



## CampusWise<sup>SM</sup> V2 Quick Guide

prepared for  
St. Nicholas Hospital

<b>Contents</b>	
<b>Browser Window Components</b>	
Legend Flyout	2
Navigation Flyout	3
Navigation Menu Bar	3
<b>Plan Window</b>	
Printing Plans	4
<b>Queries &amp; Reports</b>	
Custom Search	5
Query Results/Reports	6
Crystal Reports Flyout	7

# Browser Window Components

The Browser Window consists of a Plan Window, Menu Bar and a series of flyout menus for Navigation, Legends (layers), Queries, and Reports (Figure 1).

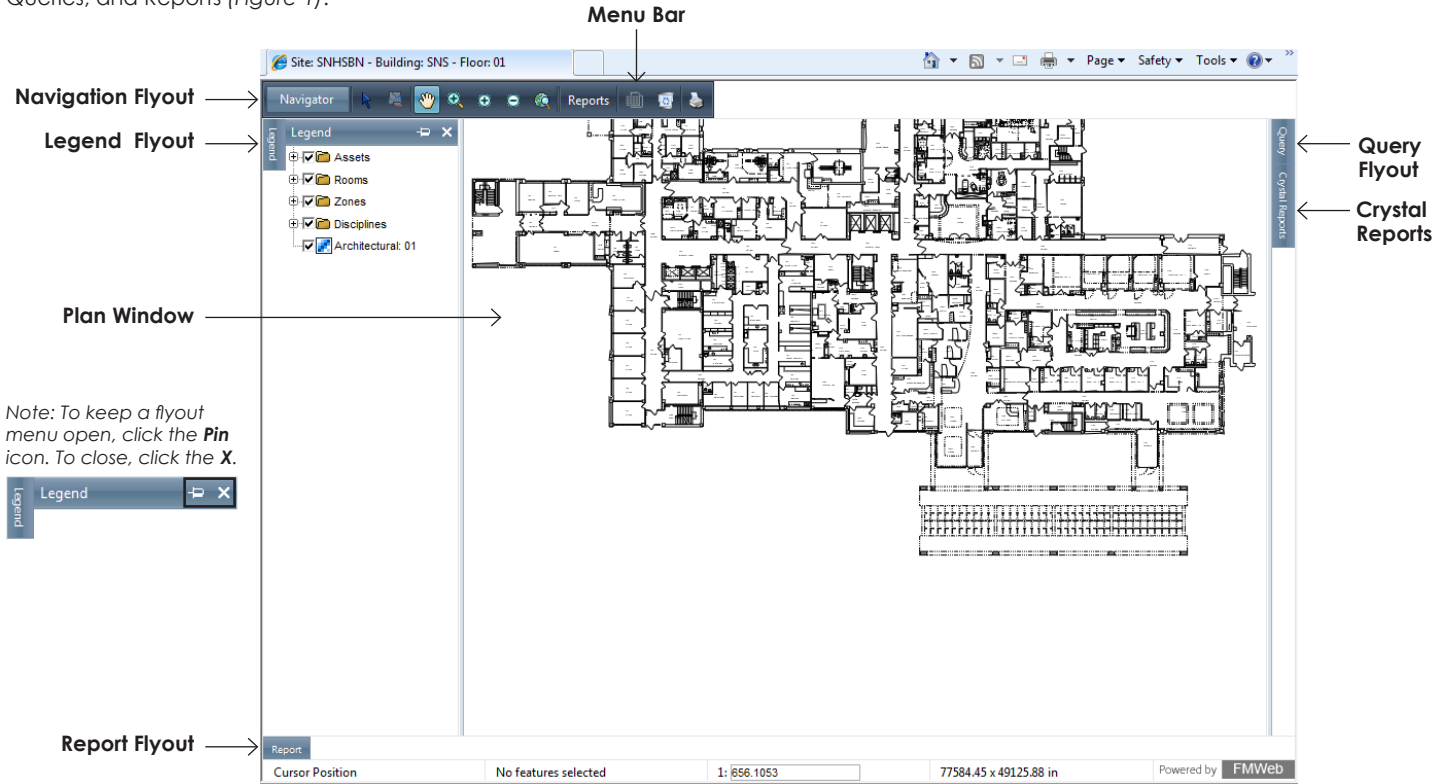


Figure 1.

