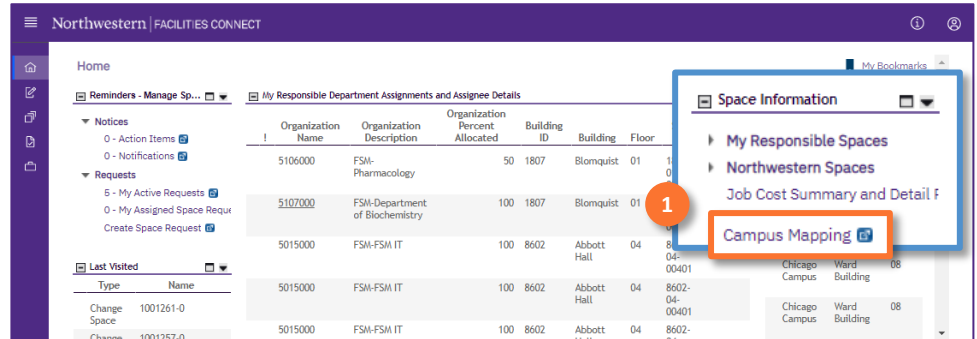# SPACE INFORMATION
SPACE FLOOR PLANS

Provides guidance on how to access building information and graphics in the Campus Mapping tool within Facilities Connect.

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1 From the **Facilities Connect Home Screen**:

1 Click on **Campus Mapping**

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2 To select a building:

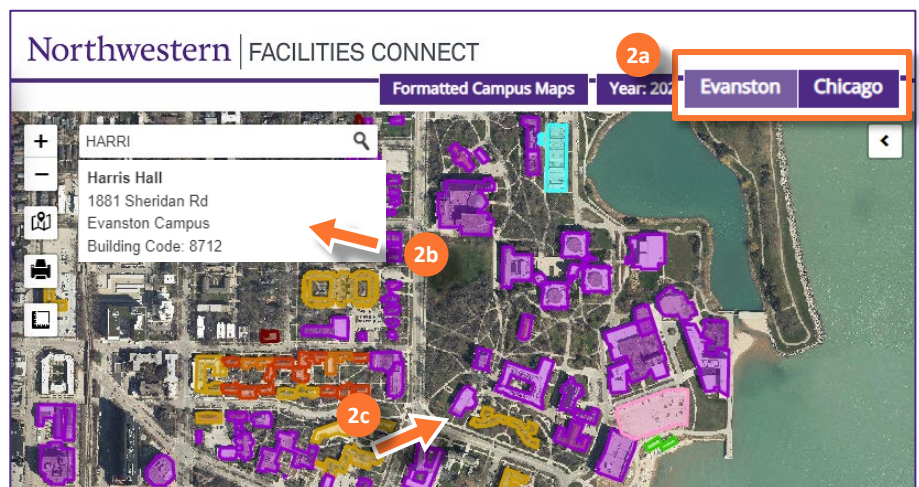**2a** Select the Evanston or Chicago campus.

2b **Use the Search Bar to t**ype the building name and navigate to building in drop down.
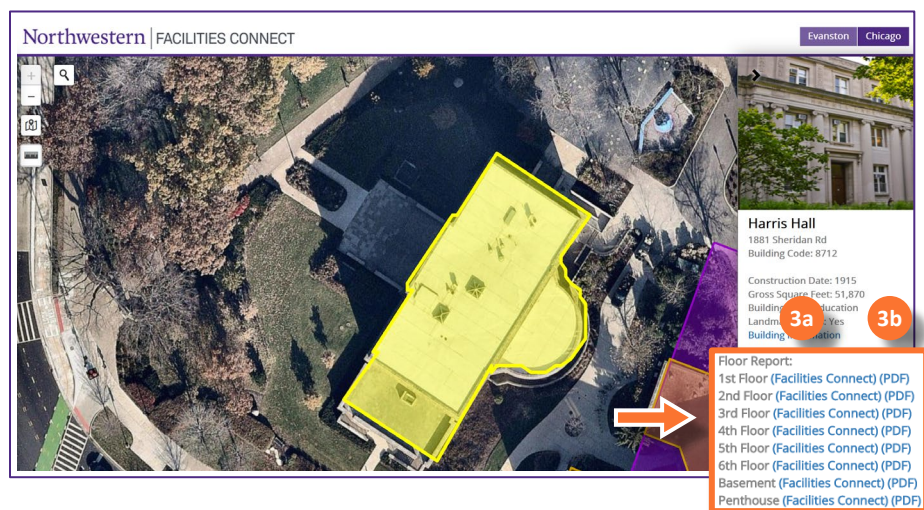
Or

2c Click on a **Building** within the map.

