This document details the various transactions performed by Departmental Space Representatives using Web Central.

For questions or information, contact Duke University Plant Accounting at webcentralsupport@duke.edu

WebCentral Website -
https://webcentral.oit.duke.edu
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Manage Department Space

**Navigation Pane:** Space Planning & Management, Space Allocation, Manage Department Space
Selecting Building Floor and Room

There are two methods for selecting a room to edit in WebCentral. Method 1 is only applicable if there is a CAD drawing in the system for the building.

Method 1: Review/Edit (with Drawings)

From Building or Department

A. Using Building selection box
   i. Enter specific building number, or
   ii. Click on dots to right of Building selection box for lookup, or
   iii. Leave selection box blank to return entire list of buildings your department occupies

B. Click the Apply button
C. Select Floor and drawing will display highlighted rooms assigned 100% to your department in one color and shared rooms another color.

D. Select a room for editing by clicking on desired room. Hovering your mouse cursor over the room you wish to edit will make small box appear showing room data you have selected in the Labels box.

Notice the Labels box in the top right corner of the window. Make your selection here to display metadata on the drawing such as room numbers or responsible person.

After selecting a room to edit, the Edit Department Allocation Details screen will display. Please refer to Editing Room Details section on page 8 for detailed instructions on how to edit room data.
Method 2: Review/Edit (without Drawings)

Manage Department Space
There are several options available for you to select a room using this method:

- By Building
- By Floor
- By Room
- By Room Use
- By Department

A. Make your selection in the filter boxes (by typing in the data or by clicking on the box with the three dots)

B. Click Apply Filter

C. The room (or lists of rooms) will display when you click Apply Filter. Clicking on the room in Select A Room list will display the Edit Department Allocation Details screen. Please refer to Editing Room Details section on page 8 for detailed instructions on how to edit room data.
Editing Room Details

After selecting a room, the Edit Department Allocations Details screen will display.

Note when there are multiple assignments at any level, purple highlights the active line.
Room Use Edit

1. Click on the room use number highlighted in blue. Select Value - Room Use box will display.

2. Scroll list, or filter by number or description to find correct room use. Select number or name.

3. You will return to Edit Department Allocation Details screen and room use will be updated.
Perform one of the functions below:

- Override existing subdepartment with another subdepartment in the same department
- Add New subdepartment (add additional subdepartment)
- Change subdepartment percentage (changing percent when there are multiple subdepartments)
- Delete subdepartment (remove a subdepartment)
Override Existing Subdepartment

1. Click the subdepartment Number and the Select Value – Subdepartment box will display.

   ![Subdepartment Allocation Table]

   Select Value - Subdepartment

<table>
<thead>
<tr>
<th>Subdepartment</th>
<th>Subdepartment Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1802800</td>
<td>FINANCE OFFICE - AUXILIARY SERVICES</td>
</tr>
<tr>
<td>1802870</td>
<td>STORES FINANCE OFFICE</td>
</tr>
<tr>
<td>3224000501</td>
<td>Budgets &amp; Analysis</td>
</tr>
<tr>
<td>3224000503</td>
<td>Capital Budget Office</td>
</tr>
<tr>
<td>3224030000</td>
<td>Campus Mail Services</td>
</tr>
</tbody>
</table>

2. After a new subdepartment has been selected, the subdepartment will be updated based upon your selection.

   ![Updated Subdepartment Allocation Table]

   Note: Using this option will keep all responsible person, function, comments and occupant data intact.
Adding New Subdepartment

1. Select Assign a Subdepartment in top right corner. The New Subdepartment Allocation box will display.

2. Add subdepartment
   A. Click the blue box with the three dots to see available subdepartments for selection
   B. Enter percentage
   C. Click Save in the bottom right to save changes

3. You will return to Edit Department Allocations Details screen and the new Subdepartment(s) will display.

Percentage(s) must equal 100% or you will receive the error message in bold red above.
Change Subdepartment Percentage

1. Changes to the subdepartment %s are made directly on the Edit Department Allocation Details screen by clicking in the box and overriding what’s currently listed.

Subdepartment %s have to equal 100%. *(Please see below for corrected percentages that sum to 100%)*
Delete Subdepartment

1. Click the blue x box beside the Subdepartment you want to delete. Please note that by deleting the Subdepartment, you are deleting the associated responsible person, functions, comments and occupants.

