

SPACE CONSOLE USER GUIDE

OASIS WEB CENTRAL

V.2024.02

Powered by Archibus

Campus Planning & Real Estate | OHSU

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Before You Start

Clearing Your Browser Cache

1. OASIS Web Central was just upgraded to a newer version, and in order to properly access, view, and have full functionality of the platform, you will need to clear your browser cache before logging in.
 - a. In Chrome:
 - i. Open Chrome
 - ii. At the top right, click the “More” icon (vertical ellipsis)
 - iii. Select “Delete browsing data”
 - iv. Select all types of information to remove (except for Passwords and other sign-in data, if you’d like to keep your passwords saved)
 - v. Set the time range to “All time”
 - vi. Click “Delete data”
 - b. In Edge:
 - i. Essentially the same steps as in Chrome, may have slight differences but overall a very similar process

Logging into OASIS

2. Now that your cache is clear, you can log in to OASIS Web Central!
 - a. Open directly <https://archibus.ohsu.edu/archibus>
 - b. Open on O2 (in case above link doesn’t work) <https://o2.ohsu.edu/>
 - i. Under “Shortcuts” click “View all tools”
 - ii. Scroll down to “OASIS”

Homepage Updates

3. If you have existing access, the overall look of your homepage will be slightly different, but all existing functionality is essentially the same. For an updated homepage refresher, head to CPRE’s website and download the PDF homepage overview for your specific OASIS access.

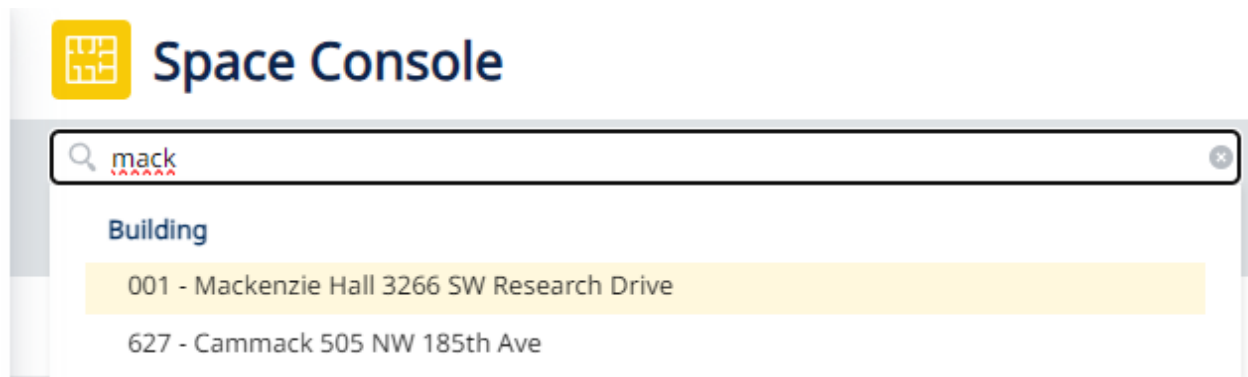
New OASIS Access Request Process

4. If you need to request OASIS access for someone, please use the new Smartsheet [Access Request](#) form to do so. For those of you who frequently need to request access on behalf of other employees, please save this Smartsheet link as it will be the process moving forward.

Viewing Floor Plans

Select Building & Generate Basic Plan

1. On the OASIS homepage, click on **Space Console** (under the **Space Console Resources** panel).
2. In the search box at the top of the screen, begin to type the name of the building. Alternatively, you can use the building number if you know it.
3. A dropdown list of matches to your search will populate below. Please note that each building will pull up as a single option, rather than the entire floors list of each building (see below screen snip).
 - a. You can search for campus sites as well (MARQUAM, SWC, etc.) but this selection will pull up all buildings for each site, which can complicate your search or slow functionality of the console.



4. Click to select the building you wish to view. In this specific instance, I'm looking for Mackenzie Hall, but the Cammack building was also matched with the "mack" search term.
5. The floors list panel and the hatch legend panel will now populate for the building selected. This is where you will select which floor you'd like to view.
6. For a visual aid of the page view with the tool icons you'll see at this point, please review the following page, and then we will learn how to customize and print our selected floor plan!

Click this cogwheel to customize the view of the floors list panel

mack Quick

Set Occupancy Targets

Floors

001 03

Building-Floor	Building Name	Area ft ²	Rooms
<input type="checkbox"/> 001-01	Mackenzie Hall	27,101.14	112
<input type="checkbox"/> 001-02	Mackenzie Hall	23,574.67	127
<input checked="" type="checkbox"/> 001-03	Mackenzie Hall	22,468.20	110
<input type="checkbox"/> 001-04	Mackenzie Hall	8,878.26	62
<input type="checkbox"/> 001-05	Mackenzie Hall	8,726.23	59
<input type="checkbox"/> 001-PH	Mackenzie Hall	1,382.76	3
		92,131.26	473

Floor Plan Basic Tools
from top to bottom:

1. zoom in
2. zoom out
3. zoom extents
4. zoom into selected window area
5. select multiple assets
6. increase label text size
7. decrease label text size

After selecting a floor, the basic plan will generate. The default view labels each room with its room number & area SF

