Space Database User Guide – PDF Floor Plan Report Process

1. Log into database using the GUEST access feature (or with user name/password if provided)



2. Select the "Room Inventory" menu option





3. Select the "Architectural per Floor" or "Department per Floor" floor plan view link

4. Select the Drop-Down Menu option in the "Building Identifier" Field (1), Select the Bldg from the menu list (2), then Select "Show" to narrow to only the selected Bldg.

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5. Once the Select Floor area has only the Bldg you selected, Click on the "PDF Report" option

6. The system will generate a PDF report of all the floors of that bldg in one PDF file. When the dialog box shows report process is "100% complete", select the report PDF link to open the file.

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7. PDF report of the Bldg's floor plan will be displayed and you can download the file.