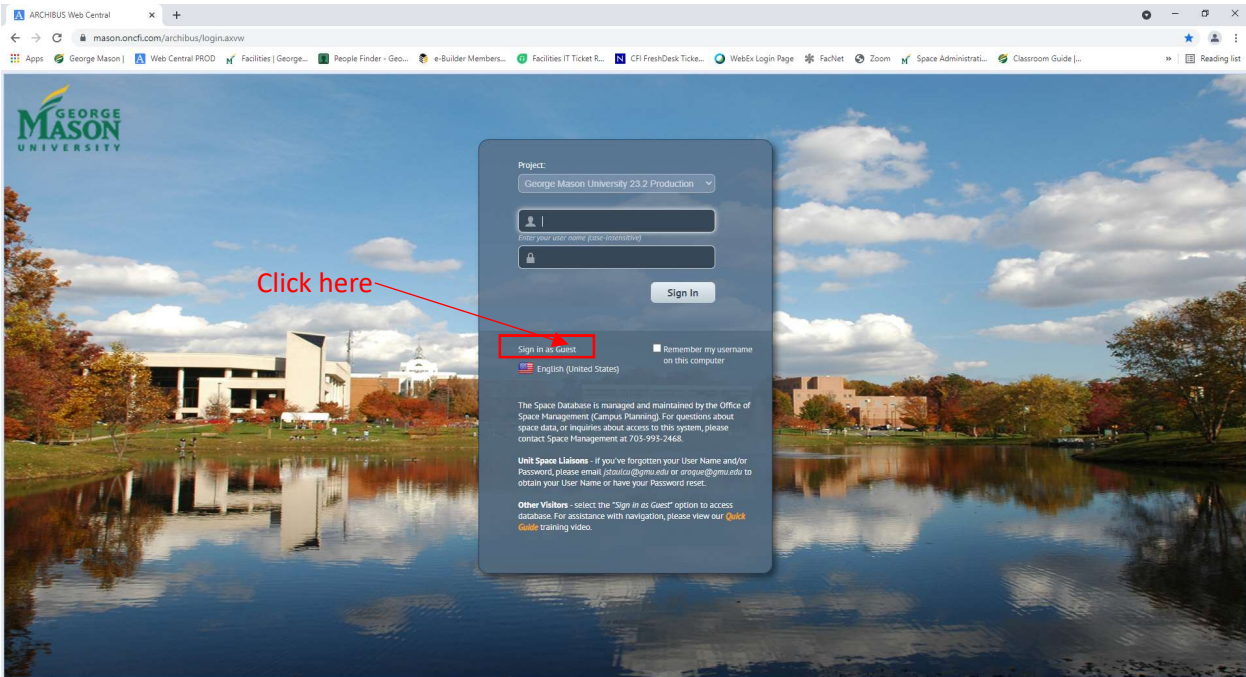
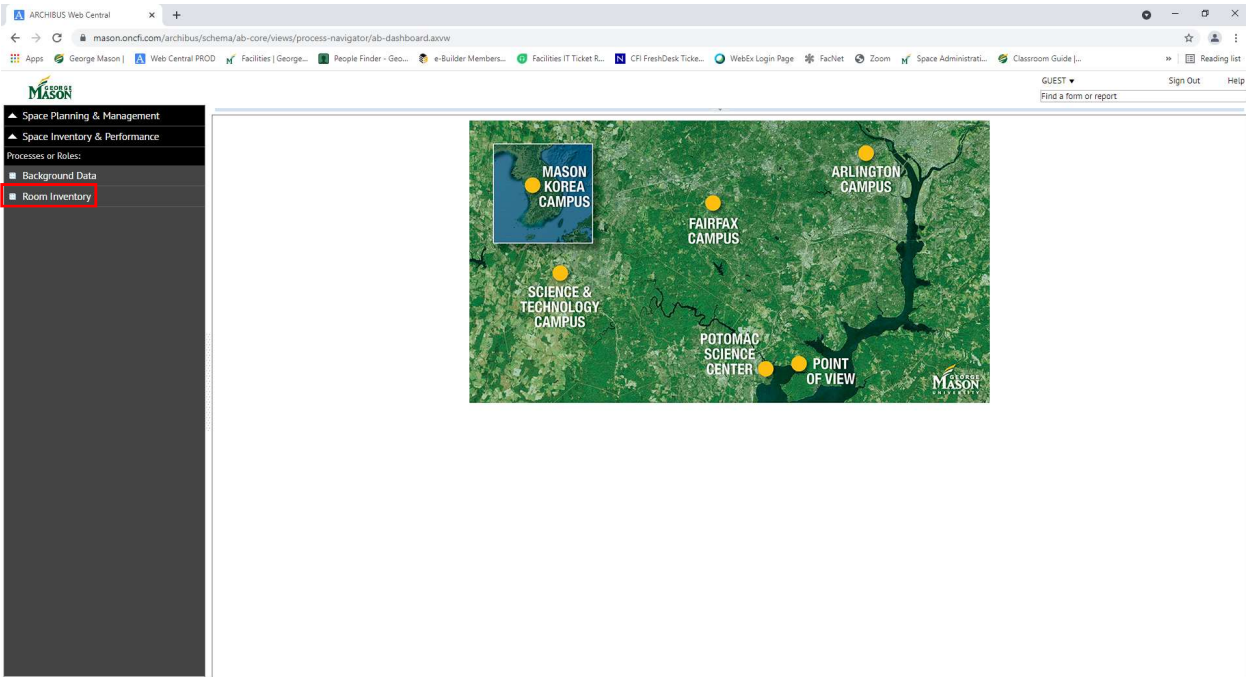