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3 Once the building has been selected, the information pane is visible:

3a Click on the **Facilities Connect** link to access detailed building information and graphics.

3b **PDF** link to view the Floor Plan PDF.
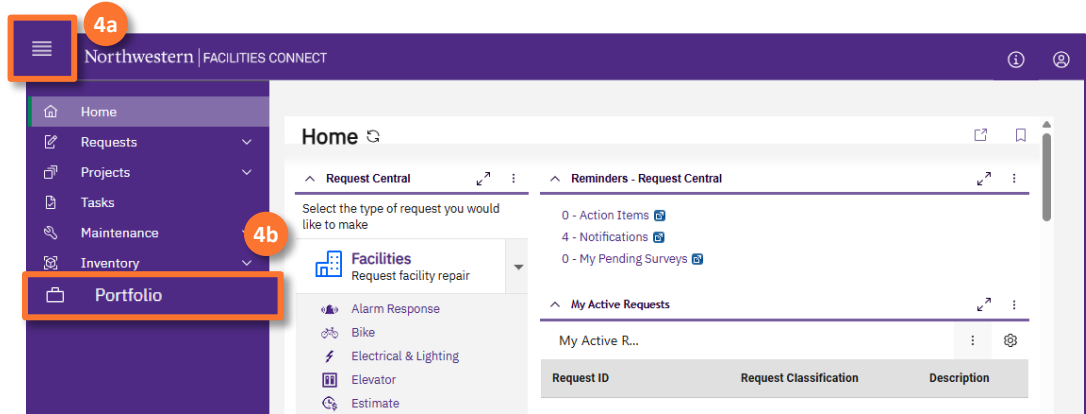

SPACE INFORMATION
SPACE FLOOR PLANS

The below steps are an **alternate route** to find the building information and floor plans.

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4   From the **Facilities Connect Home Screen**:

4a   Expand the **Menu** side bar

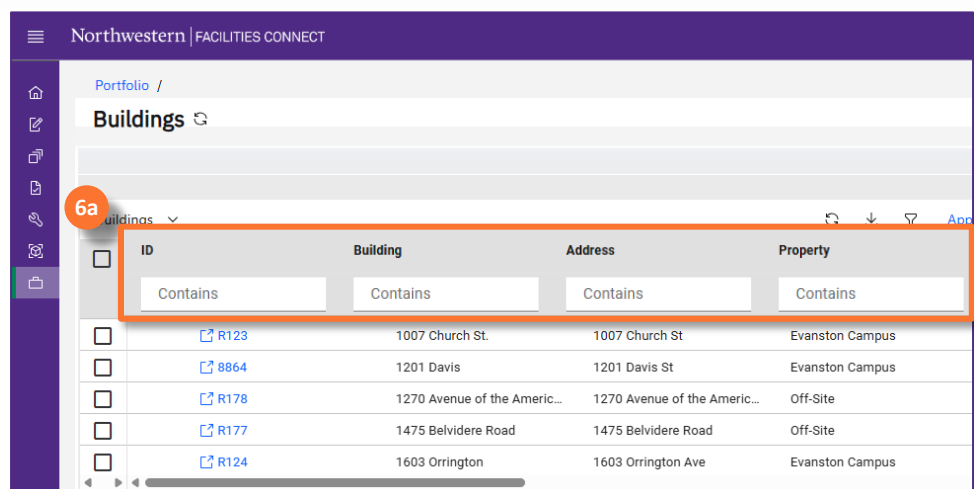**4b**   Click on **Portfolio**

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5   To find a location:

5a   Select the **Building**, **Floors**, or **Spaces** options based on the type of location.

