

OSIS Training



Washington University in St. Louis

SCHOOL OF MEDICINE

Introductions & Goals

- OSIS – Online Spatial Information System
- Overview: This class introduces the OSIS application interface and focuses on general navigation and application features for reporting WUSM information spatially and in tabular format.

Agenda Review

Overview: This class introduces the OSIS application interface and focuses on general navigation and application features for reporting WUSM information spatially and in tabular format.

- Introduction to OSIS
- Accessing and Using Floor Plans
- OSIS Reporting
- Maps
- Questions

Access for Training

- Google Chrome
- [WUSTL Key Logon](#)
- <https://osisreporting.wustl.edu>



The screenshot shows the OSIS login page for Washington University in St. Louis. In the top left corner is the university's logo and name. The center features the OSIS logo, which is a stylized 'O' composed of black, red, and grey segments, with the text 'OSIS by JLL Technologies' below it. To the right of the logo, there is a short introductory paragraph and two buttons: a white 'Learn More' button with an information icon and a red 'Log in' button with a key icon.

Washington University in St. Louis



OSIS
by JLL Technologies

Use your spatial data to create powerful customer experiences.

Facilities and Corporate Real Estate teams use OSIS to deliver compelling digital applications for business intelligence, workflows, GIS, wayfinding, kiosks and more.

[Learn More](#) [Log in](#)

OSIS Interface Tour

The screenshot shows the OSIS interface for Washington University in St. Louis. At the top left is the university logo and a 'Home' button. A navigation bar contains 'myOSIS' and several tabs: 'Floorplans', 'Maps', 'Reports', 'Flooring Form', and 'Vacancy Form'. On the right, the user name 'Cheryl Kilwin' is displayed. Below the navigation bar are four feature cards: 'Floorplans' (with a red '1' in a circle), 'Maps' (with a red '2' in a circle), 'Reports' (with a red '3' in a circle), and 'Forms'. Each card includes a brief description of its functionality. To the right of these cards is a search bar with the text 'Find a person, find a place', a search input field, and two buttons: 'Find Employee' and 'Find Room'.

1. Click on 'Floorplans' box to select a building and floor to view floorplan
2. Click on 'Maps' box to view a map of the campus and click on a building to view details
3. Click on 'Reports' box to select a report to filter and view

Floor Plans



- Published from AutoCAD
- Basis for all areas in the space system
- Show highlights based on department assignee or occupant, room category or type, as well as by PI.

Exercise: Finding and Opening Floor Plans

My Shortcuts

Washington University in St. Louis Home

myOSIS Floorplans Maps Reports Flooring Form Vacancy Form

1 Floorplans

Understand occupancy, room use, and more. Visualize information directly on a floor plan, focus on important details, and create professional looking prints for sharing and collaboration.

Maps

View the Washington University campus inside a Google Map. Search for buildings and display other helpful information.

Reports

Access reports that present spatial information. View these reports, filter them, and export them for sharing and other use.

Forms

Apply information to locations. Use tools to quickly and easily select many buildings, floors, and rooms, and take action in bulk.

Find Floor Plan

North **2** [Search] [X]

Enter 3 or more characters to search

United States of America

3 North Medical Building (00001) - Floor 01
United States of America
4580 Scott Ave, Missouri [Bookmark] [Print]

North Medical Building (00001) - Floor 02
United States of America
4580 Scott Ave, Missouri [Bookmark] [Print]

North Medical Building (00001) - Floor 03 **4** [Bookmark] [Print]

1. Select the 'Floorplans' box on the left
2. Search for North Medical Building
 - a. simply type 'North' or you can type the building number
 - b. hit Enter on the keyboard or select the Search button
3. Note the search results
4. Select Third Floor to load the floorplan

