# Table of Contents

- Viewing Departmental Restricted Space ................................................................. 2
- Selecting Building and Floor .................................................................................. Error! Bookmark not defined.
  - Method 1: From Map ............................................................................................. 3
  - Method 2: From Building List ................................................................................ 5
- Reviewing Restricted Space and Editing Space for Noncompliance ........................ 7
- Restricted Space Reporting ................................................................................... 11
  - Fund Sources by Building (with Drawings) ......................................................... Error! Bookmark not defined.
  - Restricted Space by Fund Source Report .............................................................. Error! Bookmark not defined.
- Monitoring Restricted Space – For Reviewers and Approvers Only ...................... 24
- Restricted Space Reporting – For Reviewers and Approvers Only ........................ 25
  - Compliance Status ............................................................................................... 26
- Restricted Space Approval – For Approvers Only .................................................. 27
  - Pending Changes ................................................................................................... 28
  - History .................................................................................................................. 30
- Exporting Reports to Excel ..................................................................................... 31
  - Excel Automatic Download .................................................................................. 31
  - My Jobs Folder ....................................................................................................... 34
- Appendix A – Print Current View .......................................................................... 40
- Appendix B – Print Paginated Report ..................................................................... 46
Viewing Departmental Restricted Space

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

There are two methods for selecting restricted space to edit in WebCentral.

- From Map
- From Building List
Method 1: From Map

A. Select State checkbox in navigation pane
B. Select Site checkbox in navigation pane
C. Select Building checkbox in navigation pane
D. Click Show and map will zoom to building
Method 2: 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

B. Using Fund Source selection box
   i. Enter specific fund source number, or
   ii. Click on dots to right of fund source selection box for lookup

C. Click Apply Filter Button, or
D. Click Show All Restricted Space button to see all buildings with restricted space.
E. In Navigation Pane, expand building(s) with click on plus sign
F. Select Floor and drawing will display highlighting restricted rooms.
G. 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.*

Note: Notice Use Status box in middle navigation pane. Drawing highlights space based on whether it’s flagged as complaint or non-complaint.
Reviewing Restricted Space and Editing Space for Noncompliance

Restricted space is that building space which was funded with tax-exempt financing or restricted gifts. Maintenance is performed here ONLY if you need to designate space as non-compliant with the terms of the financing.

Rooms that are considered to be restricted will appear on drawings in one of the following colors. Only space for your department will be highlighted.

- Blue – Compliant Space is the default
  - Compliant means space is used in compliance with financing terms
- Green – Non-compliant Space

1. Select room you wish to edit from the drawing and Restricted Space Details window will display.

2. Click Edit button under Restricted Space Details and Edit Restricted Space Details window will display.
3. **Edit Restricted Space Details**
   a. Select Use status: Compliant or Noncompliant
   b. Select Noncompliant Reason code if space is considered noncompliant
   c. Enter percentage of room that is noncompliant
   d. Enter additional comments if needed
   e. Click arrow to right of Supporting Document to add supporting documents if needed (e.g. lease to Starbucks)
      i. Valid formats include Word, Excel, PDF, PowerPoint, Visio

4. Click **Save** when you have finished. This will return you to the Restricted Space Details screen.
5. Click Done in top right corner. This will return you to the building drawing. The color of the room will change to designate the noncompliant space.
Restricted Space Reporting
Fund Source Gross Areas (with Drawings)

A. Using Building selection box
   i. Enter specific building number, or
   ii. Click on dots to right of building selection box for lookup, or

B. Using Fund Source selection box
   i. Enter specific fund source number, or
   ii. Click on dots to right of fund source selection box for lookup

C. Click Apply Filter Button, or

D. Click List All Restricted Space button to see all buildings with restricted space.
E. In Navigation Pane, expand building(s) with click on plus sign
F. Select Floor and drawing will display, highlighting by Fund Source.
G. Click Paginated Report in top right corner to print report.
Fund Source Rooms (with Drawings)

A. Using Building selection box
   i. Enter specific building number, or
   ii. Click on dots to right of building selection box for lookup, or
B. Using Fund Source selection box
   i. Enter specific fund source number, or
   ii. Click on dots to right of fund source selection box for lookup
C. Click Apply Filter Button, or
D. Click List All Restricted Space button to see all buildings with restricted space.
E. In Navigation Pane, expand building(s) with click on plus sign

F. Select Floor and drawing will display, showing room numbers, highlighting by Fund Source.

G. Click Paginated Report in top right corner to print report.
WBS Gross Areas (with Drawings)

A. Using Building selection box
   i. Enter specific building number, or
   ii. Click on dots to right of building selection box for lookup, or

B. Using WBS selection box
   i. Enter specific WBS number, or
   ii. Click on dots to right of WBS selection box for lookup

