

WUSM OSIS USERS GUIDE



OSIS – Online Spatial Information System

The School of Medicine has been working diligently to enhance the space management process and supporting technology programs. In support of this initiative, a new Space Management application called Archibus was purchased and implementation has started. The Business Intelligence piece of the system is called OSIS. Archibus and OSIS will manage space, provide business intelligence and deliver critical information for emergency response.

Information in OSIS by the Systems of Record

1. **Annual Space Survey:** All information entered by departments during the annual space survey. This includes: Information at the room level that describes the type of room, type of work performed in the room, whose is in the room, grants performed in the room.
2. **HR System:** Employee name, title and work location (No salary information). Also includes emergency contact information for departments and buildings.
3. **Financial System:** Grant spending by grant fund number.
4. **OSIS:** Fields added which includes lab quality rating, year built, original building architect

This new system is a central repository for facilities to track critical information associated with space from University systems of record.

- This is a web based system that you can access anytime, anywhere
- Information is pulled from the University systems of record and refreshed on a daily basis
- The system will be accessible using your WUSTL Key login
- Reports in development for Rent for Space & Bench Space Analysis

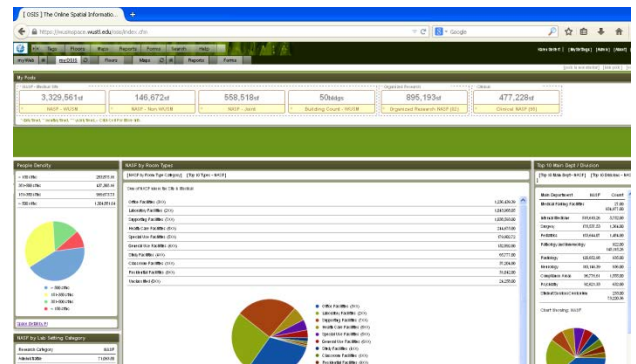
OSIS Login

1. Open web browser



- Internet Explorer 7 or greater
- Firefox 3.5 or greater
- Safari
- Google Chrome

2. Navigate to <https://wusmspace.wustl.edu>
3. Enter your WUSTL Key ID and password, and click Login, or hit enter



MyOSIS is your default dashboard giving you access to Pods and Widgets displaying selected grouped information with interactive links for additional drill down. Widgets are enabled with summary reports and charts for quick information analysis. Most include links to the supporting data.

Floors

Every floor within WUSM buildings for which an AutoCAD drawing exists is displayed in OSIS.

Floor Tools

Hover Reports

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

- Space survey that is performed annually is captured in the hover report as well in the **Survey Occupants. HR Assigned** displays who specifically is in the room.
- The list of people that have been assigned to the floor and entered into HRMS display when the **HR details** link is clicked.
- **Option 1** provides the rooms list of each room listed on the floor with the room type, IDC code, square footage, etc.

myWeb | myOSIS | Floors | Maps | Reports | Forms | Search | James Powell-Small | [My Settings] | [Admin] | [About] | [Log out]

Building and Floor Information | Additional Floors: 01 | [Tag]

Room Information

Room Code	00103
Room Area	36.00 nasf
Room Category	Office Facilities (3XX)
Room Type	GENERAL OFFICE (310)
Assignee Main Dept	Pediatrics (002165)
Occupant Main Dept	Pediatrics (002165)
Occupant Division	Infectious Diseases (002177)
Occupant Department	Pediatrics Infectious Diseases (002177)
Survey Occupants	0
Room Splits	00103 - 002177 - Sterck, Gregory (100%) 00103 - 002177 - Sterck, Gregory (100%)
IDCs	
Survey NASF/HC	
HR Assigned	BRANDY JOHNSON KNEESHE PATRICKSON NATHAN IVY LINDA JONES
HR Details	HR List of People
Option 1	Rooms List

X: 133.299013, Y: 0 features s | 5 x 100.40 (ft) | Powered by MapGuide

Layers Added

[Back To Floor Tools]

The "Occupant Divisions" layer set has been loaded

[Reset View] [Redraw]

PDF Print

[Full Floor Plan - Letter]
[Full Floor Plan - 11x17]

Occupant Divisions [print]

- Administration - 002165
- 1096 nasf over 7 rooms
- Diagnostic Medicine - 002191
- 132 nasf over 2 rooms
- Infectious Diseases - 003054
- 70 nasf over 1 rooms
- Infectious Diseases - 002177
- 1074 nasf over 6 rooms

PDF Print

[Full Floor Plan - Letter]
[Full Floor Plan - 11x17]

Shared by Division [print]

Shared Rooms

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 Type” note that the rooms are highlighted by type.