## Legend Flyout

Options for Legend/Layer States appear in the left bar. These options are plan specific and may change from floor to floor or building to building based on what is available in the current drawing. Use the **Menu Bar** tools to zoom or pan to see specific rooms or areas with the legend/layer state features turned on (Figure 2).

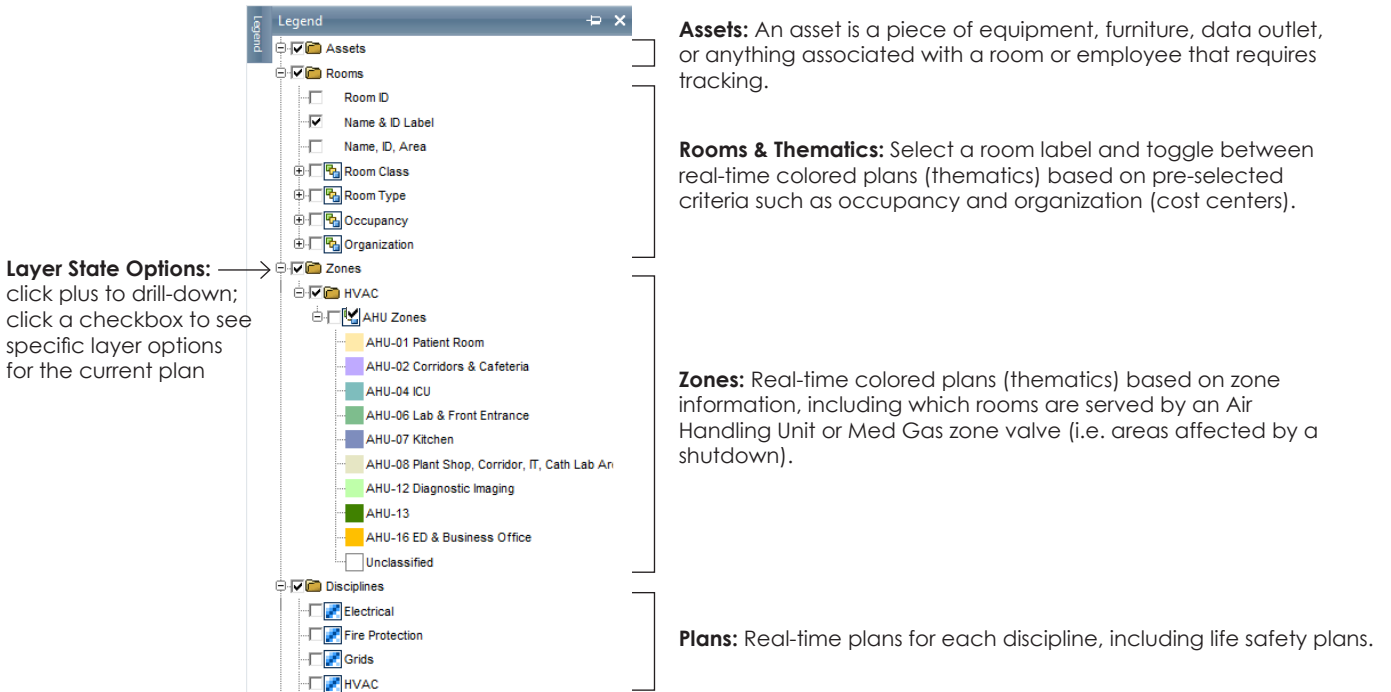


Figure 2.

## Navigation Flyout

Use navigation flyout menus to switch between Sites, Buildings and Floors (Figure 3).

