

LSE Estates Division

Space Information User Guide

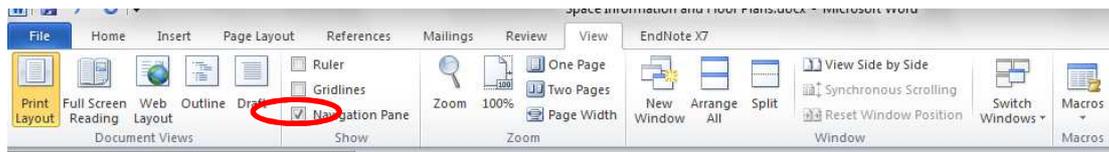
How to access space information and floor plans on Planon

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Space Information User Guide

This user guide is aimed at helping Planon users to access the features of Space Information for typical enquiries, such as printing floor plans and tables.

To open the table of contents for navigating through this guide click the **View** tab above and tick Navigation Pane:



Java client and Web client

There is a planon java client that runs on the desktop and a planon web client that runs in a browser such as Internet Explorer / Chrome/ Firefox. The screenshots are taken from the java client. All users are moving to the Web client. The screens are slightly different. Options may appear in a different place but all the instructions are the same unless otherwise stated.

Finding space information

On the left hand side menu **Launch centre**, information about spaces in the properties around campus can be found under the group **01 Spaces**. Click on **01 Spaces and Floor Plans** to find space information.

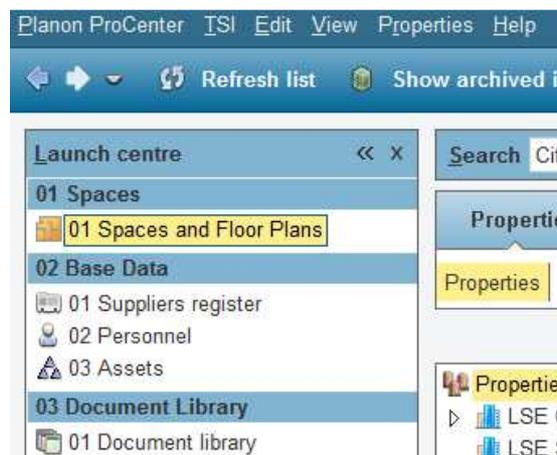


Figure 1 - Selecting 01 Spaces and Floor Plans in Launch Centre

If looking for information in one specific LSE property, select it under the arrow tab **Properties**. The next arrow tab, **Components**, shows the floors available in the building(s) selected. If looking to see building as a whole, click on **Spaces** arrow tab.

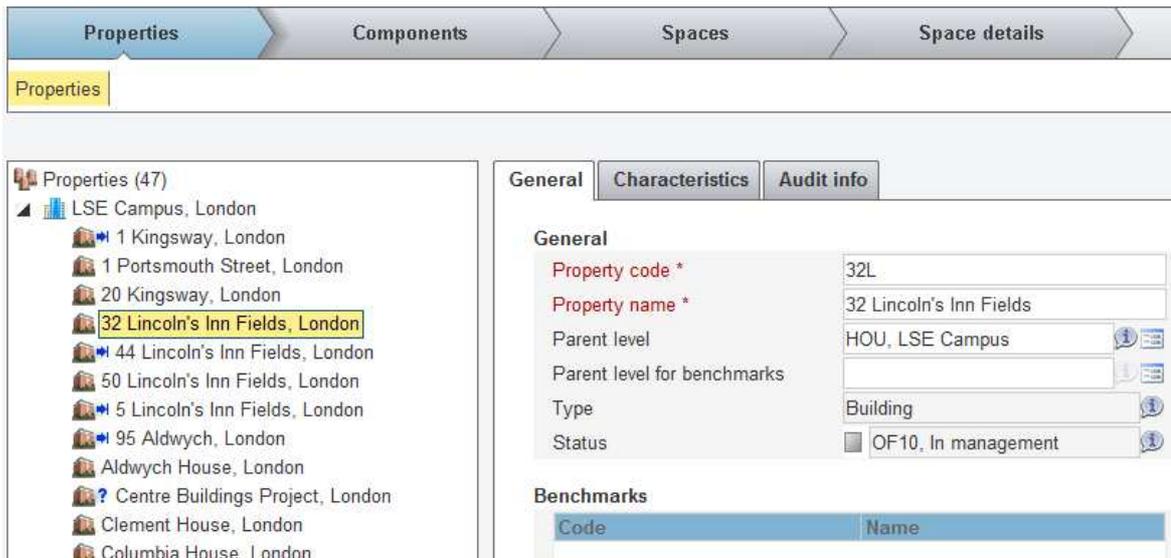


Figure 2 - Selecting the chosen property

Example 1: Locate room B.09 in 32LIF

1. Under **Launch Centre**, click **01 Spaces and Floor Plans**.
2. Under **Properties** arrow tab, select **32 Lincoln's Inn Fields**.
3. Under **Components** arrow tab, on column **Floor.Code**, select **-1**.
4. Under **Spaces** arrow tab, select room under **Space number**.
5. Planon should now show the information for the space selected on the right hand side of the screen, as illustrated below.

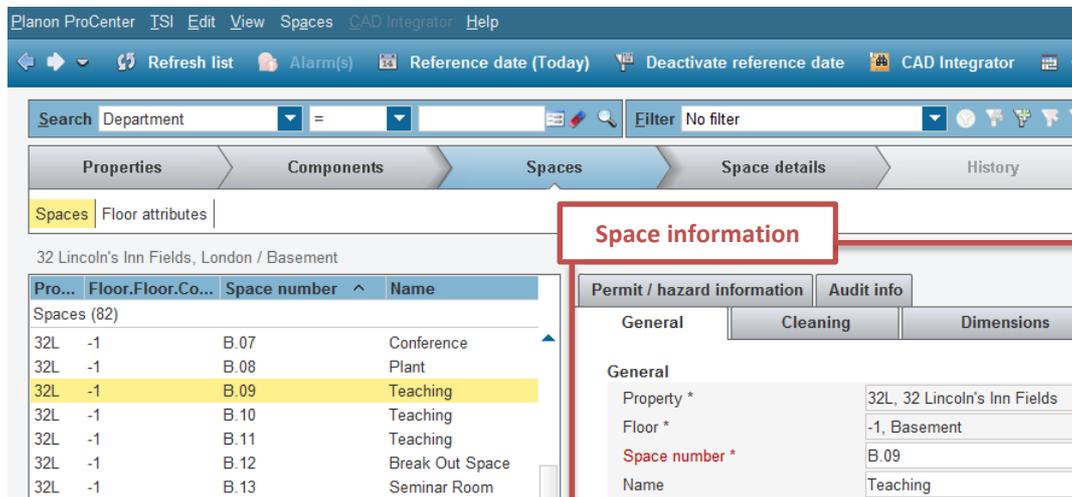


Figure 3 - Selecting room B.09 in 32L

SUGGESTIONS & TIPS

- To see all campus buildings, select **LSE Campus**, under **Properties** arrow tab.
- To see all rooms in a building, select a building and then jump straight to **Spaces** arrow tab.

