The University of Cincinnati Space Management System (UCSMS)

User’s Guide
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Logging In</td>
<td>2</td>
</tr>
<tr>
<td>Webpage Layout</td>
<td>3</td>
</tr>
<tr>
<td>Navigating the Website Hierarchy</td>
<td>6</td>
</tr>
<tr>
<td>Appendix A – Report Descriptions</td>
<td>10</td>
</tr>
<tr>
<td>Appendix B – Viewing &amp; Redlining Graphic Reports</td>
<td>12</td>
</tr>
</tbody>
</table>
UCSMS User Documentation

Introduction

The University of Cincinnati Space Management System (UCSMS) is a web based tool for accessing data related to the university’s building and rooms and space utilization. The data accessed from the system comes from the Space Management database and other university databases. The UCSMS replaces the previous system and has many additional features that will allow users to access more data more quickly in a secure, intuitive environment.

Some of the features of the UCSMS are:

- Web access to a wide variety of new reports sorted by Space, Organization or Employees
- Floor plans that can be highlighted by room type or department
- Ability to export reports to Excel or PDF formats
- Room, Department and Employee “Locators”
- Improved workflow for updating of space data by departmental personnel – (for authorized users only)

The UCSMS allows the entire UC community, including students, faculty and staff, to access data as well as allowing UCSMS Departmental Administrators from around the university to update data associated with their department’s space.

This guide is designed to help the general UC community utilize the system. Everyone with a UCid and access to UC’s central login system will be able to access the system. UCSMS Departmental Administrators will be given another guide to learn how to update data in the system.

Additional documentation relative to the UCSMS is available via the Space Management Home page. You can access the Space Management Home page at the link below.

http://www.uc.edu/af/pdc/space_management_record_management.html

Some of the documents available on this page include: room type definitions, square footage definitions and other information contained in the system.

You can also find the link to Central Login page for the UCSMS.

Logging In

Login by going to http://www.uc.edu/af/pdc/space_management_record_management.html and clicking on the “Login to UCSMS” button.

Once you have logged in, all your user rights are automatically assigned to you.

If you are a UCSMS Departmental Administrator (DA), the authorization to update the data that was assigned to you by your college or department will be granted to you. Authorization is based on departmental assignments.
Figure 1

Website layout

The UCSMS is made up of four basic sections, which are the Navigation Bar Section, the Navigation Tree Section, the Report Section and the Graphic Navigation Window. You can find details regarding these sections below. Figure 1 above shows you where to find the sections on the page.

Navigation Bar Section

The Navigation Bar Section indicates which level and branch of the hierarchy you are on. *(You can also use the location data in the Navigation Tree on the left side of the page to determine this.)*

The Navigation Bar also provides buttons for …

- Printing
- Exporting (Excel and PDF)
- Help
- Quick Find (Department, Employee, Room)

Navigation Tree Section

The Navigation Tree Section is located in the middle of the left side of the page and is one of the ways you can navigate to the desired level of the hierarchy. For example, when you click on the
plus sign next to a campus name, the names of the buildings on the campus will be listed below.
If you navigate the hierarchy via the Map Section, then you can use the Tree Section to determine
which level and branch of the hierarchy you are on. *(You can also use the location data in the
Navigation Bar at the top of the page to determine this.)*

The Graphic Navigation Section

The Graphic Navigation Section is one of the most recognizable new features of the UCSMS.
From the map view, you can use the “hotspots”/links to drill down to the next level in the
hierarchy until you reach the level you would like to report from. The Graphic Navigation Section
in the middle of the page incorporates maps, photographs and icons depending upon where you
are in the hierarchy. The “hotspots”/links embedded in the page can be used to navigate to other
pages in the website.

The Report Section

The Report Section is where you can select specific data you would like to see. The Report
Section has three subsections: Space, People and Organizations. This section is also where
UCSMS Departmental Administrators can begin the process of updating the UCSMS.