2. Be sure to adjust your Subdepartment %s so they equal 100%.

**NOTE:** When multiple Subdepartments are being used on a room, click on each Subdepartment name to see the responsible person, functions and occupants associated with the Subdepartment selection.
Perform one of the functions below:

- Edit Responsible Person
- Add Responsible Person
- Change Responsible Person Percentage
- Delete Responsible Person
Edit Responsible Person

1. Click on the responsible person name and the Assign Responsible Person edit screen will display.

2. Overriding existing responsible person assignments:
   A. Select checkbox to search only people in department assigned to the room or deselect checkbox to search entire Duke directory.
   B. Type full/partial last name or leave search box blank and click blue box with three dots to select from a list. Once name has been found, click on selection then Save.
   C. Type in the Duke ID of the responsible person and click Save.
   D. Adjust the responsible person %
   E. Click checkbox if responsible person is also occupant of room. This will eliminate the need to add the same name as occupant as separate step

Note: Using this option will keep all functions, comments and occupant data intact.
Add Responsible Person

1. Select Assign a Responsible Person and the Assign Responsible Person edit screen will display.

2. Add new responsible person assignment:
   A. Select checkbox to search only people in department assigned to the room or deselect checkbox to search entire Duke directory.
   B. Type full/partial last name or leave search box blank and click blue box with three dots to select from a list. Once name has been found, click on selection then Save.
   C. Type in the Duke ID of the responsible person and click Save.
   D. Adjust the responsible person %
   E. Click checkbox if responsible person is also occupant of room. This will eliminate the need to add the same name as occupant as separate step
Change Responsible Person Percentage

1. Changing the Responsible Person %s is done directly on the Edit Department Allocation Details screen by clicking in the box and overriding what’s currently listed.

Responsible Person %s have to equal 100%.
Delete Responsible Person

1. Click the blue x box beside the responsible person you want to delete. Please note that by deleting the responsible person, you are deleting the associated functions, comments and occupants.

2. Be sure to adjust your responsible person %s so they equal 100%.

NOTE: When multiple responsible people are listed on a room, click on each Responsible Person’s Duke ID to view the functions and occupants associated with your RP selection.
**Room Function Edit**

### Edit Department Allocation Details

<table>
<thead>
<tr>
<th>Edg</th>
<th>Floor</th>
<th>Room</th>
<th>Total Area</th>
<th>Room Use</th>
<th>Room Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>8340</td>
<td>W1</td>
<td>1307</td>
<td>119</td>
<td>$100</td>
<td>Office</td>
</tr>
</tbody>
</table>

### Department Allocation(s)

<table>
<thead>
<tr>
<th>Dept</th>
<th>Department Name</th>
<th>%</th>
<th>Sq.Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3224000500</td>
<td>Assoc VP Budgets &amp; Business Services</td>
<td>100</td>
<td>119</td>
</tr>
</tbody>
</table>

#### Subdepartment Allocation(s) for Assoc VP Budgets & Business Services (3224000500)

<table>
<thead>
<tr>
<th>Subdepartment</th>
<th>Subdepartment Name</th>
<th>%</th>
<th>Sq.Ft.</th>
<th>Last Edited By</th>
<th>Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>x 3224000501</td>
<td>Capital Asset &amp; Space Accounting</td>
<td>100</td>
<td>119</td>
<td>chayes</td>
<td>12/10/2019</td>
</tr>
</tbody>
</table>

#### Responsible Person(s) for Capital Asset & Space Accounting (3224000501)

<table>
<thead>
<tr>
<th>Responsible Person</th>
<th>Duke ID</th>
<th>%</th>
<th>Sq.Ft.</th>
<th>Last Edited By</th>
<th>Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>x Parler, Daniel L</td>
<td>106450</td>
<td>100</td>
<td>119.0</td>
<td>chayes</td>
<td>12/10/2019</td>
</tr>
</tbody>
</table>

### Function Allocation(s) for Parler, Daniel L

<table>
<thead>
<tr>
<th>Function</th>
<th>Function Description</th>
<th>%</th>
<th>Type</th>
<th>Sq.Ft.</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>x 81</td>
<td>Physical Plant Operation</td>
<td>100</td>
<td>None</td>
<td>119.0</td>
<td>None</td>
</tr>
</tbody>
</table>

#### Perform one of the functions below:

- Change Existing Function
- Add New Function
- Change Function Percentage
- Delete Function
1. Click on Function number in blue and the Select Value – Function box will display.