- To see the rooms in several buildings at one time (but not all), press and hold **Ctrl** key and click on the buildings required to select them (in yellow). Then click the **Spaces** arrow tab

Viewing floor plans

To view floor plans, select any room in the list under **Spaces** arrow tab and click on the **CAD Integrator** tool, found on the top toolbar. Planon will now show a simple floor plan, with the selected room highlighted.



Figure 4 - CAD Integrator button

On the top menu, click on **CAD Integrator**:

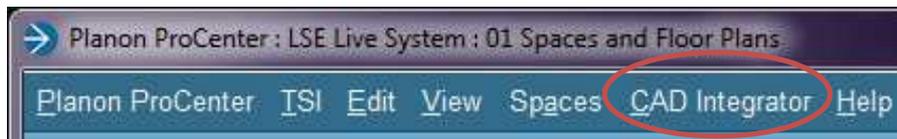


Figure 5 - Selecting CAD Integrator menu

Select the option **Highlight spaces from list**. Planon will now show all the room numbers in the floor plan.

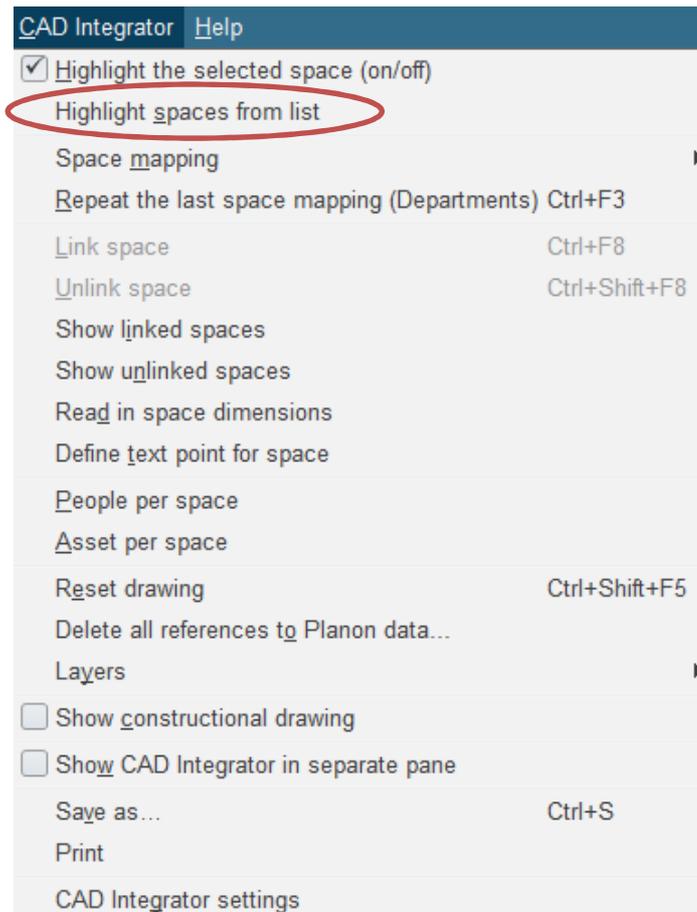


Figure 6 - CAD Integrator menu

To turn on constructional features, such as staircases and doors, tick **Show constructional drawing** in the **CAD Integrator menu**. This feature will now be enabled for future use.

