GeoSIMS
DRAFT User Manual
Table of Contents
January, 2012

GeoSIMS test site:
https://baptistin.opb.washington.edu/geosims/mapviewer.htm

Map Interface Overview

Editing Space Data

<u>Overview</u>—GeoSIMS Display & Controls

User Information

Zoom

Map Display

GeoSIMS BETA
jefflinn   Issue Tracker

Facility:

Floor: ▼   Site ▼

Layers
☑ Base
☑ Rooms   Classify ▼
☑ GSF

Session History

Summary   **No facility** No floor   close
Search

History/Summary/Search Tabs

Layer Tab (Default)

Floor Menu

Site Selection

Facility Selection

Overview—User Information

The **User Information** drop-down displays the authorizations for the current GeoSIMS user.

Overview—Site Selection

Use the **Site Selection** pull-down to
zoom to a specific campus
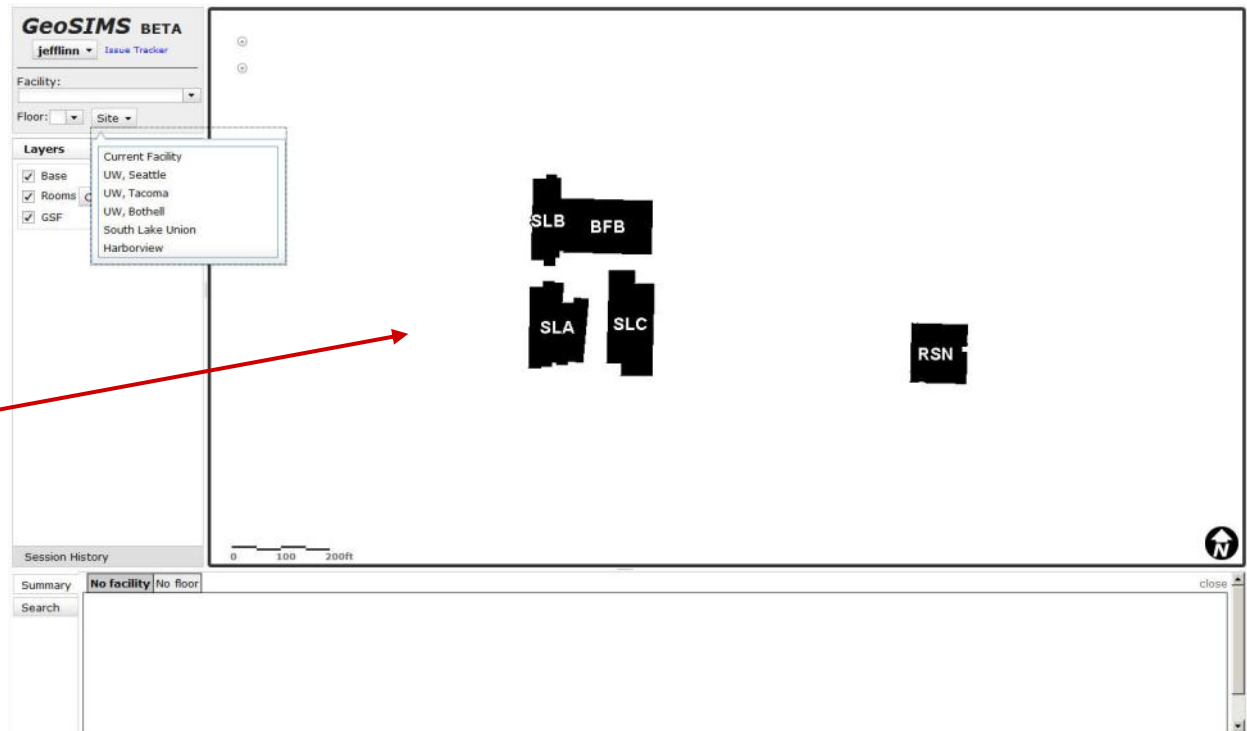
At this time, some sites have no background
data. The floor plans will still work

<u>Overview</u>—Facility Menu

The **Facility pull-down menu** displays the available floor plans. You can select from any of the available options. Notice that any facility that matches the text you've entered is displayed.

