



# WU OSIS USERS GUIDE

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## OSIS Login

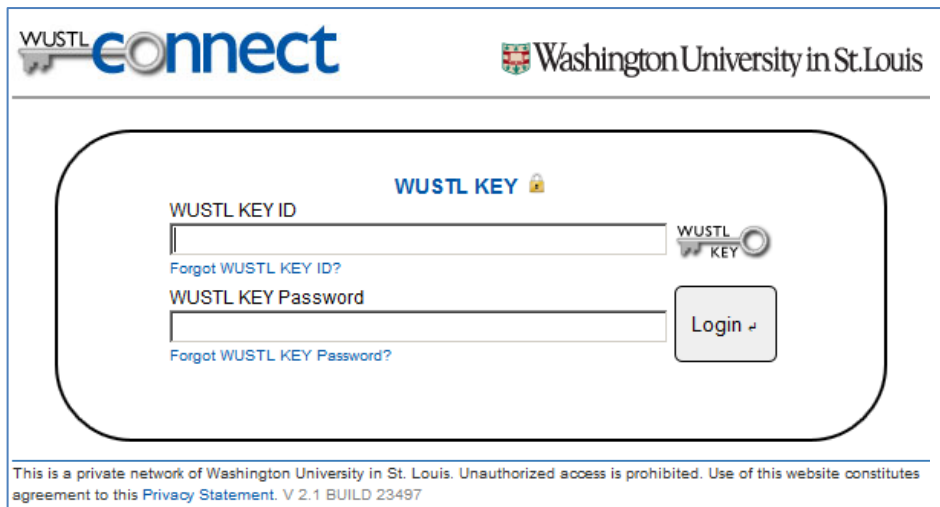
1. Open web browser




- Google Chrome (preferred)
- Firefox 3.5 or greater (next best)
- Internet Explorer 7 or greater
- Safari


2. URL = <https://managespace.wustl/OSIS>


3. Enter your WUSTL Key ID and password, and click Login, or hit enter



WUSTL connect Washington University in St. Louis

**WUSTL KEY** 

WUSTL KEY ID    
[Forgot WUSTL KEY ID?](#)

WUSTL KEY Password    
[Forgot WUSTL KEY Password?](#)

This is a private network of Washington University in St. Louis. Unauthorized access is prohibited. Use of this website constitutes agreement to this [Privacy Statement](#). V 2.1 BUILD 23497

4. Click on **Launch OSIS...**



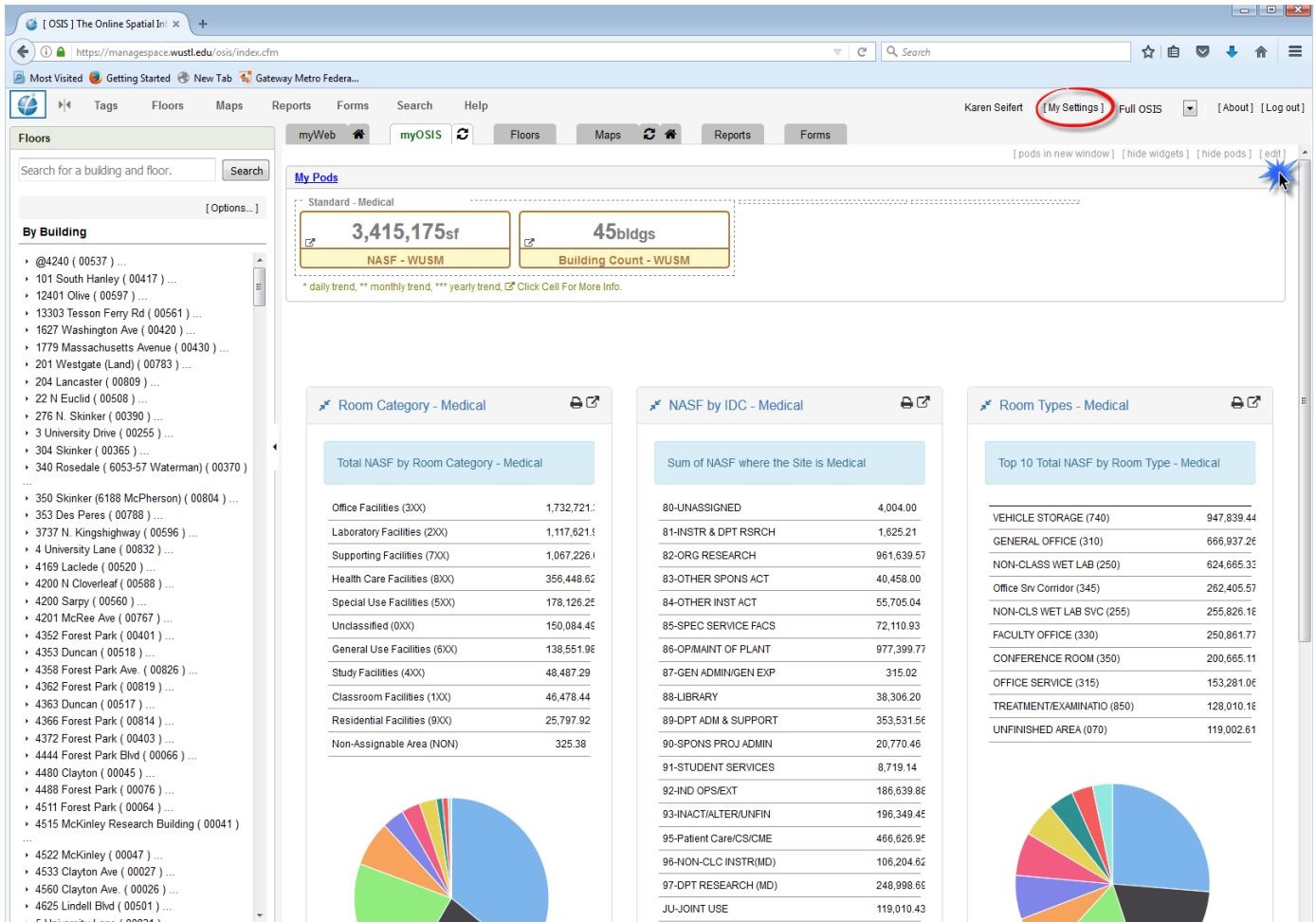
**Welcome to OSIS**

 **Launch OSIS.**

Manage, integrate, access and distribute  
facility, infrastructure and land  
information.