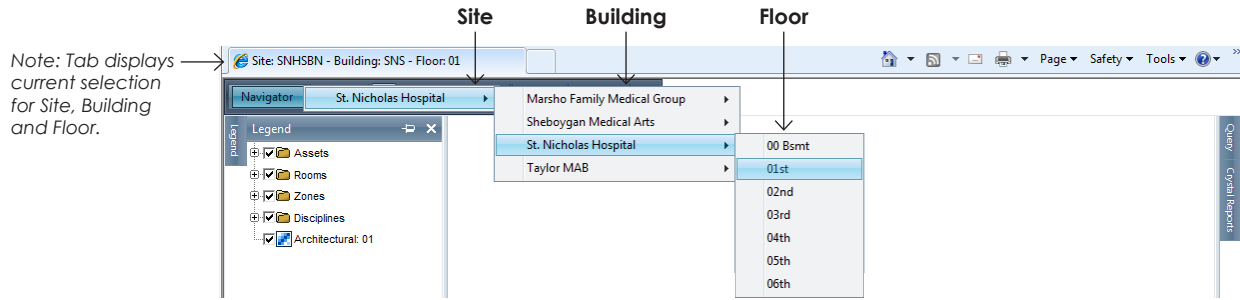


Figure 3.

## Navigation Menu Bar

Use the navigation bar Select, Pan, Zoom and Print (Figure 4).

**Pan:** moves plan around without changing zoom

**Erase:** click to clear current selection (removes highlighting)

**Select:** **Ctrl + Shift click** to select room for more data

**Zoom Full Extent:** fits entire plan on screen.



Figure 4.

**Zoom Window:** draw box around area to zoom in

**Zoom In:** center and zooms based on user input; window specific area for more control

**Zoom Out:** centers and zooms based on user input; mouse click determines center of zoom

**Print:** opens print settings

**Clear Highlight Layers:** clears thematic colors

**Highlight Results:** thematic based on query selection

## Plan Window

Use the tools from the **Navigation Bar** to pan, zoom, or select rooms in the **Plan Window** (Figure 5).

The screenshot shows the Plan Window interface with a floor plan. On the left is a Legend panel with categories like Assets, Rooms, Room Class, Room Type, Occupancy, and Organization. The main area displays a color-coded floor plan. A 'Room Report' popup is open for room 110B, showing details like Area (125 ft), Room Name (Exam), and Organization (Prevea Sheboygan). A 'Documents' menu is open over a room, listing 'Damper Schedule', 'Corridor Photo', and 'Tile Specification'. An 'Asset Report' popup is also visible, showing 'No records to display'.

**Room Report:** **Ctrl + Shift click** to select room for popup report

**Asset Report:** click to see asset details for selected room

**Documents:** right click a room to view available documents; click document name to open in new window.

**Room Name/Number:** data only appears when the plan is zoomed in; to see room information when zoomed out, hover over the room for a *Tool Tip*.

Figure 5.

## Printing Plans

Use the Print command to capture the current screen view. Zoom and/or pan to arrange the plan accordingly. Choose **Print** from the **Menu Bar**. Click checkboxes on and off as necessary. Click **Generate** to open new browser window with image (Figure 6).

The screenshot shows the 'Printable Page' dialog box. It has a title bar and a main area with several checkboxes and a text field. Annotations point to specific elements:

- Show Title:** check to show title; add title describing current view. (points to 'Show Title?' checkbox)
- Legend:** check *Legend* when printing *Thematics*, such as cost centers. (points to 'Show Legend?' checkbox)
- North arrow:** check or uncheck. (points to 'Show North Arrow?' checkbox)
- Generate:** click to open new browser window with image. Use the browser print settings for final print. (points to 'generate' button)

The dialog box contains the following text: 'Printable Page', 'Show Title?', 'Title', 'ER Department', 'Show Legend?', 'Show North Arrow?', 'generate', and 'cancel'.

Figure 6.

## Query Flyout

Use the query flyout menu to "ask the database a question". Queries retrieve data from one or more tables and display the results in a datasheet or view.

