Centerstone Quick Tips
Self-service for FAS Space and Building Floorplans

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Outline

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Centerstone System

• CAFM System
  • Integrates AutoCAD floorplans with space data inventory
  • Tracks information about people, places, things
• Primary Purpose
  • Repository for as-built architectural floorplans for FAS buildings
    • FAS Portfolio: 10 million GSF, 200+ buildings, 900+ floorplans, 60,000+ spaces
  • Core data for indirect cost recovery, space planning and management, and building operations
• Implemented University-wide
  • FAS, SEAS, HBS, HMS, HSPH
  • Central Admin/HPPM (ISIS), Standards

URL: www.manhattan-online.com/HFAS
Core Space Data Structure

- Campus
- Building 1
- Building 2
- Building 3

- Floors
- Spaces
- Unique ID
- Organizational Assignment
- Space Use (FICM)
- Area (from CAD)
- Occupants
- Functional A21 Activities
- Assets / Equipment
- Other Attributes

Integrated CAD floorplans
Distributed Data Maintenance
Space data and As-built CAD floorplans

• CAD As-built repository maintained by OPRP Planning
  • Glenn Stevens
• Department/Centers - annual space inventory reporting
  • Verify Space Attributes: Space Type, Program, Occupants
  • Access online floorplans
• OPRP Planning
  • Space swaps
  • Occupant moves
  • Field surveys
• Building Managers
  • Alterations
• Project Managers
  • Capital Projects
“Full Application” Access

The following pages illustrate how to use the “Full Application” access to floorplans.

1. **Access URL**: www.manhattan-online.com/HFAS
2. Toggle on **Full Application** at Login screen.
   - Type in your Login Name and Password.
   - You will be asked if you want to save your password, click YES.
3. Second window will load Java applet (may initially take several minutes)
4. Once Java is loaded, click Cancel when the ‘Open Saved Page Layout’ appears.
5. You can now close the login window.

**Notes:**
- Please note the Terms of Use.
- You must use PC and MS Internet Explorer for browser (Firefox and Safari do not display floorplan console).
- Allow pop-up windows (in IE Tools, turn off Pop-up Blocker).
- If Java applet doesn’t load, make sure you have version 6.11 or later (current version is 7.+).
- Add the following URLs to your trusted sites:
  - https://www.manhattan-online.com/HFAS
  - http://na34.manhattan-online.com

Terms of Use:
By logging into this system you agree that you will use the floorplans and space information for the purpose of conducting FAS and/or Harvard University business, and will not distribute any copies, electronic or otherwise, of floorplans or space data for any purpose not consistent with its intended use.

Contact Cara Noferi, OPRP with any issues.
Accessing Floorplans via CorpMap tab

1. Click CORP MAP Tab
2. Then click Floors on the sub-menu
3. From the Bldg Name pulldown, select a building from the list (or type in first few letters of name), or skip to next step.
4. Click SEARCH button, the floorplan records will be listed.
5. To access floorplan either:
   a) Double click the floorplan row from the grid, or
   b) Double click the expanded folder pane, or
   c) Highlight the floorplan row from the list and click on “Drawing” from the submenu
   A “Loading Drawing” status window will appear.
Viewing Floorplan
Color by: Department

Use the “Color By” pulldown menu, selecting Dept.
Legend and Viewing Floorplans

Color by: Program

Use the “Color By” pull-down menu, selecting **Program**.

To anchor legend at right, from **VIEW** menu, select “Legend at Edge”. The legend will display with square foot totals for each **Program**.
Viewing Floorplan
Color by: Space Function

Use the “Color By” pull-down menu, selecting **Space Function**. The legend will display with square foot totals for each **Space Function**.
Navigating Around a Floorplan

- **Button Functions for Viewing**

  Note: Hover cursor over button to see function tip

- **Zoom In**
- **Zoom Out**
- **Zoom Extents**
- **Zoom to Window**
- **Zoom to Object**
- **Select**
- **Pan**
- **Redraw**
- **Zoom to Previous View**
Layers:

Turning on/off data, labels, colors

• From VIEW menu click Layers; a Layers to View form pops up
• On the Space Tab, toggle on/off data fields to display/hide on floorplan, e.g., HR Names, Space Measurements.