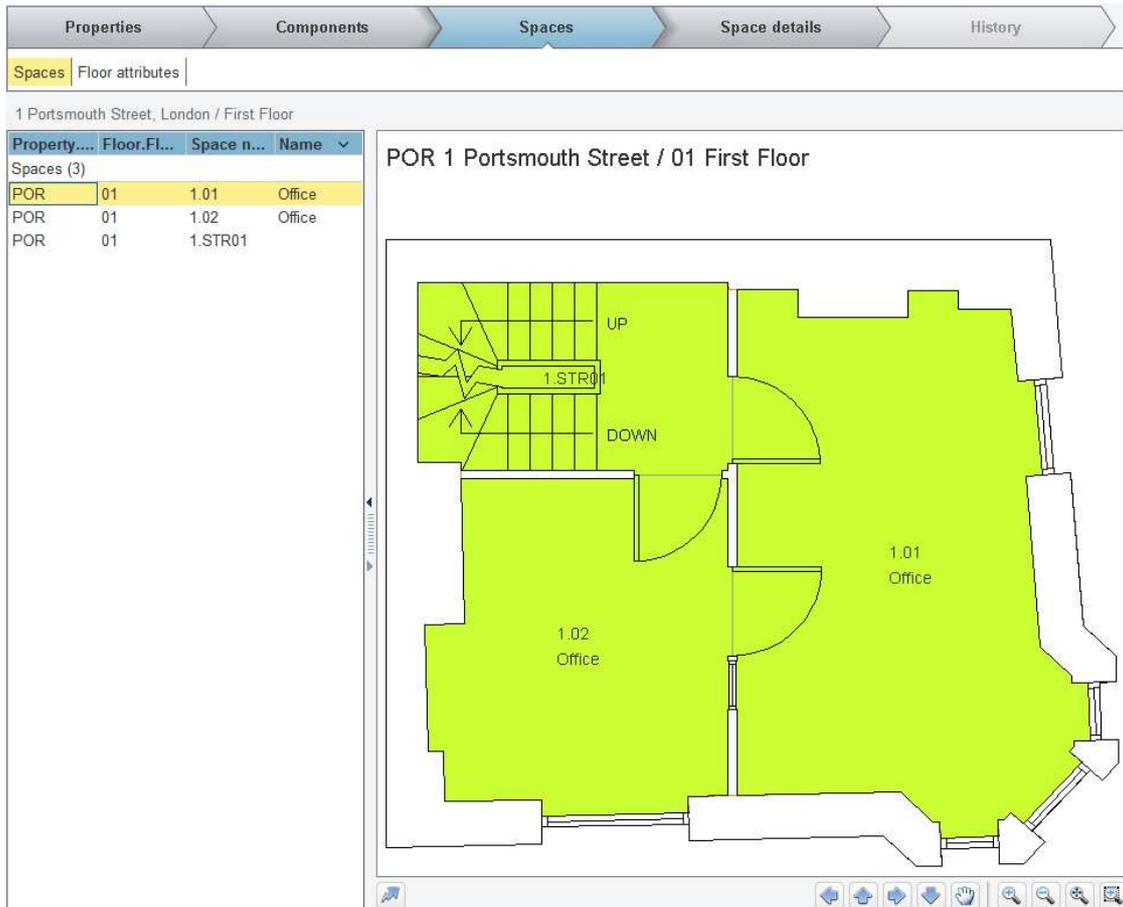


Figure 7 - Floor plan with highlighted spaces and constructional elements

To zoom in and out, use the **CAD Integrator toolbar** at the bottom right of the screen.

Tool	Description
	To move the view to left, right, up or down
	To enable 'dragging' to move the drawing
	To zoom in or out (can also be done with mouse wheel)
	To fit the whole floor plan into the CAD Integrator pane
	To select an area to be zoomed into

To turn off the **CAD Integrator** tool, click the button on the top toolbar and the screen will revert back to space information only.

SUGGESTIONS & TIPS

- To see the room number and name, hover the mouse over the space.
- To change colour of the selection, select **CAD Integrator settings** in the **CAD Integrator** menu and change **Highlighting colour** (click on the list button of far right to access colour options).

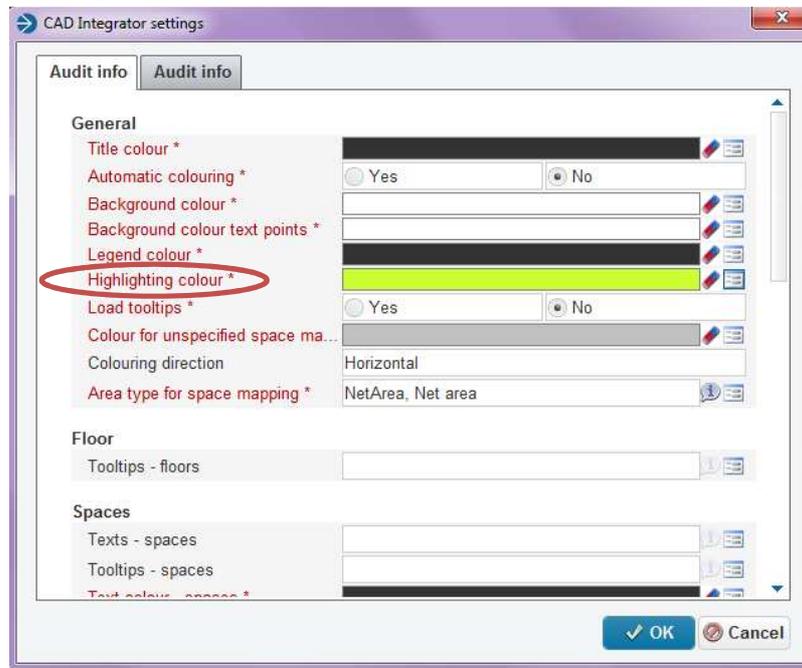
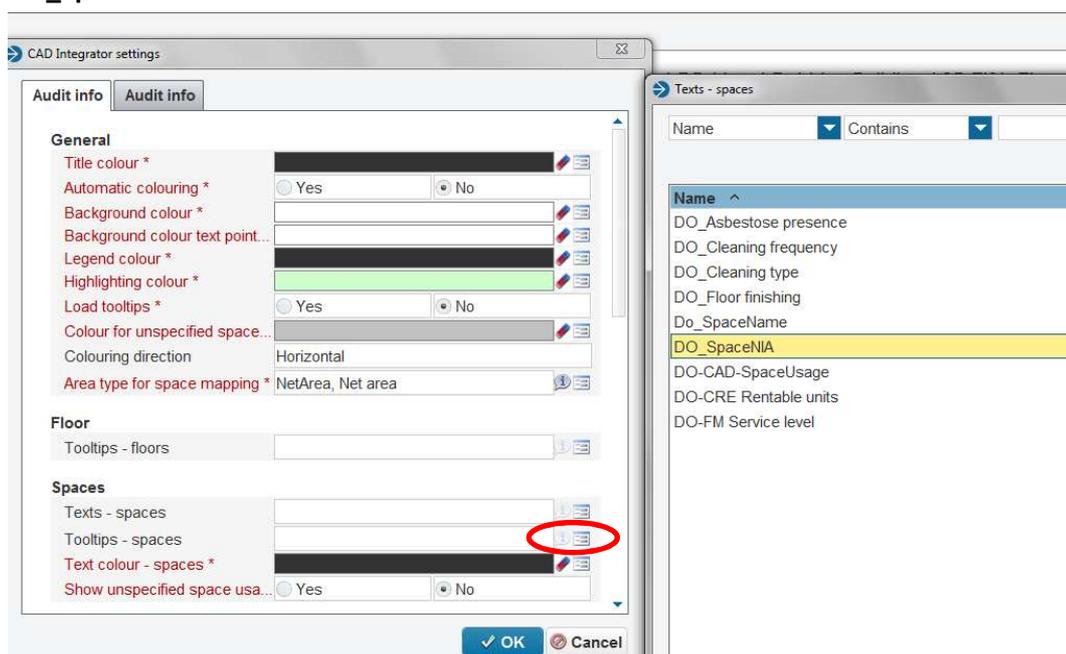


Figure 8 - Changing the highlighting colour

- To include room sizes in the information that you see on the drawing click the selection box for **Texts – spaces** on the **CAD integrator settings** and then select the option **DO_SpaceN IA**.



Printing floor plans

There are two options for printing from Planon. The first, directly printing from the CAD Integrator menu is quicker. The second, saving the floor plan as a PDF file first, produces better quality images.