C. Click Apply Filter Button, or
D. Click List All Restricted Space button to see all buildings with restricted space.
E. In Navigation Pane, expand building(s) with click on plus sign.
F. Select Floor and drawing will display, showing room numbers, highlighting by Fund Source.
G. Click Paginated Report in top right corner to print report.
A. In Navigation Pane, select Fund Source and list of rooms associated with Fund Source will display.
**B. Select PDF or XLS in top right corner to download list into Excel.**

<table>
<thead>
<tr>
<th>Restricted Space by Fund Source</th>
<th>Restricted Space Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select Fund Source</strong></td>
<td><strong>Restricted Space Details</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Bldg</strong></td>
</tr>
<tr>
<td></td>
<td><strong>M1</strong></td>
</tr>
<tr>
<td></td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>200</td>
</tr>
</tbody>
</table>
A. In Navigation Pane, select WBS and list of rooms associated with WBS will display.
B. Select PDF or XLS in top right corner to download list into Excel.
A. Click Noncompliant Square Footage to get a list of rooms, for Fund Source, that have been marked non-complaint.
Monitoring Restricted Space – For Reviewers and Approvers Only

Monitoring restricted space from an administrative perspective in WebCentral can be performed by one of the following roles:

- Reviewer – has the ability to review and report on restricted space
- Approver – has the ability to review, approve and report on restricted space

Navigation Pane: Space Planning & Management, Space Allocation, Monitor Restricted Space
Restricted Space Reporting – For Reviewers and Approvers Only

There are three reports reviewers and approvers can use to view restricted space:

- Fund Source by Building (with Drawings) – see reporting section of document
- Restricted Space by Fund Source Report – see reporting section of document
- Compliance Status – see following page to run this report
Compliance Status

The compliance status report provides gross square feet, room square footage, noncompliant area and percentage by Fund Source.

The report can be exported to Excel for analysis by clicking the XLS button. Report may also be printed by clicking the printer button in the top right corner.
Restricted Space Approval – For Approvers Only

Restricted space approvers can audit and approve all changes made to restricted space.
Pending Changes

Restricted space room changes that departmental users have made are listed under pending changes.

A. Select Fund Source from navigation pane and pending changes for Fund Source will display

1. You can mass approve changes on this screen by selecting the checkbox beside each room or Select All Rows button. After selecting room(s) to approve, click Approve Selected button.

Prior to approving the approver can click on room number to display changes. After approval all changes can be seen in Audit History section described later in document.

B. Click on room to view details in pop-up window shown on next page
C. After viewing changes you can
   - Approve – accept changes for individual room
   - Rollback – disapprove changes for individual room
   - Close – return to Pending Changes screen to use mass approval

D. Room will be removed from Pending Change screen after it has been either approved or rolled back. All changes can be displayed in Audit History section described later in document.
History

WebCentral retains a log of all changes that have been made to each restricted room. This report can be exported to Excel by clicking the XLS button or printed by clicking the printer button in the top right corner of the screen.

Note that you can filter by activating the filter box or sort by clicking the gray box beside any of the column headings. Activate the filter box by hovering near the top of the first column.
Exporting Reports to Excel

WebCentral will export reports to Excel in one of two ways depending on your Internet Pop-up Blocker settings.

Due to individual computer settings you may not encounter all of the pop-up messages shown below.

Excel Automatic Download

a. Select XLS button
b. Internet will ask you to download file. Select Open to open file, Save to save file.

![File Download](image1.png)

c. A security alert will display, select Yes to proceed

![Security Alert](image2.png)
d. Report will open in Excel

a. Save the file to your computer
My Jobs Folder

a. Select XLS button
b. Web browser will notify you that it has blocked the file from downloading, click bar and select Download File.
c. File will download and you will be returned to the WebCentral home screen. Select My Jobs to retrieve your report.
d. Click on the link under Result View or File
e. Internet will again ask you to download file. Select Open to open file, Save to save file.

f. A security alert will display, select Yes to proceed.
g. Report will open in Excel.
Appendix A – Print Current View

You can print the current screen view in WebCentral anytime you see the printer icon in the top right corner of the screen.

See following pages for detail selection and print settings
1. Select building and floor from left navigation pane. Drawing will display.
2. Maximize drawing view by clicking the arrows in the margins of the navigation panes to minimize the navigation panes, as shown in subsequent screen print.
Maximized drawing
3. Click the zoom extents button from the menu icons along the top left corner of the screen. This will adjust the drawing to fit the screen.
4. Click the print button in the top right corner of your screen and you will be sent to your individual printer options.

*Change page orientation in your printer settings to landscape for best results*
Paginated report is a report with all buildings and floors displayed in the navigation pane.

1. Select building and floor from left navigation pane. Drawing will display.
2. Click the paginated report button in the top right corner of the screen.
3. Paginated Report View box will display and show you the job progress. Once the progress is complete, click on the result view or file link to open report.
4. The report will open as another page and you will be asked to download file. Click open to open file, save to save file.

![File Download](image)

5. Security alert will display, select Yes to proceed.

![Security Alert](image)
6. File will open in Microsoft Word. Print drawing.

*Change page orientation to landscape for best results.*