Archibus® Space

OCCUPANCY

Optimize space occupancy rates and improve planning capability to accommodate future expansion, consolidation, or re-balancing

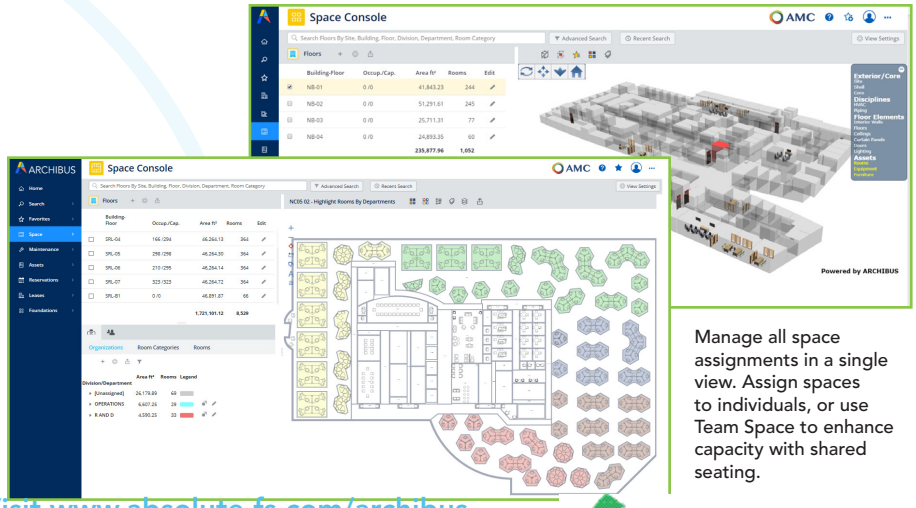
Reports and Summary Tables:

- View Employees by: Location, Division and Department, Standard
- View Employee Average Area by: Category and Type, Room Standard
- View Employee Departmental Analysis by: Building, Floor, Location
- Locate Employee
- View Occupiable Vacant Rooms
- Highlight Occupiable Vacant Rooms
- View Available Rooms
- Assign Employees to Available Rooms
- View Occupancy Plan

Immediate access to accurate personnel and occupancy information can often be a challenge to organizations, especially to those who experience high churn rates or are in the process of expanding or consolidating operations. Archibus Occupancy provides managers with a Web- and mobile-based means to retrieve the information they need from a central repository and link employee information with related space inventories, drawings, planning strategies, and more. The result is improved reporting on employee headcounts and locations, average room areas, room availability, space benchmarking, occupancy rates, and other vital knowledge needed to effectively manage an organization's total cost of occupancy.

BENEFITS

- Provides immediate, accurate reporting of occupancy statistics for space usage and re-balancing purposes
- Improves forecasting accuracy for future needs based on historical trends, current room availability, and planned occupancy growth
- Simplifies assignment of employees to temporary or permanent available space using highlighted drawings
- Communicates occupancy information easily through personalized, intuitive Web- and mobile-based forms, summary tables, and reports
- Helps achieve business results with Archibus Quick-Start, a productivity aid which includes tutorial videos and "How To" instructions
- Enables paperless field surveys to track and adjust occupancy in real-time
- Increases productivity with Archibus All-in-One Home Page with quick access to 80% of most common tasks



Manage all space assignments in a single view. Assign spaces to individuals, or use Team Space to enhance capacity with shared seating.

Visit www.absolute-fs.com/archibus

Contract # DIR-TSO-4384

TIPS # 200102 & 200105

Absolute Facility SOLUTIONS

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Report Accurately on Occupancy Measures

Self-service and mobile-access to space data is increasingly an imperative in serving multiple departmental needs. Having a shared, centralized space inventory database helps managers find space for new hires and contractors while supplying benchmarks for the Human Resources function to assign appropriate space by job title. Archibus Occupancy provides an integrated Web- and mobile-based solution for streamlined access to employee location and occupancy information, as well as to data that support report generation, space.

- View highlighted space reports using Adobe® Flash®-based drawings and SVG drawings on the mobile platform for highly intuitive views of availability to support improved planning and efficiency
- Determine employee headcounts with greater accuracy
- Visualize employee locations using up-to-date, Web- and mobile-based drawings
- Generate average area per employee reports to assist in benchmarking
- Produce inventories of occupants by site, building, department, and division
- Identify vacancies quickly for contract, permanent, and future staffing needs using highlighted maps
- Link Human Resources data to facilities and occupancy information for improved analytics

Increase Forecasting Accuracy

Archibus Occupancy not only provides a real-time view of existing personnel and space allocation information, it also is an important planning tool for organizations whose headcount and space needs change, sometimes dramatically, over time. Whether you are a space manager, department manager, or business process owner, this application provides the planning tools needed to stay ahead of the space planning curve.

- Locate vacant and available workstations or offices when planning for future space needs
- Report changing organization, employee, and location data using Workspace Transactions and intuitive Web and mobile-based forms
- Identify current employee workstations or offices on floor plan drawings, maintain accurate employee data, and benchmark average space per employee for future accommodation needs
- Ensure up-to-the-minute accuracy of occupancy data for decision-making by conducting mobile field audits as needed

Simplify Employee Space Assignment

The ability to highlight drawings in Archibus Occupancy lets managers more quickly and efficiently assign employees or contractors to available temporary or permanent space. Improved visualization of spatial relationships aids in re-balancing projects and improves the possibilities of identifying ways to co-locate work teams.

- Maximize appropriate co-location opportunities for work group collaboration and improved efficiencies
- Locate space quickly and efficiently for temporary use or assign existing employees and co-locate work groups to new space on a permanent basis
- View space use by divisions/departments based on employee occupancy
- Determine occupiable space, vacant space, and available space with greater accuracy

Personalize Out-of-the-Box Reports

Archibus Occupancy has easy-to-use Web-and mobile-based features and interactive forms, allowing users to personalize existing out-of-thebox reports to meet an organization's specific needs. The application also makes full use of Flash and SVG drawings to visualize a portfolio and interact with representations of buildings. The shift from DWF-based drawings to Adobe Flash and SVG means dramatically faster rendering of dashboards, charts, and even floor plans, while also giving users a graphical, intuitive interface that does not require additional, specialized software.

- Visualize and edit space data for all floor plans using enterprise graphics for interactive planning
- Deliver integrated text and drawing reports over the Web using the Paginated Report feature
- Leverage Flash-based drawings to provide self-service access to floor plans, thematic plans, and graphics with little or no technical support required
- Extract intuitive summaries and drill-downs by organization and space hierarchies using the enhanced Archibus Web Central environment

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