Working with Floor Plans

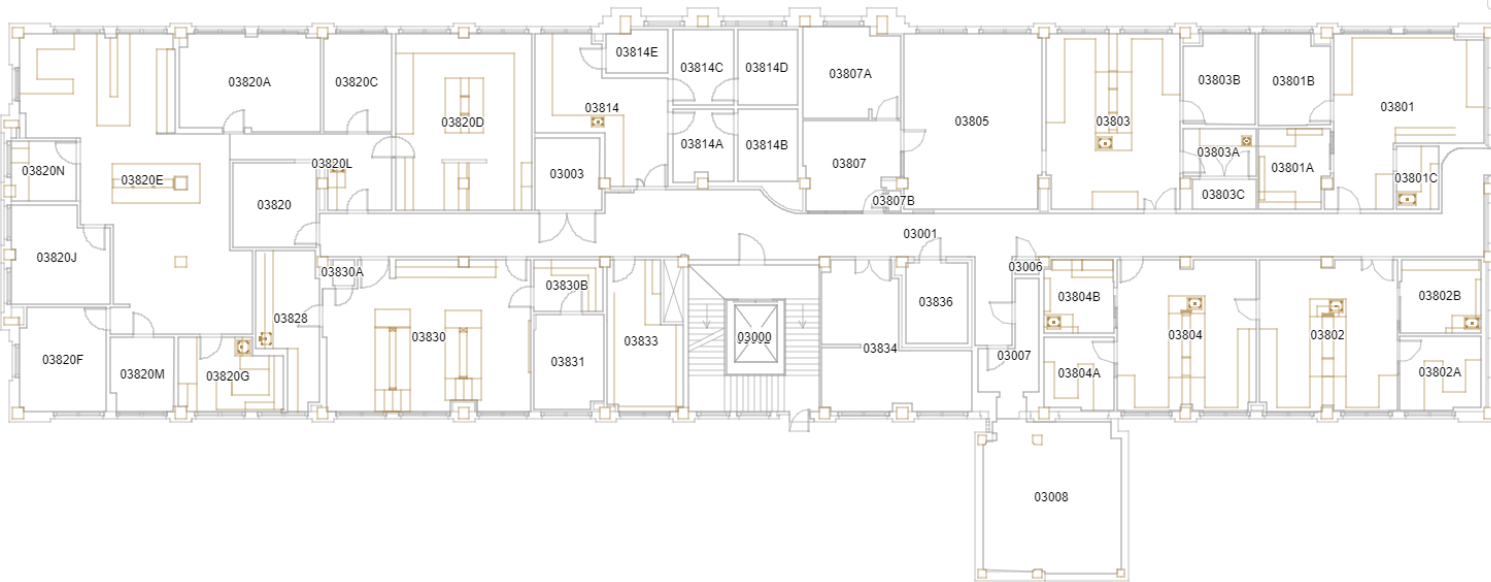
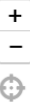
- General Navigation
- Room Labels
- Room Searches
- Layer Sets
- Printing

General Navigation

- Change the look of room labels
- Turning off furniture
- Pre-defined searches by standard values to highlight *only* the rooms that match

North Medical Building - Floor: 03 ▾

Tools ▾ Printing ▾ Sets ▾

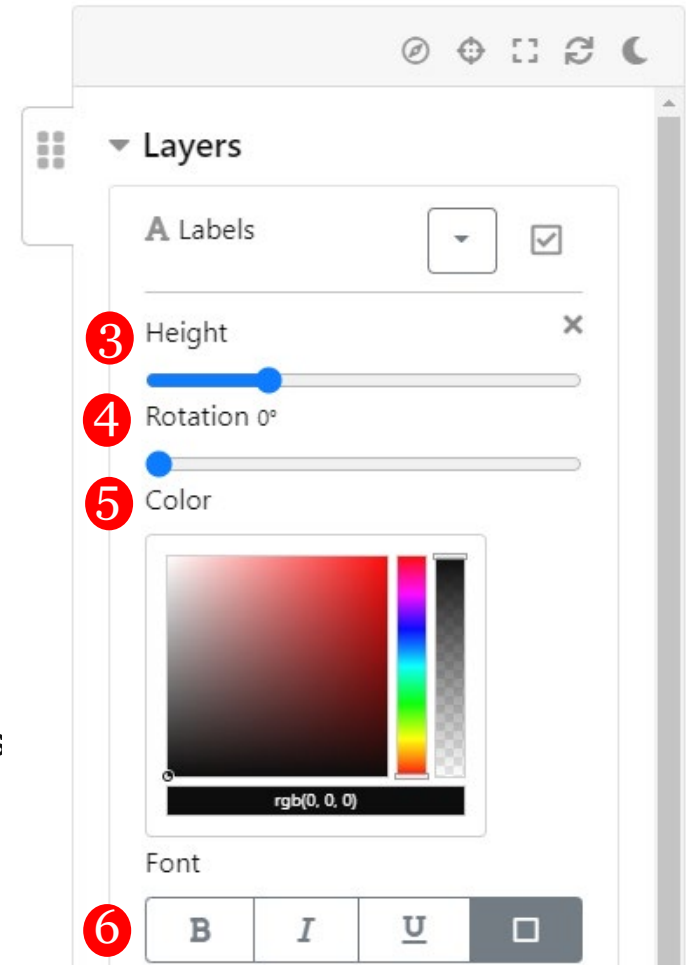
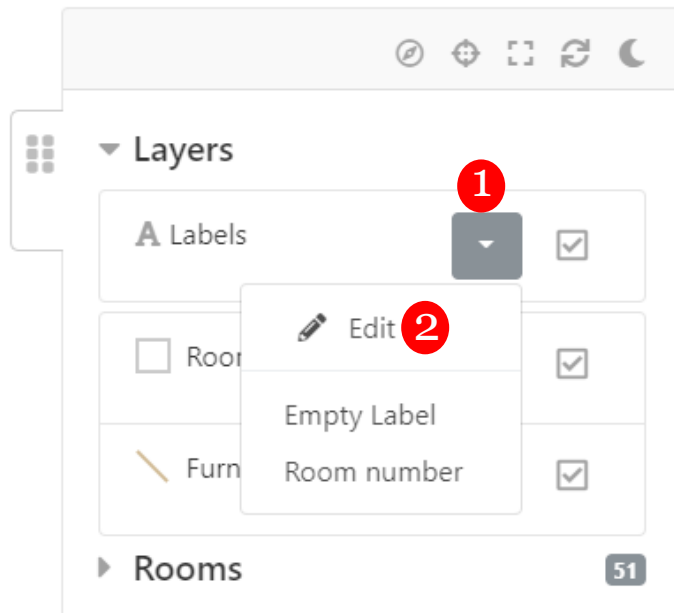