 **WORKPLACE  
MANAGEMENT  
SOLUTIONS**

The default Dashboard (myOSIS) displays with preassigned pods and widgets. This is an editable view. You can add, delete, and arrange Pods and Widgets into a view that is meaningful for you. The default varies for Medical School and Danforth Campus.



The screenshot shows the myOSIS dashboard with the following components:

- Navigation:** Top menu includes Tags, Floors, Maps, Reports, Forms, Search, and Help. User profile: Karen Seifert, [My Settings] (circled), Full OSIS, [About], [Log out].
- Search:** "Search for a building and floor." with a search button and [Options...]
- By Building:** A list of building addresses and IDs, such as @4240 (00537), 101 South Hanley (00417), etc.
- My Pods:** A section titled "Standard - Medical" containing two pods:
  - 3,415,175sf** (NASF - WUSM)
  - 45bldgs** (Building Count - WUSM)
- Room Category - Medical:** A table showing "Total NASF by Room Category - Medical" with a pie chart below.
 

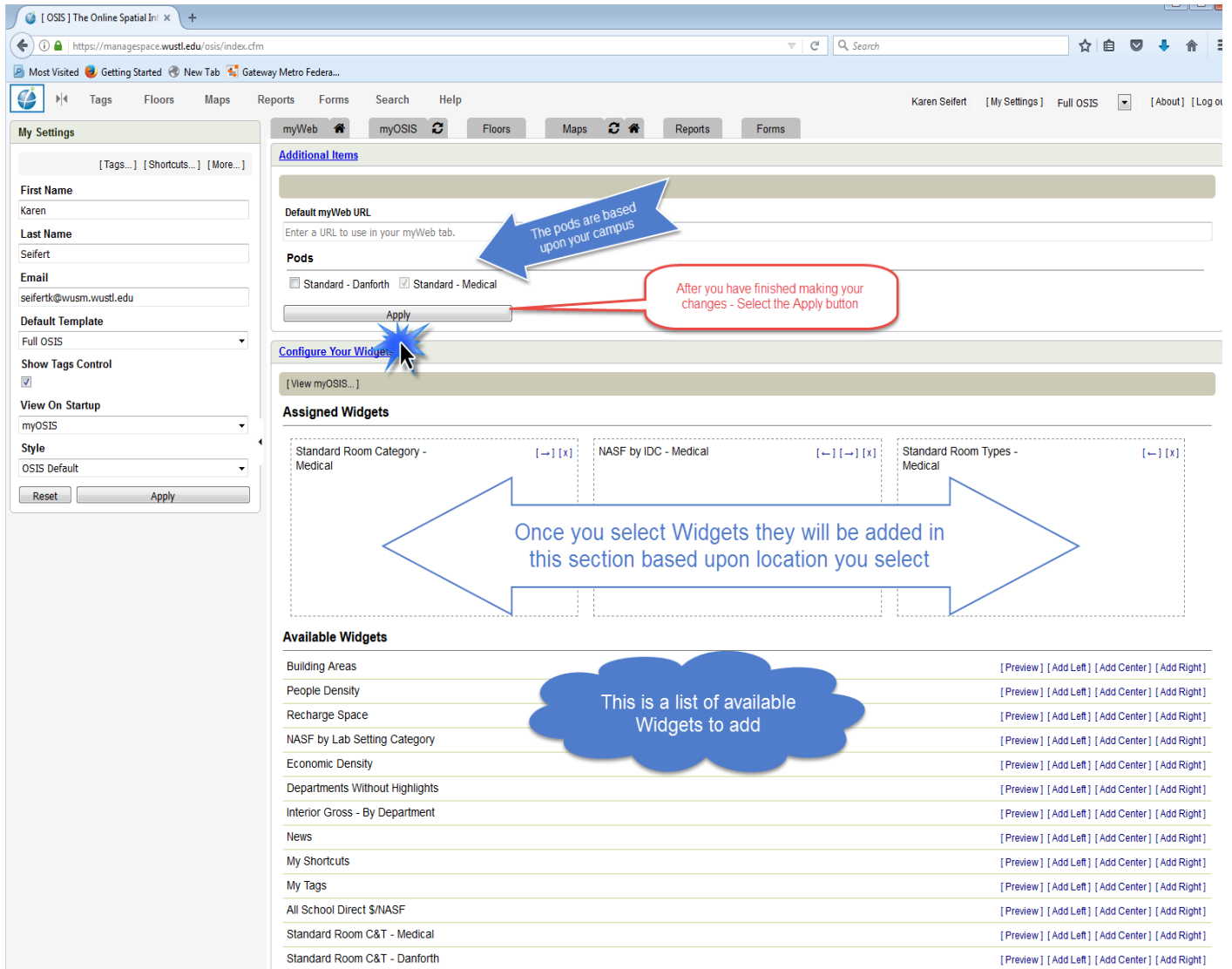
Office Facilities (30X)	1,732,721.1
Laboratory Facilities (20X)	1,117,621.1
Supporting Facilities (70X)	1,067,226.1
Health Care Facilities (80X)	356,448.62
Special Use Facilities (50X)	178,126.22
Unclassified (00X)	150,084.45
General Use Facilities (60X)	138,551.96
Study Facilities (40X)	48,487.29
Classroom Facilities (10X)	46,478.44
Residential Facilities (90X)	25,797.92
Non-Assignable Area (NON)	325.38
- NASF by IDC - Medical:** A table showing "Sum of NASF where the Site is Medical" with a pie chart below.
 