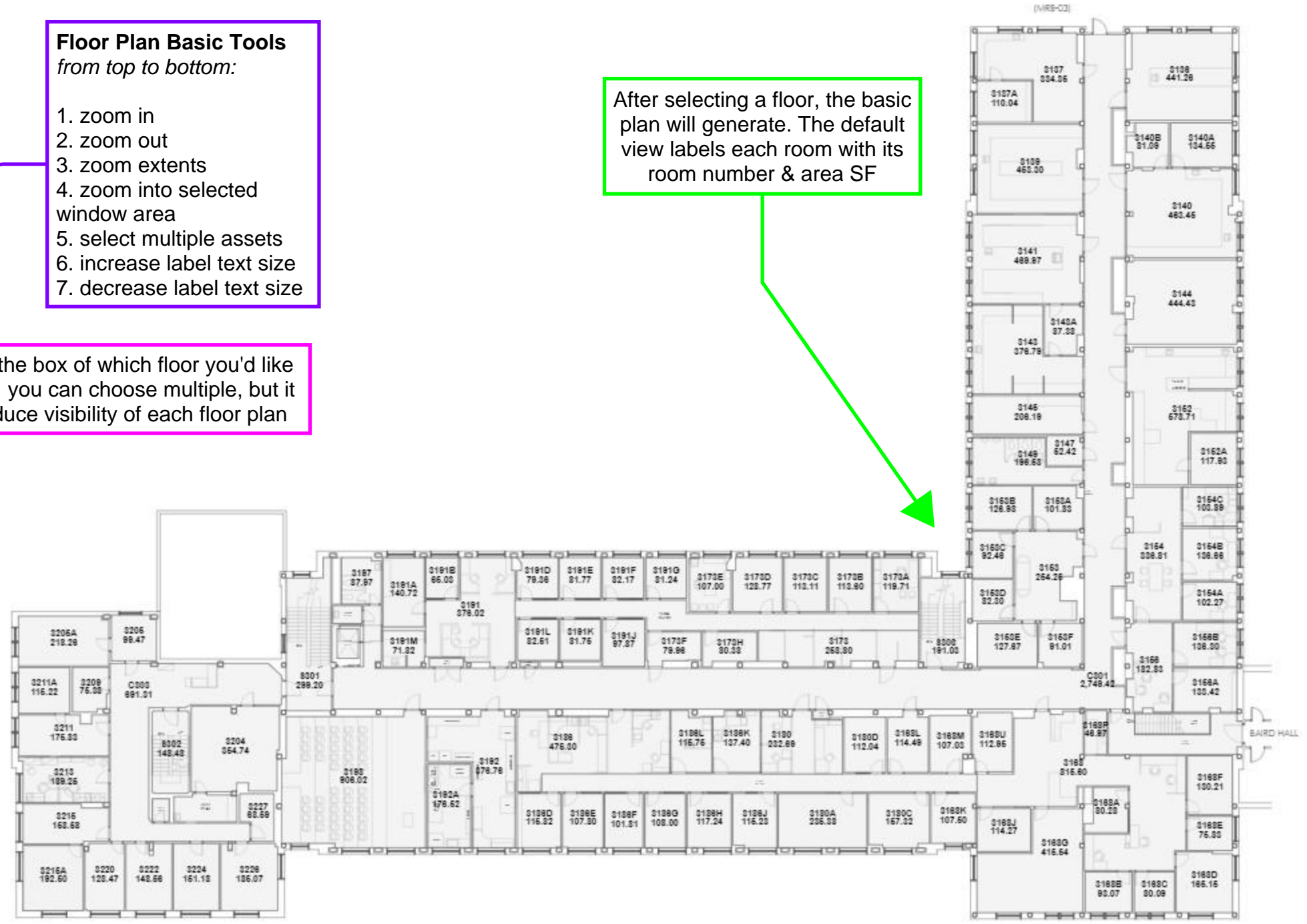
Check the box of which floor you'd like to view; you can choose multiple, but it will reduce visibility of each floor plan

Organizations Room Categories Rooms

0 selected Clear Selection

Division/Department	Name	Area ft ²	Rooms	Legend
0000	All Division	22,468.28	110	

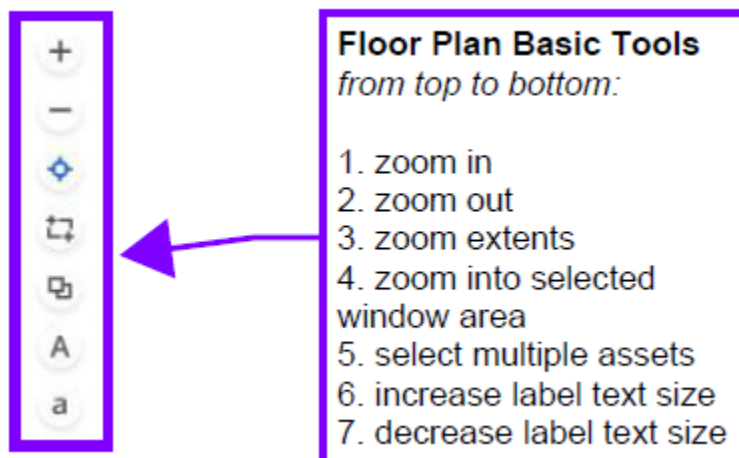
Click, hold, and drag these faint dotted lines to expand or minimize the size of each panel's view