Layers

- A Labels
- Room
- Furniture

Rooms 51

Exercise: Changing Room Labels



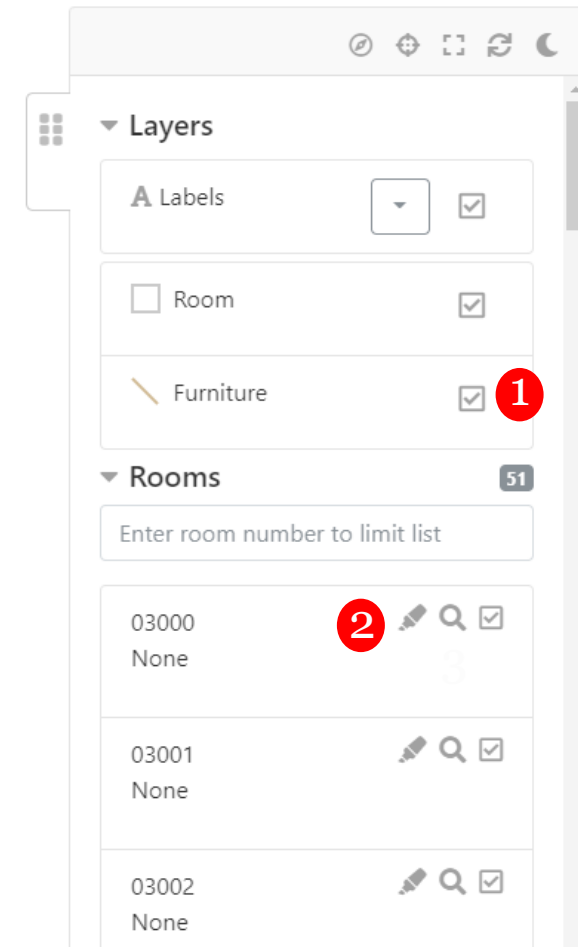
Edit room labels

1. Under 'Layers', click on the arrow next to Labels
2. Click on 'Edit'
3. Change height of room numbers
4. Change the rotation of the room numbers
5. Change color of room numbers
6. Make room numbers bold, italic or underline them

Exercise: Turn off Furniture & Search for a Room

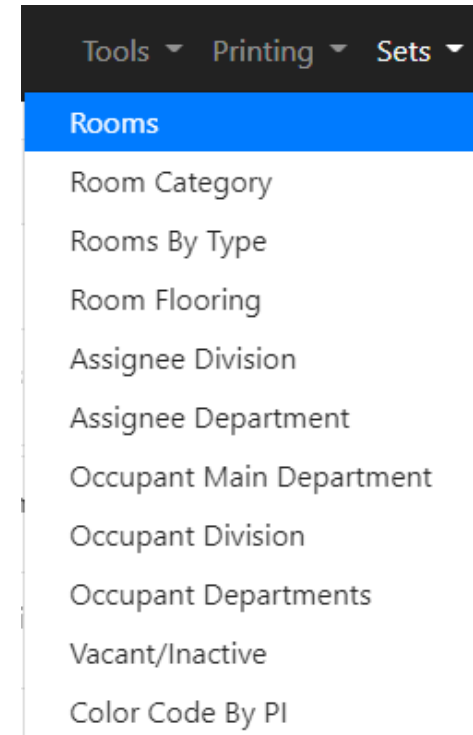
Furniture and Finding a Room

1. Casework and Lab Benches are shown on floorplans (default); under 'Layers', click on the box next to 'Furniture' and this will remove them from the floorplan
2. Search for a specific room under 'Rooms'
 - a. click on pen to the right of the room number and it will outline the room
 - b. click on the search icon to the right of the room number and it will zoom into the room selected



Floor Plan Layer Sets

- Present different perspectives on the same floor plan
- Display pre-defined queries such as Rooms by Category, Rooms by Type, or Rooms by Department for Assignee or Occupant as well as by PI.
- Include colored “themes” as well as labels and quick hovers for details



Exercise: Color Code Plan with Layer Sets (Cont)