Printing from Planon

The floor plan that you are viewing can be printed by selecting **Print**, under the **CAD Integrator** menu. Note – this option does not exist in the Web client. Instead click the PDF button  on the far right of the control panel in the diagram viewer.

To print the whole floor, select **Print range – Complete drawing**. To print only the section of the image seen on the screen select **Print range – Visible part of drawing**.

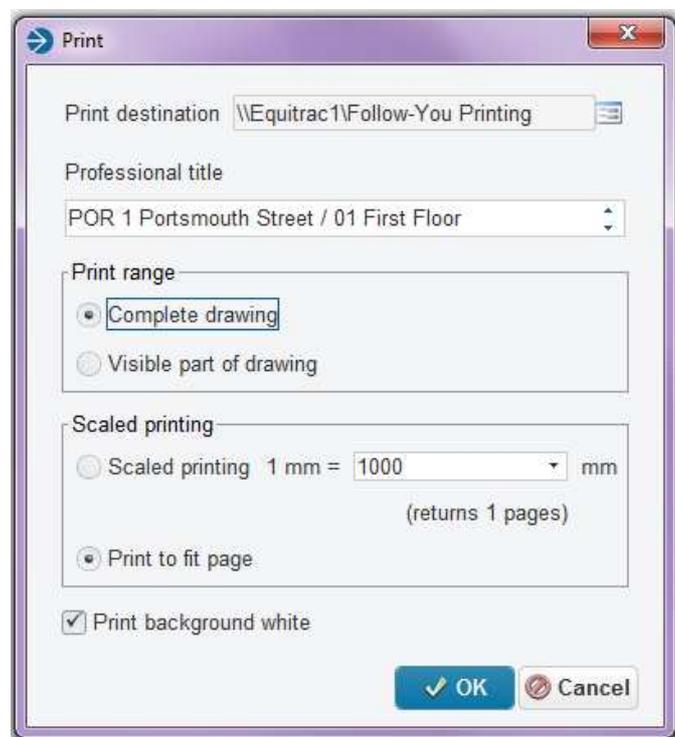


Figure 9 - Options for printing directly from Planon

Saving as PDF

To obtain better quality images, the best practice is to save as PDF first. To do so, select **Save as...**, under the **CAD Integrator** menu, and change to settings as below. Note – this option

does not exist in the Web client. Instead click the PDF button  on the far right of the control panel in the diagram viewer.

Field	Best settings
File type	PDF
Printing range	Complete drawing (if wishing to print whole floor)
Page size	A3
Orientation	Landscape
Scaling	Fit to page

The PDF file will be automatically be saved into the H:\ drive. Its location can be changed by clicking on the button to the right of the **File name** field (which can also be modified).

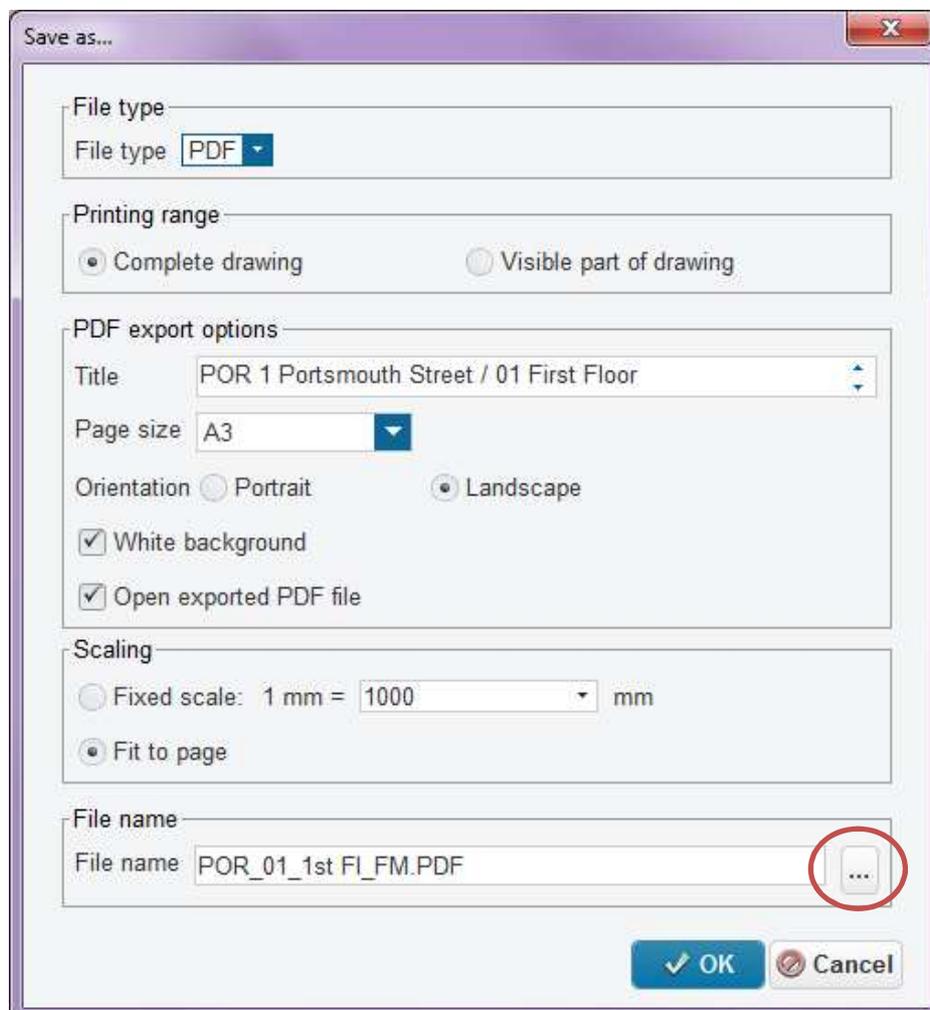


Figure 10 - Saving a clearer image and changing the file location

Once the file is saved, it should automatically open in a new Adobe Reader window and it can be printed as a PDF file from the same program.

