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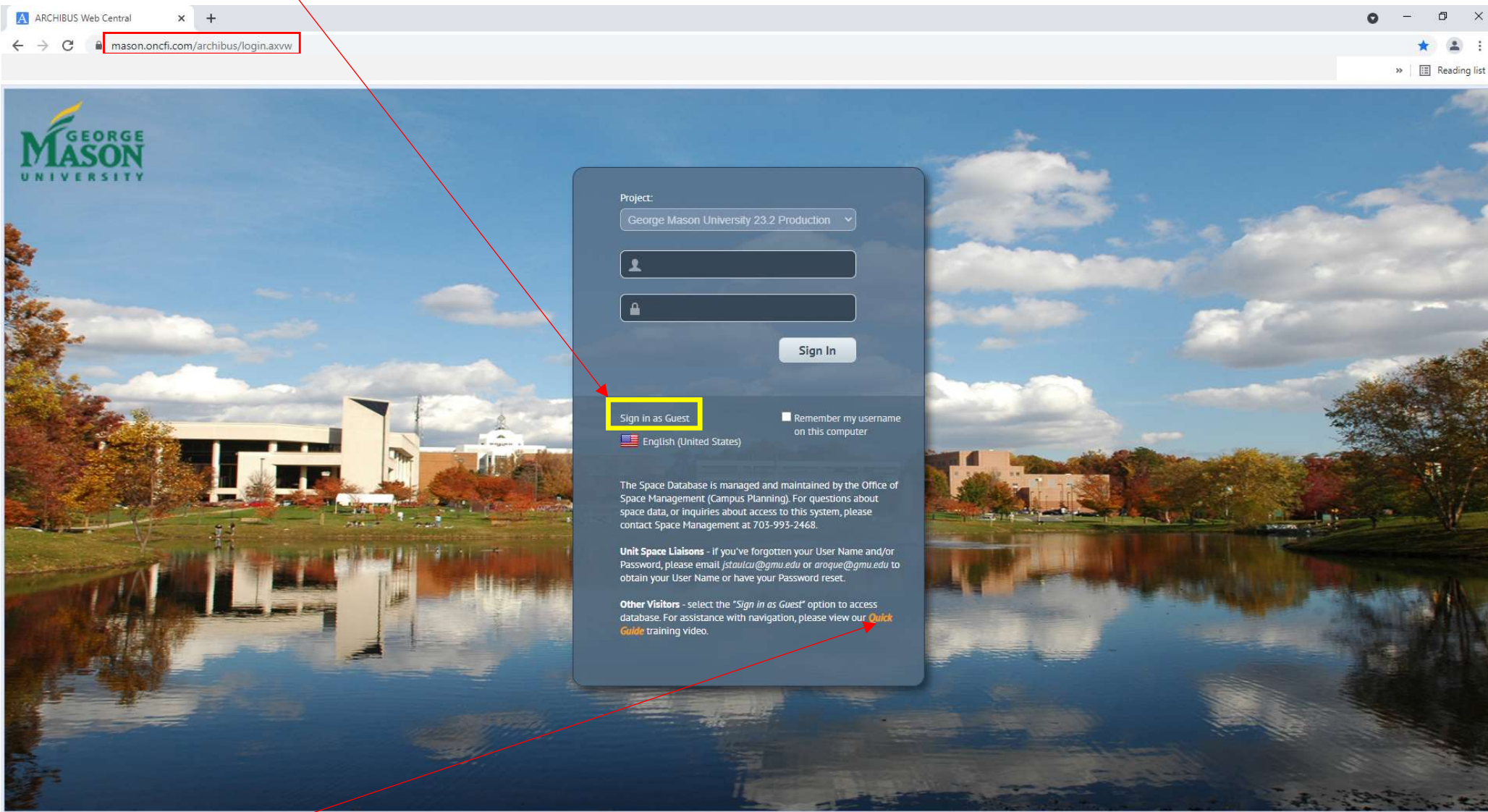
Note: The "Quick Guide" link has a video tutorial posted where I demonstrate how to use the navigation features of the database to view floor plans and use the "View Rooms" report.

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.

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.

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.

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!