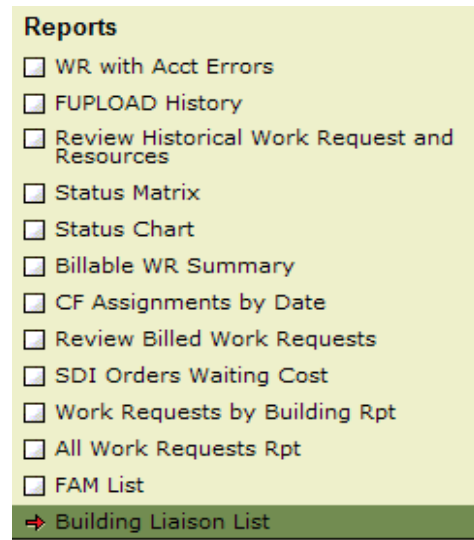
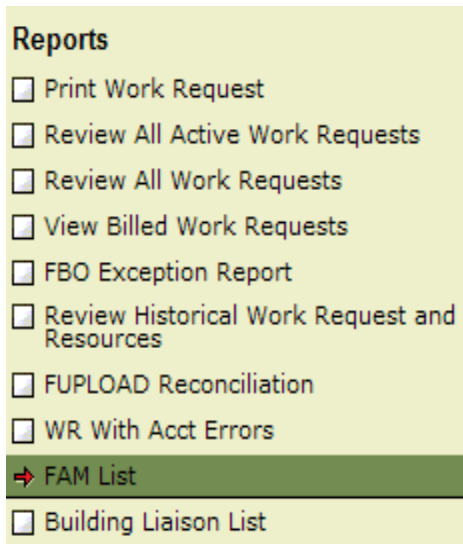


This user documentation discusses the new mouse roll over feature available when accessing the mini console window and the filter buttons within Archibus 17.2 reports.

### Using the New Mouse Roll Over Feature

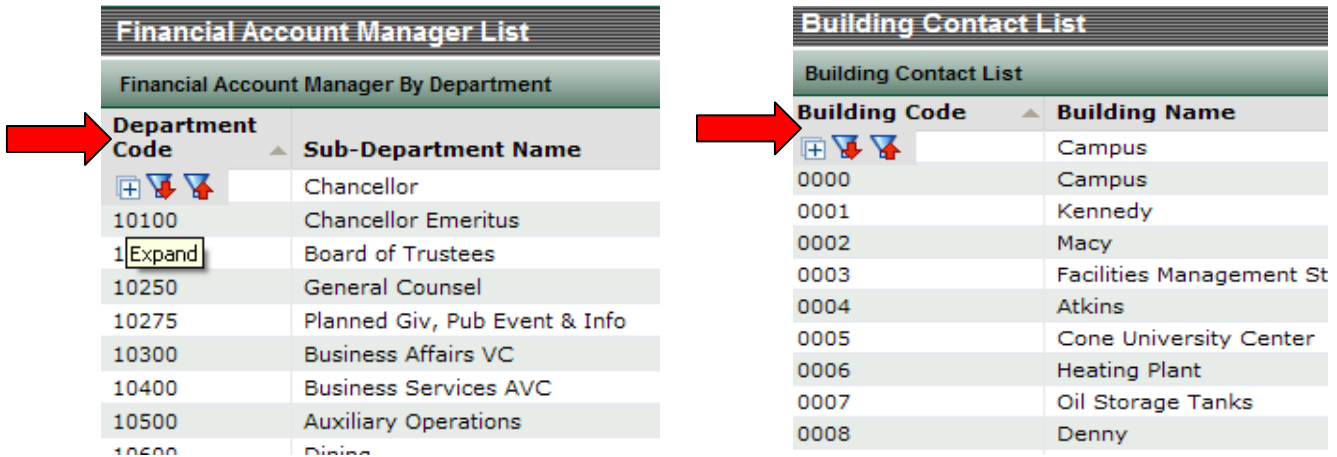
1. A few reports such as the FAM List, Building Liaison List, etc. have been updated to the new 17.2 version and have a new mouse roll over feature for accessing the filter buttons and the mini console window.




2. In Archibus, under the Reports selection of your role, click on a report such as the FAM List or Building Liaison List; the report will display in list format.

| Financial Account Manager List          |                               |
|---|-------------------------------|
| Financial Account Manager By Department |                               |
| Department Code                         | Sub-Department Name           |
| 10000                                   | Chancellor                    |
| 10100                                   | Chancellor Emeritus           |
| 10200                                   | Board of Trustees             |
| 10250                                   | General Counsel               |
| 10275                                   | Planned Giv, Pub Event & Info |
| 10300                                   | Business Affairs VC           |
| 10400                                   | Business Services AVC         |
| 10500                                   | Auxiliary Operations          |
| 10600                                   | Dining                        |
| 10601                                   | Dining-Contractor Billing     |
| 10700                                   | Bookstore                     |

3. If you roll your mouse over one of the column headings, (i.e. Department Code, Building Code, Building Name, etc), a pop will display to include the expand icon button along with two filter buttons.