80-UNASSIGNED	4,004.00
81-INSTR & DPT RSRCH	1,625.21
82-ORG RESEARCH	961,639.57
83-OTHER SPONS ACT	40,458.00
84-OTHER INST ACT	55,705.04
85-SPEC SERVICE FACS	72,110.93
86-OP/MAINT OF PLANT	977,399.77
87-GEN ADMIN/GEN EXP	315.02
88-LIBRARY	38,306.20
89-DPT ADM & SUPPORT	353,531.56
90-SPONS PROJ ADMIN	20,770.46
91-STUDENT SERVICES	8,719.14
92-IND OPS/EXT	186,639.88
93-INACT/ALTER/UNFIN	196,349.45
95-Patient Care/CS/CME	466,626.95
96-NON-CLC INSTR(MD)	106,204.62
97-DPT RESEARCH (MD)	248,998.65
JU-JOINT USE	119,010.43
- Room Types - Medical:** A table showing "Top 10 Total NASF by Room Type - Medical" with a pie chart below.
 

VEHICLE STORAGE (740)	947,839.44
GENERAL OFFICE (310)	666,937.26
NON-CLASS WET LAB (250)	624,665.33
Office Srv Corridor (345)	262,405.57
NON-CLS WET LAB SVC (255)	255,826.18
FACULTY OFFICE (330)	250,861.77
CONFERENCE ROOM (350)	200,665.11
OFFICE SERVICE (315)	153,281.06
TREATMENT/EXAMINATIO (850)	128,010.18
UNFINISHED AREA (070)	119,002.61

## My Settings

You can change the look and feel of OSIS through the **My Settings** link on the top right hand side of screen then edit.



**My Settings**

[Tags...] [Shortcuts...] [More...]

First Name  
Karen

Last Name  
Seifert

Email  
seifertk@wusm.wustl.edu

Default Template  
Full OSIS

Show Tags Control

View On Startup  
myOSIS

Style  
OSIS Default

Reset Apply

**Additional Items**

Default myWeb URL  
Enter a URL to use in your myWeb tab.

**Pods**  
 Standard - Danforth  Standard - Medical

Apply

**Configure Your Widgets**

[View myOSIS...]

**Assigned Widgets**

Standard Room Category - Medical [←] [x]    NASF by IDC - Medical [←] [→] [x]    Standard Room Types - Medical [←] [x]

Once you select Widgets they will be added in this section based upon location you select

**Available Widgets**

Building Areas	[Preview] [Add Left] [Add Center] [Add Right]
People Density	[Preview] [Add Left] [Add Center] [Add Right]
Recharge Space	[Preview] [Add Left] [Add Center] [Add Right]
NASF by Lab Setting Category	[Preview] [Add Left] [Add Center] [Add Right]
Economic Density	[Preview] [Add Left] [Add Center] [Add Right]
Departments Without Highlights	[Preview] [Add Left] [Add Center] [Add Right]
Interior Gross - By Department	[Preview] [Add Left] [Add Center] [Add Right]
News	[Preview] [Add Left] [Add Center] [Add Right]
My Shortcuts	[Preview] [Add Left] [Add Center] [Add Right]
My Tags	[Preview] [Add Left] [Add Center] [Add Right]
All School Direct \$/NASF	[Preview] [Add Left] [Add Center] [Add Right]
Standard Room C&T - Medical	[Preview] [Add Left] [Add Center] [Add Right]
Standard Room C&T - Danforth	[Preview] [Add Left] [Add Center] [Add Right]

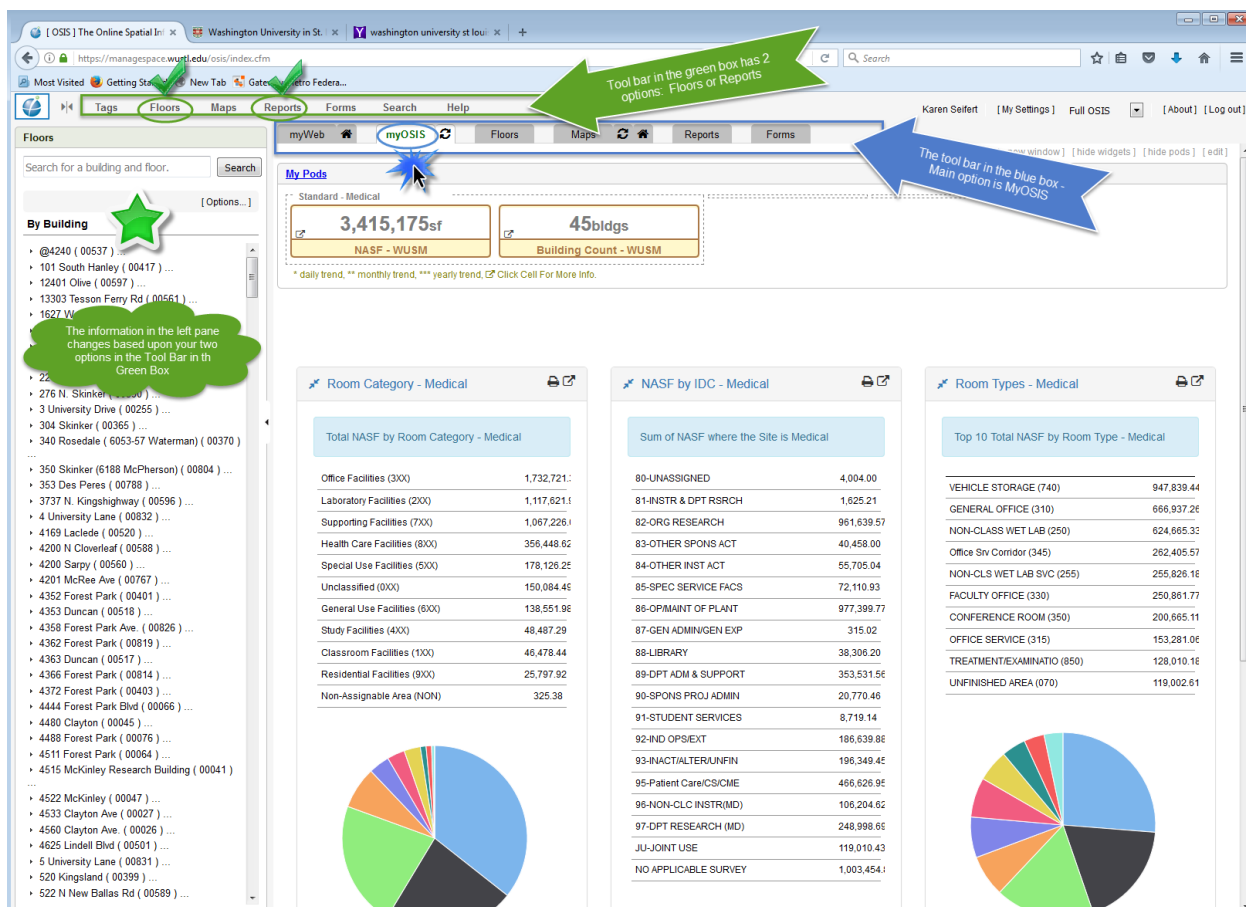
This is a list of available Widgets to add