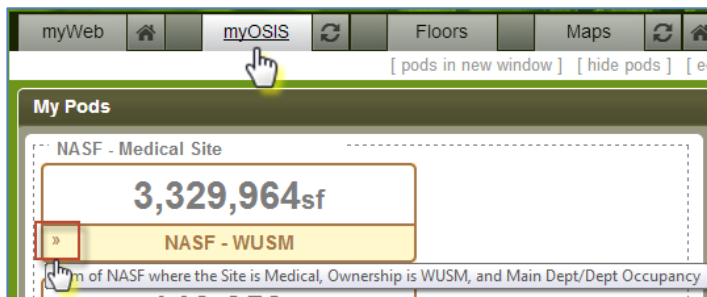
Reports

OSIS has a number of preset Space reports designed to present tabular data, summary bands, and charts. Reports can be accessed from myOSIS pods and widgets, floor plans and from the 'Report' tab. The reports are designed so that data can be filtered, sorted, and exported. If there is a report that you would like but do not see please contact support @ wumospace@wum.wustl.edu or 314-362-6646.

myOSIS - Pod

The detail of the Pod display is available in report form.

1. From myOSIS click on the expand icon » of a selected pod.

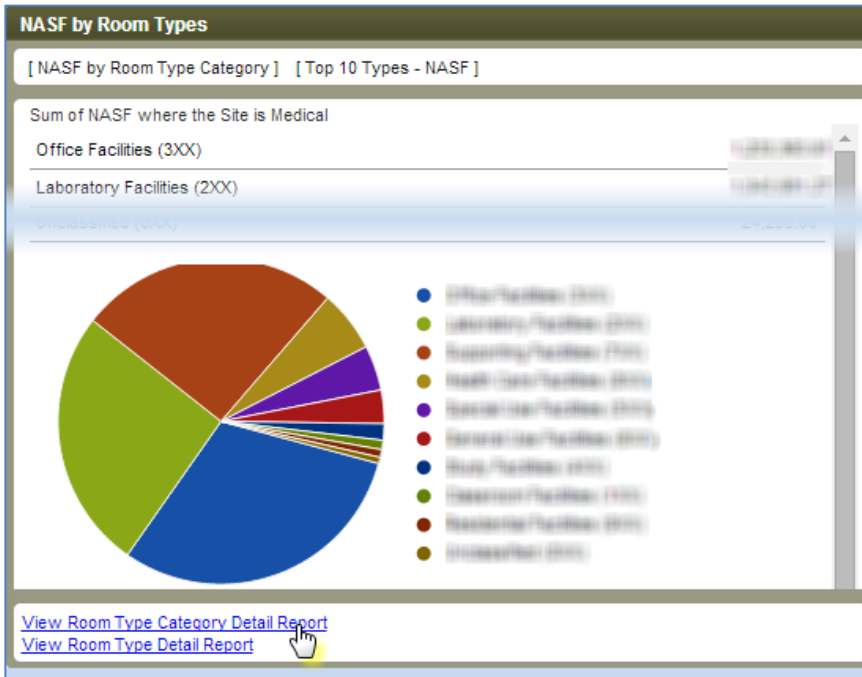


2. The selected report will open in a new window.

myOSIS - Widget

The detail of the widget information is available in report form.

1. Scroll to the bottom of selected **widget**
2. Click **blue link** (s)



Note: Everything in blue font is a hyperlink to drill down into more detail.

3. Depending on the complexity of the report detail OSIS will:
 - a. Open the report in a new window.
 - b. Report **Quick Filter** displays in a new window.

Reports - Tab

1. Click **Reports** from the main menu.
2. From the left navigation pane, click the **expand** icon ▶ to see the reports for each category
3. Click **report name**
4. Depending on the complexity of the report detail OSIS will:
 - a. Open the report in the center viewing pane.
 - b. Report **Quick Filter** in the center viewing pane.

Quick Filter

Some reports contain so much detail that it is best to filter down to the exact data points before creating the report. Depending on the type of report and data you will see filter choices such as, but not limited to:

- Allocated Main Department
- Room Type Category
- Building
- Main Department
- Building Code

Glossary

Dashboard: User interface that, somewhat resembling an automobile's dashboard, organizes and presents information in a way that is easy to read.

Pod: Displays one number for key indicators or metrics.

Widget: Displays selected grouped information. Interactive links for additional drill down. Enabled with summary reports and charts for quick information analysis.

Main Department: High level of roll up for a department.

Main Department → Division → Section → Department