North Medical Building - Floor: 03

Tools Printing Sets

Inactive

Occupant Main
Department

Area calculations are in NASF

- Biochem and Molec Biophysics (003030)
▶ 664 ft² over 6 rooms
- Departmental Use-CI 13 & 14 Only (000000)
▶ 2,212 ft² over 8 rooms
- Developmental Biology (003221)
▶ 1,567 ft² over 8 rooms
- Neurological Surgery (003260)
▶ 3,408 ft² over 17 rooms
- Neuroscience (003021)
▶ 2,684 ft² over 11 rooms

Room

Furniture

Rooms 51

4. Legend showing Occupying Main Departments will appear on right along with total nasf and quantity of rooms

Exercise: Color Code Plan with Layer Sets (cont)



5. To color code only one department on floorplan, click the color box of the departments you don't want to show and only the one department is color coded on floorplan

Hover Information



- Includes quick details about the room and room splits

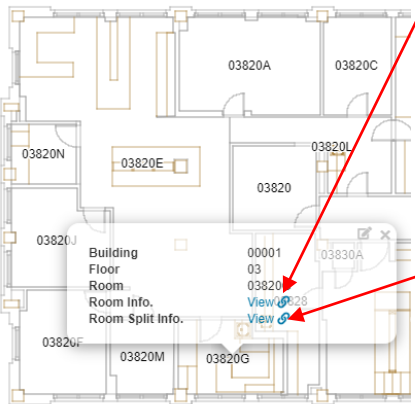
Exercise: Hover Reports



1. Click anywhere in the room to open the Hover Report

Exercise: Hover Reports (cont)

North Medical Building - Floor 03 ▾



Room Information (371)

Building Code	Floor Code	Room Code	Room Area	Room Type	Lab Quality	HR Assigned	HR Details	Room Document	Vacant?
00001	03	03820G	141.56	NON-CLS WET LAB SVC (255)	B		HR List of People	No Document Available	Yes

Room Split Information (372)

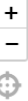
Building Code	Floor Code	Room Code	Dept Code	Room Split ID	Room Split Area	Occupant Main Dept	Survey Main Department	Core Name	PI	IDCs	Assignee
00001	03	03820G	003021	03820G	70.78	Neuroscience (003021)	Neuroscience (003021)	Bauernfeind, Amy Lynn		<ul style="list-style-type: none"> 89-DPT ADM & SUPPORT (10%) 97-DPT RESEARCH (MD) (13%) 96-NON-CLC INSTR(MD) (77%) 	Neuroscience (003021)
00001	03	03820G	003021	03820G	70.78	Neuroscience (003021)	Neuroscience (003021)	Allen, Kari Leigh		<ul style="list-style-type: none"> 89-DPT ADM & SUPPORT (10%) 97-DPT RESEARCH (MD) (16%) 96-NON-CLC INSTR(MD) (74%) 	Neuroscience (003021)

2. Click on the link for Room Info: lists the info related to that specific room
3. Click on the link for Room Split Info: lists the info for all the splits of that room.

Printing Floor Plans

North Medical Building - Floor: 03

Tools Printing Sets



No Title Options

Quick Print

Title Block Print Sizes

- Letter Landscape (11" x 8.5")
- Tabloid Landscape (17" x 11")
- ARCH C (24" x 18")
- ARCH D (36" x 24")
- ARCH E (48" x 36")