Click the plus sign to the left of each subsection to see the list of reports available at each level of
the hierarchy. Note: Some reports are only available at certain levels of the hierarchy. For
example, the Campus Summary Report is available only at the university level, the Employee
Location Report is available only at the building level but the Room Locator Report is available
at any level of the hierarchy.

See Appendix A for a list and a brief description of all the reports available.

Space Reports

The Space Report category includes reports that are sorted by campus/building locations. Below is the list
of Space Reports available to users.

- Building Additions Report
- Campus Summary Report
- Room Locator Report
- Rooms with Multiple Departments

*See Appendix A for specific information about each report*

Employee Reports

The Employee Report category includes reports based on employee location data. Below is the list of
Employee Reports available to users.
• Employee Locator
• Employee Primary-Secondary Seating Report
• Employee Location Report

See Appendix A for specific information about each report

Organization Reports

The Organization Report category includes reports that are sorted by organizational unit. Below is the list of Organization Reports available to users.

• Department Area Report
• Department Locator
• Personnel Inventory by Department
• Room Inventory by Department
• Room Types by Department
• Room by Department
• Departmental Occupancy Report
• Departmental Stack Plan Report

See Appendix A for specific information about each report
Navigating the UCSMS Hierarchy

The UCSMS gives you the ability to access data in different ways. Most notably, you can navigate by using links embedded in the maps or by using the menu tree. The levels of the hierarchy are as follows: University, Campus and Building. The floor and room data are available from the building level. At each level of the hierarchy you can retrieve the data that is associated with that level. For example, the campus level will display the names of the buildings located on the selected campus. You can also run reports on the campus level that gives you data specific to campuses/locations, such as the number of buildings on the campus and the square footage of all the buildings on the campus.

The University Page is also known as the front page of the UCSMS because this is the page you are sent to after you login through Central Login. Figure 2 above shows you the UCSMS University page. It includes a map of the greater Cincinnati region with arrows that point to the different locations and campuses of the University of Cincinnati. To navigate to the next level of the hierarchy (the campus page), click on the campus/location name in the Graphic Navigation Section or click on the plus sign to the left of “University of Cincinnati” in the Navigation Tree Section which will bring up a list of the campuses and locations at UC and then click on the desired campus.

At the University level, as with all levels of the hierarchy, the Report Section only lists the reports that are available at this level.
The Campus Page is the next level of the hierarchy. An example of a Campus Page is shown above in Figure 3. Most locations/campuses at the university have their own campus map. Locations/campuses that do not have maps can be accessed by selecting the location name under the map on the university page. The campus maps display outlines of all the buildings on each campus. Each building outline contains a link to drill down to the next level of the hierarchy, which is the building level.

At the campus level, as with all levels of the hierarchy, the report section lists only those reports available at this level.
The **Building Page**, as shown above in Figure 4, is the focal point of the website for many users. The page contains a variety of information about the building including: building name, code, address, date built, gross, net and net assignable square footage, number of floors and number of rooms. *For definition of the different square footage calculations used in the website, go the following link.*


Also available on this page is a link to MapQuest that locates the building on a map and can supply driving directions from any location.

Four popular building reports are available from this page.

They are as follows:

- **The Room Inventory Report** – This report lists all the rooms on the selected floor. Data available for each room includes: room number, room type, the square footage of the room (NSF), departmental assignment, NSF of each department assigned to the room, the percent of the room assigned to each department (*note: rooms in the UCSMS can be assigned to multiple departments*), the names of the employees assigned to the room and the capacity of the room (*note: room capacity only available for certain room types*).

- **The Architectural Plan Report** – This is the most generic graphic report that shows the floor plan. It includes a drawing legend that includes a North arrow, the building name, the floor number and the last revised date. The room label in this report is limited to the room number.
• The Room Type Highlight Plan Report – This is a graphic report that shows the floor plan with all the
rooms on the floor highlighted by room type category. Examples of the room type categories are
offices, classrooms and research labs. This report includes a legend that lists all the different room
type categories that exist on the floor. Each row in the legend contains the room type category’s
unique color/hatch pattern, code and description.