## General Navigation from OSIS Landing Page

When you first log into OSIS you will be on the MyOSIS landing page. The tool bar in the blue box is where the home button is to return to you back to your MyOSIS landing page.

The tool bar in the green box has 2 options: Floors or Reports

- When you select Floors the navigation pane on the left will list the buildings
- When you select Reports the navigation pane on the left will list the reports



The screenshot shows the OSIS web application interface. The top navigation bar includes tabs for 'Tags', 'Floors', 'Maps', 'Reports', 'Forms', 'Search', and 'Help'. A green arrow points to the 'Floors' and 'Reports' tabs, indicating they are the main options. A blue arrow points to the 'myOSIS' button, which is the main option for returning to the landing page. On the left side, there is a 'By Building' list with a green star highlighting it. A green cloud contains the text: 'The information in the left pane changes based upon your two options in the Tool Bar in the Green Box'. The main content area displays 'My Pods' with two summary cards: '3,415,175sf NASF - WUSM' and '45bldgs Building Count - WUSM'. Below these are three data tables and two pie charts.

Room Category	Total NASF
Office Facilities (30X)	1,732,721.1
Laboratory Facilities (20X)	1,117,621.1
Supporting Facilities (70X)	1,067,226.1
Health Care Facilities (80X)	356,448.62
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Room Type	Total NASF
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96-NON-CLC INSTR(MD)	106,204.62
97-DPT RESEARCH (MD)	248,998.65
JU-JOINT USE	119,010.43
NO APPLICABLE SURVEY	1,003,454.1

Room Type	Total NASF
VEHICLE STORAGE (740)	947,839.44
GENERAL OFFICE (310)	656,937.26
NON-CLASS WET LAB (250)	624,665.32
Office Srv Corridor (345)	262,405.57
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FACULTY OFFICE (330)	250,861.77
CONFERENCE ROOM (350)	200,665.11
OFFICE SERVICE (315)	153,281.04
TREATMENT/EXAMINATIO (850)	128,010.16
UNFINISHED AREA (070)	119,002.61

## Viewing Floor plans

To view a floor plan:

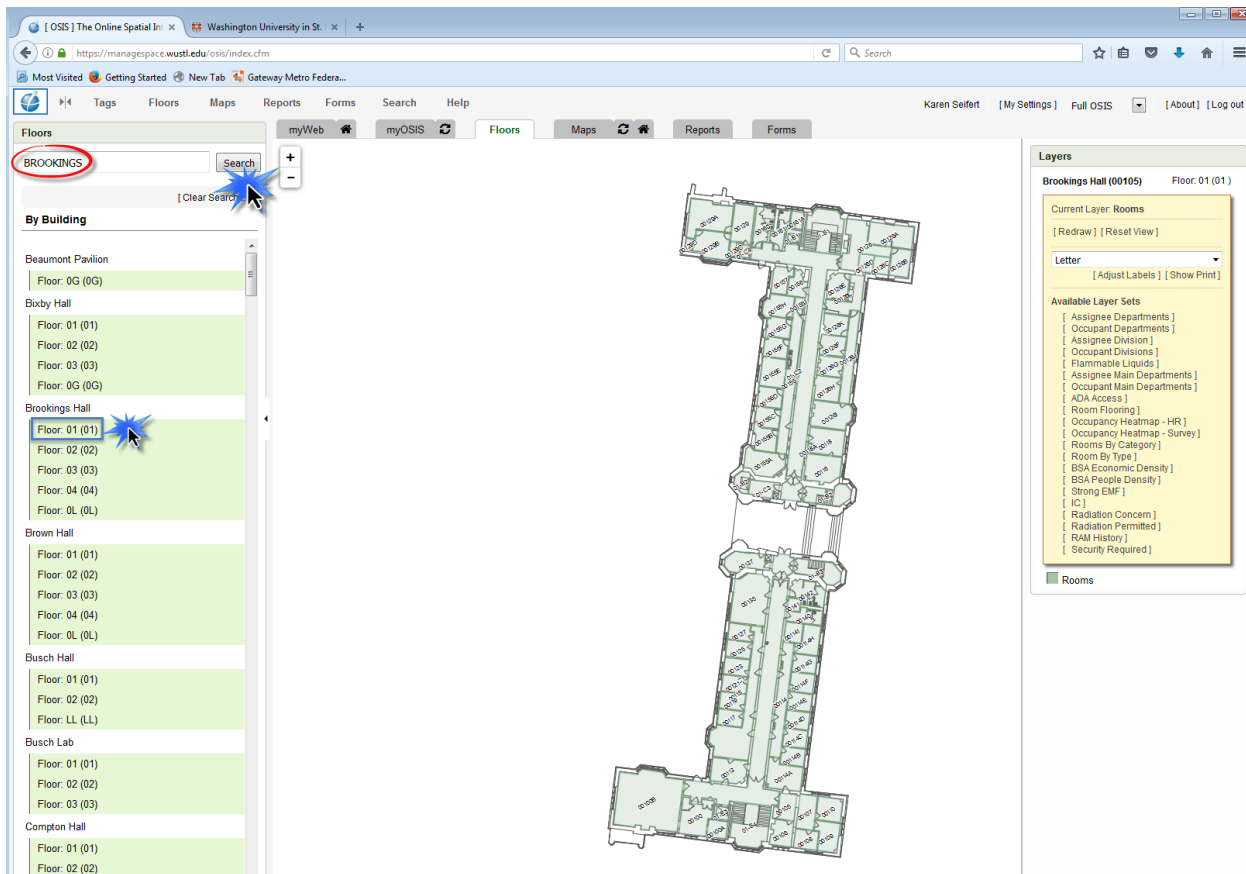
1. First make sure you have selected Floors from the tool bar.