2. Select the appropriate function. After a new function has been selected, the function will be updated.
Add New Function

1. Select Assign a Function in top right corner and the New Function Allocation box will display.

2. Add new function assignment:
   A. Add function by typing in the number or by selecting the blue box with the three dots
   B. Enter function %
   C. Enter Research type (for Functions 21, 22, 24, 26 only)
   D. Enter comments
   E. SAVE
**Change Function Percentage**

1. Function %s changes are made directly on the Edit Department Allocation Details screen by clicking in the box and overriding what’s currently listed.

<table>
<thead>
<tr>
<th>Function</th>
<th>Function Description</th>
<th>%</th>
<th>Rm. Type</th>
<th>Sq. Ft.</th>
<th>Comments</th>
<th>Last Edited By</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Departmental Administration</td>
<td>100</td>
<td></td>
<td>119.0</td>
<td>None</td>
<td>chayes</td>
<td>12/1</td>
</tr>
<tr>
<td>51</td>
<td>Physical Plant Operation</td>
<td>100</td>
<td></td>
<td>119.0</td>
<td>None</td>
<td>chayes</td>
<td>12/1</td>
</tr>
</tbody>
</table>

Function %s have to equal 100%. *(Please see below for corrected percentage that sum to 100%)*

<table>
<thead>
<tr>
<th>Function</th>
<th>Function Description</th>
<th>%</th>
<th>Rm. Type</th>
<th>Sq. Ft.</th>
<th>Comments</th>
<th>Last Edited By</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Departmental Administration</td>
<td>50</td>
<td></td>
<td>59.5</td>
<td>None</td>
<td>chayes</td>
<td>12/1</td>
</tr>
<tr>
<td>51</td>
<td>Physical Plant Operation</td>
<td>50</td>
<td></td>
<td>59.5</td>
<td>None</td>
<td>chayes</td>
<td>12/1</td>
</tr>
</tbody>
</table>
Delete Existing Function

1. Click the Blue X Box beside the responsible person you want to delete. Please note by deleting the function, the associated comments and occupants will also be deleted.

2. Be sure to adjust your function %s so they equal 100%.
Perform one of the functions below:

- Add New Occupant
- Delete Occupant
Add New Occupant

1. Select Assign an Occupant top right corner and the Assign Occupant box will display.

2. Add new occupant assignment:
   A. Select checkbox to search only people in department assigned to the room or deselect checkbox to search entire Duke directory.
   B. Type full/partial last name or leave search box blank and click blue box with three dots to select from a list. Once name has been found, click on selection then Save.
   C. Type in the Duke ID of the responsible person and click Save.
   D. Save
Delete Occupant

1. Click the Blue X Box beside the occupant you want to delete.

Once the box has been clicked, the selected occupant will be deleted.
Review/Edit Unassigned Space

Unassigned space are rooms that are assigned to a department but do not have a subdepartment, responsible person or function. Users are asked to track these rooms in the system and update when any are listed.
Viewing Unassigned Space

1. Click on your department in navigation pane. Rooms will display in the view window if there are any in the database.

2. Select the Assign button by the room you wish to update and the Edit Department Allocations Details screen will display.

Please refer to Editing Room Details section on page 8 for detailed instructions on how to edit room data.
Reporting (Data Only)

Various data reports for viewing and exporting.

- Full Details
- Building List with Addresses
- Pending Change Requests
- Building Summary by Dept
- Building Summary by Sub-Dept
- Department List
- Sub-Department List
- Loaned Space From
- Loaned Space To
Full Details

This report has been designed to show all data related to your department’s space.

1. Select Full Details. List will display showing all department space in building name order.
2. Click Export to Excel for view to be sent to Excel.
Building List with Addresses

Displays list of buildings your department has space in with the official address of the building.

1. Select Building List with Addresses. List will display in Bldg order.
2. Click Export for Excel for view to be sent to Excel.
Pending Change Requests

This report has been designed to show you the current and original assignments for all rooms the user has edited. The room remains in this view until Plant Accounting approves the changes to the record.

1. Select Pending Change Requests. List of recently edited rooms will display.
2. Click Export to Excel for view to be sent to Excel.
3. Click on the Details button beside the room to view the original and current allocation assignments.
Building Summary by Department

This report has been designed to show you the percentage and square footage for each building your department currently has space in.