664 ft² over 6 rooms

2.212 ft² over 8 rooms

2.212 ft² over 8 rooms

1.567 ft² over 8 rooms

3.408 ft² over 17 rooms

2.684 ft² over 11 rooms

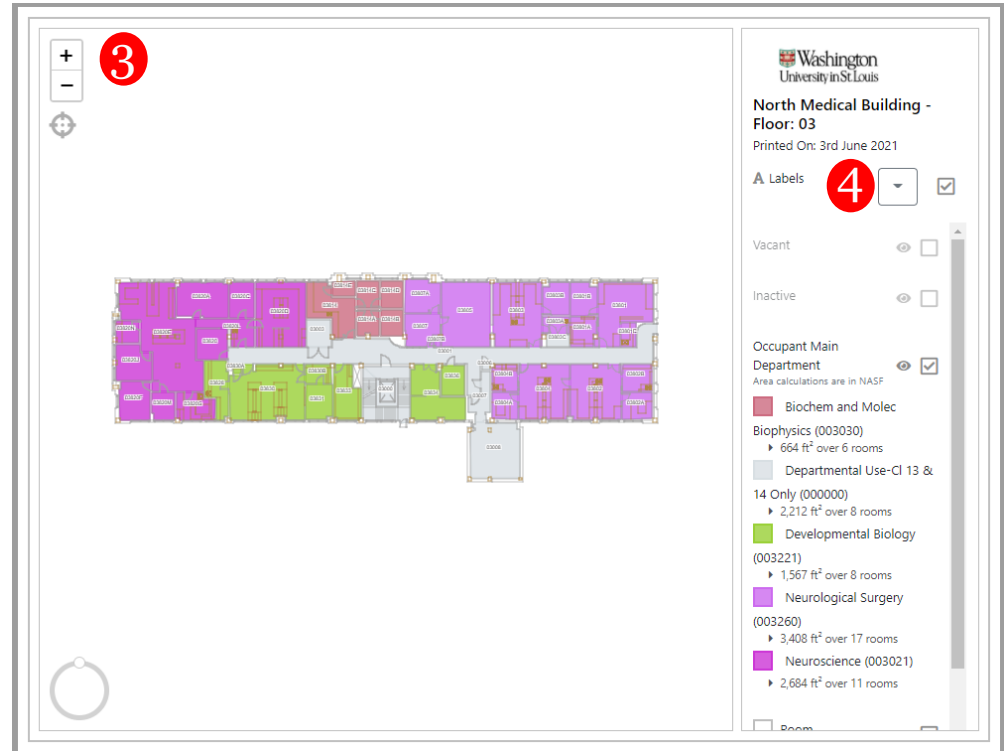
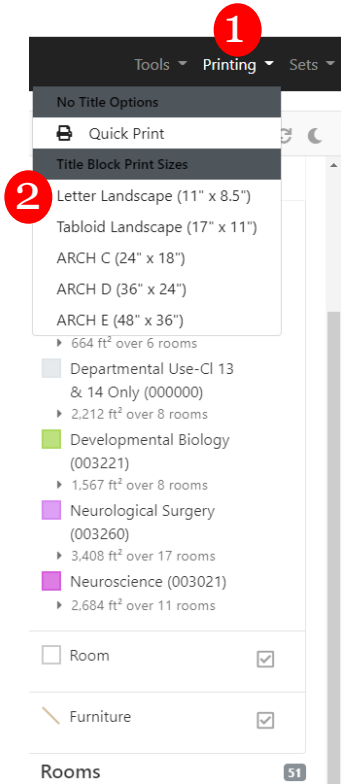
Room

Furniture

Rooms 51

- Opens new window with only floorplan loaded
- Includes Legend and other information

Exercise: Print Floorplan



1. Select Printing in upper right hand corner
2. Select size of paper to print, Letter or Tabloid
3. Print Screen will open in new tab
4. Option to edit size of labels (room numbers)
5. Right click and print

Reports



Home

myOSIS | [Floorplans](#) | [Maps](#) | [Reports](#) | [Flooring Form](#) | [Vacancy Form](#)



Floorplans

Understand occupancy, room use, and more. Visualize information directly on a floor plan, focus on important details, and create professional looking prints for sharing and collaboration.



Maps

View the Washington University campus inside a Google Map. Search for buildings and display other helpful information.



Reports

Access reports that present spatial information. View these reports, filter them, and export them for sharing and other use.



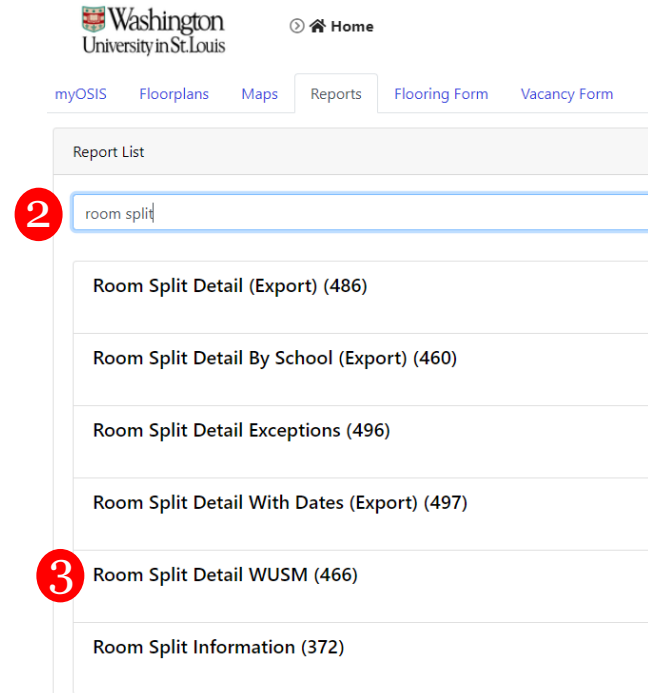
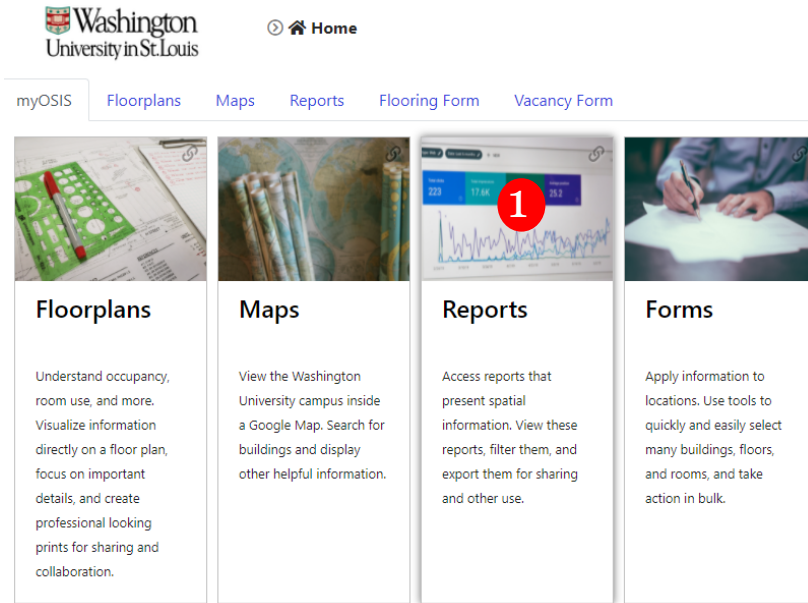
Forms