Space Database User Guide – PDF Floor Plan Report Process

1. Log into database using the GUEST access feature (or with user name/password if provided)



2. Select the "Room Inventory" menu option



3. Select the “Architectural per Floor” or “Department per Floor” floor plan view link

ARCHIBUS Web Central

mason.oncfi.com/archibus/schema/ab-core/views/process-navigator/ab-dashboard.aspx

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GUEST Sign Out Help

Find a form or report.

Space Planning & Management

Space Inventory & Performance

Room Inventory

View Room Categories and Types by:

Building

Floor

Division

Department

View Departments by:

All Departments

Building

Floor

Departments per Floor

Highlight Rooms by:

Department per Floor

Department

Category and Type

Architectural per Floor

Fire Rated Walls per Floor

View Rooms

MASON KOREA CAMPUS

FAIRFAX CAMPUS

ARLINGTON CAMPUS

SCIENCE & TECHNOLOGY CAMPUS

POTOMAC SCIENCE CENTER

POINT OF VIEW

Note: This PDF report option is available for both the Department per Floor view and the Architectural per Floor view. The process for each floor plan view is the same, so steps 4-7 are the same for either floor plan option selected.

4. Select the Drop-Down Menu option in the “Building Identifier” Field (1), Select the Bldg from the menu list (2), then Select “Show” to narrow to only the selected Bldg.

ARCHIBUS Web Central

mason.oncfi.com/archibus/schema/ab-core/views/process-navigator/ab-dashboard.aspx

