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)**
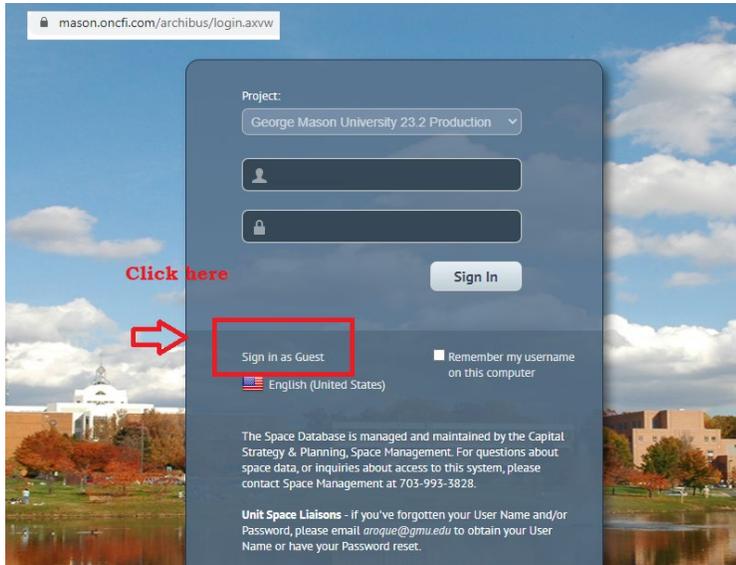
2. **Select the "Room Inventory" menu option**
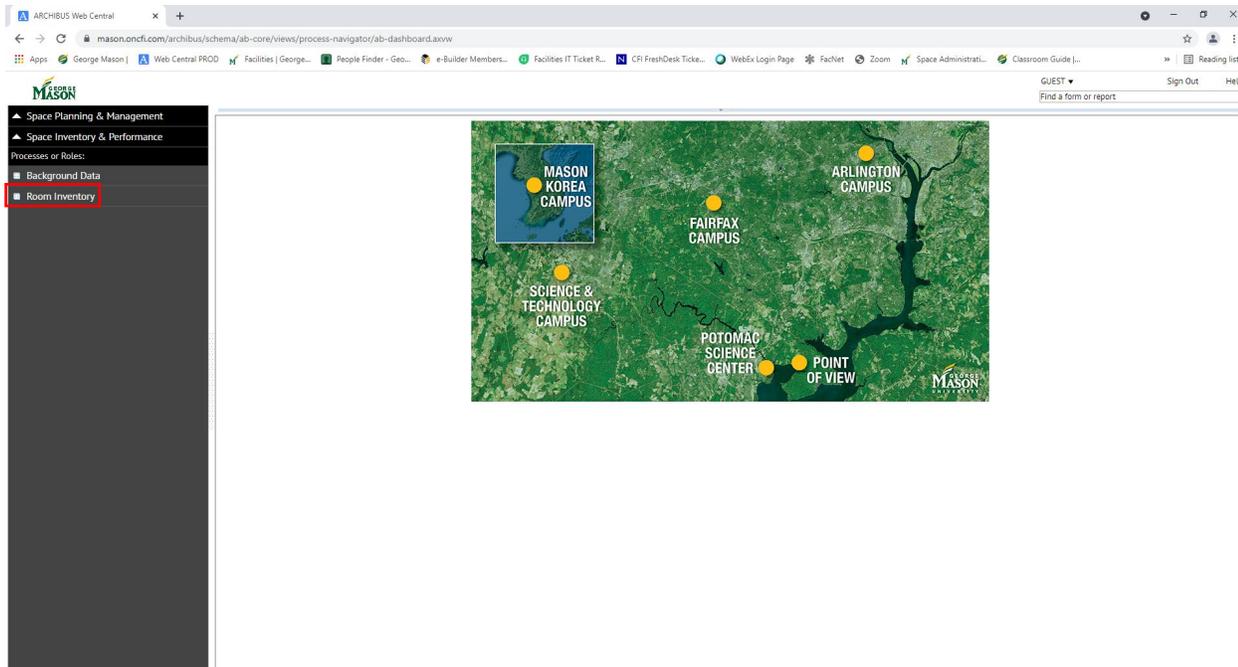
3. **Select the "Architectural per Floor" or "Department per Floor" floor plan view link**