Example 2: Print a floor plan of 32LIF Basement

1. On the **Properties** arrow tab, select **32 Lincoln's Inn Fields**.
2. Under the **Components** arrow tab, select **Floor** (if not already selected).
3. On column **Floor.Code**, select **-1**.
4. Go to the **Spaces** arrow tab and select any space.
5. Turn on **CAD Integrator** (if not already on). The CAD Integrator view pane should now show a floor plan of the basement of 32 Lincoln's Inn Fields.
6. Use the **CAD Integrator menu** to modify the drawing (e.g. **'Highlight spaces from list'**) as necessary.
7. Under the CAD Integrator menu, click on **Save as**, selecting file type **PDF** and other best options for printing (see **Saving as PDF** section).
8. A new **Adobe Reader** window showing the PDF file should now be open. If it has not automatically opened, file can be found in H:\ drive (or any other location where it was saved).

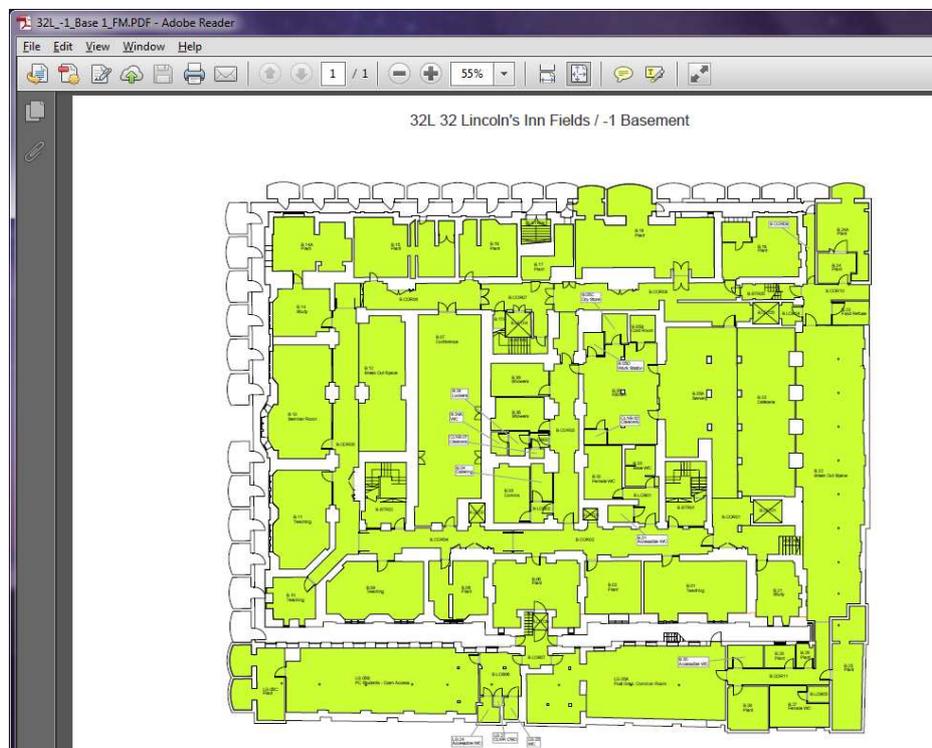


Figure 11 - 32L Basement floor plan seen on Adobe Reader

9. To print the drawing, select **Print** under **File** menu in the Adobe Reader window.
10. The file should now be ready to print.

Searching for spaces

You can search for spaces by criteria such as **Department**, **Floor**, **Space name** and **Space number**. The **Search** bar is located under the toolbar and above the arrow tabs.



Figure 12 - The search bar on Planon

If looking for rooms throughout the campus select **LSE Campus** under the **Properties** arrow tab. Then jump to **Spaces** arrow tab. Using the search function, select the desired category to search, use search operators and if needed add information to the field on right.

Click the **magnifying glass** to activate the search. The search fields are now in yellow to show that the search is active.

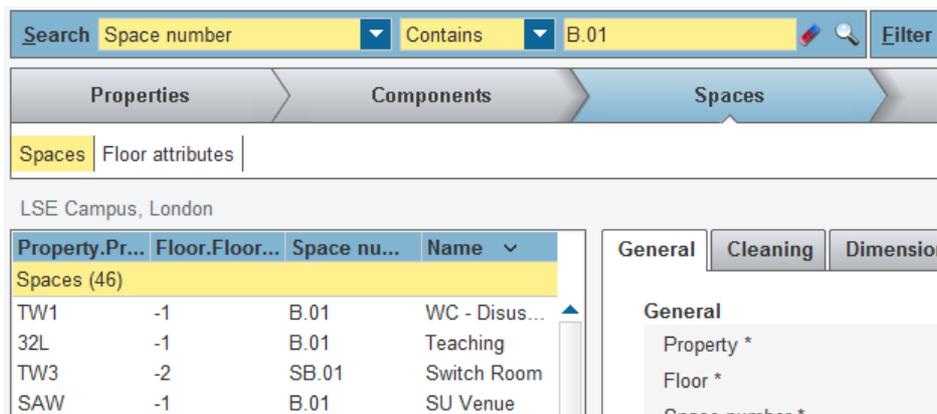


Figure 13 - Searching for rooms that have 'B.01' on their space number

Example 3: Find the Harvard Lecture Theatre on campus

1. Under **Properties** arrow tab, select **LSE Campus**.
2. Jump to **Spaces** arrow tab.
3. On the search bar, select **Name**.
4. On the search operator, select **Contains**.
5. On the field next to it, write 'Harvard'.
6. Click on the **magnifying glass** icon.
7. Planon should now show a list of rooms named Harvard.
8. To remove the search, click the **eraser** icon.

The screenshot shows the Planon software interface. At the top, there is a search bar with the following configuration: 'Search' button, 'Name' dropdown menu, 'Contains' dropdown menu, 'Harvard' text input, an eraser icon, a magnifying glass icon, and an 'Ei' button. Below the search bar are three tabs: 'Properties', 'Components', and 'Spaces'. The 'Spaces' tab is selected and highlighted. Underneath the tabs, the text 'LSE Campus, London' is displayed. Below this is a table with the following columns: 'Property.Property code', 'Floor....', 'Space number', and 'Name'. The table contains two rows of data, both labeled 'Harvard Lecture Theatre' in the 'Name' column.

Property.Property code	Floor....	Space number	Name
32L	00	G.03	Harvard Lecture Theatre
32L	-00	LG.04	Harvard Lecture Theatre

Figure 14 -Results of search for Harvard Lecture Theatre

Using filters

It is possible to filter results using the **Filter** function to the right of the search field.