• The Department Occupancy Plan Report – This is a graphic report that shows the floor plan with all
the rooms on the floor highlighted by departmental assignment. This report includes a legend with a
North arrow, the building name, the floor number and the last revised date. The room label is limited
to the room number. In addition to the drawing legend, this report includes a legend that lists all the
departments that are assigned to the floor. Each department has a row of data in the legend. Each row
contains the department’s code, name, total square footage of the floor and the number of rooms on
the floor assigned to the department.

Viewing Graphic Reports/Floor Plans using CADViewer

As you can see, there are many reports available that are graphic in nature. In order to get the most out of
these reports you need become familiar with the CADViewer application. This will allow you to have
greater flexibility in viewing, printing and editing. There are two ways to access the menu inside
CADViewer. You can right click inside the floor plan to get the most popular commands, or you can
access all the commands via the icons directly above the floor plan.

A few of the basic tools available in CADViewer are:

• Zoom
• Pan
• Print
• Save as a PDF (if you have Adobe Acrobat Pro software)
• Redline/Edit the floor plan

For more detailed information about how to get the most out of the using the floor plans, see Appendix B
of this document, or go the software’s website at the following address:

http://www.cadviewer.com/documentation/CADViewer/user_help/index.html
Appendix A - List of Reports with Descriptions

Space Reports

Bldg Additions Report
This report lists data associated with buildings and building additions, if applicable. This report is available at the University and Campus levels of the hierarchy.

Campus Summary Report
This report lists general data about the university campus/locations. This report is available at the University level of the hierarchy.

Room Locator Report
This report allows you to find a particular room. This report is available at the University, Campus and Building levels of the hierarchy.

Rooms with Multiple Departments
This reports lists all the rooms in a building that have more than one department assigned to them. This report is available only at the building level of the hierarchy.

People Reports

Employee Locator
This report allows you to find an employee’s assigned primary location by searching the employee’s departmental code, building location code, floor code and last name. These fields can be used together in order to create a more powerful search. This report is available at the University, Campus and Building levels of the hierarchy

Employee Primary-Secondary Seating Report
This reports lists all the primary and secondary locations of employees that have at least one secondary location. This report is available only at the building level of the hierarchy.

Employee Location Report
This report lists the locations of all the employees in a building that have a room assigned to them in the system. This report is available only at the building level of the hierarchy.

Organization Reports

Department Area Report
This report lists the amount space assigned to each department. It also lists all square footage that rolls up to the department. This report is available at the University, Campus and Building levels of the hierarchy.

Department Locator
This report allows you to find the space assigned to a department using the departmental name or the departmental code. This report is available at the University, Campus and Building levels of the hierarchy.

Personnel Inventory by Department
This report lists all the employees assigned to a department. This report also lists the employee’s title, position, FTE %, the employee’s primary location and the employee’s pay source. This report also contains valuable data specific to researchers. It lists whether the employee is a Primary Investigator (PI), and which PI (if any) the employee is assigned to. This report is available at the University, Campus and Building levels of the hierarchy.

Room Inventory by Department
This report lists all the rooms assigned to a department. Data in the report includes: the building, floor and room numbers, room type, the area of the room, and the name of the employee(s) assigned to the room (if any). This report is available at the University, Campus and Building levels of the hierarchy.

Room Types by Department
This report lists all the room types assigned to a department including the number of rooms associated with each room type and the total square footage assigned to each room type. This report is available at the University, Campus and Building levels of the hierarchy.

Rooms by Department
This report lists all the rooms assigned to a department. Data in this report includes room type, the square footage assigned to the selected department, the percent of space assigned to the selected department and the total square footage of the room. This report is available at the University, Campus and Building levels of the hierarchy.

Departmental Occupancy Report
This report lists all the departments assigned to a space in a building. The data is shown by floor. Data in this report includes the departmental code and name, the square footage assigned the department on the floor, the number of employees assigned the department on the floor and the number of rooms assigned to the department on the floor. This report is available only at the building level of the hierarchy.