Apply information to locations. Use tools to quickly and easily select many buildings, floors, and rooms, and take action in bulk.

Occupying Rollup Department	Main Department Name	Occupying Department Name	Occupying Department Code	School	End Date	Start Date	IDC Code	IDC Description	Site Code	Building Code	Building Name	Floor	Room Category	Room Ownership	Room Type Code	Room Cat Description	Room Type Desc	PI Name
Biochem and Molec Biophysics	Biochem and Molec Biophysics	Biochemistry & Molecular Biophys	003030	School of Medicine	Jun 30, 2020	Jun 97	82	97-DPT RESEARCH (MD)	MEDICAL	00001	North Medical Building	02	2XX	Owned	250	Laboratory Facilities	NON-CLASS WET LAB	Frieden, Carl
Biochem and Molec Biophysics	Biochem and Molec Biophysics	Biochemistry & Molecular Biophys	003030	School of Medicine	Jun 30, 2017	Jun 82	82	82-ORG RESEARCH	MEDICAL	00001	North Medical Building	03	2XX	Owned	253	Laboratory Facilities	NON-CLS DRY LAB SVC	Galbur, Eric A
Biochem and Molec Biophysics	Biochem and Molec Biophysics	Biochemistry & Molecular Biophys	003030	School of Medicine	Jun 30, 2017	Jun 82	82	82-ORG RESEARCH	MEDICAL	00001	North Medical Building	03	2XX	Owned	250	Laboratory Facilities	NON-CLASS WET LAB	Galbur, Eric A
Biochem and Molec Biophysics	Biochem and Molec Biophysics	Biochemistry & Molecular Biophys	003030	School of Medicine	Jun 30, 2017	Jun 82	82	82-ORG RESEARCH	MEDICAL	00001	North Medical Building	03	2XX	Owned	255	Laboratory Facilities	NON-CLS WET LAB SVC	Galbur, Eric A
Biochem and Molec Biophysics	Biochem and Molec Biophysics	Biochemistry & Molecular Biophys	003030	School of Medicine	Jun 30, 2017	Jun 82	82	82-ORG RESEARCH	MEDICAL	00001	North Medical Building	03	2XX	Owned	251	Laboratory Facilities	NON-CLASS DRY LAB	Galbur, Eric A
Biochem and Molec Biophysics	Biochem and Molec Biophysics	Biochemistry & Molecular Biophys	003030	School of Medicine	Jul 01, 2019	Jul 82	82	82-ORG RESEARCH	MEDICAL	00001	North Medical Building	02	2XX	Owned	255	Laboratory Facilities	NON-CLS WET LAB SVC	Galbur, Eric A

- Present tabular data
- Data can be sorted, and exported
- Present a simple set of possible filters that can be applied to a report to restrict the data returned by reports so that users can find specifically what they want more quickly
- Filters appear as a report opens

Exercise: Opening an OSIS Report (cont)



1. Select the 'Reports' box on the left
2. Search for a specific report
 - a. simply type in the name of the report or the report number
 - b. as you type the options will appear
 - c. note the search results
3. Click on the report, the report will open in the main area of the screen

Exercise: Opening an OSIS Report (cont)

4. Under 'Occupying Rollup Department select 'Anesthesiology'
5. Under 'Report Tools' select 'Apply Filter'
6. Scroll down and the report will show with the filters that were selected

Room Split Detail WUSM (466)

Report Tools

5

Clear filter Apply Filter

Table

Print Report

Create Excel File

Report Meta Data

Filters

Occupying Rollup Department

4

- Anesthesiology
- Assignment Pending-space
- BJC
- Biochem and Molec Biophysics
- CID
- Cell Biology and Physiology