1. Select Building Summary by Dept. List of the buildings will be displayed for user.
2. Click Export to Excel for view to be sent to Excel.
**Building Summary by SubDepartment**

This report has been designed to show you the percentage and square footage for each building your department currently has space in at the Subdepartment level. (This report works best for departments that have multiple Subdepartments)

1. **Select Building Summary by Sub-Dept.** List of the buildings will be displayed for user.
2. **Click Export to Excel for view to be sent to Excel.**

### Building Summary by Sub-Department

<table>
<thead>
<tr>
<th>Building #</th>
<th>Building Name</th>
<th>Dept Code</th>
<th>Dept Name</th>
<th>Sub-Dept Code</th>
<th>Sub-Dept Name</th>
<th>Sub-Dept % of Assigned Sq Ft</th>
<th>Sub-Dept Assigned Sq Ft</th>
</tr>
</thead>
<tbody>
<tr>
<td>7009</td>
<td>Karsh Alumni &amp; Visitor Cit Office</td>
<td>40200000000</td>
<td>Alumni Affairs</td>
<td>4020100000</td>
<td>General Administration</td>
<td>100.00</td>
<td>8,359</td>
</tr>
<tr>
<td>7009</td>
<td>Karsh Alumni &amp; Visitor Cit Office</td>
<td>40200000000</td>
<td>Alumni Affairs</td>
<td>4020100000</td>
<td>General Administration</td>
<td>100.00</td>
<td>8,359</td>
</tr>
<tr>
<td>7010</td>
<td>Karsh Alumni &amp; Visitor Cit Office</td>
<td>40200000000</td>
<td>Alumni Affairs</td>
<td>4020300000</td>
<td>Karsh Visitor Center Administration</td>
<td>75.08</td>
<td>5,160</td>
</tr>
<tr>
<td>7010</td>
<td>Karsh Alumni &amp; Visitor Cit Office</td>
<td>40200000000</td>
<td>Alumni Affairs</td>
<td>4020300000</td>
<td>Karsh Visitor Center Administration</td>
<td>75.08</td>
<td>5,160</td>
</tr>
<tr>
<td>7062</td>
<td>1923 Yardly Ave</td>
<td>999999992</td>
<td>University/Vacant/Unassigned</td>
<td>99999992</td>
<td>University/Vacant/Unassigned</td>
<td>100.00</td>
<td>878</td>
</tr>
<tr>
<td>7062</td>
<td>1923 Yardly Ave</td>
<td>999999992</td>
<td>University/Vacant/Unassigned</td>
<td>99999992</td>
<td>University/Vacant/Unassigned</td>
<td>100.00</td>
<td>878</td>
</tr>
<tr>
<td>7063</td>
<td>1919 Yardly Ave</td>
<td>999999992</td>
<td>University/Vacant/Unassigned</td>
<td>99999992</td>
<td>University/Vacant/Unassigned</td>
<td>100.00</td>
<td>895</td>
</tr>
<tr>
<td>7064</td>
<td>1921 Yardly Ave</td>
<td>999999992</td>
<td>University/Vacant/Unassigned</td>
<td>99999992</td>
<td>University/Vacant/Unassigned</td>
<td>100.00</td>
<td>462</td>
</tr>
<tr>
<td>7064</td>
<td>1921 Yardly Ave</td>
<td>999999992</td>
<td>University/Vacant/Unassigned</td>
<td>99999992</td>
<td>University/Vacant/Unassigned</td>
<td>100.00</td>
<td>462</td>
</tr>
<tr>
<td>7065</td>
<td>1925 Yardly Ave</td>
<td>999999992</td>
<td>University/Vacant/Unassigned</td>
<td>99999992</td>
<td>University/Vacant/Unassigned</td>
<td>100.00</td>
<td>1,170</td>
</tr>
<tr>
<td>7065</td>
<td>1925 Yardly Ave</td>
<td>999999992</td>
<td>University/Vacant/Unassigned</td>
<td>99999992</td>
<td>University/Vacant/Unassigned</td>
<td>100.00</td>
<td>1,170</td>
</tr>
<tr>
<td>7097</td>
<td>406 Swift Ave</td>
<td>48000000000</td>
<td>Campus Life</td>
<td>4800000000</td>
<td>Center for Muslim Life</td>
<td>100.00</td>
<td>1,333</td>
</tr>
<tr>
<td>7097</td>
<td>406 Swift Ave</td>
<td>48000000000</td>
<td>Campus Life</td>
<td>4800000000</td>
<td>Center for Muslim Life</td>
<td>100.00</td>
<td>1,333</td>
</tr>
<tr>
<td>7101</td>
<td>Laundry Building</td>
<td>1620000000</td>
<td>Athletics</td>
<td>16200000</td>
<td>RENOVATION &amp; SPECIAL EVENTS</td>
<td>18.84</td>
<td>4,124</td>
</tr>
<tr>
<td>7101</td>
<td>Laundry Building</td>
<td>3280000100</td>
<td>Facilities Hgmt - Admin</td>
<td>3280000100</td>
<td>Facilities Hgmt - Admin</td>
<td>81.16</td>
<td>17,813</td>
</tr>
<tr>
<td>7101</td>
<td>Laundry Building</td>
<td>3280000100</td>
<td>Facilities Hgmt - Admin</td>
<td>3280000100</td>
<td>Facilities Hgmt - Admin</td>
<td>81.16</td>
<td>17,813</td>
</tr>
<tr>
<td>7102</td>
<td>Laundry Building</td>
<td>3280000100</td>
<td>Facilities Hgmt - Admin</td>
<td>3280000100</td>
<td>Facilities Hgmt - Admin</td>
<td>81.16</td>
<td>17,813</td>
</tr>
<tr>
<td>7103</td>
<td>Arts Annex</td>
<td>48000000000</td>
<td>UCAE</td>
<td>4800000000</td>
<td>STUDENT ACTIVITIES</td>
<td>100.00</td>
<td>9,151</td>
</tr>
<tr>
<td>7103</td>
<td>Arts Annex</td>
<td>48000000000</td>
<td>UCAE</td>
<td>4800000000</td>
<td>STUDENT ACTIVITIES</td>
<td>100.00</td>
<td>9,151</td>
</tr>
<tr>
<td>7103</td>
<td>Arts Annex</td>
<td>48000000000</td>
<td>UCAE</td>
<td>4800000000</td>
<td>STUDENT ACTIVITIES</td>
<td>100.00</td>
<td>9,151</td>
</tr>
</tbody>
</table>
Department List

