



SPACE INFORMATION

GRAPHICAL REPORTING

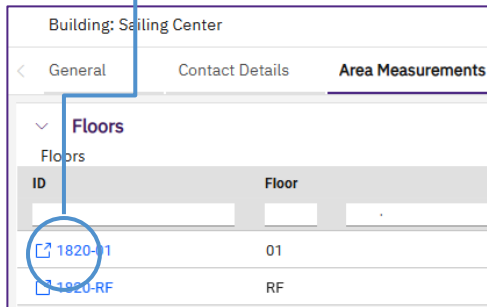
Provides guidance on the Graphical Reporting features and functionality within Facilities Connect. Graphical data is available at the Floor Plan level.

1 ACCESSING GRAPHICAL REPORTING FUNCTIONALITY

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

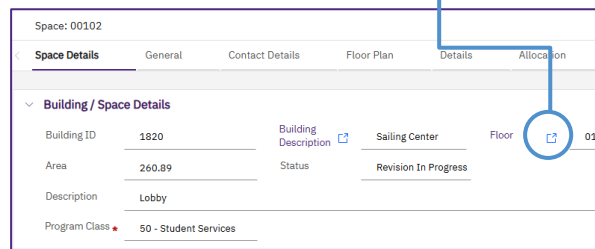
From the Floors Menu

In the Floor Name field, click on ID number



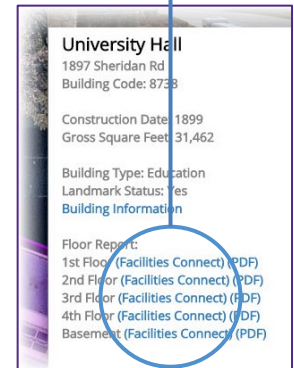
On any Space Details screen

In the Building / Space Details section, click on Floor

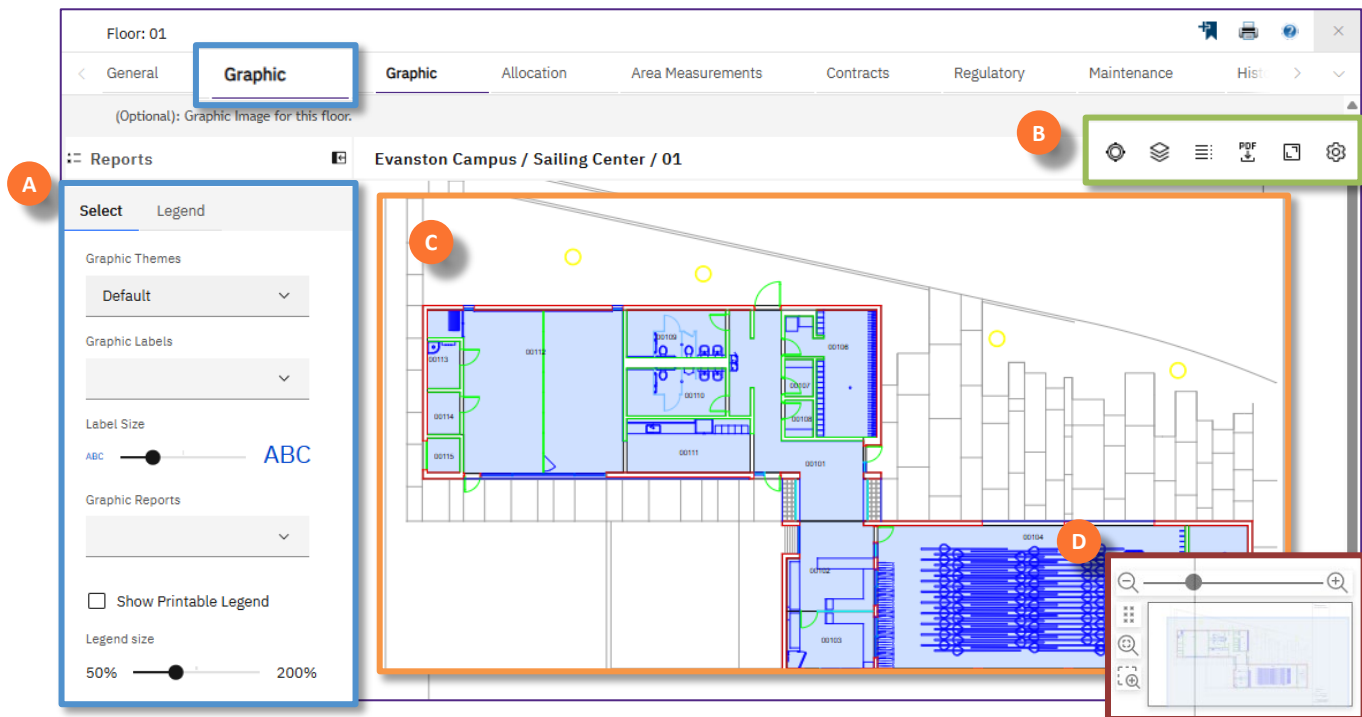


From Campus Mapping

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



GRAPHICAL REPORTING LAYOUT & TOOL BAR



- A Reports 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.
- 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
- D View Legend** provides the snapshot overview includes fit view, zoom, and zoom window.



