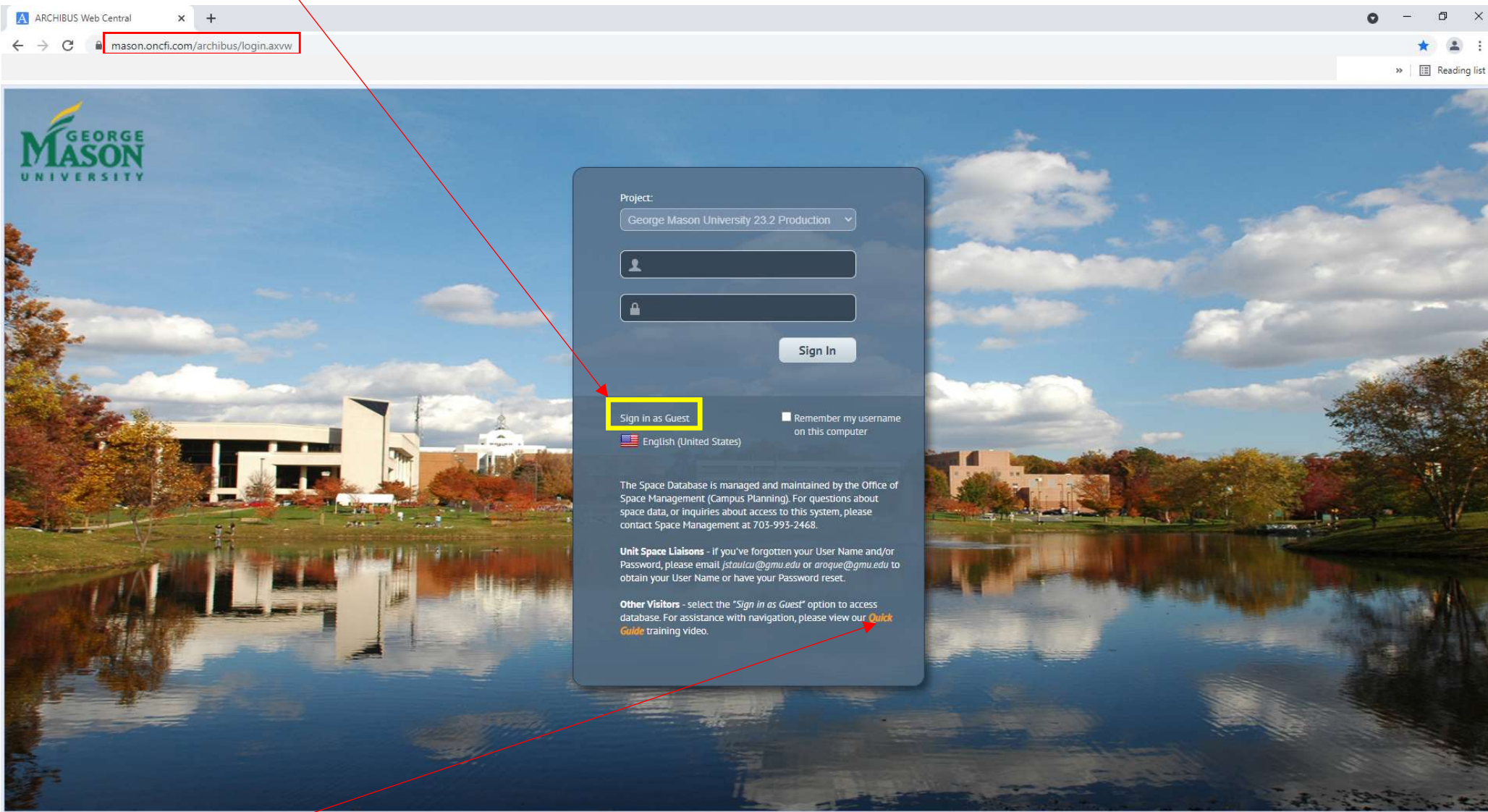


Space Database Login Page

- From the Facilities homepage (facilities.gmu.edu) – Select the Space Management menu option at the bottom of that homepage, and then scroll down the Space Management webpage until you see the “space database” link. That will take you to the database login homepage.
- Click on the “Sign in as a Guest” link to enter the database (or User Name/Password for users that have been provided login access)



Note: The “Quick Guide” link has a video tutorial posted where I demonstrate how to use the navigation features of the database to view floor plans and use the “View Rooms” report.

Building List and Each Building's Room Information List

- Building List – select the “Background Data” main menu option and then the “View Buildings” option.
- All Rooms per Building List – select the “Room Inventory” main menu option and then the “View Rooms” option.

