



Australian
National
University

Facilities Management System

Assign Employees to Available Rooms

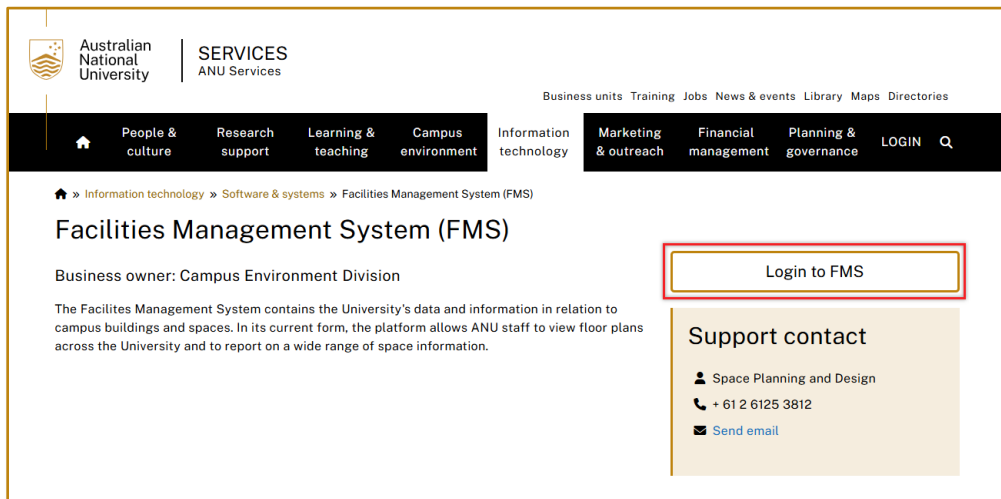
Information Sheet



The Assign Employees to Available Rooms tool within Archibus, the Division's Facilities Management System (FMS), is used to allocate employees to offices and workstations across the University's built environment.

1. Accessing the tool

- 1.1. Navigate to the following link via your web browser of choice: [Facilities Management System \(FMS\) | Services](#). Click "Login to FMS", as highlighted below:



Upon logging, you will see one of four different menu labels on the toolbar located on the left, subject to your access level to system. These are: **Space Editor**, **Space Administrator**, **Building Custodian** or **Space Manager**. Select the one that appears in your list, then choose 'Assign Employees to Available Rooms' from the sub-menu that appears. The tool will open.

2. Using the tool

- 2.1. A numbered step-by-step one page summary is provided on the next page that details how to lookup a building, select a floor, and assign/unassign employees from rooms using the tool.

Below is some further guidance information:

- 2.1.1. Every occupiable office or workspace across the campus has been allocated a capacity figure. The tool contains a legend that shows how current occupancy compares against a room's theoretical maximum capacity.
- 2.1.2. An integration allows Archibus to automatically pull limited role-related high level employee data across to the platform on a regular basis. This means that there is no need to manually add staff to the platform. If you cannot locate a staff member, please reach out to space@anu.edu.au.



1. **Select building.** Type in building number or building name and click the result to select it. Next, click the **Show** button in the top left of the tool which will confirm the building selection.

2. **Select floor in building.** Click the arrow to show building floors, then select the floor containing the rooms you wish to edit.

3. **Floor plan.** After a floor is selected, a floor plan with accompanying **Legend** will appear in the viewport.

4. **Show employee names.** To show an overlay of employee allocation data on the floor plan, select **Employee Names** from the drop-down list. You are now ready to edit employee room allocation data.

5. **Assigning employees to offices or workstations.** Use the Employee Code (i.e. University ID) or Employee Name field to search for an employee. Once found, select the employee by ticking box adjacent to their name. To assign the employee to a space, click a room on the floor plan, then click the **Save** button located below the floor plan. To remove an employee, click the checkbox, then click the **Unassign** button, located above the employee search box.

Assign Employees to Available Rooms

Filter

Building Code
28 Balmain Crescent

Budget Unit ID

EmployeeCode

Department ID

Select Floor

- 71 28 Balmain Crescent
 - L1 71-11**
- 71T 28 Balmain Transportable

Show Labels: **Employee Names**

Select a room to assign selected employees to

Legend

Highlight Pattern - Acad	Value
	Non-Occupiable
	Vacant
	Available
	At Capacity
	Exceeds Capacity

Select Employee

EmployeeCode: A² B¹ F¹ G¹ I¹ R¹ S² T¹ U 9879 All 9889

EmployeeCode	Employee Name	Building Code
<input type="checkbox"/>		

Assignments

	EmployeeCode	Employee Name	Current Building	Current Floor	Current Room	Assigned Building	Assigned Building	Assigned Floor	Assigned Room
<input type="checkbox"/>			95	L3	3.08.17	71		L1	1.05