Basic Navigation

Floor Plan Basic Tools

1. Zoom in → Click the plus sign to zoom into an area of the floorplan OR use your scroll wheel (scroll up) on your mouse
2. Zoom Out → Click the minus sign to zoom out of an area of the floorplan OR use your scroll wheel (scroll down) on your mouse
3. Zoom Extents → Once a floor plan loads, the default view is set to zoom extents, which fits the entire area of the floor plan into the view. If you've zoomed into a section and wish to go back to the default zoom extents view, click this icon to reset.
4. Zoom into Selected Window Area → Once this icon is selected, left click and hold your mouse to draw around an area on the plan you wish to zoom into
5. Select Multiple Assets → Once this icon is selected, left click and hold your mouse to draw around an area you'd like to select individual rooms
6. Increase Label Text Size → Click this icon to increase the font size of the room labels text
7. Decrease Label Text Size → Click this icon to decrease the font size of the room labels text



Random Tips & Tricks

- To move the floor plan around, especially while zooming into a specific area, left click and hold anywhere on the plan (even in the white space) and move your mouse.
 - If you left click but don't immediately hold, you might unintentionally select an individual room on the plan. If this happens, just click the same room again, and it will deselect.
- If the Space Console begins to act erratically, or you clicked something that you didn't mean to and you're not sure how to go back, push F5 on your keyboard to completely refresh OASIS.
- OASIS will automatically time out if you've been inactive for some time. If you have a plan open and aren't sure if it has timed out or not, and you don't want to lose the floor plan customizations you've built, open another tab in the same browser window and re-log in to OASIS. After doing this, you should be able to go back to your original tab and continue working right where you left off.
- Hovering your cursor over a room will generate a pop-up box expanding the view of the room's default (or customized) label.
- Anytime you see a cogwheel icon, this indicates that you can customize the visible field settings of the view panel that contains the icon
- Anytime you see a double row of faint dotted lines (see next visual aid) this indicates that you can expand or minimize the size of each view panel. To manually adjust the size of the view panel, left click and hold the dotted lines, then drag down/up or left/right.
 - To completely hide a view panel, just click (don't hold) the dotted lines. To unhide, find the dotted lines and click again.

Q mack

Quick

Floors

001 03



Floor Plan Custom Tools
from left to right:

- 1. highlight hatch
- 2. border highlight hatch
- 3. legend list
- 4. labels list
- 5. asset view layers
- 6. export options

Building-Floor	Building Name	Area ft ²	Occup./Cap.	Room
<input type="checkbox"/> 001-01	Mackenzie Hall	27,101.14	9/0	
<input type="checkbox"/> 001-02	Mackenzie Hall	23,574.67	32/0	
<input checked="" type="checkbox"/> 001-03	Mackenzie Hall	22,468.20	54/0	
<input type="checkbox"/> 001-04	Mackenzie Hall	8,878.26	15/0	
		92,131.26		

Legend View Panel
from left to right:

- 1. Organizations view (default)
- 2. Room Categories view
- 3. Rooms view

Organizations Room Categories Rooms

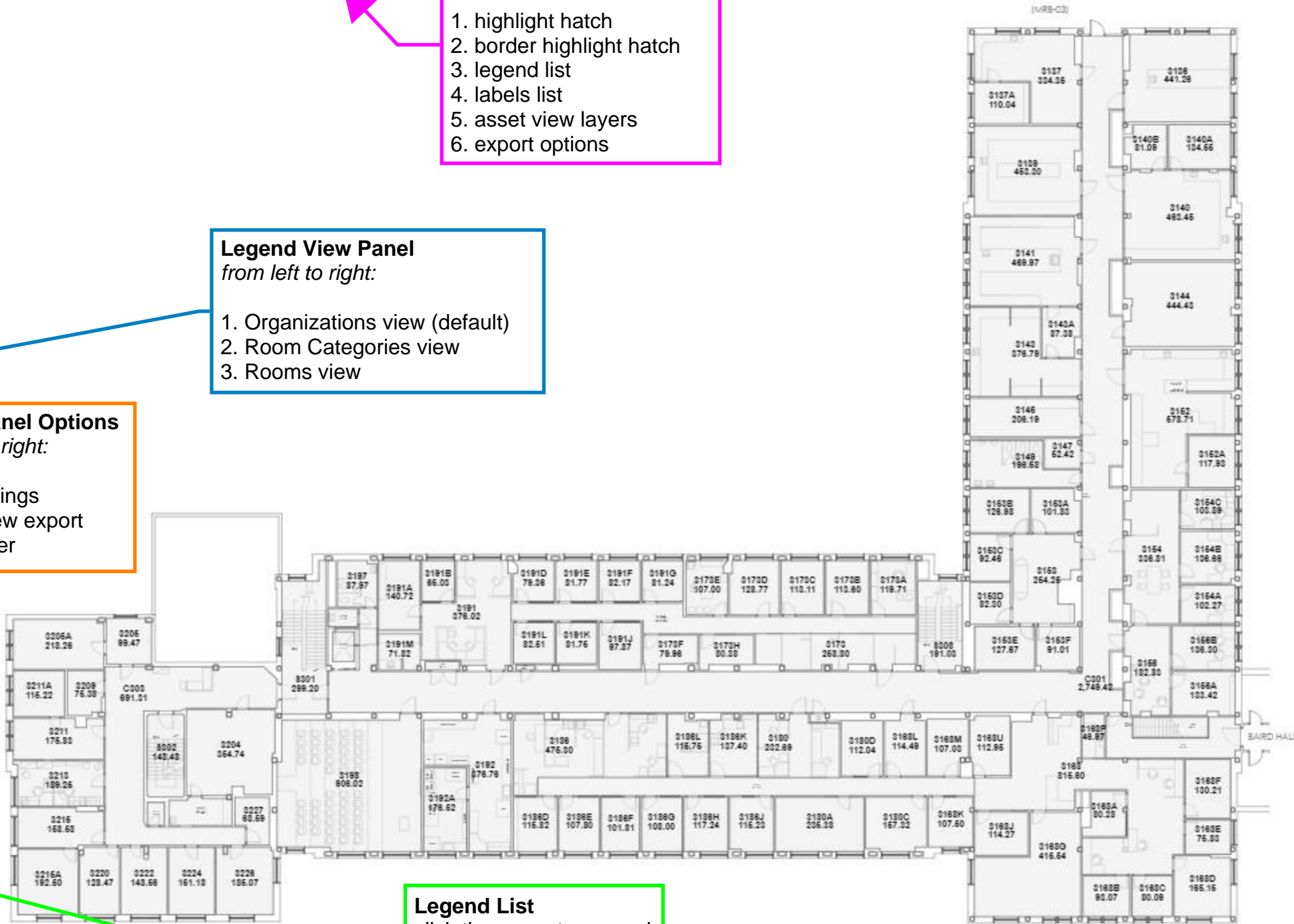
Legend Panel Options
from left to right:

- 1. view settings
- 2. panel view export
- 3. panel filter



0 selected Clear Selection

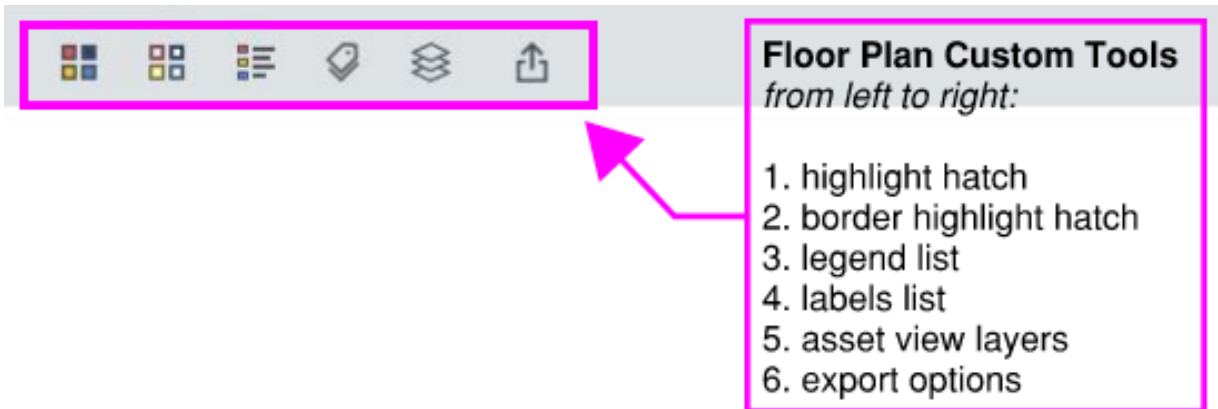
Division/Department	Name	Area ft ²	Rooms	Legend
0000	All Division	22,468.28	110	
23233	BI.AV Administration	906.02	1	
37908	HC.Trauma Program Admin	1,028.29	6	
66902	SM.SURG Department of Surgery	3,795.23	17	
66903	SM.SURG General	2,103.79	16	
66904	SM.SURG Bariatric	934.12	8	
66907	SM.SURG Plastic	1,017.13	8	
66912	SM.SURG Surgical Oncology	1,545.38	11	