This report has been designed to show the list of departments the user currently has access to as well as the total square footage that is assigned to each department.

1. Select Dept List. List will display departments.
2. Click Export to Excel for view to be sent to Excel.
**SubDepartment List**

This report has been designed to show the list of subdepartments associated with each department as well as the total square footage that is assigned to each subdepartment.

1. Select Sub-Department List. List will display subdepartments.
2. Click Export to Excel for view to be sent to Excel.

<table>
<thead>
<tr>
<th>Subdept</th>
<th>Subdept Name</th>
<th>Total Allocated Area</th>
<th>Dept</th>
<th>Dept Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1801900</td>
<td>FINANCE OFFICE - AUXILIARY SERVICES</td>
<td>2.608</td>
<td>32240000500</td>
<td>Assoc VP Budgets &amp; Business Services</td>
</tr>
<tr>
<td>190170</td>
<td>STORES FINANCE OFFICE</td>
<td>279</td>
<td>32240000500</td>
<td>Assoc VP Budgets &amp; Business Services</td>
</tr>
<tr>
<td>3224000301</td>
<td>Capital Asset &amp; Space Accounting</td>
<td>2.085</td>
<td>32240000500</td>
<td>Assoc VP Budgets &amp; Business Services</td>
</tr>
<tr>
<td>3224000501</td>
<td>Budgets &amp; Analysis</td>
<td>1.000</td>
<td>32240000500</td>
<td>Assoc VP Budgets &amp; Business Services</td>
</tr>
<tr>
<td>3224000503</td>
<td>Capital Budget Office</td>
<td>559</td>
<td>32240000500</td>
<td>Assoc VP Budgets &amp; Business Services</td>
</tr>
<tr>
<td>3224030000</td>
<td>Campus Mail Services</td>
<td>11.775</td>
<td>32240000500</td>
<td>Assoc VP Budgets &amp; Business Services</td>
</tr>
</tbody>
</table>
Loaned Space From

This report has been designed to list rooms your department is currently loaning from another department.

1. Select Space Loaned From. List will display rooms that your department is currently loaning from another department.
2. Click Export to Excel for view to be sent to Excel.
Loaned Space To

This report has been designed to list rooms that another department is loaning from your department.

1. Select Space Loaned To. List will display rooms that another department is loaning from your department.
2. Click Export to Excel for view to be sent to Excel.
Reporting (Drawings included)

Various drawing reports for viewing, exporting and printing.

- Highlight Space by Sub-Dept
- Highlight Space Department Assignment (MC/HS Only)
- PI Research Report
- Highlight Space by Use
Highlighting Space by Sub-Dept

This drawing report has been designed to highlight rooms at the subdepartment level.