You can also zoom in and out by using the **map zoom control**, or pan by clicking and dragging in the map display.

After a facility is selected in the **Facility pull-down menu**, the extent in the map display will zoom to that facility.
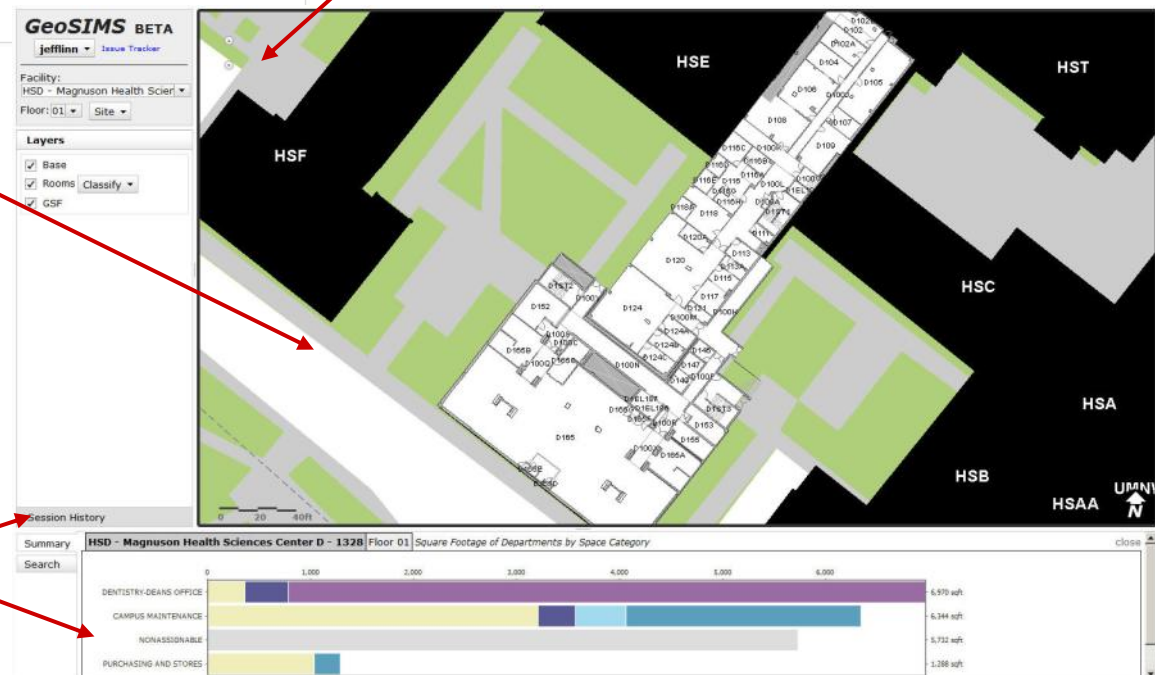
The **Summary Tab** bar chart shows the space by department for the visible floor in the selected facility.

