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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

4. Click on Launch OSIS...

Welcome to OSIS
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.
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.
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
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.

To close the Hover Report - click on the X in the upper right hand corner
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Example of Data</th>
<th>Explanation of Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Code</td>
<td>00126I</td>
<td>This is the official room number per CAAD Drawing</td>
</tr>
<tr>
<td>Room Area</td>
<td>253.10 nasf</td>
<td>NASF per CAAD drawing</td>
</tr>
<tr>
<td>Room Type</td>
<td>GENERAL OFFICE (310)</td>
<td>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></td>
</tr>
<tr>
<td>Lab Quality</td>
<td></td>
<td>Used by medical school for labs</td>
</tr>
<tr>
<td>HR Assigned</td>
<td></td>
<td>Lists the employees name assigned to this room in HRMS. If no name appears then no one is assigned.</td>
</tr>
<tr>
<td>HR Details</td>
<td>HR List of People</td>
<td>Hyper link to a report of all employees HRMS has on the floor.</td>
</tr>
<tr>
<td>Emergency Contacts</td>
<td>Emergency Contacts</td>
<td>Hyper link to a report of employees HRMS has assigned as Emergency Contacts</td>
</tr>
<tr>
<td>Room List</td>
<td>Rooms List</td>
<td>Hyper link to a report of all rooms on the floor, their type, NASF and who is assigned</td>
</tr>
<tr>
<td>Room Document</td>
<td>No Document Available</td>
<td>Documents, letters, exhibits can be attached to a room</td>
</tr>
<tr>
<td>Room Split ID</td>
<td>00126I</td>
<td>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.</td>
</tr>
<tr>
<td>Room Split Area</td>
<td>253 nasf</td>
<td>NASF associated with the room split.</td>
</tr>
<tr>
<td>Occupant Main Dept</td>
<td>Human Resources (000339)</td>
<td>Group occupying the space</td>
</tr>
<tr>
<td>Core Name</td>
<td></td>
<td>If the room is a Core a name will appear</td>
</tr>
<tr>
<td>PI</td>
<td></td>
<td>Principal investigator assigned to the room</td>
</tr>
<tr>
<td>IDCs</td>
<td>87-GEN ADMIN/GEN EXP (100%)</td>
<td>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></td>
</tr>
<tr>
<td>Assignee</td>
<td>Human Resources (000339)</td>
<td>Group assigned the space. This can be different than the occupant.</td>
</tr>
<tr>
<td>Previous</td>
<td></td>
<td>Group previously occupying the space</td>
</tr>
<tr>
<td>Previous Date</td>
<td></td>
<td>Date previous group vacated</td>
</tr>
<tr>
<td>Future</td>
<td></td>
<td>Group planned to occupying the space in the future</td>
</tr>
<tr>
<td>Future Date</td>
<td></td>
<td>Planned Future Date group will occupy</td>
</tr>
</tbody>
</table>
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
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 to 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.

* 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 on 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 …
- University Room By Department …

- 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
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.