2. Select a building from the list in the left pane window.

Buildings may be selected two ways:

- Searching by entering (partial or full building name) or (building number) in the Search box
- Scrolling down the list.

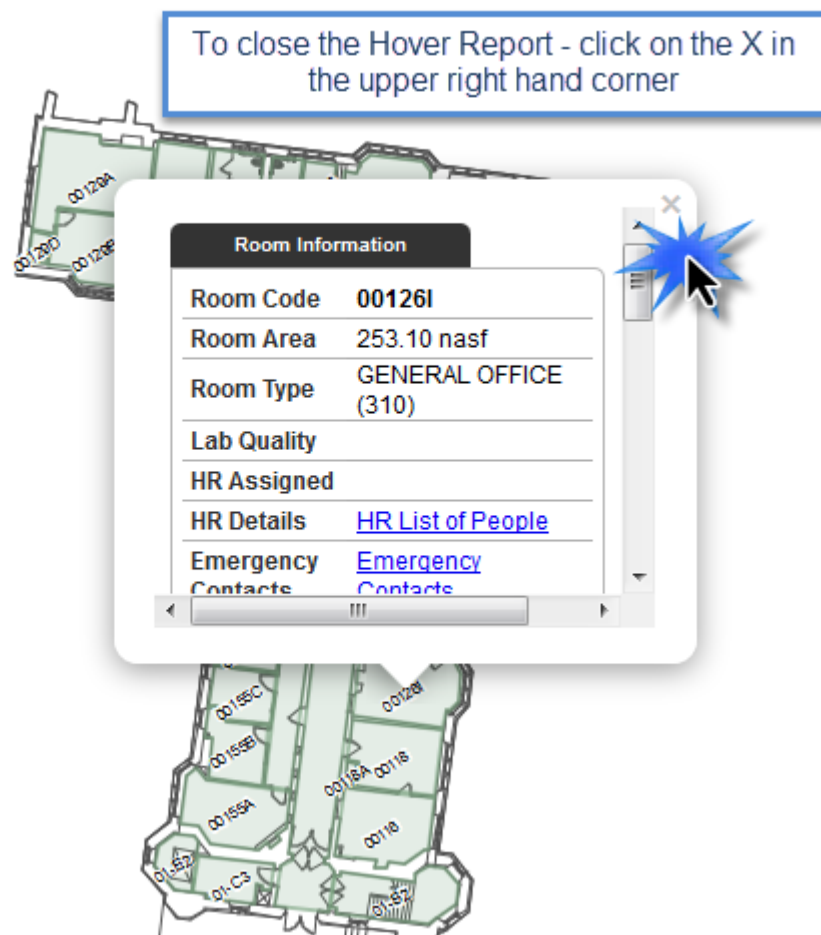




## Floor Plan Tools / Features

### Hover Reports

When you move your mouse over a room on the floor plan and click enter, a dialogue box appears displaying specific room information, and links to additional reports.





Field Name	Example of Data	Explanation of Data
Room Code	00126I	This is the official room number per CAAD Drawing
Room Area	253.10 nasf	NASF per CAAD drawing
Room Type	GENERAL OFFICE (310)	Each room is given a type that describes the space. This link has the full list of types. <a href="http://space.wustl.edu/Pages/Room-Type-Code-Definitions.aspx">http://space.wustl.edu/Pages/Room-Type-Code-Definitions.aspx</a>
Lab Quality		Used by medical school for labs
HR Assigned		Lists the employees name assigned to this room in HRMS. If no name appears then no one is assigned.
HR Details	<a href="#">HR List of People</a>	Hyper link to a report of all employees HRMS has on the floor.
Emergency Contacts	<a href="#">Emergency Contacts</a>	Hyper link to a report of employees HRMS has assigned as Emergency Contacts
Room List	<a href="#">Rooms List</a>	Hyper link to a report of all rooms on the floor, their type, NASF and who is assigned
Room Document	No Document Available	Documents, letters, exhibits can be attached to a room
Room Split ID	00126I	If more than one group occupies a room a room may be split. The room ID would be different than the Room Code if room was split. This room was not split.
Room Split Area	253 nasf	NASF associated with the room split.
Occupant Main Dept	Human Resources (000339)	Group occupying the space
Core Name		If the room is a Core a name will appear
PI		Principal Investigated assigned to the room
IDCs	87-GEN ADMIN/GEN EXP (100%)	Each room is given InDirect Cost (IDC) codes to reflect the type of work performed in the room. A room/room split may have up to 20 different IDC Codes. This link has the full list of all IDC codes. <a href="http://space.wustl.edu/Pages/Indirect-Cost-Codes.aspx">http://space.wustl.edu/Pages/Indirect-Cost-Codes.aspx</a>
Assignee	Human Resources (000339)	Group assigned the space. This can be different than the occupant.
Previous		Group previously occupying the space
Previous Date		Date previous group vacated
Future		Group planned to occupying the space in the future
Future Date		Planned Future Date group will occupy