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Department

Category and Type

Architectural per Floor

Fire Rated Walls per Floor

View Rooms

Architectural Rooms Per Floor

Filter

Building Identifier

1

3

Show

Clear

PDF Report

Paginated Report

Print

Select Floor

0001 FINLEY

0002 KRUG HALL

0003 WEST

0004 EAST

0005 FENWICK LIBRARY

0006 LECTURE HALL

0009 CARTY HOUSE

0010 NOTTOWAY ANNEX

0022 ROBERTS HOUSE

0023 ROBERTS HOUSE GARAGE

0025 ROBERTS HOUSE STABLE

0026 CENTRAL WAREHOUSE

0027 FACILITIES ADMINISTRATION

0028 HARRIS THEATRE

0029 THOMPSON HALL

0031 AQUATIC CENTER

0032 RAC-REC/ATHL COMPLEX

0033 STUDENT UNION I

0035 CENTRAL HEAT/COOL PLANT

0036 MAINTENANCE

0038 DAVID KING JR. HALL

0040 CAROW HALL

0051 COMMONWEALTH HALL

0052 DOMINION HALL

0053 THE HUB

0054 FIELD HOUSE

0058 EAGLEBANK ARENA (PAT CTR)

0060 ALHURST HALL

0061 BRUNSWICK HALL

0062 CARROLL HALL

0063 DICKENSON HALL

Select Value - Building Identifier

Building Code: Q02219 AUG2021

Building Code

Building Name

0001 FINLEY

0002 KRUG HALL

0003 WEST

0004 EAST

0005 FENWICK LIBRARY

0006 LECTURE HALL

0009 CARTY HOUSE

0010 NOTTOWAY ANNEX

0016 REH/VED-TALLWOOD HOUSE