A filter is in effect a search that has been saved with a name, so you can just select it from the drop-down list instead of re-entering the search fields each time.

Select a filter and it is highlighted in yellow to show that it is active. **No filter** is the default option.

The screenshot shows a software interface with a search bar at the top. The search bar contains 'Department' and an equals sign, followed by a search icon. To the right of the search bar is a filter dropdown menu set to 'Vacant', which is highlighted in yellow. Below the search bar are navigation tabs: 'Properties', 'Components', 'Spaces', 'Space details', and 'History'. The 'Spaces' tab is selected and highlighted in yellow. Below the tabs is a table with the following columns: 'Property.P...', 'Floor.Floo...', 'Space nu...', and 'Name'. The table contains 10 rows of data, with the first row highlighted in yellow. To the right of the table is a detailed view of the selected space, with tabs for 'Permit / hazard information', 'Audit info', 'General', 'Cleaning', and 'Dimensions'. The 'General' tab is selected and contains the following fields: 'Property *', 'Floor *', 'Space number *', 'Name', 'Space start date *', 'Space end date', and 'Net internal area (EMR)'. Each field has a corresponding input box.

Property.P...	Floor.Floo...	Space nu...	Name
OLD	02	2.09	Store
SAR	-1	B.07	Store
SAR	-1	B.06	Store
TW1	11	11.01	Office - Ope...
KSW	04	4.13	Office
KSW	04	4.10	Office
STC	03	S364	Office
STC	05	S565	Office
TW2	05	5.01a	Meeting / S...
OLD	03	3.40	

Figure 15 - Filtered search for vacant spaces and its results

SUGGESTIONS & TIPS

- If the filter you want is not in the list, ask the Estates system administrators if they can create it.
- It is easy to leave a search or filter on by mistake. If you do not see all the spaces you expect check if the search or filter bar is highlighted in yellow.

Selecting by type or by department

Planon also allows users to see space information according to the space type and department. Like **Floor**, these are accessible under the **Components** arrow tab.

Under the **Components** arrow tab, select **Space Types** or **Departments**.

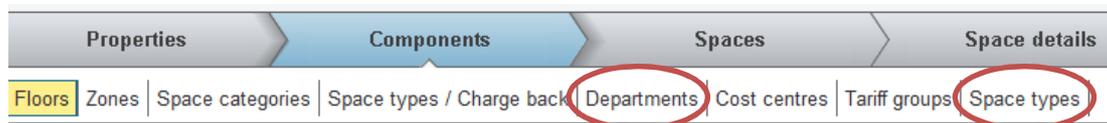


Figure 16 - Selecting Departments or Space Types under Components

By selecting one type only, and then going forward to **Spaces** arrow tab, it is possible to see rooms under the selected category, i.e. all spaces with the same type and all spaces belonging to same department.

The image shows a search interface with a search bar containing 'Space type' and a dropdown menu set to 'In'. Below the search bar, the 'Spaces' tab is selected. The main content area displays a table of rooms for 'LSE Campus, London / PRFS, ALS, LSE Language Centre, 220, \$BF00FF'. The table has columns for 'Property.Propert...', 'Floor.Floor.Code', 'Space number', and 'Name'. A list of 32 spaces is shown, including rooms like 'Tutorial', 'Teaching', 'Staff', 'Resource', 'Reception', 'Quiet Room', and 'Office'.

Property.Propert...	Floor.Floor.Code	Space number	Name
Spaces (32)			
TW3	03	3.01C	Tutorial
TW3	03	3.01D	Tutorial
EAS	06	C620	Teaching
EAS	06	C622	Teaching
EAS	08	C804	Staff
EAS	08	C805	Resource
EAS	07	(C722A)	Reception
EAS	07	C722	Reception
EAS	07	C721	Quiet Room
TW3	03	3.01E	Quiet Room
TW3	03	3.01	Office - Open Plan
KSW	00	G.03B	Office
EAS	05	C520	Office
EAS	05	C519	Office

Figure 17 - Language Centre rooms on campus

Space mapping

Floor plans in Planon can show different space types or departments by using different colours on the drawing. To do that, under the **Spaces** arrow tab turn on **CAD Integrator** and in its menu select **Space mapping**, then select **Space Types** or **Departments**.

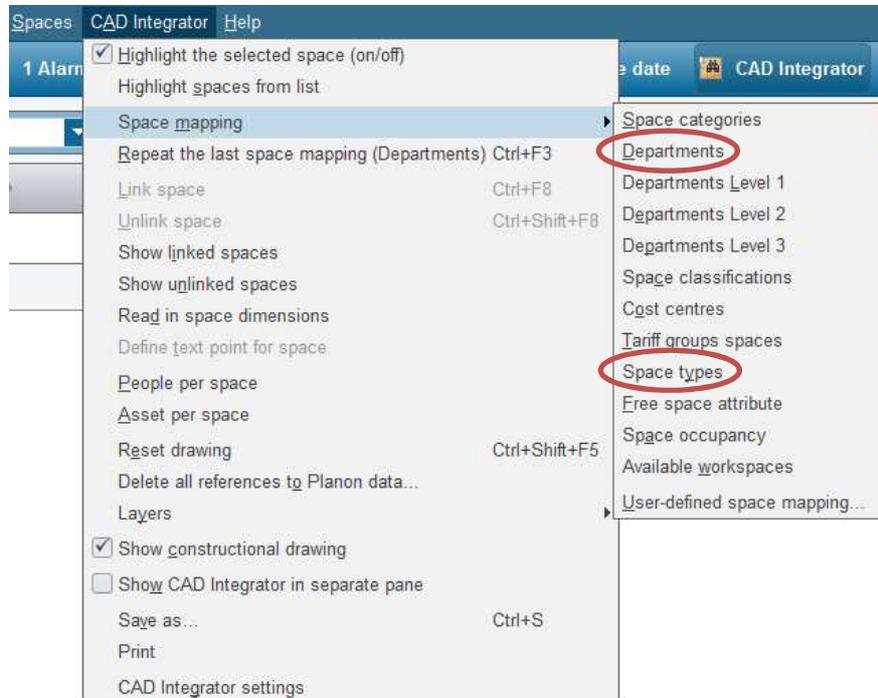


Figure 18 - Space mapping options

The spaces on the floor plan should now be coloured according to the different departments or space types, as the example below.