<u>Overview</u>—Floor Menu

After a facility is selected, the extent in the map display will zoom to that facility.
The <u>Floor Code</u> pull-down menu allows the user to select which available floor to display.
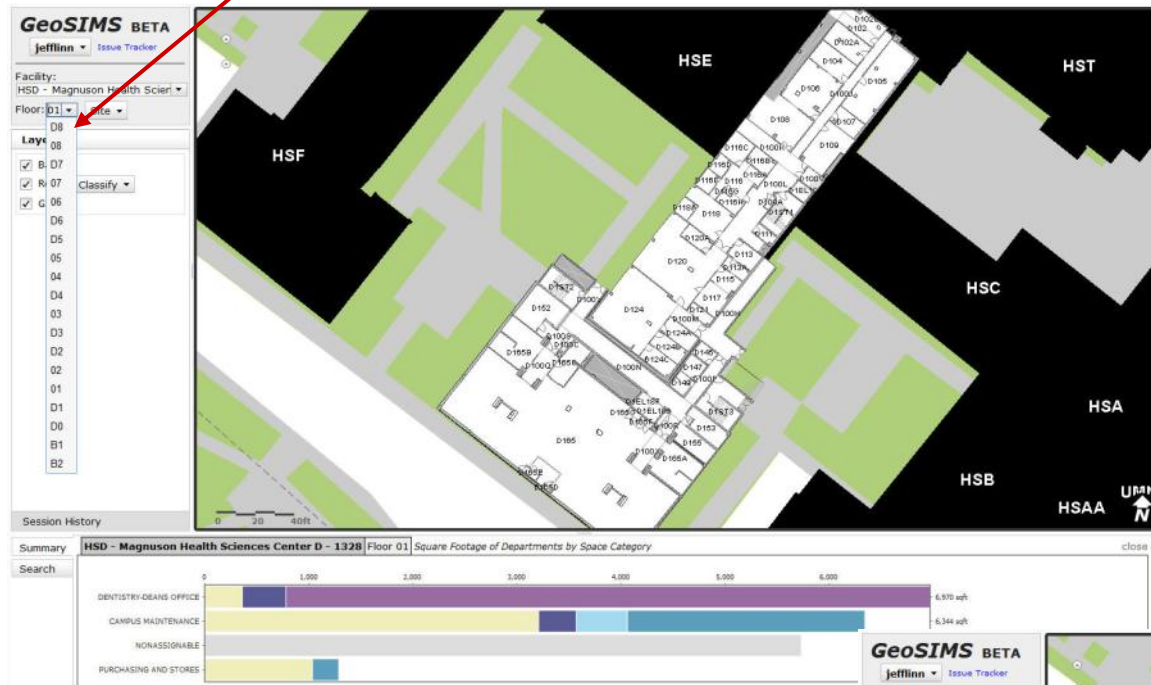
After the floor code is changed, the selected floor will display in the map display.

Notice that when a floor changes, the Summary bar chart also changes, displaying the information for the visible floor.
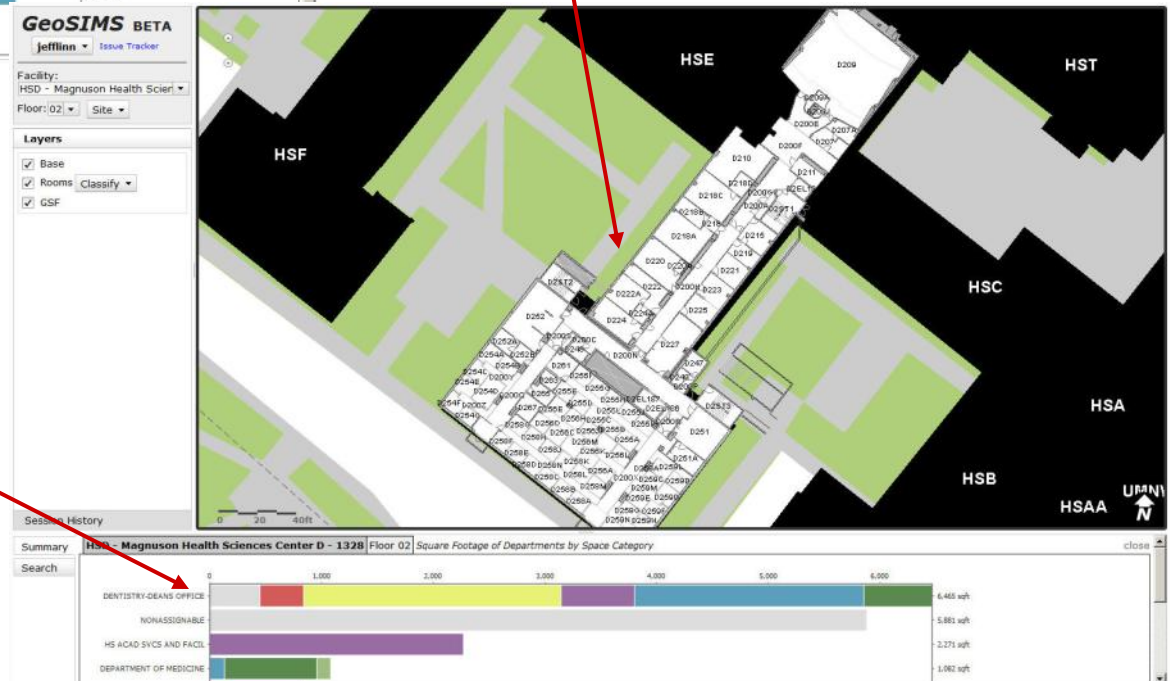
<u>Overview</u>—Session History Tab