Occupying Department Code

School

IDC Code

Site Code

Building Name

Room Category

PI Name

6

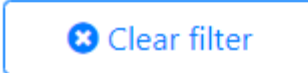

Occupying Rollup Department	Main Department Name	Occupying Department Name	Occupying Department Code	School	End Date	Start Date	IDC Code	IDC Description	Site Code	Building Code	Building Name	Floor	Room Category	Room Ownership	Room Type Code
Anesthesiology	Anesthesiology	Anesthesia Clinical Faculty	003022	School of Medicine	May 18, 2021	93	93- INACT/ALTER/UNFIN	MEDICAL	00096	Research Building	09	3XX	Owned	330	
Anesthesiology	Anesthesiology	Anesthesiology Clinical Research	003023	School of Medicine	Jun 30, 2018	JU	JU-JOINT USE	MED OFFSITE	00519	Missouri Baptist Hospital Main Building	01	3XX	Other Owner	310	
Anesthesiology	Anesthesiology	Anesthesiology Clinical Research	003023	School of Medicine	Jul 01, 2020	82	82-ORG RESEARCH	MEDICAL	00020	Clinical Sciences Research Building	05	2XX	Owned	255	
Anesthesiology	Anesthesiology	Anesthesiology Clinical Research	003023	School of Medicine	Jul 01, 2020	97	97-DPT RESEARCH (MD)	MEDICAL	00020	Clinical Sciences Research Building	05	2XX	Owned	255	


Printing Options


- Under 'Report Tools' select 'Print Report'
 - Report will open in a New Window
 - CAUTION: report may be over 100 pages and all columns may not show up when printed
 - Recommend export to Excel


Room Split Detail WUSM (466)

Report Tools

 Clear filter  Apply Filter

 Table

 Print Report

 Create Excel File

Exporting to Excel

- All reports will include an option to export the data in the report to an Excel file
- A button appears under 'Report Tools' at the top called 'Create Excel File'
- Select that button and a link will appear to 'Download Excel File'
- Select that link and Excel will open with the report data

Report Tools

[✕ Clear filter](#)[▼ Apply Filter](#)[✔ Table](#)[Print Report](#)[📄 Create Excel File](#)

Report Tools

[✕ Clear filter](#)[▼ Apply Filter](#)[✔ Table](#)[Print Report](#)[📄 Download Excel File](#)

Creating a Pivot Table

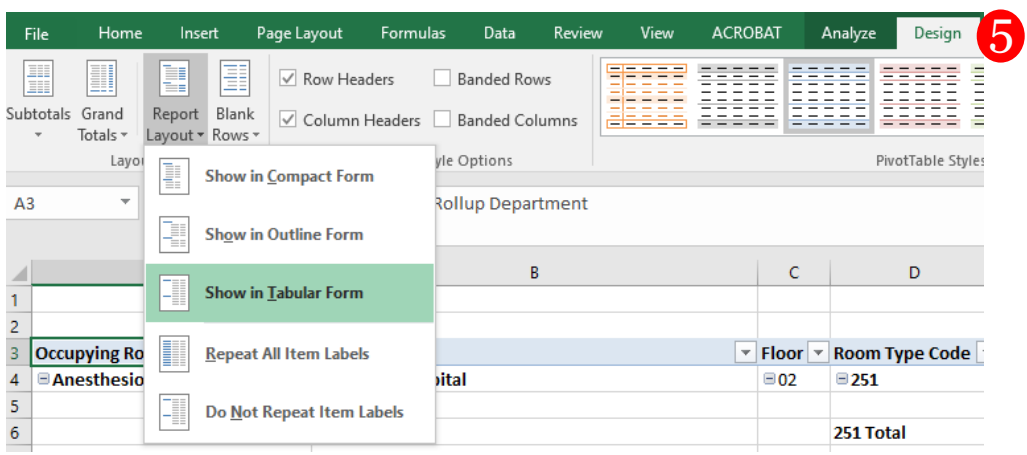
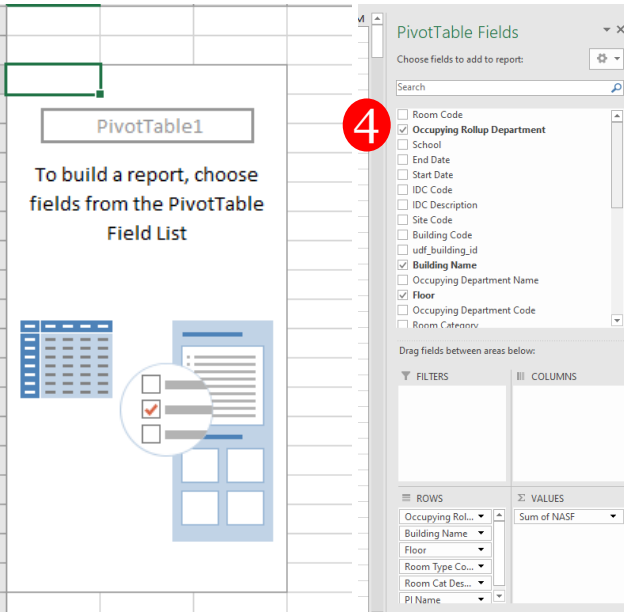
The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'PivotTable' button is highlighted with a red circle labeled '2'. A 'Create PivotTable' dialog box is open, with the 'Table/Range' field set to 'Sheet1!\$A\$1:\$AE\$2018'. The 'New Worksheet' option is selected under 'Choose where you want the PivotTable report to be placed'. The 'OK' button is highlighted with a red circle labeled '3'. The background shows a data table with columns D through AE and rows 2007 through 2018.

