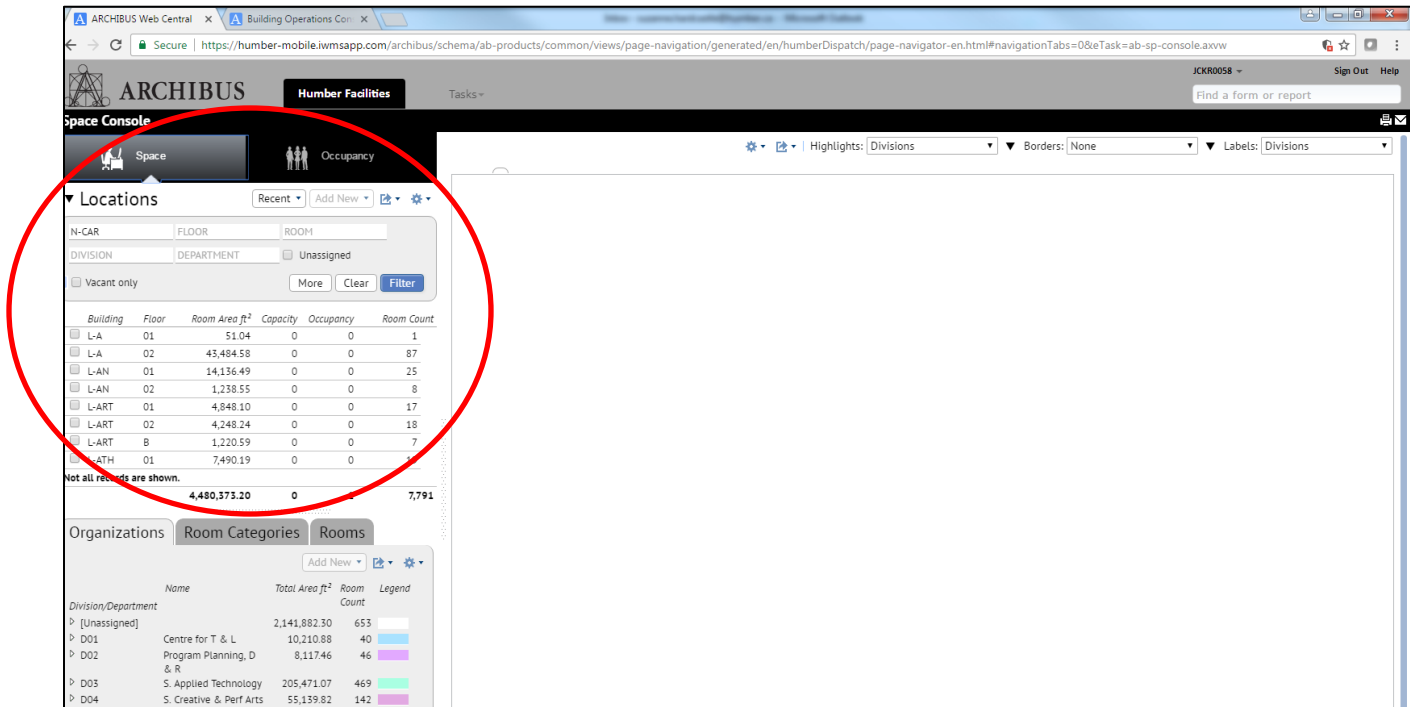


From the Archibus Home Page- Click on the Space Console TEXT



The Space Console will Open- The **Space Locations Navigation** pane is on the left hand side.



ARCHIBUS Humber Facilities

Space Console

Space Occupancy

Locations

N-D 01 ROOM

DIVISION DEPARTMENT Unassigned

Vacant only More Clear Filter

Building	Floor	Room Area ft <sup>2</sup>	Capacity	Occupancy	Room Count
N-D	01	37,683.36	0	1	92

Click the box beside the floorplan record and the entire floorplan will display in the console window.

The Spaces used by different Departments are identified in the menu below circled in BLUE

ARCHIBUS Web Central x Building Operations Con. x

ARCHIBUS Humber Facilities

Space Console

Space Occupancy

Locations

N-D 01 ROOM

DIVISION DEPARTMENT Unassigned

Vacant only More Clear Filter

Building	Floor	Room Area ft <sup>2</sup>	Capacity	Occupancy	Room Count
<input checked="" type="checkbox"/> N-D	01	37,683.36	0	1	92

Organizations Room Categories Rooms

Restrict to N-D,01

Division/Department	Name	Total Area ft <sup>2</sup>	Room Count	Legend
[Unassigned]		8,237.79	4	
D06	S. Hospitality, R. & T	14,917.71	35	
D19	Public Safety & EM	846.12	4	
D21	Facilities Management	6,469.96	32	
D26	Senior Administration	3,687.99	11	
D31	Office of the Registrar	4,266.74	20	
D34	N/A	25,079.15	22	

N-D1

Next page - isolating Space by Division

## Step 2 – Isolating an Area by Division

If you Click on the **TEXT** of a Department Name only that Department Space will be highlighted.

The screenshot shows the ARCHIBUS Space Console interface. The main area displays a floor plan with a central section of rooms highlighted in green. The interface includes a top navigation bar with 'ARCHIBUS' and 'Humber Facilities'. Below this is the 'Space Console' header with 'Space' and 'Occupancy' tabs. A 'Locations' section on the left contains filters for 'N-D', 'DIVISION', and 'DEPARTMENT', with a 'Filter' button. Below the filters is a table with columns: Building, Floor, Room Area ft², Capacity, Occupancy, and Room Count. The table shows one row for 'N-D' on floor '01' with a room area of 37,683.36 and 92 rooms. Below the table are 'Organizations', 'Room Categories', and 'Rooms' sections. A 'Restrict to N-D,01' filter is active. A legend table is visible at the bottom left of the main area.

Division/Department	Name	Total Area ft²	Room Count	Legend
> [(Unassigned)]		8,237.79	4	
> D06	S. Hospitality, R & T	14,917.71	35	
> D19	Public Safety & E91	846.12	4	
> D21	Facilities Management	6,469.96	32	
> D26	Senior Administration	3,687.99	11	
> D31	Office of the Registrar	4,266.74	20	
> D34	N/A	25,079.15	22	

This close-up screenshot focuses on the 'Locations' filter section of the ARCHIBUS Space Console. It shows the 'DIVISION' and 'DEPARTMENT' filters. The 'Unassigned' checkbox under the 'DEPARTMENT' filter is circled in red. Other filters include 'EMPLOYEE' and 'Vacant only'. There are 'More', 'Clear', and 'Filter' buttons at the bottom of the filter section.

To start again at any point just select **CLEAR** on the primary Space Console filter