**ARCHIBUS Web Central Access**

Enter the following URL: <https://archibus.tennessee.edu/archibus>

**User IDs & Passwords**

To log in to the ARCHIBUS system, enter your **NetID and NetID password**.

**Browser Compatibility**

**Firefox** and **Chrome** seem to work best. Internet Explorer, in general, seems to run the web application much slower than the others.

**Internal Gross vs. External Gross Areas & Adding Square Footages to Buildings with No Drawings**

There are two particular area fields that you will see throughout the ARCHIBUS system. These are **Internal Gross Area** and **External Gross Area**. **The External Gross Area field should be blank in all cases**. This may seem counter-intuitive, especially since our areas are measured to the outside of the building walls; however, BRG has assured us that anytime we have to put manual area square footages on a record (e.g. for floors with no AutoCAD drawings), we should always add it to the **Internal Gross Area** field. This is the field that is used for higher-education customers, and this is the field that is used for area calculations within the system. Details on our two situations (i.e. floors with drawings and floors with no drawings), as well as information on how the area calculation occurs, are below:

1. For a Floor with a Drawing: There are area calculation jobs that must be run in ARCHIBUS to transfer the gross area from the drawing to the internal gross area field.  Even if there is a figure there already, it will overwrite that figure.  This is why you should **NOT** enter these floor areas manually; you would be wasting your time.
2. For a Floor with No Drawing: You will enter your very best estimate for that floor.  If you have occasion to visit that building and measure it or otherwise obtain better information, you manually overwrite the old estimate (in internal gross) with the new figure (also in internal gross). Again, the area calculation job must be run to total up the internal gross areas from all the floor records (drawn and undrawn), saving each building’s total in the Building record as **Internal Gross Area***.*  We understand that the program does **not** process External Gross Area, so there should not be values in this column.

**Occupiable vs. Assignable Space**

ARCHIBUS has an area calculation that you may see from time to time on building and floor records labeled **Assignable**. This is a calculation of areas identified as rentable less the areas identified as service. This is an area that does not apply to us at the university. We use the calculation for **Occupiable** space instead. Occupiable areas are identified as rooms assigned a room category beginning with 01 (i.e. 01.xxx as opposed to 02.xxx, which is non-occupiable space).

**Area & Headcount Calculations**

Unlike what you are used to in the IRIS system, the calculations and totals you will see in ARCHIBUS are not automatically updated “live” when you make a change (e.g. re-size a room, add a new building, etc.). In order to get totals for area and values and employee headcount values after changes are made in the system, you must either run one or more of the following applicable jobs or ask someone who has access to run them for you if you do not have access:

1. Update Area Totals
2. Update Area Totals from Manual
3. Update Employee Headcounts

**Reporting**

The reporting functionality native to ARCHIBUS is generally not as robust as what you may be used to in IRIS if you are an IRIS user. Some of the functionality you may be accustomed is not available (e.g. selecting multiple single values). We have written a few custom reports to try and address some weaknesses.