### Layer Sets

Layer sets are pre-defined queries that give you the flexibility to view a floor plate from different perspectives. The below is an example of the layer set “Rooms By Occupant Main Department” note that the rooms are highlighted by Occupying Department.



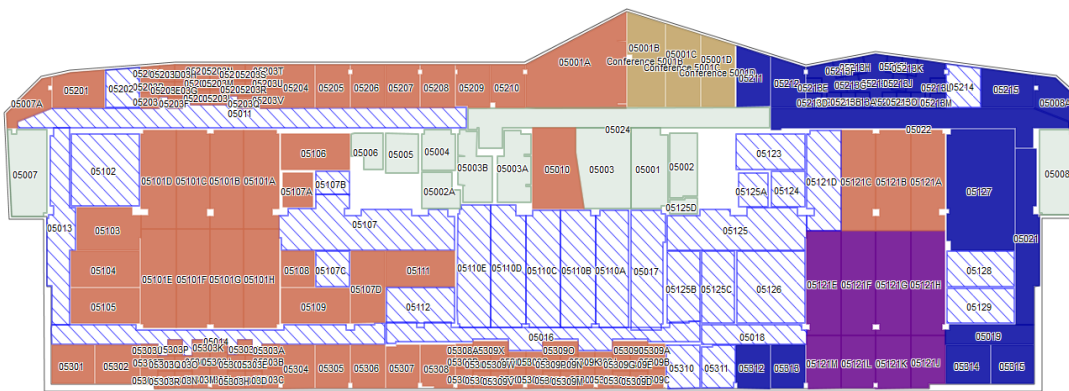
Shows the layer set selected for the highlighting



Shows the other layers sets you can select for highlighting



Option that allows you to change the font size and alignment of the room number



**Layers**

4515 McKinley Research Building (00041)  
Floor: 05 (05)

Current Layer: Occupant Main Departments

[ Redraw ] [ Reset View ]

Letter [ Adjust Labels ] [ Show Print ]

Available Layer Sets

- [ Assignee Departments ]
- [ Occupant Departments ]
- [ Assignee Division ]
- [ Occupant Divisions ]
- [ Flammable Liquids ]
- [ Assignee Main Departments ]
- [ Rooms ]
- [ ADA Access ]
- [ Room Flooring ]
- [ Occupancy Heatmap - HR ]
- [ Occupancy Heatmap - Survey ]
- [ Rooms By Type ]
- [ BSA Economic Density ]
- [ BSA People Density ]
- [ Strong EMF ]
- [ IC ]
- [ Radiation Concern ]
- [ Radiation Permitted ]
- [ RAM History ]
- [ Security Required ]

**Occupant Main Departments**

- Center for Genome Sciences
  - 3636 nasf over 34 rooms
- Departmental Use-CI 13 & 14 Only
  - 2990 nasf over 1 rooms
- General Administration
  - 683 nasf over 3 rooms
- Genetics-Instruction and Research
  - 14309 nasf over 139 rooms
- Multiple Departments
- Pi - Path And Immunology
  - 2735 nasf over 16 rooms

**Print Control**

All Rooms

B I U |

Change Text Height

Change Text Rotation

Change Text Position (Horizontal)

Change Text Position (Vertical)

