



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

Floors			
<input type="checkbox"/>	Building	Flo...	ID
	Contains	Co...	Contains
<input type="checkbox"/>	1007 Church	2	R123-02
<input type="checkbox"/>	1007 Church	4	R123-04
<input type="checkbox"/>	1007 Church	05	R123-05
<input type="checkbox"/>	1201 Davis	01	8864-01
<input type="checkbox"/>	1201 Davis	02	8864-02
<input type="checkbox"/>	1201 Davis	03	8864-03

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

Space: 00121

Space Details Floor Plan

Building / Space Details

Building ID 6738 Building Description University Hall Floor 01

Area 751.19 Status Draft

Description

Program Class 10 - Instruction

Capacity 48

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

University Hall

1897 Sheridan Rd
Building Code: 6738

Construction Date: 1899
Gross Square Feet: 31,462

Building Type: Education
Landmark Status: Yes
Building Information

Floor Report:

- 1st Floor (Facilities Connect) (PDF)
- 2nd Floor (Facilities Connect) (PDF)
- 3rd Floor (Facilities Connect) (PDF)
- 4th Floor (Facilities Connect) (PDF)
- Basement (Facilities Connect) (PDF)

GRAPHICAL REPORTING LAYOUT & TOOL BAR

Floor: 01

General Contact Detail **Graphic** Area Measurements Includes

(Optional): Graphic Image for this floor.

Graphics

Menu

- 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.

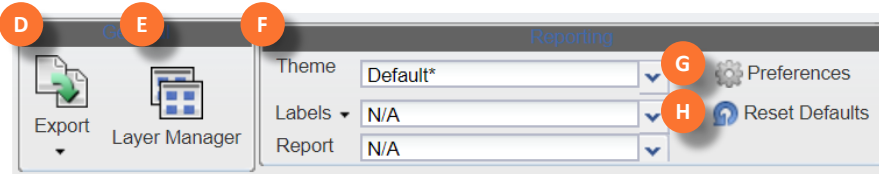
- A Menu** provides access to a robust set of floor plan visualization tools (Theme, Layer, and Label overlay options), export to PDF, and graphical reporting preferences. See page #2 for more details.
- B Tool Bar** provides a set of available tools for interacting with the selected floor plan
- C Floor Plan Area** is the interactive, graphical depiction of selected the floor, where selected tools and filters will be applied



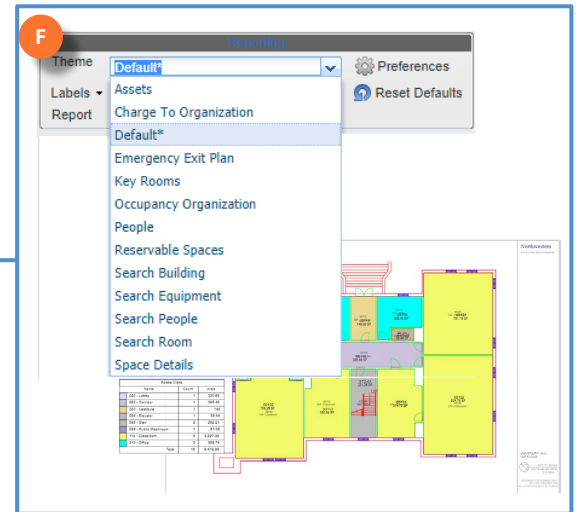
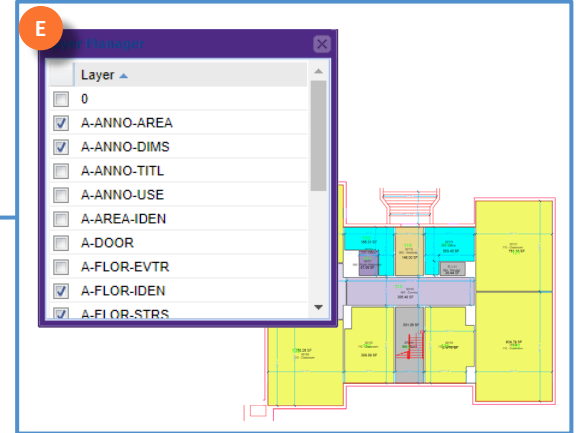
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GRAPHICAL REPORTING MENU



- 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.



▼ 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.

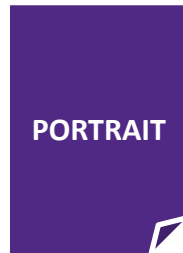
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PRINTING FLOOR PLANS

- 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



- Select Landscape orientation
- Set the Paper Size to 11x17
- Select **Custom Scale**; set to **130%**
- Click **Print**



- 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**