The screenshot displays the ARCHIBUS Web Central interface. The browser address bar shows the URL: mason.oncfi.com/archibus/schema/ab-core/views/process-navigator/ab-dashboard.axvw. The user is logged in as GUEST. The left sidebar menu includes the following options:

- Space Planning & Management
- Space Inventory & Performance
- Processes or Roles:
 - Background Data (highlighted with a yellow box)
 - Room Inventory (highlighted with a red box)

The main content area features a satellite map of the George Mason University campus area. The map is marked with yellow dots and labels for the following locations:

- MASON KOREA CAMPUS (with an inset map showing its location in South Korea)
- FAIRFAX CAMPUS
- ARLINGTON CAMPUS
- SCIENCE & TECHNOLOGY CAMPUS
- POTOMAC SCIENCE CENTER
- POINT OF VIEW

The George Mason University logo is visible in the bottom right corner of the map area.

View Rooms Report (report of all rooms in the database)

- Select the “View Rooms” menu option - you can filter this output to a particular bldg by entering the Bldg Name in the “Building Name” field box, then hit ENTER and the report output will then include only the rooms for that particular bldg.
- You can use the filter boxes at the top of any of the columns in this report output file to further narrow the report output selection.
 - Example: If a space liaison would like to pull a report of all space assigned to his/her unit, enter the unit’s division code in the “Division Code” filter box and hit ENTER. The output will be narrowed to only the rooms assigned to any dept within that unit. If the liaison would like to pull a report of any currently unassigned rooms that are assigned to the unit, tab to the “Assign Category” column and select “Vacant” from the drop-down menu in the filter box, then hit ENTER.
- Select the “XLS” button to export the report output to an Excel file and sort/use as needed.

ARCHIBUS Web Central | mason.oncfi.com/archibus/schema/ab-core/views/process-navigator/ab-dashboard.axvw

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

View Rooms

Rooms

Building Identifier: 0[34434] All[34434] Page 1 of 115 Next >>

Location/Site	Building Identifier	Building Name	Floor Code	Room Identifier	Square Feet ft ²	Stations/Seats	Division Code	Division Name	Department Code	Department Name
FAIRFAX	0001	FINLEY	1	100	309	2	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	100A	106	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	100B	118	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	100C	132	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	100D	78	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	101	189	6	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	102	558	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	102A	102	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	102B	101	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	102C	101	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	102D	102	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	102E	130	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	102F	148	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	102H	195	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	114	573	20	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	115	174	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	115A	119	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	115B	106	1	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	116	780	1	104	College of Educ & Human Development	1414Q	Kellar Inst for Human disAbilities
FAIRFAX	0001	FINLEY	1	116A	334	8	104	College of Educ & Human Development	1414Q	Kellar Inst for Human disAbilities
FAIRFAX	0001	FINLEY	1	116E	13	0	104	College of Educ & Human Development	1414Q	Kellar Inst for Human disAbilities
FAIRFAX	0001	FINLEY	1	116F	13	0	104	College of Educ & Human Development	1414Q	Kellar Inst for Human disAbilities
FAIRFAX	0001	FINLEY	1	119	708	25	104	College of Educ & Human Development	1434A	Div Spec Ed & disAbility Rsch
FAIRFAX	0001	FINLEY	1	CORR1	1,250	0				
FAIRFAX	0001	FINLEY	1	ELEV	61	0				
FAIRFAX	0001	FINLEY	1	JAN1	58	0				
FAIRFAX	0001	FINLEY	1	JAN2	61	0				
FAIRFAX	0001	FINLEY	1	LOBBY	188	0				
FAIRFAX	0001	FINLEY	1	MECH	62	0				
FAIRFAX	0001	FINLEY	1	MENS	204	0				
FAIRFAX	0001	FINLEY	1	SHAFT1	11	0				

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Viewing Floor Plans

- Select the various floor plan type views under the “Highlight Rooms by” menu options to view floor plans. The Dept per Floor view shows the dept occupancy assignment plan so that you can see what units/depts are assigned to spaces in the bldg. The Architectural per Floor is just a black/white version of the floor plan.
- Select floor plan view, then select the bldg you want to view, select the floor of that bldg you want to view.

ARCHIBUS Web Central

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

GUEST Sign Out Help

Find a form or report

Highlight Rooms by Department Per Floor

Filter

Building Identifier Division Code Department Code

Show Clear PDF Report Paginated Report

Select Floor

0001 FINLEY

- 1 finley1-sp
- 2 finley2-sp

0002 KRUG HALL

0003 WEST

0004 EAST

0005 FENWICK LIBRARY

0006 LECTURE HALL

0009 CARTY HOUSE

0010 NOTTOWAY ANNEX

0021 ROBERTS HOUSE

0022 ROBERTS HOUSE GARAGE

0023 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 AMHERST HALL

0061 BRUNSWICK HALL

Highlight Rooms for Floor: 0001: FINLEY-1

Summary by Department

Legend	Division Code	Division Name	Department Code	Department Name	Total Count	Total Area	Average Area
	104	College of Educ & Human Development	1414Q	Kellar Inst for Human disabilities	4	1,140.00	285.00
	104	College of Educ & Human Development	1434A	Div Spec Ed & disability Rsch	19	4,049.00	213.11
					23	5,189.00	Total

Note: Please click the “Sign Out” button when you’re done with your session so that it will release a license seat. We only have a certain with our vendor licensing agreement and many people use the guest access so just allows a seat not to be held. Thanks!