



Australian  
National  
University

# Facilities Management System

## Archibus Workplace

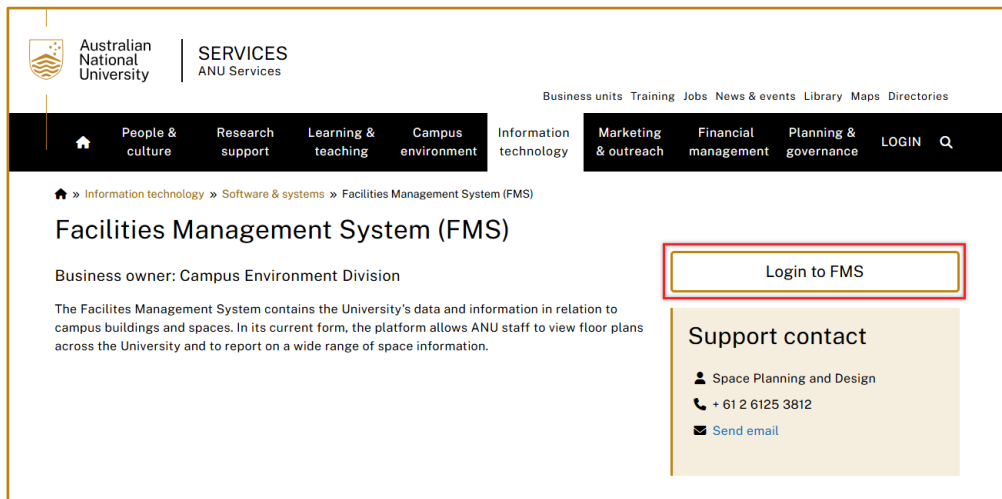
### Information Sheet



The Archibus Workplace tool, part of the Division's Facilities Management System (FMS), offers a simple way to view building floor plans, space allocation information, and employee primary work locations.

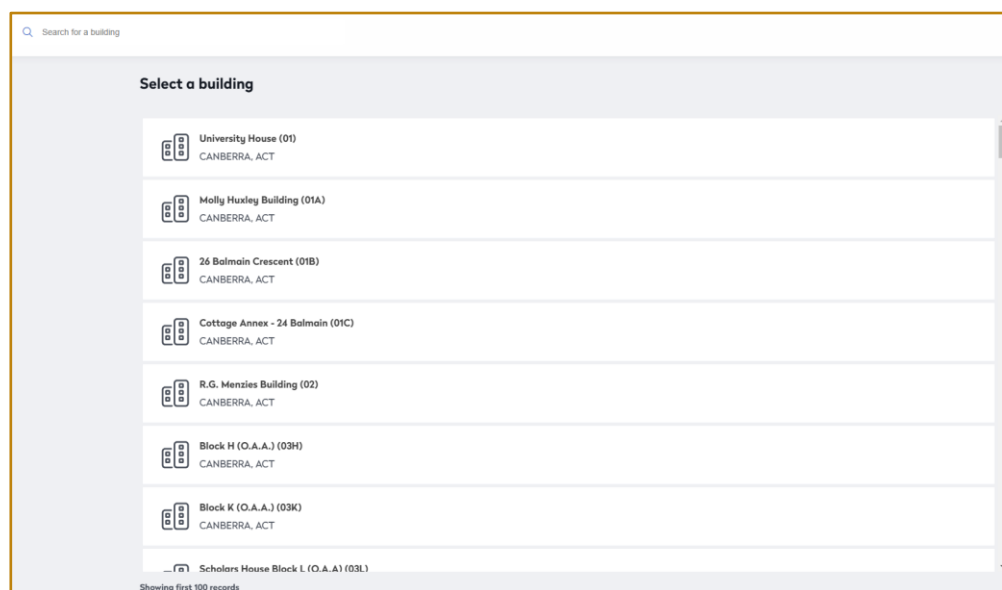
## 1. Accessing the tool

- 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:

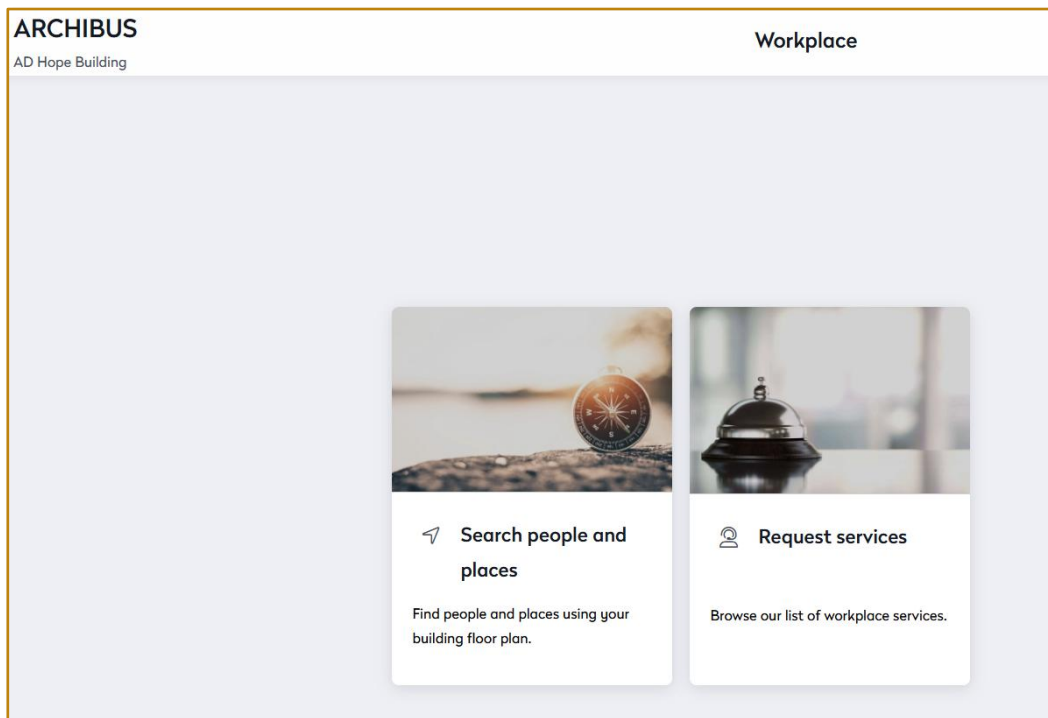


Upon logging, you will see one of seven different menu labels on the toolbar located on the left, subject to your access level to system. These are: **Space Viewer**, **Space Editor**, **Space Administrator**, **Building Custodian**, **Department Manager**, **Space Manager** or **Service Desk Manager**. Select the one that appears in your list, then choose 'Workplace' from the sub-menu that appears.

- 1.2. The tool will open and a building list that is restricted based on your access level will appear. In other words, not every building will necessarily be available for viewing. You can also search for a building in the search bar located in the top left. Please see below as reference:



- 1.3. Once a building is chosen, the following options will appear: **"Search People and Places"** or **"Request services"**. Please see below as reference.



Select **"Search people and places"**. This is the primary tool we will use within the Archibus Workplace module, which is designed for locating employees, spaces, department, or equipment.

*Note: 'Request services' will be available for use at a future date.*

The interface shown on the next page will appear.



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## 2. User Interface

- Search box which can be used to locate the following:
- Buildings (via building number or building name), e.g. Anthony Low Building.
  - A staff member of the University (excluding students and casual staff).
  - A space in a building, e.g. room 3.02.
  - A department occupying space in a building (e.g. CAP College Administration).

Shows name of the selected building

**ARCHIBUS**  
AD Hope Building

Employee, space, department or equipment Search Cancel

L1 Floor  
L2 Floor  
L3 Floor  
L4 Floor  
ROOF Floor

Allows for floor in building to be selected

Shows building floorplan with space information overlaid. Room numbers are also labelled.

Legend identifying department corresponding to overlay colour on floorplan

- Sch of Lit, Langs and Lings
- CASS Administration
- Teaching Support Services
- RSHTA Directorate
- Australian National Dictionary
- Sch of Arch & Anth
- Building Maintenance
- TJABAL Tjabal Indig Higher Educ Cntr