Legend List
click the arrow to expand or collapse the legend

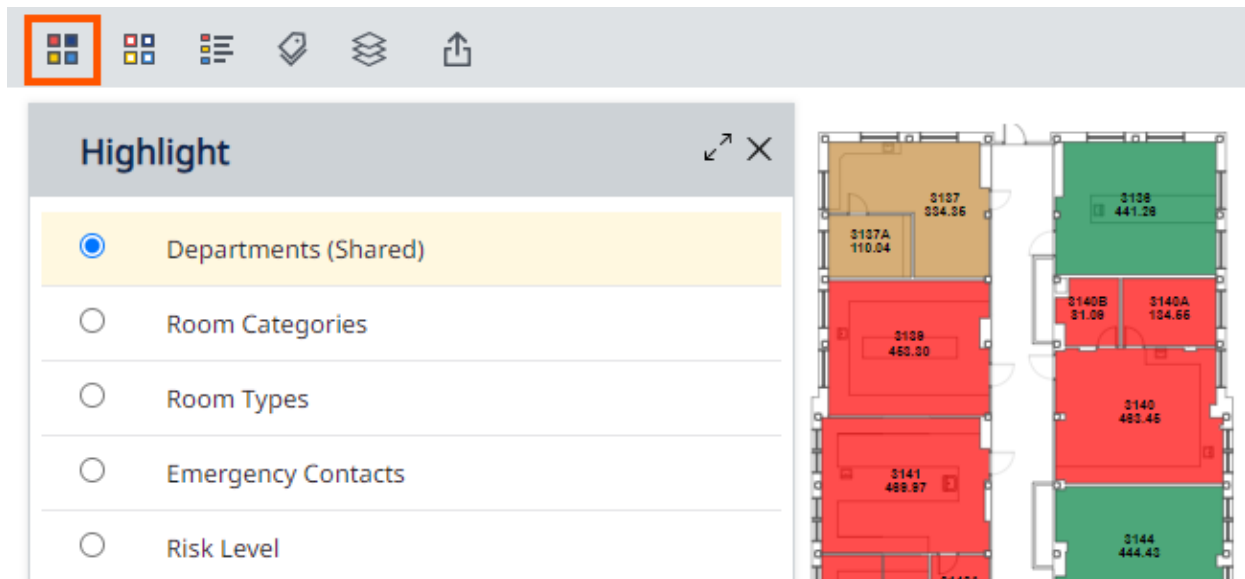
Customizing Floor Plans

Floor Plan Custom Tools



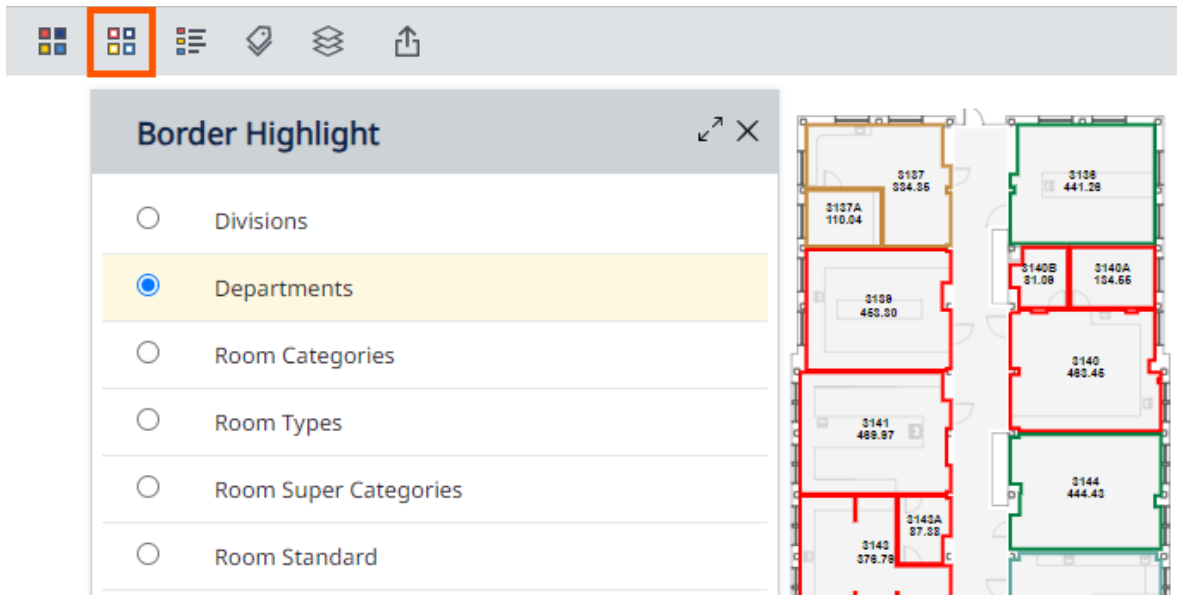
Highlight Hatch → Color hatch the rooms with your preferred highlight option

- The Departments (Shared) highlight is the recommended option, but feel free to play around with other highlights that might be helpful
- If a room has shared allocations across 2 or more departments, the department highlight hatch will not match the departments legend; instead, the room will be hatched in grey

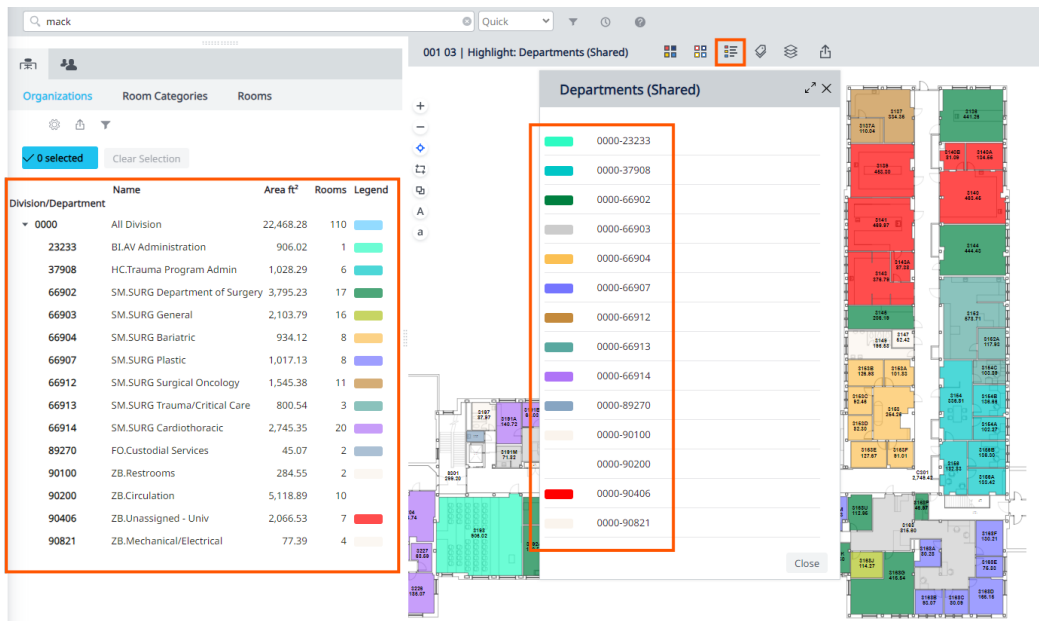


Border Highlight Hatch → Outline the rooms with a colorful border of your preferred highlight option

- Please note that this highlight function is not often used and therefore not as recommended for regular OASIS users. However, if you find this highlight helpful, feel free to use it!