KSW 20 Kingsway / 04 Fourth Floor



Figure 19 – 20 Kingsway floor plan showing department colours and legend

The reference for these colours can be found on the legend. It also displays the net area of each department or space type, as well as the **Space Usages**, i.e. the number of spaces used by each department or space type.

Under the **Components** arrow tab it is also possible to access information about the departments, such as their code and managers. This can be accessed by selecting a department, under **Departments**.

The screenshot displays a software interface with the following structure:

- Navigation Tabs:** Properties, Components (selected), Spaces, Space details.
- Sub-Tabs:** Floors, Zones, Space categories, Space types / Charge back, **Departments** (selected), Cost centres, Tariff groups, Space types.
- Location:** LSE Campus, London
- Department List (Left):**
 - STDU, FSO, Student Union, 149, \$A40F5Z
 - SUPP, BEO, Estates Division, 158, \$A45200** (highlighted)
 - SUPP, BAR, Academic Registrar's Division, 170, \$f
 - SUPP, BRD, RCSD, 160, \$FF3F00
 - SUPP, BER, Communications Division, 190, \$FF00
 - SUPP, IMT, IMT, 161, \$FFCFBF
 - SUPP, AX1, Deans' Office, 201, \$FFBFEF
 - SUPP, AX2, Directorate, 210, \$FF00FF
 - SUPP, BFD, Finance Division, 180, \$FF003F
 - SUPP, BPS, Human Resources Division, 205, \$D8f
 - SUPP, RLI, Library, 160, \$FF3F00
 - SUPP, FCA, LSE Careers, 183, \$EDA1B4
 - SUPP, JFF, LSE Advancement, 203, \$EDA1DA
 - SUPP, BSY, Governance, Legal and Planning, 207,
 - SUPP, BRO, Research Division, 221, \$EFBFFF
 - TEMP, BNA, ASPN, 014, \$CFBFFF
- Department Details (Right):**
 - General** | Audit info
 - Department**
 - Category: SUPP, Support Division
 - Code *: BEO
 - Name: Estates Division
 - Colour number CAD Integrator: 158
 - Departmental information**
 - Head of department: 299521, Blair, A Allan
 - Manager of department: 134181, Franklin, PL Paul
 - Remarks**
 - Comment

Figure 20 - Department information for Estates Division

Please note that the staff information is dependent on information from Human Resources, so it may not be up to date if the department head or manager has changed recently.

Example 4: Find space types on 32LIF Basement

1. On the **Properties** arrow tab, select **32 Lincoln's Inn Fields**.
2. Under the **Components** arrow tab, select **Floors**.
3. Under the column **Floor.Code**, select **-1**.
4. Go to the **Spaces** arrow tab and select any space.
5. Turn on **CAD Integrator** (if not already on). The CAD Integrator view pane should now show a floor plan of the basement of 32 Lincoln's Inn Fields.
6. Use the **CAD Integrator** menu to select **Space mapping**, then **Space types**.
7. The view pane should now show a floor plan with colours according to the type of space and a legend, as below.

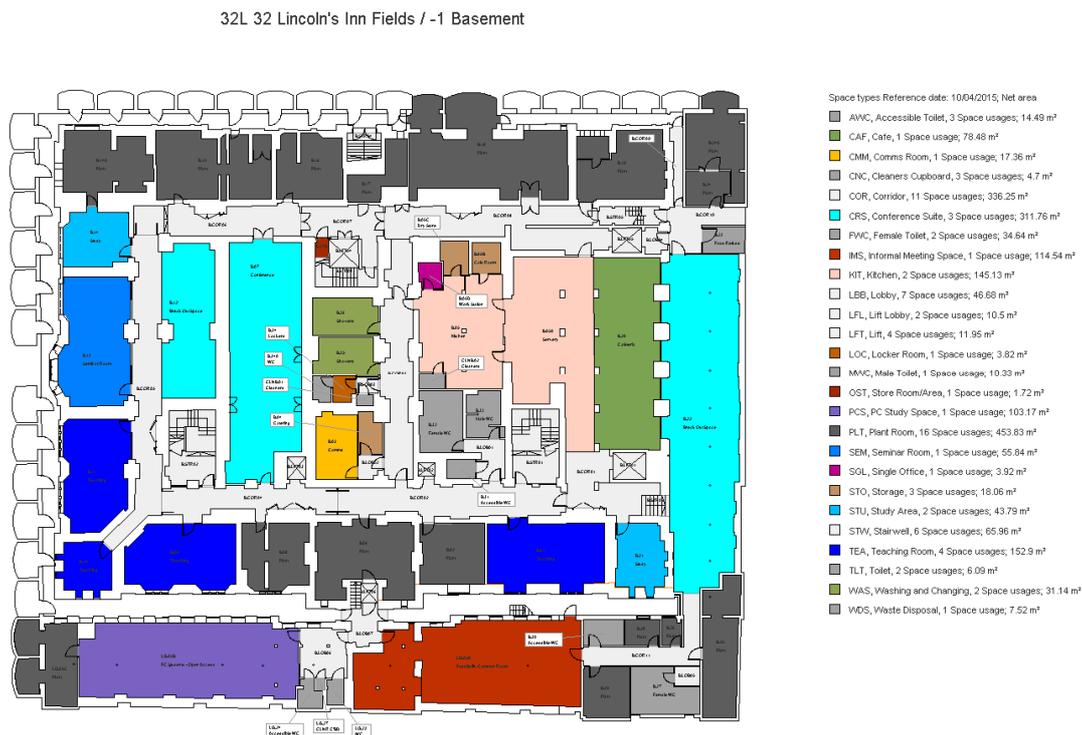


Figure 21 - 32 LIF Basement floor plan with space types

SUGGESTIONS & TIPS

- To print this, follow instructions described in **Printing Floor Plans** section.
- If the legend is not shown click the Zoom All button – second from right:



and it will appear a long way from the diagram. Right click where it should be placed and select **Place legend**. This may not work, and you will have to contact Sandy Carter in the PSM team or the system administrators, who will be able to fix it.

Space Information Reports

Planon can produce tables with space information directly from the program. Once a space is selected, a list of available reports can be found on the right hand side menu, by clicking the **Report** button. The spaces included in the report will be the same as are in the list on the screen.