Departmental Stack Plan Report
This report uses a bar graph and legend to display how much space is assigned to each department in a building. This report is available only at the building level of the hierarchy.
Appendix B - Using CADViewer to view, print and redline floor plans.

Below is a list of the commands available to users as part of CADViewer.

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Zoom In/Out</strong></td>
<td>Click this button to activate the Zoom In/Out cursor. Move the cursor up or down on the display to zoom in or out of the drawing. Use this button in conjunction with the Pan feature, to see specific locations in a drawing.</td>
</tr>
<tr>
<td><strong>Fit Screen</strong></td>
<td>Click this button to immediately display the entire drawing in the CADViewer window. (This is useful if you have zoomed into a certain region of the drawing and would like to zoom out— in a single step— to see the entire drawing).</td>
</tr>
<tr>
<td><strong>Zoom Window</strong></td>
<td>Click this button to activate the Zoom Selection feature. Click the mouse on one corner of a region, then drag the mouse (while holding the mouse button down) until a zoom rectangle surrounds the desired region. When you let go of the mouse, the selected region will fill the CADViewer.</td>
</tr>
<tr>
<td><strong>Pan</strong></td>
<td>Click this button to activate the Pan feature. Move the cursor onto the drawing and click-and-drag the drawing to &quot;slide&quot; it around in the CADViewer— until you find a new region to examine. This feature is either &quot;on&quot; or &quot;off&quot;, so if you click the button to activate it, you can click other zoom buttons then simply click and drag the newly-resized drawing to pan around the drawing.</td>
</tr>
<tr>
<td><strong>Layers</strong></td>
<td>Click this button to open the Layers dialog box. If this drawing was created with individual layers, you can choose from among those layers and view them in the CADViewer. For more information about the use of this feature, click</td>
</tr>
</tbody>
</table>
Layers.

White Background
Click this button to change the background color of the CADViewer. If this button shows a white background, clicking it replaces the black background with white background -- at which time all the colored lines will be displayed as black lines. Click the button again if you prefer to restore the default black background—and the colored details. For more information on this feature, click LINK.

Undo
Command for undo of the last selected command.

Redo
Command for redo of the last selected command

Change Background
Command for changing background colors

Redlines
Command for activating the Redline tool

Help
As you have already button to view

Drawing Info
Click this button to view a synopsis of information about this drawing, as provided by the drawing's creator. For more information about this feature, click Drawing Info.

Print
Click this button to print the floor plan. Whatever portion of the screen you are zoomed to will be what is printed. If you have Adobe Acrobat Pro (which has rights to save files a PDF file) then you can “print to PDF” (similarly as if you were printing to a desktop printer) by selecting “Adobe PDF” from your list of available printers. This will save your floor plan as a PDF file that you can share with anyone who has a
Adobe Acrobat, which almost everybody does.

Using the Redline tools

The User Redline button bar appears along the left side of the CADViewer and enable you to do the following:

- **Erase Most Recent**
  - Click this button to erase the most recent redline, whether it's a graphic element or a text note.

- **Erase All**
  - Click this button to erase all redlines currently present in this drawing.

- **Pens/Text tools**
  - Click any of these pen tools to make the actual redline annotations on the drawing. For more information on use of the separate pens, click [LINK](#).

- **Color palette**
  - Click any of the swatches to change the color of the currently selected item -- and to switch colors for all succeeding redlines.

- **Line Thickness**
  - Command for setting the line thickness of redline object.

- **Undo**
  - Command for undo the last redline command.

- **Redo**
  - Command for redo the last redline command.
Right click inside the floor to get the following menu. See the corresponding command description above when if you need detailed instructions for these commands.

<table>
<thead>
<tr>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom In</td>
</tr>
<tr>
<td>Zoom Out</td>
</tr>
<tr>
<td>Zoom Rectangle</td>
</tr>
<tr>
<td>Fit Screen</td>
</tr>
<tr>
<td>Pan</td>
</tr>
<tr>
<td>Print</td>
</tr>
<tr>
<td>Help</td>
</tr>
<tr>
<td>About</td>
</tr>
</tbody>
</table>