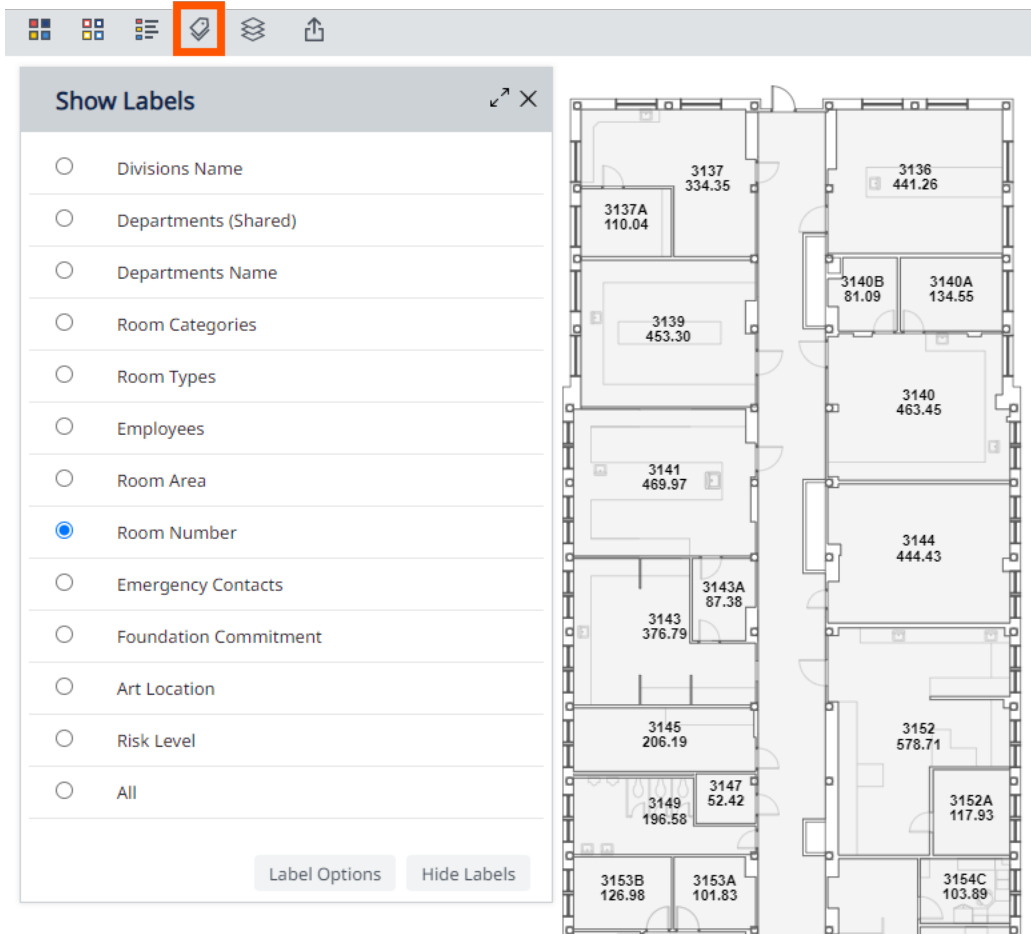


Legend List → Shows a simplified legend of the hatch you chose (see page 14 for a deeper understanding of the legend drilldown box)



Labels List → Select which labels you'd like to populate for each room, depending on which information is needed. There are multiple label options, many of which are helpful and commonly used.

- The default label option is “Room Number” which shows the room number + the Area SF of the room (shown below)

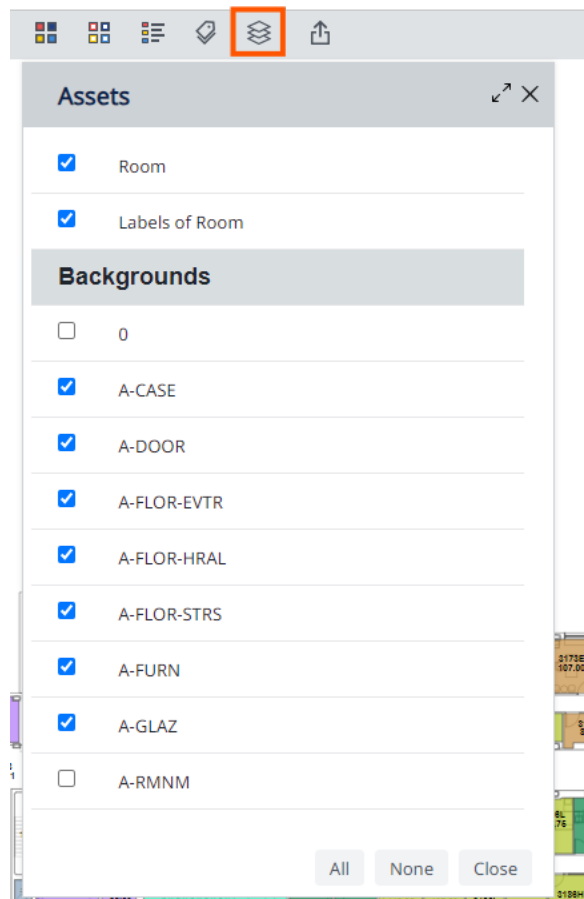


Recommended List of Available Label Descriptions:

- Departments (Shared) → Shows the room number, the department name + the percent shared allocation of each department
- Departments Name → Shows the room number, the division (currently there is only one set division) and the department name
 - For rooms with shared allocations, the only department name shown in this label is the department currently assigned as the key request approver for the room
- Room Categories → Shows the room number + the room category

