Australian National University
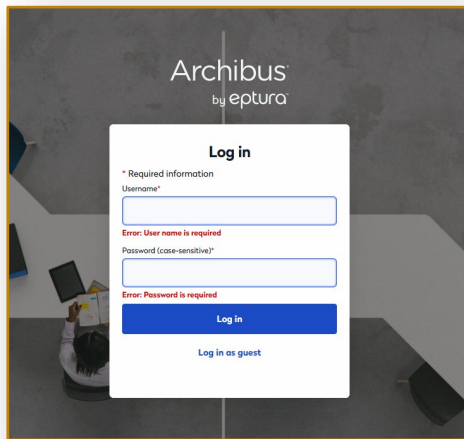
Archibus Workplace

Information Sheet

The Archibus Workplace tool offers a simple way to view building floor plans, space allocation information, and employee primary work locations.
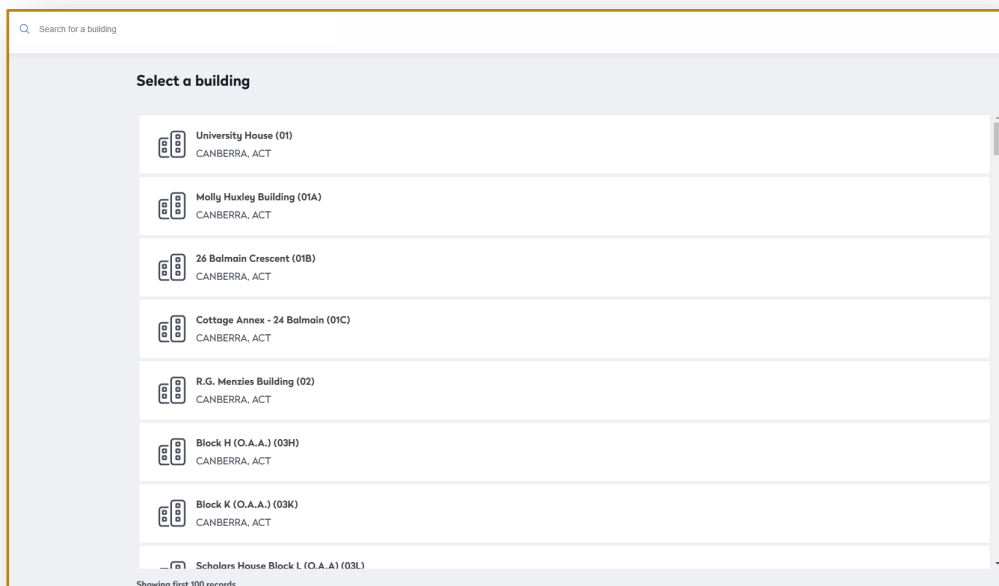
1. Accessing the tool

1.1. Navigate to the following link via your web browser of choice:

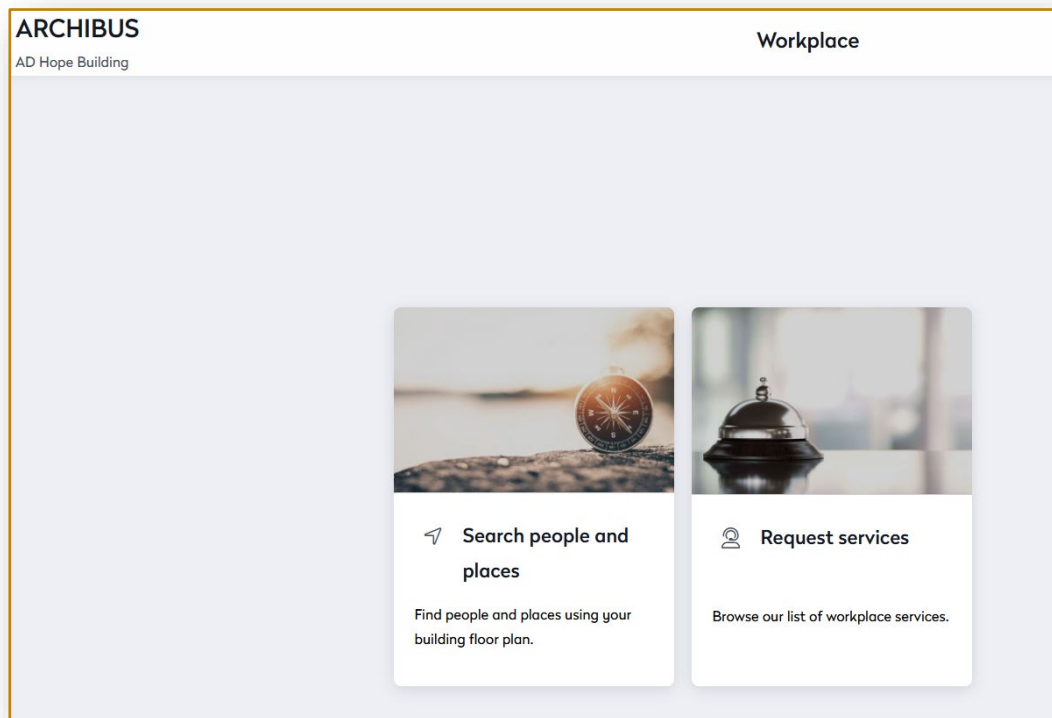https://archibus.anu.edu.au/archibus/schema/ab-products/essential/workplace/index.html

1.2. Enter your credentials. The tool uses Single Sign On (SSO) technology, meaning that these credentials will be the same as those used to login into your laptop or PC. Please see below as reference.

1.3. Upon logging in, users will be presented with an option to select a building. The building list is restricted based on your role requirements. 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:

1.4. 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.

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2. User Interface

Shows name of the selected building

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).

ARCHIBUS

AD Hope Building

Employee, space, department or equipment   Search   Cancel

L1 Floor

L2 Floor — Allows for floor in building to be selected

L3 Floor

L4 Floor

ROOF Floor

Legend identifying department corresponding to overlay colour on floorplan

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

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