SPACE INFORMATION
GRAPHICAL REPORTING

Provides guidance on the Graphical Reporting features and functionality within Facilities Connect.

1 ACCESSING GRAPHICAL REPORTING FUNCTIONALITY

There are multiple ways to access Graphical Reporting functionality in Facilities Connect:

From the Floors Menu
In the Floor Name field, click on floor number

On any Space Details screen
In the Building / Space Details section, click on Floor

From Campus Mapping
After clicking on a Building from the map view, click on the Facilities Connect link for a respective floor

GRAPHICAL REPORTING LAYOUT & TOOL BAR

Select tool allows you to select and highlight spaces on the floor plan.

Select Window tool allows you to select multiple spaces by clicking and dragging your cursor over a specific area of the floor plan, which is then selected and highlighted upon release

Eraser tool clears all active space selections

Show Details tool opens the Space Details for a selected space as a new window

Pan tool allows you to click on the floor plan and drag to reposition within the graphical mapping window

Zoom tool includes plus / minus buttons which allow you to zoom in and out on the full floor plan

Zoom Window tool allows you to focus your zoom by clicking and dragging your cursor over a specific area of the floor plan, which is then zoomed to the full window upon release

Fit View tool re-centers and zooms the full floor plan to fit the window from any current position or zoom level.

A Menu provides access to a robust set of floor plan visualization tools (Theme, Layer, and Label overlay options), export to PDF, and graphical reporting preferences. See page #2 for more details.

B Tool Bar provides a set of available tools for interacting with the selected floor plan

C Floor Plan Area is the interactive, graphical depiction of selected the floor, where selected tools and filters will be applied

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GRAPHICAL REPORTING MENU
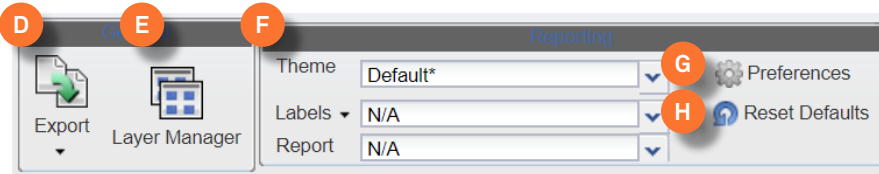
D **Export** allows users to save a floor plan with or without markups locally as a PDF or PNG file; the user may then print floor plans (see recommended print settings below).

E **Layer Manager** allows users to add or remove layers in the floor plan for building features such as stairs, doors, windows, and interior and exterior walls.

F **Theme, Labels, and Report** used to apply to the floor plan to indicate of a variety of available space information.

- **Theme** contains a menu of filters to apply color coding to our floor plan to indicate of a variety of available space information.
- **Labels** contains a menu of data labels which can be selected to overlay the floor plan
- **Report** contains a list of pre-configured report views to apply to the floor plan

G **Preferences** menu allows the user to adjust highlight colors and show / zoom the floor plan legend.

H **Reset Defaults** clears all applied mark-ups and restores the floor plan to its original view.
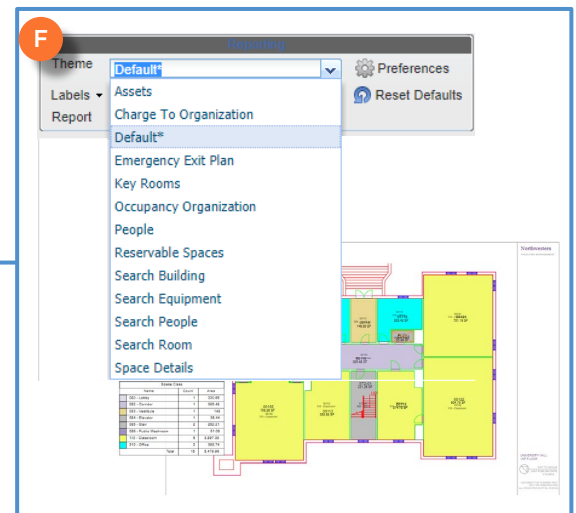
2 PRINTING FLOOR PLANS

- When preparing to print a floor plan from an exported PDF, some recommended print settings, can be used to provide optimal scaling for an 11x17 printed page in either Landscape or Portrait orientation.

- When preparing to print a floor plan from an exported PDF in **Adobe Acrobat**, use the following print settings
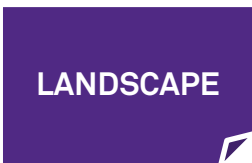
LANDSCAPE
- Select Landscape orientation
- Set the Paper Size to 11x17
- Select **Custom Scale**; set to **130%**
- Click **Print**

PORTRAIT
- Select Portrait orientation
- Set the Paper Size to 11x17
- Under **Pages to Print**; select **More Options >> Current View**
- Select **Custom Scale**; set to **190%**
- Click **Print**