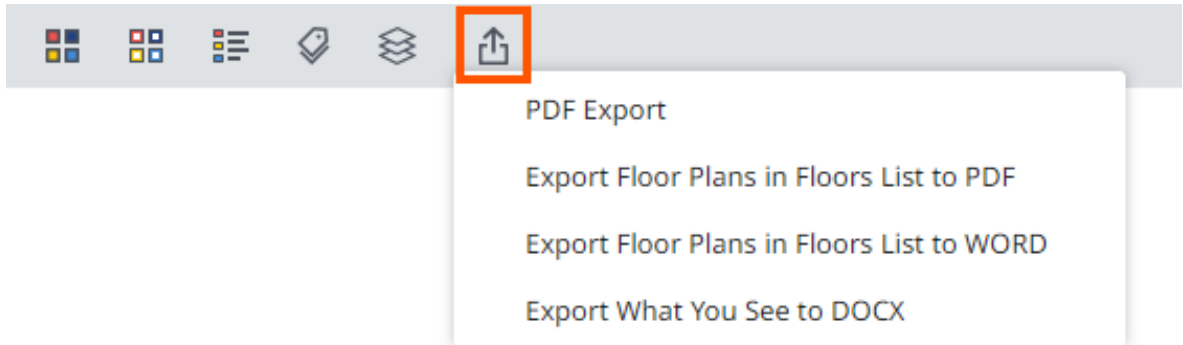
- Room Types → Shows the room number + the room type
- Employees → Shows the room number + the full name(s) of the occupant(s) assigned to the rooms (this is done by the department space surveyor during the annual space survey)
 - If there are no occupants assigned to a room, the label will only show the room number
- Room Number → Default view; shows the room number + the Area SF
- Emergency Contacts →
- All → Shows the room number + the area SF + the department assigned space
 - If the room is shared, the department assigned will show as SHARED

Asset View Layers → While not entirely necessary for most users of Space Console, it might be helpful to select which layers you want to have visible on the drawing itself; for instance, if a layer is on that is making your view too busy, you can uncheck the layer to hide it

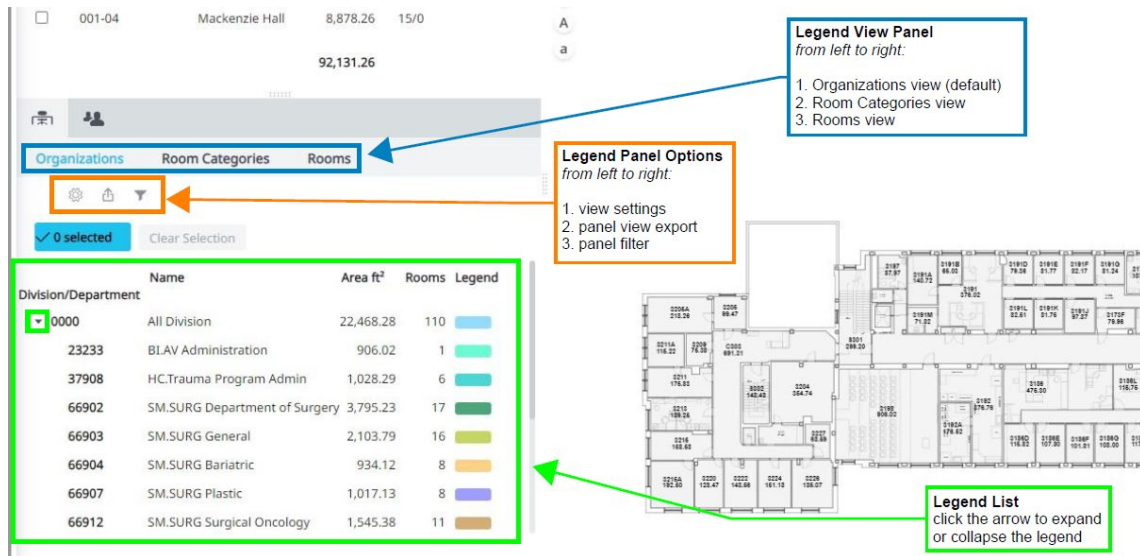


Export Options → Select from these options to export either a PDF or Word document containing the basic or customized floor plan

- Please review page 17 for a deeper understanding of the printing options

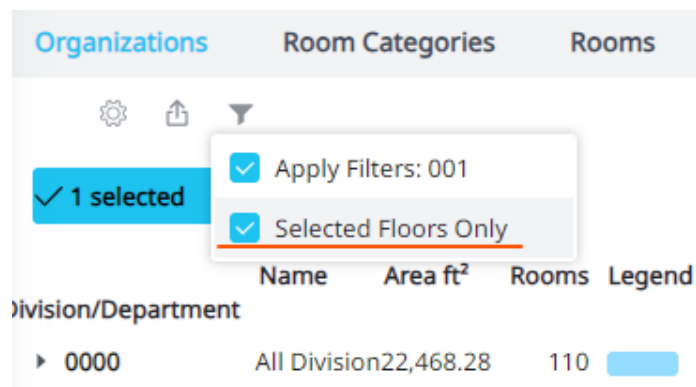


Legend Drilldown Box



Legend Panel Options

1. View Settings → click this cogwheel if you'd like to select the fields visible in the legend panel view
2. Panel View Export → option to export the legend panel data as a Word or Excel document
3. Panel Filter → to ensure the legend list shows only the selected floors' data, please click this funnel icon and ensure the "Selected Floors Only" option is checked
 - a. this should be done for each legend panel view selected – see next section for these view options)