### Custom Search

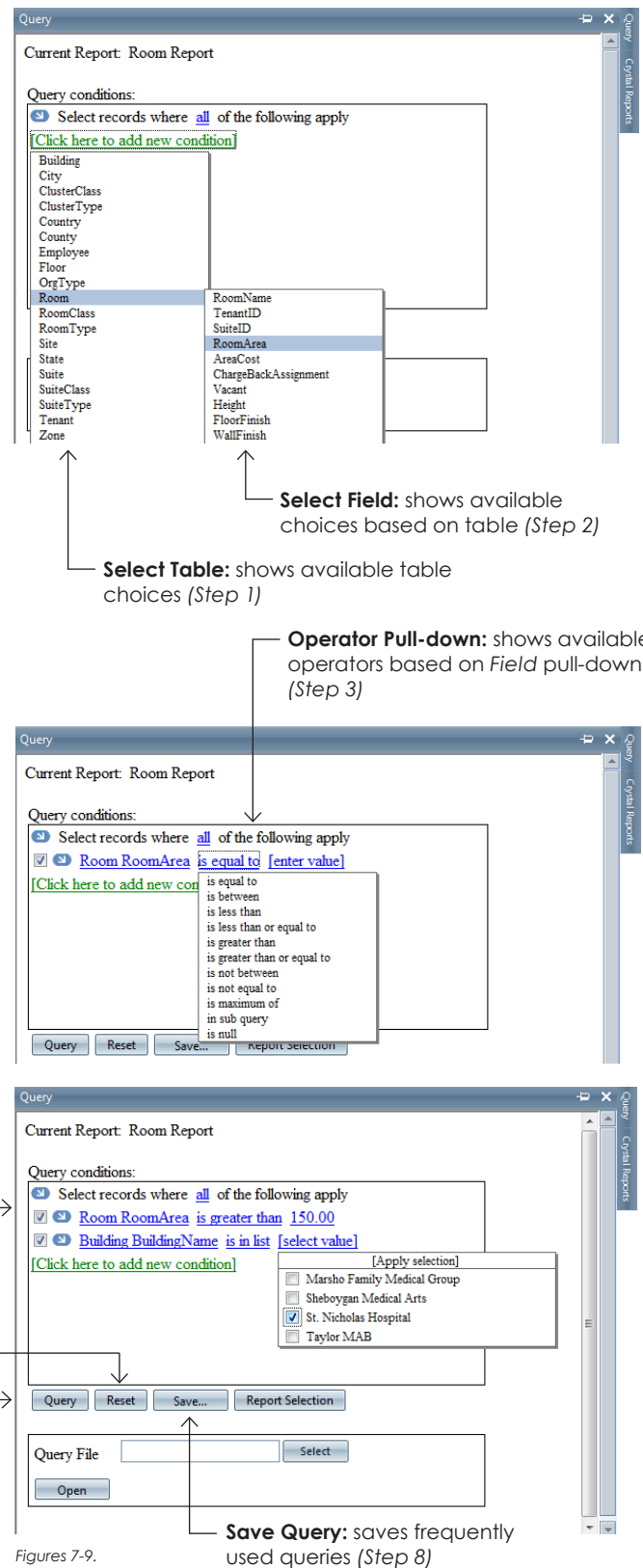
Query data about the rooms, organizational structure or assets of a site, building, or floor.

**Example:** Let's say we want to find all rooms with an area greater than 150 SF (Figures 7-9).

- Step 1. Choose **[Click here to add new condition]** and choose **Room** from the Table pull-down.
- Step 2. Choose **Room Area** from the Field pull-down.
- Step 3. Choose **Is Greater Than** from the Operator pull-down.
- Step 4. Click **[enter value]** and type **150** in the Text box.
- Step 5. Click **Query** to see results. The results will appear in the Reports Box at the bottom of the screen. **See Reports Flyout Menu for more info.**

Since we have multiple sites for this example, our query returns records from all of the sites. Perhaps we're looking for data from a particular site. Let's include some additional criteria in our query.

- Step 6. Click the Query flyout. Choose **[Click here to add new condition]** Choose **Building** and **Building Name** from the pull-downs. Click **[select value]** and choose **St. Nicholas Hospital**. Click **[Apply selection]**.
  - Step 7. Click **Query** to refresh results.
- Continue to add criteria (repeating Step 6) until you achieve desired search results. To change your boolean settings, click **all** and change to achieve desired results.
- Step 8. Click **Save** to keep query conditions. Save file. To reopen query, click **Select** and browse for saved XML file. Click **Open** to view results.