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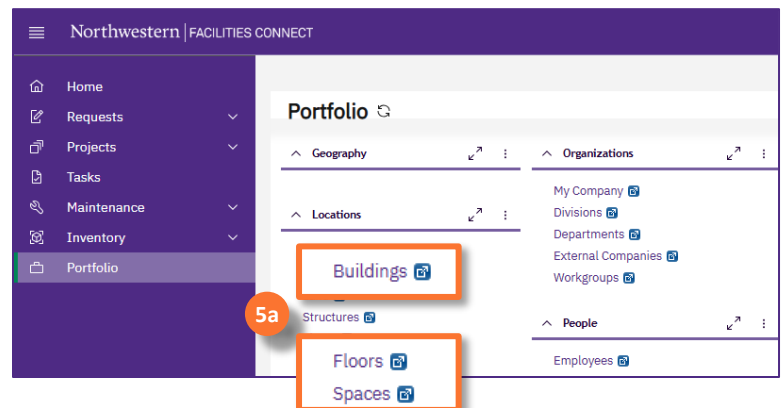
6   Once the search report has been selected:

6a   Use the columns to search for the desired location.

SPACE INFORMATION
SPACE FLOOR PLANS

GRAPHICAL REPORTING LAYOUT & TOOL BAR

Floor: 01

General Contact Details **Graphic** Allocation Area Measurements Contracts Regulatory Maintenance Hist

Reports

Evanston Campus / Sailing Center / 01

Select Legend

Graphic Themes
Default

Graphic Labels

Label Size
ABC ——●———— ABC

Graphic Reports

☐ Show Printable Legend

Legend size
50% ——●———— 200%

TOOL BAR

Recenter tool recenters the view of the floor plan.

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

Open Record tool opens the Space Details for a selected space as a new window.

PDF View tool opens the PDF or printable view of the floor plan.

Full Screen tool opens the Graphic view in a full screen view.

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

REPORTS MENU

Graphic Themes contains a menu of filters to apply color coding to our floor plan to indicate of a variety of available space information.

Graphic Labels contains a menu of data labels which can be selected to overlay the floor plan.

Label Size allows you to control the font size of the Graphic Label.

Graphic Report contains a list of pre-configured report views to apply to the floor plan.

Show Printable Legend by checking the box, the legend will appear on the floor plan view.

Legend Size allows you to control the size of the Printable Legend box that appears on the floor plan view.

VIEW LEGEND

Zoom Bar tool allows you to easily zoom in and out of the floor plan.

Move View Legend allows you to move the view window around the screen.

Recenter tool recenters the view of the floor plan.

Screen Select tool allows you to select and center 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.

View Screen tool shows which part of the floor plan is in view.

▼ IMPORTANT

In the Graphics Menu drop down box, we recommend using Themes such as Department Assignment, Space Details, Assignee, and People (Occupants) to view and print out plans.

▼ INFORMATION

The **Legend tab** will populate after a Theme is selected.

▼ TIP & TRICKS

Minimize the Reports Menu by clicking on the **arrow icon**.