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REPORTS MENU

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

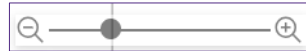
▼ IMPORTANT

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.

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.

▼ TIP & TRICKS

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



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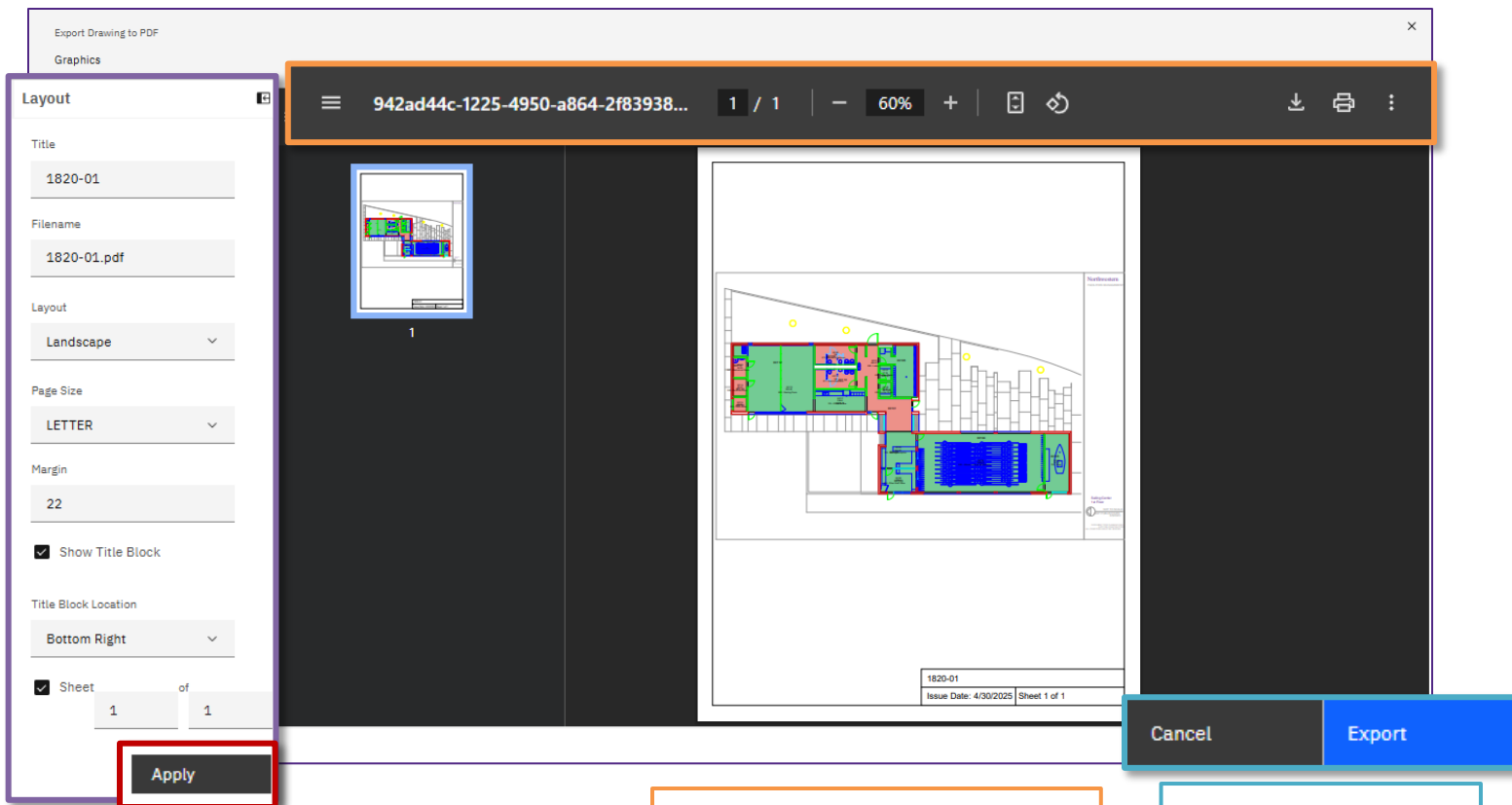
PRINTING FLOOR PLANS

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. *this 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.