

FMS: Workplace Guide

Floorplan Key

- Base Floor Plan – Provides Room numbers only
- Base Plan with detail – Provides Room number, cost center, type of room, and the dimensions of the spaces in square feet
- Cost Code Small Legend – Provides room number, type of room, name of occupant in room, and dimensions of the spaces in square feet. The layout is color coded by cost center
- Cost Code Large Legend – basically identical to the small legend but larger
- FCIM – Breaks down space by type of room and room number
- Occupants in room –Breaks down layout by occupants in room and room number only

Export Your Floorplan

- In the tool bar, select Actions
- Click on Export as a PDF (Shift +E)
- Fill in required information (Name of report and Floors)
- In the Page Size section, select Tabloid landscape
- Then select Export at the bottom of the page

Export as PDF

Graphic report: Custom

* Name: 120 Ashford Street

Document header:

Document footer:

Include Default Header
 Pagination
 Date and Time

Graphic view: Furniture Plan

* Floors: Select Floors
758(120 ASHFORD STREET) First Floor

Separate files by: Floor

Page size: Tabloid landscape

Margin size: Medium

Font size: Medium

* Required Field

Due to the complexity of certain CAD layers, queries, and objects, PDF export times may be extensive. If you are experiencing lengthy export times, we recommend setting up a scheduled Graphic Report through the report scheduler. Please see your system administrator if you need access to the report scheduler.

Export Cancel

Tools and Functionalities



- **Mark up and Measure** – Allows you to markup the floorplan



- **Floorplans Markups Menu** – Allows you to adjust the text and widths of your measurements



- **Zoom** – Allows you to zoom in and out of spaces within your floorplan



- **Ruler** – Allows you to measure distance within your floorplan

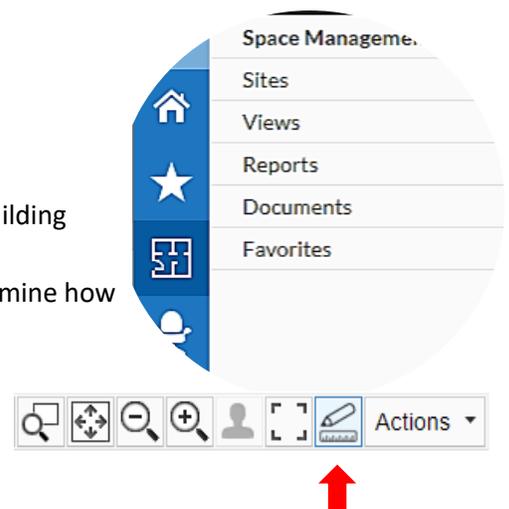


- **Set Square Ruler** – Allows you to measure the area of your floorplan

Mark Up Measure Tool

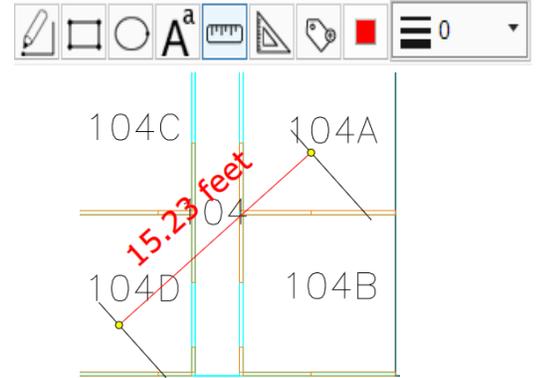
Select the  icon

1. Click on **Sites**
2. To find your building, select the squared plus symbol next to the Campus (BU Medical, Charles River, Fenway)
3. A list of buildings you have been granted access to will appear
4. Click on the squared plus symbol next to the address of your building
5. Select the floor you would like to view
6. You can utilize the mark up and measure tool to help you determine how far spaces are from each other
7. To find the tool, go to the top right of the floorplan and locate the tool bar
8. Select the mark-up and measure tool icon.



Ruler

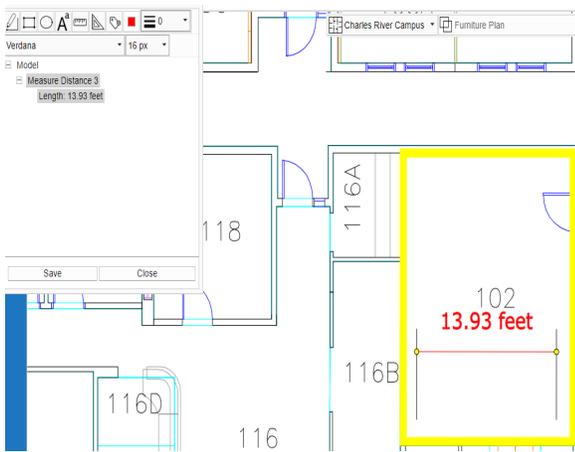
- Helps determine amount of space between two points
- Point where you want to start the measurement.
- Then use your cursor to guide to the desired end point.



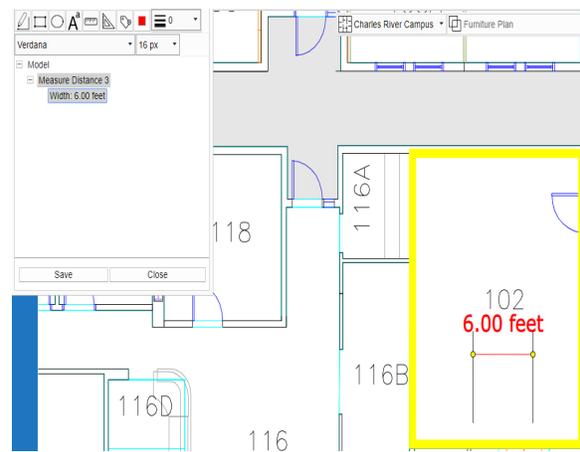
Specific Measuring

- Measures specific distance, e.g., a 6 foot line.
- Once you draw the line, double click on the length in the context menu.
- Type in your desired measurement and click enter.

Before



After



Set Square Ruler

- Used to define the different areas within a workstation