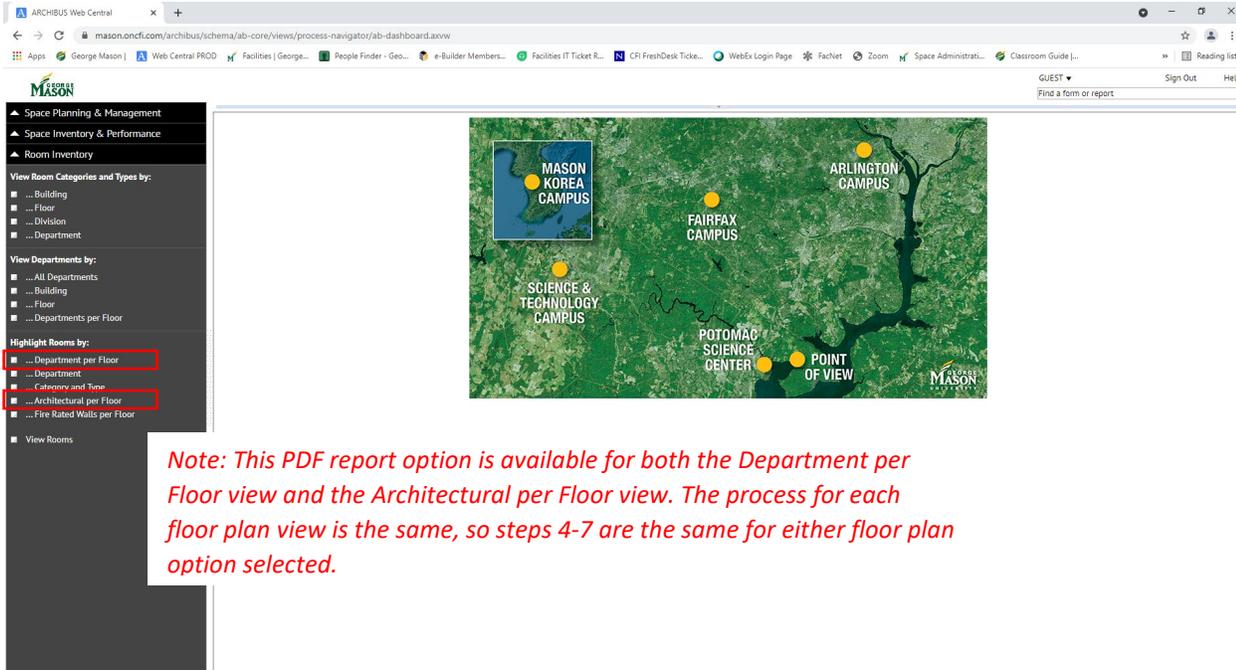
Note: This PDF report option is available for both the Department per Floor view and the Architectural per Floor view. The process for each floor plan view is the same, so steps 4-7 are the same for either floor plan option selected.