Legend View Panel & Legend List

1. **Organizations** → default view, as it is the most helpful and commonly used view for those needing to review floor plans.
 - a. You can also isolate a specific department(s) you wish to view on the floorplan by clicking the department(s) name in the legend view panel list. Now, only the rooms assigned to the department selected will be hatched in the floorplan. Deselect the department(s) by clicking the department name again, or click “clear selection”

Division/Department	Name	Area ft ²	Rooms	Legend
0000	All Division	22,468.28	110	
23233	BI.AV Administration	906.02	1	
37908	HC.Trauma Program Admin	1,028.29	6	
66902	SM.SURG Department of Surgery	3,795.23	17	
66903	SM.SURG General	2,103.79	16	
66904	SM.SURG Bariatric	934.12	8	
66907	SM.SURG Plastic	1,017.13	8	
66912	SM.SURG Surgical Oncology	1,545.38	11	

2. **Room Categories** → if floor plan highlight hatch selected is “room categories” then this view option will list the corresponding legend
 - a. You can also select specific room types under each room category that you’d like to isolate on the floor plan by clicking the room category dropdown and then the room type you wish to view

Category/Type	Description	Area ft ²	Rooms	Legend
BUILDING	Building Space	5,525.90	18	
CLASS	Classroom Facilities	906.02	1	
GENERAL	General Use Facilities	934.39	3	
LAB	Laboratory Facilities	3,810.82	10	
250	Research/Nonclass Lab	3,604.63	9	
255	Research/Nonclass Lab Svc	206.19	1	
OFFICE	Office Facilities	11,291.07	78	

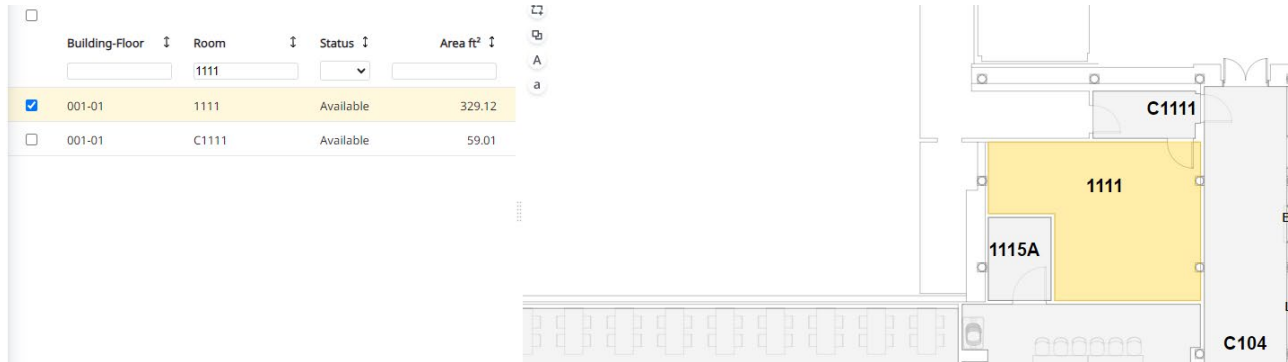
3. **Rooms** → by default, this view option will list *all* rooms on the floor plan

Organizations Room Categories Rooms				
Building-Floor	Room	Status	Area ft ²	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	001-01	1111	Available	329.12
<input type="checkbox"/>	001-01	1115	Available	650.89
<input type="checkbox"/>	001-01	1115A	Available	61.71
<input type="checkbox"/>	001-01	1120	Available	595.70
<input type="checkbox"/>	001-01	1120.01	Available	75.46
<input type="checkbox"/>	001-01	1120.02	Available	62.80
<input type="checkbox"/>	001-01	1120.03	Available	59.71
<input type="checkbox"/>	001-01	1120.04	Available	62.10
<input type="checkbox"/>	001-01	1120.05	Available	62.10
<input type="checkbox"/>	001-01	1120.06	Available	63.00
<input type="checkbox"/>	001-01	1120A	Available	102.48

Total records: 473 Previous Page 1 of 5 Next

92,131.26

- You can search for specific room on the floor by scrolling through the rooms list OR type the room number into the field box below the “Room” column and pushing enter
- You can isolate the specific room you’ve searched for by clicking the room number; it will highlight the room selected in yellow and zoom in



Exporting & Printing Floor Plans

PDF Export

- Once you've loaded and customized your selected floor plan, select this option for a single PDF complete with the room labels you've chosen and legend corresponding to the highlight hatch you've chosen
 - If you've selected more than one floor plan in the floors list, this option will print all floors selected

Export Floor Plans in Floors List to PDF

- This option will print *all* floors in the floors list as a PDF page, each with room labels & legend corresponding to the highlight hatch you've chosen, no matter which floors (if any) are selected in the floors list panel
 - It may take longer for this option to load, but each floor will print as a separate PDF page

Export Floor Plans in Floors List to WORD

- This option will print *all* floors in the floors list as a Word document page, each with room labels (but no corresponding legend), no matter which floors (if any) are selected in the floors list panel
 - It may take longer for this option to load, but each floor will print as a separate PDF page

Export What You See to DOCX

- If you wish to print only a specific area of the floor plan, select this option after you've zoomed into the area of your choice, and only that area will be printed as a Word document page with the room labels you've chosen (but no corresponding legend)

Printing Issues

- If a floor plan prints incorrectly in *any* way (some examples below), please let Carley know via email engleson@ohsu.edu
 - If large symbols or shapes show up on the floor plan
 - If doorways are hatched in solid grey or black
 - If the PDF prints a blank plan
 - If the PDF prints the floor plan in various colors (especially yellow)