This document details the various transactions performed by Senior Administration to maintain Restricted Space in Web Central.

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

WebCentral Website -
https://webcentral.oit.duke.edu
# Table of Contents

Monitor Restricted Space .................................................................................................................. 3  
Review/Edit (with Drawings) .......................................................................................................... 4  
Restricted Space Reports ............................................................................................................... 7  
  Fund Source Gross Area (with Drawings) .................................................................................. 8  
  Fund Source Rooms (with Drawings) ....................................................................................... 9  
  WBS Gross Area (with Drawings) ........................................................................................... 10  
  Restricted Space by Fund Source ........................................................................................... 11  
  Restricted Space by WBS ........................................................................................................ 12  
  Compliance Status .................................................................................................................. 13  
Audit ............................................................................................................................................. 14  
  Pending Changes ..................................................................................................................... 14  
  History ..................................................................................................................................... 15  
Appendix A – Exporting Drawings to PDF, Saving and Printing ................................................. 16
Monitor Restricted Space

*Navigation Pane:* Space Planning & Management, Space Allocation, Monitor Restricted Space
Review/Edit (with Drawings)

From Building or Fund Source

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 Button
D. Click All to see all buildings with restricted space
E. In Navigation Pane, expand building(s) by clicking on the building number/name
F. Select Floor and drawing will display highlighting restricted rooms
G. Select a room for editing by clicking on desired room
H. Make label selection, hovering your mouse cursor over the rooms, a box will appear showing room data you have selected in the labels box

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
- Red – Non-compliant Space

**To make changes from compliant to noncompliant**

A. Select room you wish to edit from the drawing and Restricted Space Details window will display.
   a. Click edit
B. The Edit Restricted Space Details screen will appear, the changes that can be made are
   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 a non-Duke entity)
   f. Click Save

C. Click Done on the Edit Restricted Space Details screen.
Restricted Space Reports (with Drawings and Data Only)

- Fund Source Gross Areas (with Drawings)
- Fund Source Rooms (with Drawings)
- WBS Gross Areas (with Drawings)
- Restricted Space by Fund Source
- Restricted Space by WBS
- Compliance Status
Fund Source Gross Areas (with Drawings)

This report has been designed to show drawings by the gross area that are restricted. The legend at the bottom of the drawing will display the associated Fund Source.

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 Button

D. Click All to see all buildings with restricted space

E. In Navigation Pane, expand building(s) by clicking on the building number/name

F. Select Floor and drawing will display highlighting restricted rooms
**Fund Source Rooms (with Drawings)**

This report has been designed to show drawings by the Fund Source that are restricted. The legend at the bottom of the drawing will display the associated Fund Source.

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 Button**

D. **Click All to see all buildings with restricted space**

E. **In Navigation Pane, expand building(s) by clicking on the building number/name**

F. **Select Floor and drawing will display highlighting restricted rooms**

![Diagram of ARCHIBUS interface with Building and Fund Source selection boxes and a floor map highlighting restricted rooms.](image-url)
WBS Gross Area (with Drawings)

This report has been designed to show drawings by the WBS that are restricted. The legend at the bottom of the drawing will display the associated Fund Source and WBS.

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

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

C. Click Apply Button

D. Click All to see all buildings with restricted space

E. In Navigation Pane, expand building(s) by clicking on the building number/name

F. Select Floor and drawing will display highlighting restricted rooms
Restricted Space by Fund Source
This report has been designed to show room data by Fund Source.

A. Click on Fund Source in the navigation pane
   i. Room associated with all WBSs under the Fund Source will display

B. Click on a WBS in the navigation pane
   i. Room associated with the selected WBS will display
Restricted Space by WBS

This report has been designed to show room data by WBS.

A. Click on Fund Source in the navigation pane
   i. Room associated with all WBs under the Fund Source will display

B. Click on a WBS in the navigation pane
   i. Room associated with the selected Building and Floor will display
Compliance Status

This report has been designed to show a quick summary of each Fund Source along with the total square footage that is designated as noncompliant.

A. Click on the Noncompliant Square Feet total and listing of rooms will appear that are set at noncompliant
Audit

Pending Changes

This report has been designed to show a list of rooms that have had department assignment changes/adjustments that are flagged as restricted space.

A. Select Fund Source in navigation pane
B. List of rooms will appear that are pending
C. Select all rooms
D. Approve Selection
History

This report has been designed to show a history of the changes for restricted space.

A. Selection can be made in the following fields:
   i. Fund Source
   ii. WBS
   iii. Building #
   iv. Changes Since

B. Apply Filter to display the selection
Appendix A – Exporting Drawing Reports to PDF, Saving and Printing

Exporting Drawings to PDF

There are two options to export drawings to PDF.

A. By clicking the PDF button in the filter frame
   i. Select Building or Department by typing in number or using blue box for selection
   ii. Click the Apply button
   iii. All buildings in Select Floor listing will export to PDF
   iv. Click the PDF button

B. By clicking the PDF button in the drawing frame
   i. The drawing that is currently displayed will be exported to PDF
   ii. 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.