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

- Centerstone System Overview
- Quick Tips - Basics:
  - Login “Full Application” Access
  - Navigating Around a Floorplan
  - Viewing Floorplans, Color-by and Legend
  - Querying Space Data, Occupant Locations
  - Data Labels, Layers
  - Layer States, Spaces and Measured Areas
  - Printing Floorplans
  - Searching for Space and Occupant Records

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Centerstone System

- **CAFM (Computer Aided Facility Management)**
  - Integrates AutoCAD architectural floorplans with space inventory data
  - Tracks information about space allocation, space use, occupants, assets

- **Primary Purposes**
  - Repository for as-built architectural floorplans for FAS buildings
    - FAS Portfolio: 10 million GSF, 200+ buildings, 900+ floorplans, 60,000+ spaces
  - Core data for space planning & management, space inventory for sponsored research federal reimbursement
  - Implemented University-wide with common standards
    - FAS, SEAS, HBS, HMS, HSPH, DIV, GSD
    - Central Admin/HPO -University Space Information (USI) system
Core Space Database – Structural Units

Integrated CAD floorplans

Site/Campus

Building 1

Building 2

Building 3

Floors

Spaces

Unique ID

Organizational Assignment

Space Use (FICM)

Area (from CAD)

HR/Occupants

User Defined Attributes

Space records
Login Access

- Centerstone System Administrator will provide designated FAS department users with an account.
- URL: https://www.manhattan-online.com/hfas
- Compatible Browsers: Microsoft Internet Explorer and Edge, Google Chrome, Apple Safari (Firefox does not support all functions).

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.
Accessing Floorplans via Corp Map Tab or Floors Tab

1. Click CORP MAP (or STRUCT UNITS Tab if you have access)
2. Then click Floors on the submenu
3. From the Load Search pulldown, select “All Floors AutoRun”, then select “Set as Default”; the floorplans you have access to will be listed in the bottom pane.
   - Alternatively select “Harvard FAS” from the Site Name and from the Bldg Name pulldown, select a building from the list (or type in first few letters of name), or skip to next step.
   - Click SEARCH button, the floorplan records will be listed.
4. To access floorplan double click the floorplan row from the grid or from the expanded folder list.
5. A “Loading Drawing” status will appear and the floorplan will open in a new window (or Tab).
Accessing Floorplans via Corp Map Tab or Floors Tab

5. After double clicking the floorplan row from the grid or from the expanded folder list, a “Loading Drawing” status will appear and the floorplan will open in a new window (or Tab).
Navigating Around a Floorplan

- View Multiple Floorplans, Switch Panes

Toggle “Switch Pane” button to view two plans simultaneously, or view by clicking Tabs
Navigating Around a Floorplan

- Menu Button Functions for Viewing

Note: Hover cursor over button to see function tip

- Zoom In
- Zoom Out
- Zoom Extents
- Zoom to Window
- Zoom to Previous View
- Measure Tool
- Select Tool
- Pan
- Redraw

11/8/2018
Viewing Floorplans
Color by: Department

Use the “Color By” pull-down menu, selecting Dept.
Viewing Floorplans
Color by: Program

Use the “Color By” pull-down menu, selecting Program.
Legend Options & Properties

To set legend option, from **VIEW** menu, select “Legend at Edge” “Legend on Plan” or “Legend Off”.

To display square foot totals on legend, from **VIEW** menu select “Legend Properties” and toggle “Actual SF” and “Totals”.

Sample space data shown
Viewing Floorplans
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**.
Query a Space
View Occupants, Space Type, Area (square feet)

Double-click on a space to view detail space data on ATTRIBUTE tab. Make sure the Select Tool (arrow) is active. HR record will display on HR Tab if occupant has been assigned to the space.
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 “007 Space Function: All Spaces & MA”, then 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.)
Printing a Floorplan

Prior to printing, anchor Legend at Edge (see page 11)
- From RECORD menu click Print
  - Use settings on form shown to print Entire Plan on Letter size paper.
  - Or use the Screen or Window option
  - If you want Portrait orientation, click the "Rotate 90" toggle on (default is landscape).
  - Click PRINT button
- A pop-up status bar will appear prompting you to Open, Save/Save As or Cancel.
- A PDF of the floorplan will be generated as output.
Printing a Floorplan (no color)

- Prior to printing, select “No Colors” from the COLOR BY pulldown.
- Click the VIEW menu, then toggle on “Hide Polygon Borders”.
- Follow the print instructions on previous page.
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
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.