0020 REH/VED-EARLE HOUSE

0021 ROBERTS HOUSE

0022 ROBERTS HOUSE GARAGE

0023 ROBERTS HOUSE STABLE

0024 REH/VED-STRONG HOUSE

0026 CENTRAL WAREHOUSE

0027 FACILITIES ADMINISTRATION

0028 HARRIS THEATRE

0029 THOMPSON HALL

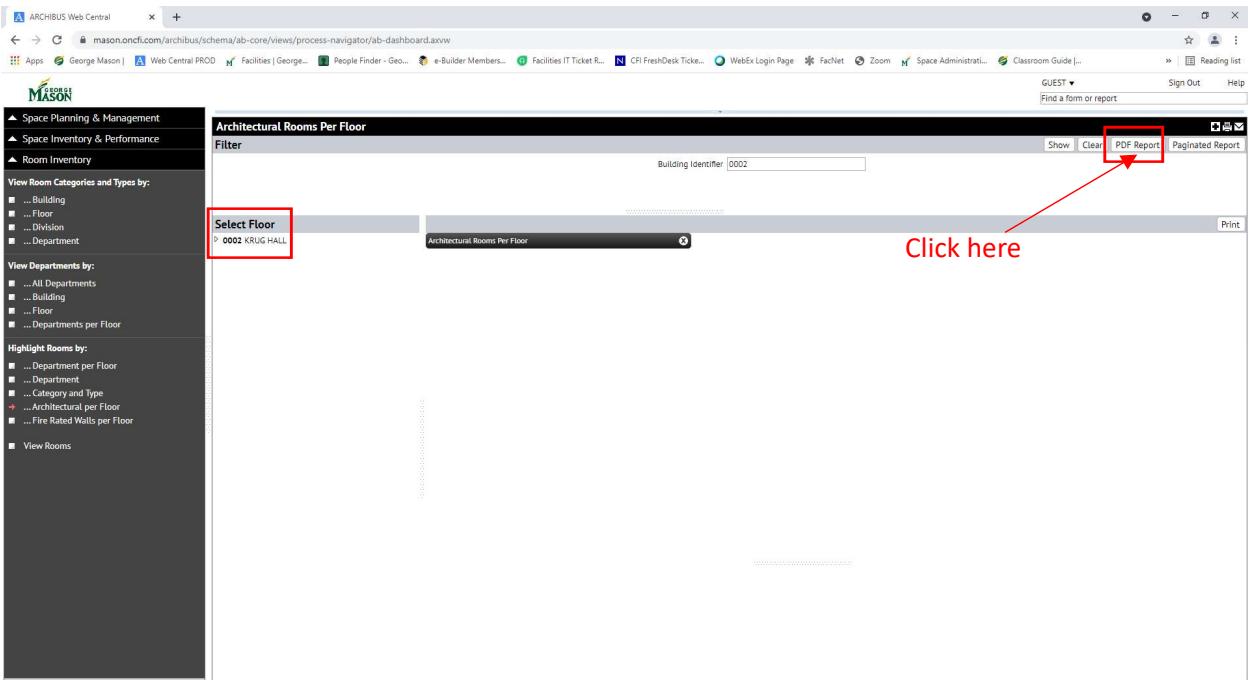
0031 AQUATIC CENTER

0032 RAC-REC/ATHL COMPLEX

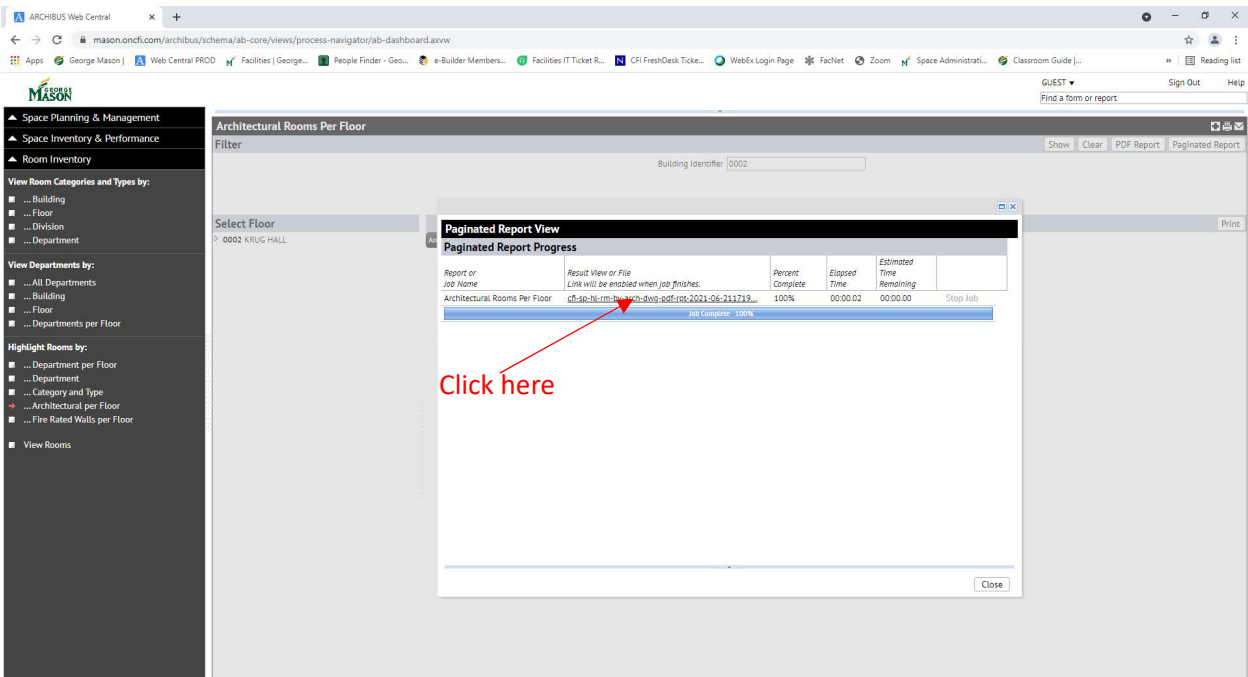
0033 STUDENT UNION I

0034 DOMINION BUILDING UNIT I

5. Once the Select Floor area has only the Bldg you selected, Click on the “PDF Report” option



6. The system will generate a PDF report of all the floors of that bldg in one PDF file. When the dialog box shows report process is “100% complete”, select the report PDF link to open the file.



7. PDF report of the Bldg's floor plan will be displayed and you can download the file.

ARCHIBUS Web Central

mason.oncfi.com/archibus/projects/users/guest/cfi-sp-hl-rm-by-arch-dwg-pdf-rpt-2021-06-21171935.677.pdf

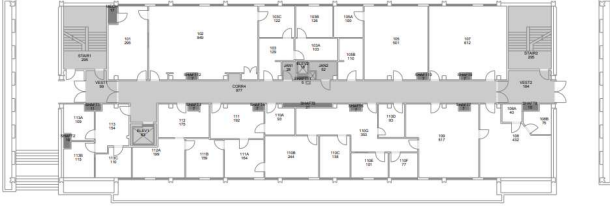
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cfi-sp-hl-rm-by-arch-dwg-pdf-rpt-2021-06-21171935.677.pdf1 / 398%+

1

2

3



>Bldg Code	>Bldg Name	>Floor	Area
0004	KRUG HALL	1	8,619.00

Click here to download PDF report