









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Favorites

Emergency Contacts

Emergency Contacts Report – downloads an XLSX file with all current emergency contact info (if listed) for all OHSU spaces; updated quarterly

Email Occupants & Emergency Contacts – searchable by building, floor, & room; pulls list of emergency contacts & occupants to send custom bulk email messages

Assign Contacts Report – assign emergency contacts for your assigned areas

Room Splits & Occupants Report – lists square footage, department assignments, room types, occupants, etc. for all tracked OHSU spaces

Room Inventory Reports

Room Splits & Occupants Report – automatic download of XLSX report containing all details of tracked rooms; can be filtered on any included fields; updated monthly

Custom Rooms View – simplified view of monthly report; automatically updated

Emergency Contacts Report – automatic download of XLSX report containing all emergency contacts assigned to individual rooms; updated quarterly

Location Metrics – dynamic overview of all buildings with simple map functions

Space Console Resources

Space Console – platform to view, customize, and print floor plans

Space Console Basics – PDF download of basic Space Console navigation

Space Console Basics Recording – video of basic Space Console navigation

Building Views

OASIS Building List – filterable summary report view containing space metrics of all tracked buildings that are no longer found in [Building List Smartsheet](#); automatically updated & can be downloaded into XLSX file

View Sites/Bldgs/Floors/etc. – basic views of corresponding data fields

Favorites

If you click the star icon at the top of any page you navigate to while in OASIS, that page will show in this Favorites container for quick access to frequently used pages