**Query Conditions:** add multiple conditions; check or uncheck box to include condition; change operator to vary results (Step 6).

**Reset:** clears query conditions.

**Query:** shows results (Steps 5, 7)

**Save Query:** saves frequently used queries (Step 8)

Figures 7-9.

## Report Flyout

After submitting a query, the **Report Menu** appears at the bottom of the browser window (Figure 10).

**Highlight Results:** click to highlight all rooms on current floor that meet selected criteria

**Room Highlight:** adds layer and highlights query results on plan

**Reports Flyout:** query results appear at bottom of browser window

**Highlight Results:** click room number link to highlight room on plan, click the floor link to highlight all of the current results for that floor

**Export:** export query data to Excel or CSV format

**Page size:** change page size to view more results at one time

**Pages:** click page numbers or arrows to see previous/next pages

Room	Floor	Room Name	Room Type	Room Description	Room Status	Room Count	Room Assignable	Room Count	Room Assignable	
109B	01	SNS	SNHSBN	Office	Admin	Off	10	Assignable	133	True
1087	01	SNS	SNHSBN	Vestibule	Circulation	Ves	20	Assignable	161	True

Figure 10.

## Crystal Reports Flyout

Click **Crystal Reports flyout menu** to open the Crystal Report Viewer window. Drill down (click the plus sign) to view the numerous real-time static reports included, or view your own custom reports. Find reports for rooms; cost centers; vacancies; floor, building, or site area totals; and more. Double-click a file to load the report (Figure 14).

All reports will automatically reflect the most current data. Browse, print, or export data to a PDF or Excel file (Figure 15).

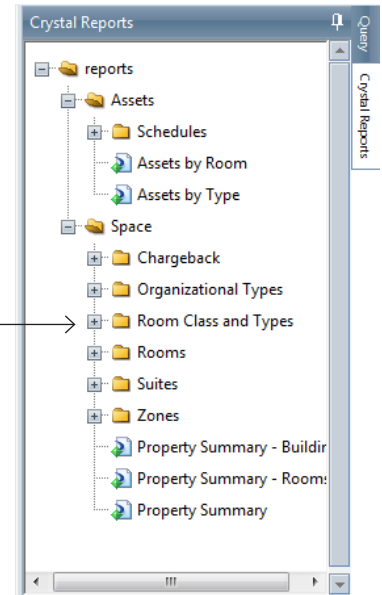


Figure 14.

**Flyout Menu:** displays all reports; drill down through categories (click plus sign)

**Export**

**Print**

**Show/Hide Group Tree:** toggle to use drill down feature

**Report Window:** displays current report

**Navigate Data:** Quickly find entries by using the drill down feature. Click the group or category on the left and the related data appears on the right, highlighting the entry.

BUILDING: ST. NICHOLAS HOSPITAL - SHEBOYGAN MEDICAL ARTS				
ROOM CLASS	TOTAL AREA	ROOM TYPE	CHARGEBACK	PRO RATE
		Food Prep.	Assignable	None
		HSKP	Assignable	None
		Locker Room	Assignable	None
		Lounge	Assignable	None
		Scale	Assignable	None
		Soiled Workroom	Assignable	None
		Storage	Assignable	None
		Toilet	Assignable	None
		Workroom	Assignable	None
<b>Unknown</b>	<b>1,348 SF</b>	Unknown	Assignable	None
<b>Vertical</b>	<b>1,767 SF</b>	DW	Assignable	None
		Elevator	Assignable	None
		Stair	Assignable	None
BUILDING: ST. NICHOLAS HOSPITAL				
ROOM CLASS	TOTAL AREA	ROOM TYPE	CHARGEBACK	PRO RATE
<b>Admin</b>	<b>39,027 SF</b>	Admit	Assignable	None
		Charting	Assignable	None
		Classroom	Assignable	None
		<b>Conference</b>	Assignable	None
		Control	Assignable	None
		Copy	Assignable	None
		Dictation	Assignable	None
		Files	Assignable	None

Figure 15.