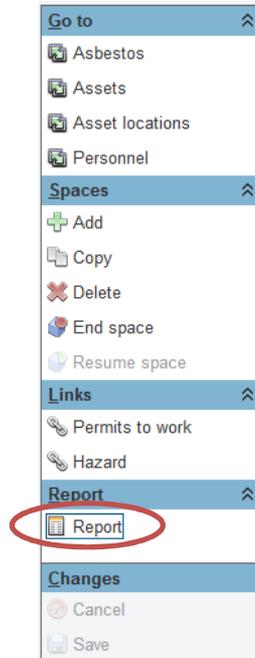


Figure 22 - Report button on right hand side menu

You can preview each report on screen. When you have found the right one you can print it directly from Planon. It is also possible to export them and save them in different formats on a chosen location.

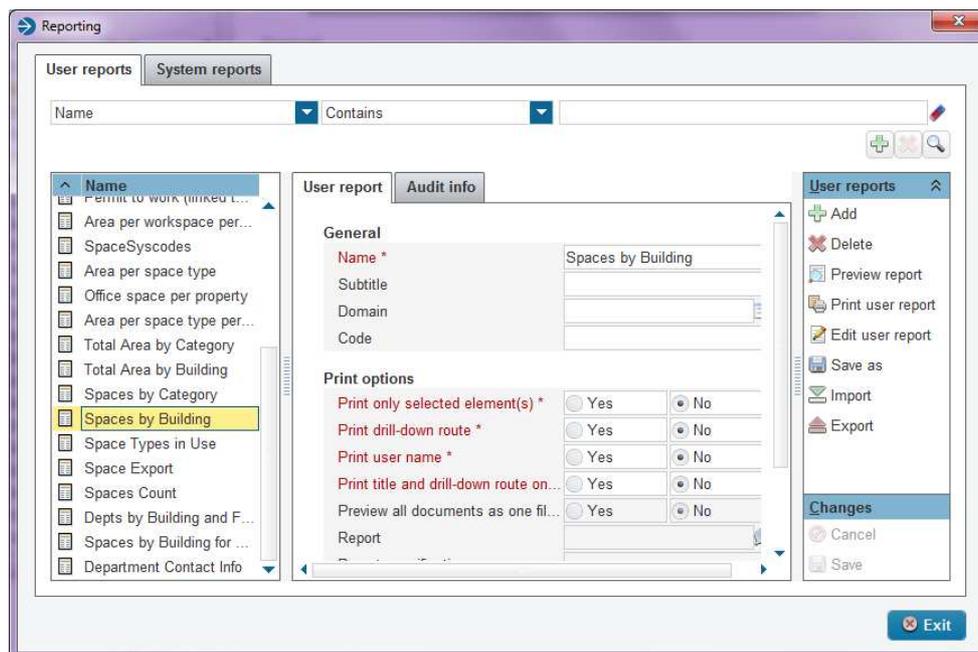


Figure 23 - Reporting options

Example 5: Print a report of all toilets in 32LIF

1. Under **Properties** arrow tab, select **32 Lincoln's Inn Fields**.
2. Under **Components** arrow tab, click on **Space Types**.
3. Under **Space Types**, select all toilet spaces by pressing and holding **Ctrl** key and clicking on space types.

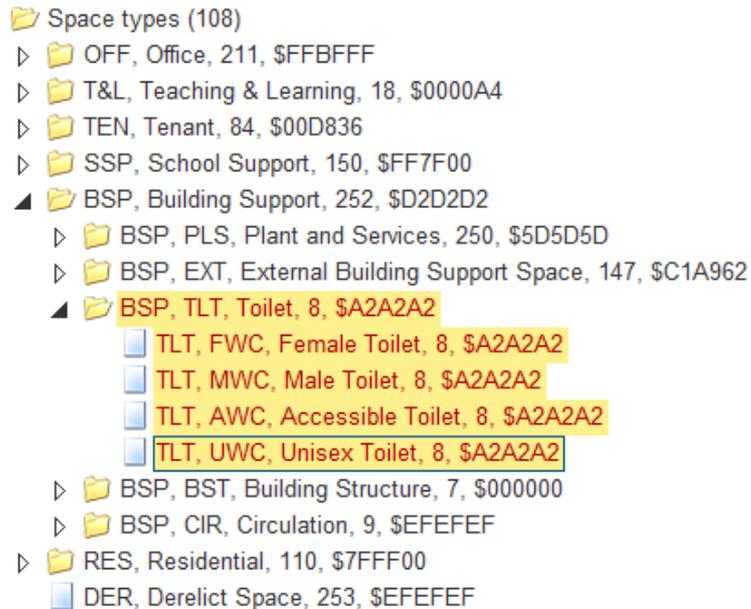


Figure 24 - Selecting all toilet space types

4. Under **Spaces** arrow tab, click on the **Report** button to the right of screen.
5. On the **Reporting** prompt, choose a suitable report.
6. Click on **Preview report** to see report.
7. Click on **Print user report** to print directly from Planon
8. Click on **Save as** to export it in a different file format, such as an Excel spreadsheet.

More information

A more detailed guide can be found by clicking on the **Help** button on the toolbar.

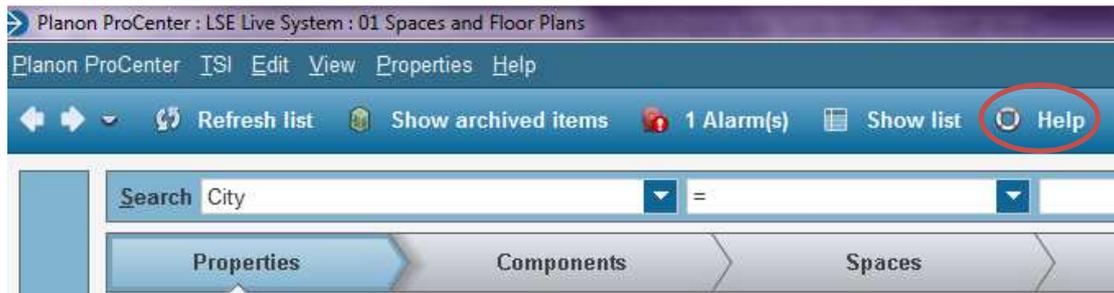


Figure 25 - Help button on top toolbar

Alternatively, contact the Estates Systems Admin team with any questions (see this guide's cover for contact information).