Select the Layers Tab to return to the Facility/Floor/Site menu.

Expand the Session History Tab to see where you've been in this session.

The expanded Session History Tab will show you the Facility Numbers and floors you've viewed. These are each clickable to return to where you've been.

Editing Space Data—Overview

To select a space to edit, simply click on a room. This will bring up the Data Edit Window.

The Data Edit Window contains all you need to edit Room, Room Assignment, Budget, Use and Occupant information.

Editing Space Data—Data Confirmation

Your information may be correct, and you have no edits to make to this space. If so, confirm that your information is correct by using the confirmation tool.

By default, the room is Unconfirmed. Pull down to see the details.

Simply click on the confirmation window to confirm. The text will change to the current date.

Pull down to see the details of who confirmed the room

Editing Space Data—Room

Note that Room Number and Square Feet cannot be edited in GeoSIMS.

1. Double-click the Primary Use window to choose from a set of pre-defined room types.

2. Double-click the Organization window to enter the organization code for the selected room .

Editing Space Data—Room Assignment

1. To add a Room Assignment record, click the "+" button in the Room Assignment window. This will create a working window for you to fill in. Click the "+" button once for each record you need to create.

2. Double-click the Assignment Organization window and begin entering the org code. The window will give you options that match the entered text. You must choose one of the given op-

3. Double-click the Primary Investigator window to enter the Employee ID. The window will give you options that match the entered text. You must choose one of the given options.

4. Double-click the Room % window to enter the percentage of each Assignment record.

Editing Space Data—Selecting Room Assignments

If you've created multiple room assignments in a single room, be sure to carefully select the correct assignment record for adding Occupants, Uses and Budgets data.

1. Select a Room Assignment by clicking on it.

The Occupants, Uses and Budgets tables will show the data for the selected Room Assignment.

2. Select another Room Assignment.

The Occupants, Uses and Budgets tables will show the different data for the selected Room Assignment.

Editing Space Data—Occupants

1. To add an Occupant record, click the "+" button in the **Occupants** window. This will create a working window for you to fill in. Click the "+" button once for each record you need to create.

2. Double-click the **EID** window to enter the Employee name or

3. To add additional occupants, repeat steps 1 and 2.

4. To delete an occupant, click the "x" button.

Editing Space Data—Uses

2. Double-click the **Use Type** pull-down menu to select the Functional Use.

1. To add a Use record, click the "**+**" button in the **Uses** window. Click the "**+**" button once for each record you need to create.

3. Double-click the **Use %** window to select the enter the percentage of the room taken by this Functional Use. Note that when the sum of all use records are less than 100%, the Use% is flagged in red.

4. When the Use % = 100, the record is no longer flagged.

<u>Editing Space Data</u>—Budgets

1. To associate budgets with the room, click the "+" button in the **Budgets** window. Click the "+" button once for each record you need to create.

2. Double-click the **Budget Number** pull-down menu to enter the budget number.

3. Click the **Primary Room** box to indicate this is the primary room for this budget.