1. Select Highlight Space by Sub-Department
2. Enter in Specific Building or Subdept
   A. Enter specific building number or click on blue box with three dots for building selection
   B. Enter in specific Subdept code or click on blue box with three dots for subdept selection
   C. Click the Apply button

3. Select floor and drawing will display highlighted rooms assigned 100% to one subdepartment in one color and rooms that have multiple subdepartments will highlighted in pink.

Refer to Exporting Drawing Reports to PDF, Saving and Printing on page 50 on how to export drawings.
Highlight Department Assignments (MC/HS Only)

This drawing report has been designed to highlight rooms at the department level and display each department for rooms that are shared with multiple departments.

**NOTE:** This report only works with Medical Center and Health System drawings.

1. Select Highlight Department Assignments (MC/HS Only)
2. Enter in Specific Building, Dept Number or Dept Name
   - A. Enter in specific building number or click on blue box with three dots for building selection
   - B. Enter in specific dept number or click on blue box with three dots for dept number selection
   - C. Enter in specific dept name or click on blue box with three dots for dept name selection
   - D. Click the Apply button

3. Select building/floor and drawing will display rooms highlighted by department.

Refer to **Exporting Drawing Reports to PDF, Saving and Printing** on page 50 on how to export drawings.
PI Research Report

This drawing report has been designed to outline the department for each room and display the room number, square footage and responsible person.

1. Select PI Research Report
2. Enter in Specific Building, Dept Number or Dept Name
   A. Enter in specific building number or click on blue box with three dots for building selection
   B. Enter in specific dept number or click on blue box with three dots for dept number selection
   C. Enter in specific dept name or click on blue box with three dots for dept name selection
   D. Click the Apply button

3. Select building/floor and drawing will display.

Refer to Exporting Drawing Reports to PDF, Saving and Printing on page 50 on how to export drawings.
Highlight Space By Use

This drawing report has been designed to highlight each room by room use.

1. Select Highlight Space by Use
2. Enter in Specific Building or Room Use
   A. Enter in specific building number or click on blue box with three dots for building selection
   B. Enter in specific room use or click on blue box with three dots for room use selection
   C. Click the Apply button

3. Select building drawing will display.

Refer to Exporting Drawing Reports to PDF, Saving and Printing on page 50 on how to export drawings.
Find

Various find features for viewing.

- Rooms
- Occupants
- Responsible Persons
- Review Multiple Drawings
Rooms

This find feature has been designed to allow user to locate specific rooms on a drawing in their assigned departments.

1. **Select Rooms**
2. **Enter in Specific Building of Floor**
   - A. Enter in specific building number or click on blue box with three dots for building selection
   - B. Enter in specific floor or click on blue box with three dots for floor selection
   - C. Click the Apply button

3. **Select room in listing.** Drawing will display with the selected room highlighted.
Occupants

This find feature has been designed to allow user to locate specific people who occupy their departmental space.

1. Select Occupants
2. Enter in last name of occupant
   A. Enter in partial or full last name of occupant and click on blue box to select occupant
   B. Click on Apply button
3. Select room you wish to view. Drawing with selected room will display.
4. Click Export to Excel to for room listing to be sent to Excel.
**Responsible Persons**

This find feature has been designed to allow user to locate rooms assigned to a specific responsible person.

1. Select Responsible Persons
2. Enter in last name of occupant
   a. Enter in partial or full last name of occupant and click on blue box to select occupant
   b. Click on Apply button

3. Select building/floor you wish to view. Drawing with selected room will display.
4. Click on Room Count or Responsible Area for detailed list of rooms. Click on Export to Excel for view to be sent to Excel.
Multiple Drawings

This find feature has been designed to allow user to view multiple drawings simultaneously.

1. Select Review Multiple Drawings
2. List of buildings and floor will display. Select desired drawing by clicking the box to the left of the building number/floor/building name.

3. Selected drawing will display, highlighted by department. Select multiple drawings to display on the same screen.
Appendix A – Exporting Drawing Reports to PDF, Saving and Printing

Exporting Drawings to PDF
There are two options to export drawings to PDF.

1. By clicking the PDF button in the filter frame
   A. Select Building or Department by typing in number or using blue box for selection
   B. Click the Apply button
   C. All buildings in Select Floor listing will export to PDF
   D. Click the PDF button

2. By clicking the PDF button in the drawing frame
   A. The drawing that is currently displayed will be exported to PDF
   B. Click the PDF button
**Saving and Printing**

Once the drawing opens in your internet browser:

A. **Click the Print button**  
B. **Select Microsoft Print to PDF**  
C. **In More Settings, select Tabloid in paper size**

Save file in desired location.