	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
2007	Medicine	Nov 01, 20	82	82-ORG RE MEDICAL	00021	00021	00021	Wohl Clin Itch Cente	07	003956	3XX	Owned	330	Office Fac FACULTY C Hu, Hongz	ITCH Center						003956					70%	84.3	84.3
2008	Medicine	Nov 01, 20	97	97-DPT RE MEDICAL	00021	00021	00021	Wohl Clin Itch Cente	07	003956	3XX	Owned	330	Office Fac FACULTY C Hu, Hongz	ITCH Center						003956					20%	24.09	24.09
2009	Medicine	Nov 01, 20	JU	JU-JOINT I MEDICAL	00021	00021	00021	Wohl Clin Itch Cente	07	003956	3XX	Owned	330	Office Fac FACULTY C Hu, Hongz	ITCH Center						003956					0%	0	0
2010	Medicine	Nov 01, 20	89	89-DPT AC MEDICAL	00021	00021	00021	Wohl Clin Itch Cente	07	003956	3XX	Owned	330	Office Fac FACULTY C Hu, Hongz	ITCH Center						003956					10%	12.04	12.04
2011	Medicine	Nov 01, 20	95	95-Patient MEDICAL	00021	00021	00021	Wohl Clin Itch Cente	07	003956	3XX	Owned	330	Office Fac FACULTY C Hu, Hongz	ITCH Center						003956					0%	0	0
2012	Medicine	Nov 01, 20	96	96-NON-C MEDICAL	00021	00021	00021	Wohl Clin Itch Cente	07	003956	3XX	Owned	330	Office Fac FACULTY C Hu, Hongz	ITCH Center						003956					0%	0	0
2013	Medicine	Jun 30, 20	82	82-ORG RE MEDICAL	00021	00021	00021	Wohl Clin Itch Cente	07	003956	3XX	Owned	330	Office Fac FACULTY C Hu, Hongz	ITCH Center						003956					80%	70.27	70.27
2014	Medicine	Jun 30, 20	89	89-DPT AC MEDICAL	00021	00021	00021	Wohl Clin Itch Cente	07	003956	3XX	Owned	330	Office Fac FACULTY C Hu, Hongz	ITCH Center						003956					0%	0	0
2015	Medicine	Jun 30, 20	95	95-Patient MEDICAL	00021	00021	00021	Wohl Clin Itch Cente	07	003956	3XX	Owned	330	Office Fac FACULTY C Hu, Hongz	ITCH Center						003956					0%	0	0
2016	Medicine	Jun 30, 20	96	96-NON-C MEDICAL	00021	00021	00021	Wohl Clin Itch Cente	07	003956	3XX	Owned	330	Office Fac FACULTY C Hu, Hongz	ITCH Center						003956					0%	0	0
2017	Medicine	Jun 30, 20	97	97-DPT RE MEDICAL	00021	00021	00021	Wohl Clin Itch Cente	07	003956	3XX	Owned	330	Office Fac FACULTY C Hu, Hongz	ITCH Center						003956					20%	17.57	17.57
2018	Medicine	Jun 30, 20	JU	JU-JOINT I MEDICAL	00021	00021	00021	Wohl Clin Itch Cente	07	003956	3XX	Owned	330	Office Fac FACULTY C Hu, Hongz	ITCH Center						003956					0%	0	0

Select all rows and columns in the Excel file

1. Select 'Insert' at the top of the screen
2. Select 'Pivot Table' to the left of the 'Insert' button
3. A 'Create Pivot Table' window will open and select 'OK'

Creating a Pivot Table (cont)



- 4. In the 'Pivot Table Fields' window to the right, select the fields in order that you want to see them in the Excel file, they will show up under the 'ROWS' box at the bottom (the square footage should be in the 'VALUES' box)
- 5. Make sure the Excel spreadsheet is in the tabular format by selecting 'Design' at the top, 'Report Layout' on the left and select 'Show in Tabular Form'

Maps

Washington University in St. Louis

Home

myOSIS | **Maps** | Floorplans | Reports | Flooring Form | Vacancy Form

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Washington University in St. Louis

Home

myOSIS | Floorplans | **Maps** | Reports | Flooring Form | Vacancy Form

WUSM Campus Map

Map | Satellite

Building Name	Mid Campus Center
Building Code	00029
Address	4590 Children's Place
City	---
State	Missouri
Country	United States of America
Int. Gross Area (sqft)	508,393.86
Ext. Gross Area (sqft)	519,682.42

- Access a WUSM campus map within Google Map
- Search for buildings
- Provides basic building information

QUESTIONS

?