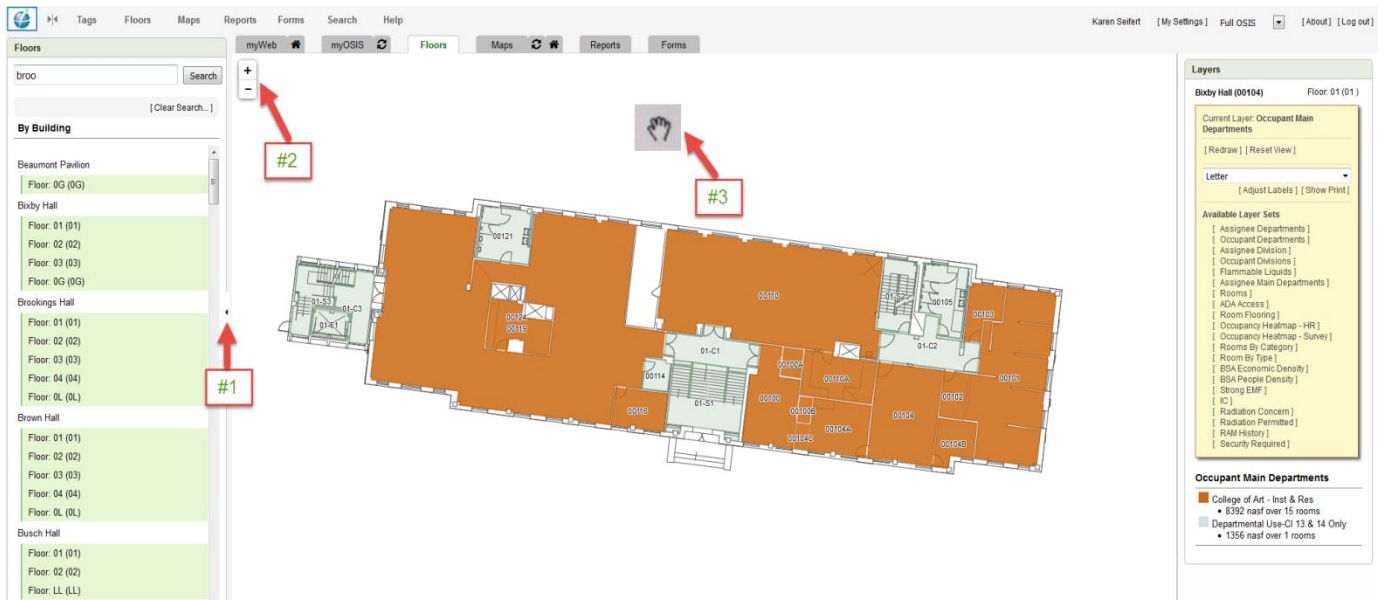
All Users

Save

### Format Viewing Options

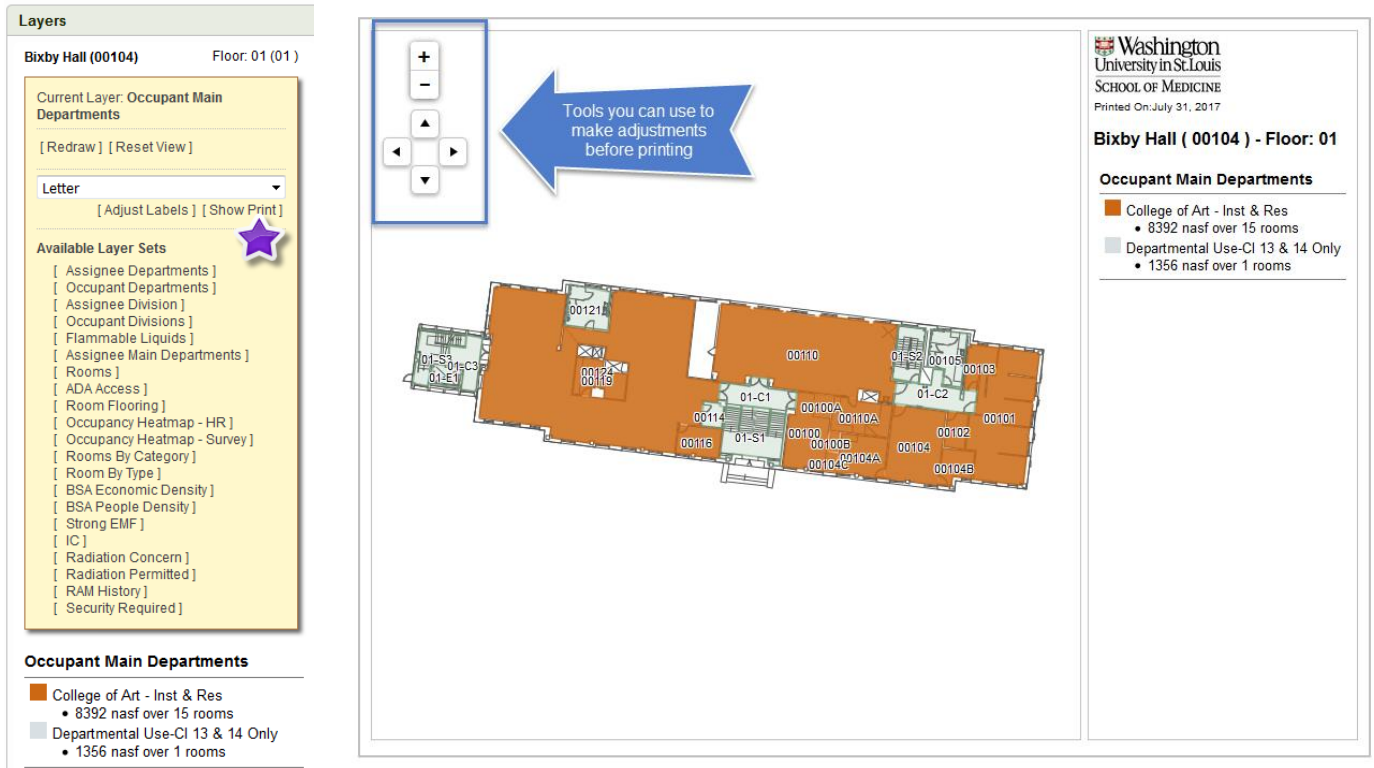
Several tools available while viewing a floor plan:

1. Click the carrot to hide the left menu bar. This expands the real estate available on your computer screen to view a floor plan.
2. Click to + or – button the enlarge or shrink the floor plan
3. Place your cursor around the floor plan until the pointer turns into a hand. Once it turns into a hand you can click once and hold then move the floor plan around on your screen.



### Printing

While working in 'Floor Tools' you can print floor plans from any view. Simply click on the word **[Show Print]**. The print preview opens in a pop up window with only the selected floor plan loaded. The print will include a Legend and other key Information. You have the ability make small adjustments to the floor plan view before printing.