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.**
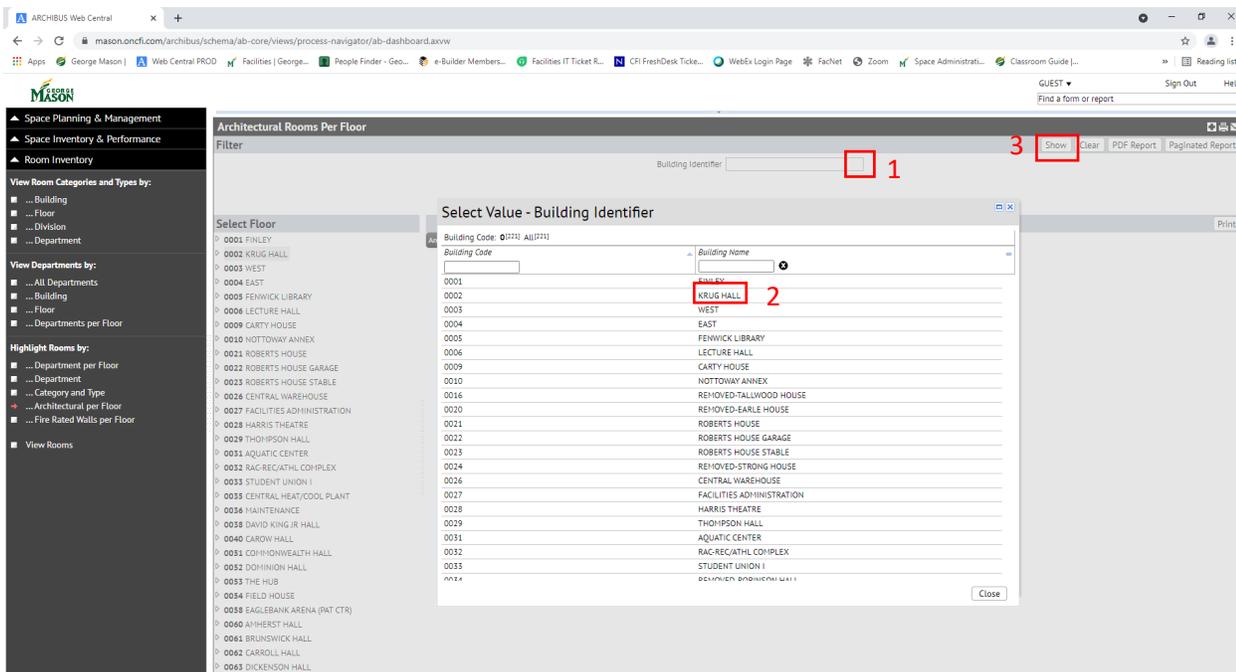
5. Once the Select Floor area has only the Bldg you selected, Click on the "PDF Report" option
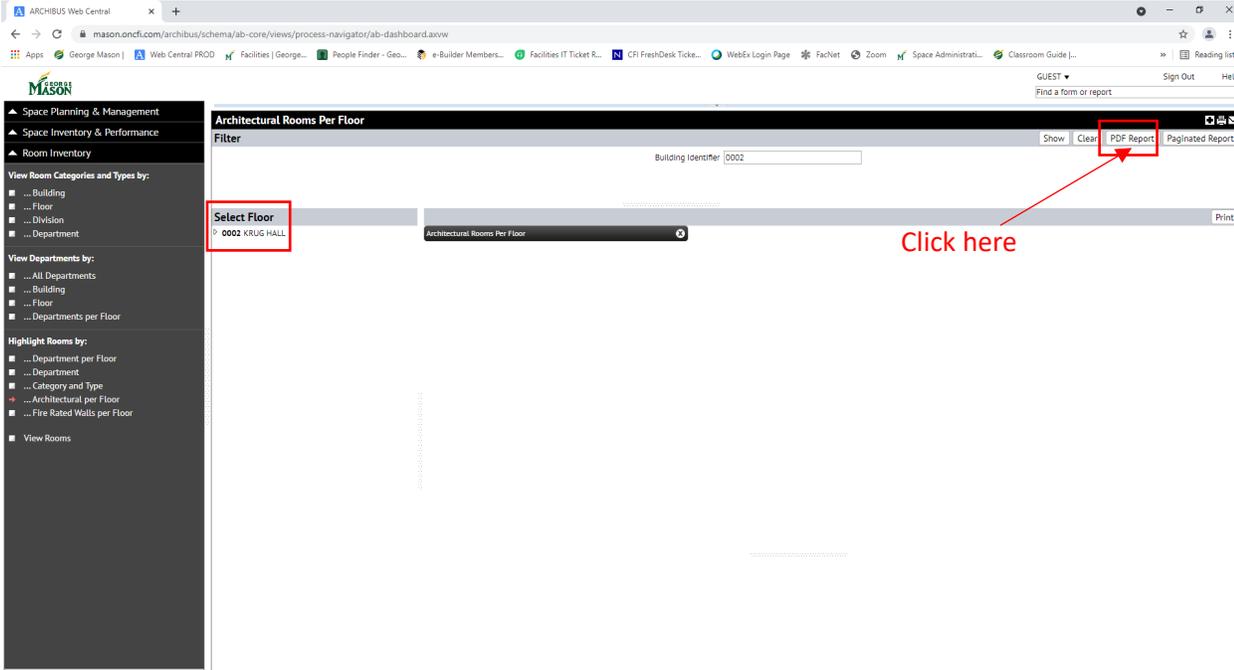
6. The system will generate a PDF report of all the floors of that bldg in one PDF file. When the dialog box shows report process is "100% complete", select the report PDF link to open the file.