Sample space data shown
Layer States; Spaces vs. Measured Areas

• From the VIEW>LAYER STATES menu, select “Space Function Including NonAssignable”, the click APPLY LAYER STATE button.

• SPACES are assignable to departments and programs

• MEASURED AREAS are nonassignable and comprise circulation, building service and mechanical areas.

(Refer to Space Use Types standard on OPRP website.)
Query a Space

Double-click on a space to view detail space data on ATTRIBUTE tab. HR record will display on HR Tab if occupant has been assigned to the space.
First set the Color By setting to HR Type.

To find a person, Click FIND menu.

On the Find By form, select HR Name, then scroll down the list of occupants and select the name, or type in the first few letters of the last name.

Toggle “Show Console”, then click the Execute button.

Use the search filters to find space records; e.g., all office space in Northwest Building.

Click SEARCH button to view results below.

The results can be saved to an Excel file by clicking SAVE RESULTS to FILE button.
Printing a Floorplan

• Prior to printing, anchor Legend at Edge (see page 10)
• From RECORD menu click Print
• Use settings on form shown to print entire plan on Letter size paper.
• Click PRINT button
• When Print screen appears, select your printer from the pull-down, or print to an Adobe PDF format (recommended).
• See Reference slide “Note about Adobe PDF”
Printing a Floorplan (no color)

- Prior to printing, from VIEW menu click Layer States.
- Select “Floorplan No Colors” from the Select Layer State list.
- Click APPLY LAYER STATE button.
- Follow the print instructions on previous page.
- See Reference slide “Note about Adobe PDF”
Search Function for Spaces

1. Click Corp Map Tab, then Floors sub-menu.
2. Type the first few letters of a single building in the Building Name search filter field.
3. Click the SEARCH button.
4. Expand the Floor folder icon in the left navigation pane, then click on the Spaces icon and the spaces on that floor display in the grid list.
5. Double click on a space record to bring up the floorplan and view that space.
6. Other features include:
   - Export to grid list to Excel by clicking the SAVE RESULTS TO FILE button
   - Sort the grid by clicking on the column header
   - Adjust grid column width by using drag feature
   - Move grid columns with Drag n Drop feature
Corp Map Tab/HR

Occupants in Building

1. Click Corp Map Tab, then HR sub-menu.
2. Select Building from pulldown menu, or type in the first few letters of the building.
3. Click SEARCH button
4. Double click name and floorplan opens to that space.

Features include:
- Export to Excel by clicking the SAVE RESULTS TO FILE button
- Sort by clicking on the column header
- Adjust column width by using drag feature
- Move columns with Drag n Drop feature

Note: This function lists people who have been assigned to spaces.
Exporting Data

After running a search, on Spaces or HR the results can be exported to an Excel file.
Reference Slides

- Space Reports
- Using Outlook Email
- Note about Adobe PDF
- Centerstone Contact Info, Terms of Use
Space Reports Module Overview

- Reports are grouped into tabs (Dept, Bldg, FAS, Space Use, etc)
  - After selecting report in tab area, use pulldown menu on right to filter criteria.
  - Click the ‘Preview’ button to run report
  - Department occupant reports can be exported to Excel (when icon is activated)
Screenshot Using Outlook Email

- To insert a screenshot or screen clipping in an Outlook email, open a floorplan first in Centerstone, then compose your email;
- On the Outlook Insert menu, select Screenshot or Screen Clipping to insert last viewed screen into email message.
Note about Adobe PDF

• When printing to the Adobe PDF ‘printer’, you may notice some elements on floorplan are not printing (although they are showing up on PDF onscreen), e.g., doors, windows.
• Another PDF printer program that resolves this issue is BULLZIP, and can be downloaded for free at:
  • www.billzip.com
Centerstone Access

- **URL:** [www.manhattan-online.com/HFAS](http://www.manhattan-online.com/HFAS)
  - MS Explorer only

- **Contact Cara Noferi for account access and reporting related inquiries,**
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**Please note:** Any distribution of space data or floorplans (including AutoCAD dwg files) to students, consultants, or non-Harvard persons must be authorized by OPRP and be accompanied by a space data release form.