**Layers**

Bixby Hall (00104) Floor: 01 (01)

Current Layer: Occupant Main Departments

[ Redraw ] [ Reset View ]

Letter [ Adjust Labels ] [ Show Print ]

Available Layer Sets

- [ Assignee Departments ]
- [ Occupant Departments ]
- [ Assignee Division ]
- [ Occupant Divisions ]
- [ Flammable Liquids ]
- [ Assignee Main Departments ]
- [ Rooms ]
- [ ADA Access ]
- [ Room Flooring ]
- [ Occupancy Heatmap - HR ]
- [ Occupancy Heatmap - Survey ]
- [ Rooms By Category ]
- [ Room By Type ]
- [ BSA Economic Density ]
- [ BSA People Density ]
- [ Strong EMF ]
- [ IC ]
- [ Radiation Concern ]
- [ Radiation Permitted ]
- [ RAM History ]
- [ Security Required ]

**Occupant Main Departments**

- College of Art - Inst & Res
  - 8392 nasf over 15 rooms
- Departmental Use-CI 13 & 14 Only
  - 1356 nasf over 1 rooms

Washington University in St. Louis  
SCHOOL OF MEDICINE  
Printed On: July 31, 2017

**Bixby Hall ( 00104 ) - Floor: 01**

**Occupant Main Departments**

- College of Art - Inst & Res
  - 8392 nasf over 15 rooms
- Departmental Use-CI 13 & 14 Only
  - 1356 nasf over 1 rooms

\* After you finishing any changes to your Print Preview exhibit, then you use the tools in your web browser to print the document. Chrome and Firefox each have different ways to print.

## Reports

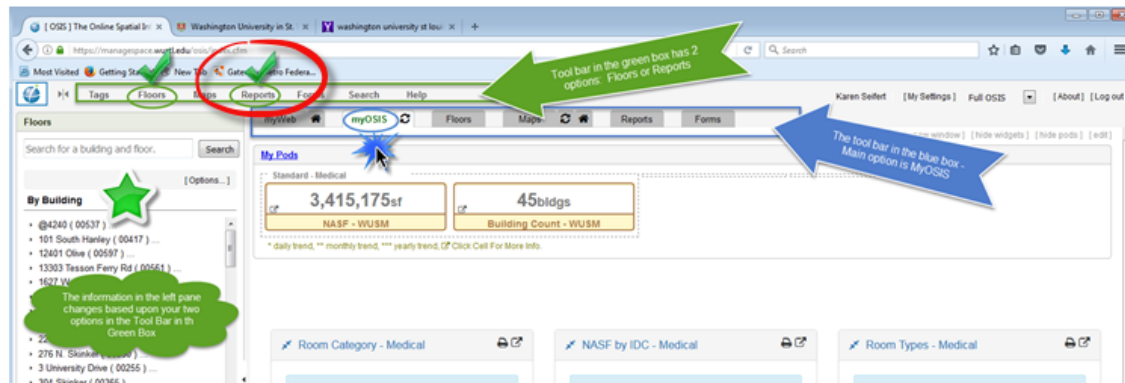
OSIS has a number of Space Reports designed to present space information in a tabular format. Reports come into two formats.

- Reports designed to Export. These are reports with a lot of data and attributes that do not print in a nice format. Any report designed for Export will have the word Export at the end of the report name.
- Reports designed for Viewing or Printing. These reports will not have the word Export in the report name.

1. To run a report, first select Reports from the tool bar. The left navigation pane will give list the Report Folders.

The tool bar in the green box has 2 options: Floors or Reports

- When you select Floors the navigation pane on the left will list the buildings
- When you select Reports the navigation pane on the left will list the reports



2. Select a folder. We have Three Folders with reports designed for the University.

- University Building ...
- University Room By Building ...
  - Room Category by Building
  - Room List By Building
  - Room List by Building by PI
  - Room Occupant by Building
  - Room Occupant Detail (Export)
  - Room Split Detail by Building (Export)
- University Room By Department ...

Select your Site Location by clicking in the box next to the one you want.

Select your Building name by:

1. Scrolling down list until you see the name you want
2. Typing part of the name in the search box then select the Green Refresh button

**Report Quick Filter For: Room Split Detail by Building (Export)**

Apply Filter [ Clear All ]

**Site** [invert] [clear] **Building (filter)** [invert] [clear]

Please choose at least 1 and no more than 7 item(s) from the following list.

showing 10 of 10 possibilities

- DANFORTH
- MED OFFSITE
- MEDICAL
- MEDICAL EXTERIOR
- NORTH CAMPUS
- OTHER
- SOUTH CAMPUS
- SOUTH FORTY
- TYSON
- WEST CAMPUS

Please choose at least 1 and no more than 7 item(s) from the following list.


showing 3 of 3 possibilities that contain "busch"

- Anheuser-Busch Hall - 00250
- Busch Hall - 00107
- Busch Lab - 00108

Refresh button

3. All buildings that include that word will appear on your list. Select one then hit Apply Filter button to run report.

The results of your report will display. You can view your report, print your report or Export the data of your report.



**OSIS - Production**  
**Room Split Detail By Building (Export)**

[ Top ]  
July 31, 2017

Report ID: 400

Clear Restriction
Report Style: Table

permanent restriction in place

[Create Excel Download](#)

Building	NASF
Busch Hall	20,327
<b>Totals:</b>	<b>20,327</b>

Building: Busch Hall      Building Code: 00107

Floor Code	NASF
01	9,123
02	6,294
LL	5,910

Floor Code: 01

Site	Room Ownership	Room Number	Room NASF	Room Split ID	Room Type Code	Room Type Description	Room Split %	Split NASF	PI Name	End Of Year Status	Recharge Space	Core Space	Lab Quality Code	Site Visit
DANFORTH		00100	1,413	00100	110	CLASSROOM	100.00%	1,413		Y	N			81
DANFORTH		00101	275	00101	330	FACULTY OFFICE	100.00%	275		Y	N			81
DANFORTH		00101A	141	00101A	330	FACULTY OFFICE	100.00%	141		Y	N			81
DANFORTH		00101B	35	00101B	115	CLASSROOM SERVICE	100.00%	35			N			81
DANFORTH		00102	167	00102	310	GENERAL OFFICE	100.00%	167		Y	N			89
DANFORTH		00103	170	00103	330	EDUCITY	100.00%	170		Y	N			81