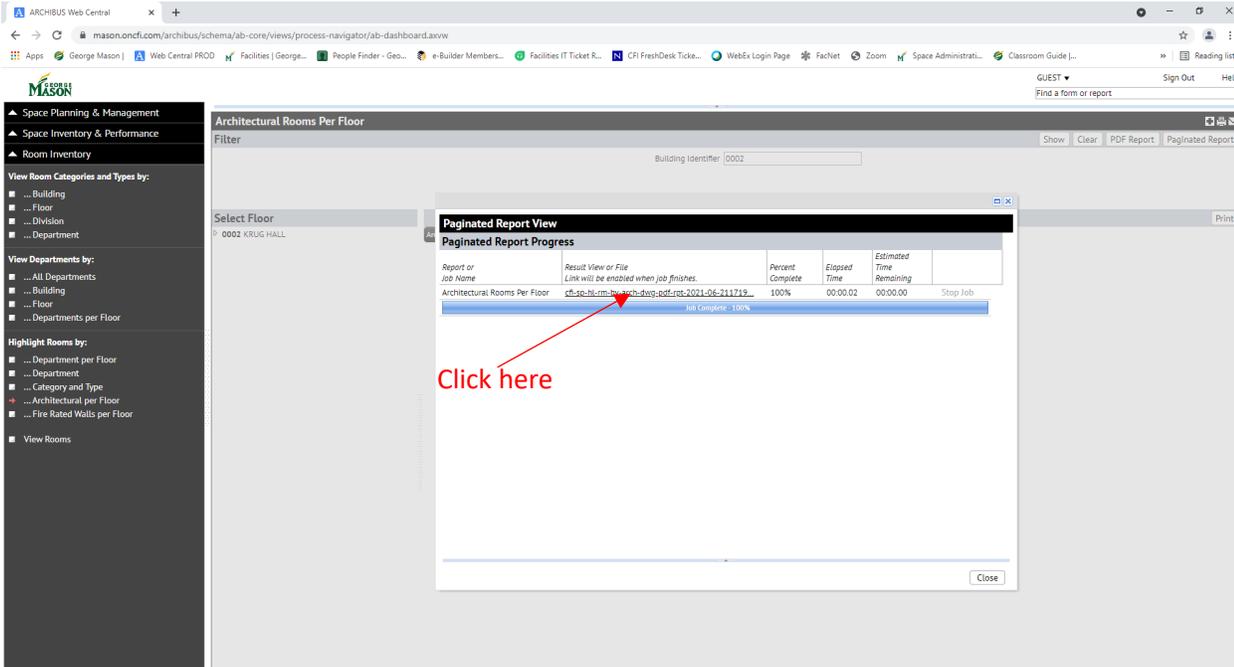
7. PDF report of the Bldg's floor plan will be displayed and you can download the file.

Click here to download PDF report