Reports

Reports

Select **Legend**

☑ 50 - Student Services

☑ 70 - Operations And Maintenance of Plant

SPACE INFORMATION
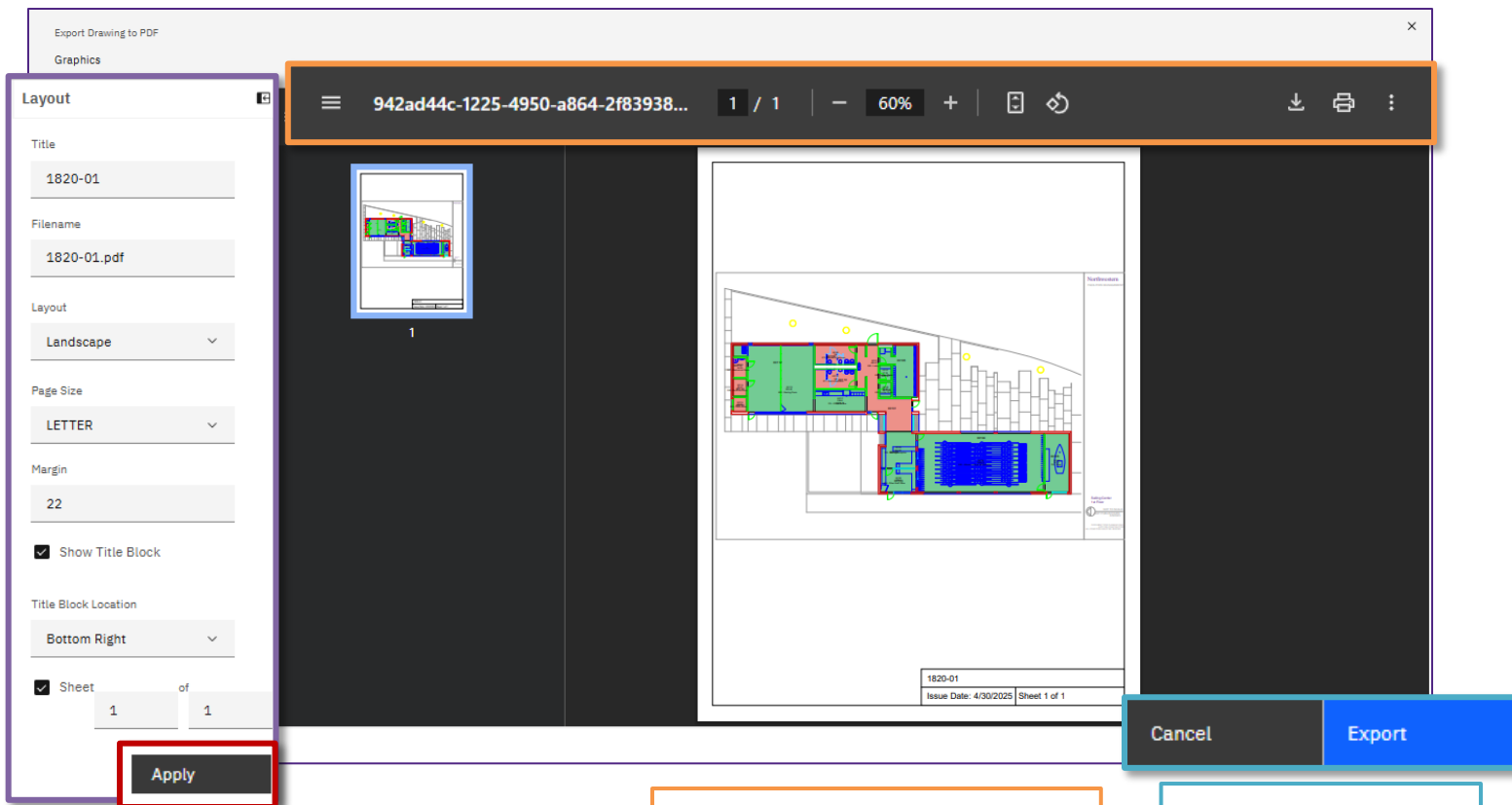## SPACE FLOOR PLAN

2 **PRINTING FLOOR PLANS**

When you have the floor plan view ready to print,

2a Click the **PDF Export** button on the Tool Bar

Once selected, the Export Drawing to PDF window will open,

LAYOUT MENU

Title allows you to choose a name for the printout *this will appear only if the "Show Title Block" is checked

Filename the name of the file when you select Export or download.

Layout choose between Landscape or Portrait.

Page Size select the size of the page to print from the dropdown menu.

Margin allows you to customize the page margin size.

Show Title Block check this box if you want the Title, Issue Date, and Sheet number to appear on the printout.

Title Block Location allows you to change the location of the Title Block. *his will appear only if the "Show Title Block" is checked.

Sheet number check this box if you want the sheet or page number to appear on the Title Block *this will appear only if the "Show Title Block" is checked.

PRINTING TOOL BAR

☰ **Page View** tool opens or closes the side page view.

1 / 1 **Page number** shows the current page view.

− 80% + **Zoom buttons** increase or decrease the view.

⊡ **Fit to Page/Fit to Width** brings the print view into vertical or horizontal fit.

↺ **Rotate** tool rotates the print view 90 degrees clockwise.

↓ **Download** button saves the PDF to your computer.

🖶 **Print** button opens your computer print options.

Cancel closes the Export window

Export will automatically save the file to the downloads folder.

▼ IMPORTANT

You MUST click the **Apply** button to apply and save any changes you make in the Layout menu.