4. Click the plus sign icon  to expand and display the mini console.

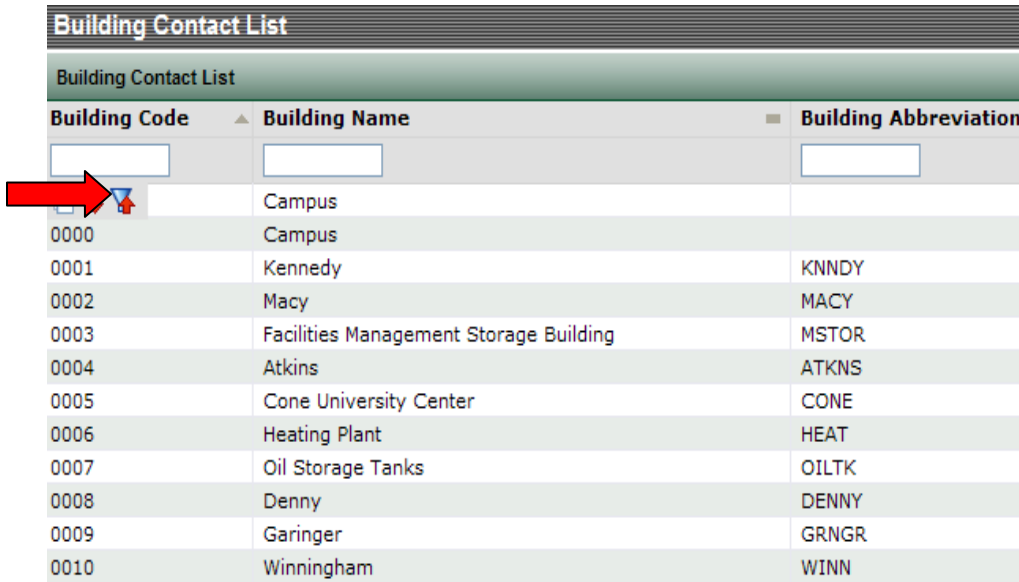
| Financial Account Manager List          |                               |                                 |                                 |           |
|---|-------------------------------|---------------------------------|---------------------------------|-----------|
| Financial Account Manager By Department |                               |                                 |                                 |           |
| Department Code                         | Sub-Department Name           | Financial Account Manager - Pri | Financial Account Manager - Sec | Third Man |
|   |                               |                                 |                                 |           |
|   | Chancellor                    | BRADY, DONNA (dcbrady)          | HILL, CRIS (cfhill)             | RAMP      |
| 10100                                   | Chancellor Emeritus           | DEESE, ELAINE (etdeese)         |                                 |           |
| 10200                                   | Board of Trustees             | BRADY, DONNA (dcbrady)          | HILL, CRIS (cfhill)             |           |
| 10250                                   | General Counsel               | BRADY, DONNA (dcbrady)          | TURNER, PATRICIA (paturner)     |           |
| 10275                                   | Planned Giv, Pub Event & Info |                                 |                                 |           |
| 10300                                   | Business Affairs VC           | KESSLER, ALICE (akessler)       | BOLEN, CATHERINE (cpbolen)      | TATU      |
| 10400                                   | Business Services AVC         | TATUM, NELDA (natatum)          | SMITH, THOMAS (tsmith)          |           |
| 10500                                   | Auxiliary Operations          | CORONEL, ELSA (eicorone)        | GALLENO, RAYMOND (regallen)     | WHIT      |
| 10600                                   | Dining                        | CORONEL, ELSA (eicorone)        | GALLENO, RAYMOND (regallen)     | WHIT      |
| 10601                                   | Dining-Contractor Billing     | JOHNSON, PAUL (ppjohnso)        | REINECKE, PAUL (preineck)       | CORC      |
| 10700                                   | Bookstore                     | CORONEL, ELSA (eicorone)        | GALLENO, RAYMOND (reqallen)     | WHIT      |

5. Enter your search data in the fields provide on the mini console and click on the filter button with the arrow down to filter your list according to the data you entered.

The image shows a screenshot of the 'Building Contact List' mini console. A red arrow points to the filter button (a downward arrow) in the pop-up. The search field contains the text 'Facilities'. The table below shows the filtered results.

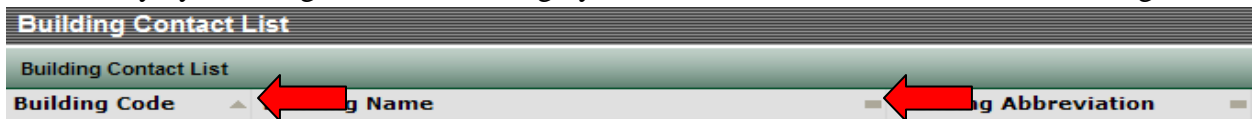
| Building Contact List |   |
|-----------------------|---|
| Building Code         | Building Name                                 |
|                       | Facilities                                    |
| 0023                  | Facilities Management Storage Building        |
| 0055                  | Facilities Operations & Parking Services      |
| 0059                  | Facilities Management & Police & Public...    |
| 0060                  | Facilities Annex One (J-Building)             |
| 0061                  | Facilities Annex Two (Trailer)                |
| 0062                  | Facilities Annex Three (Grounds Greenhouse)   |
| 0066                  | Facilities Annex Four (Recycling Solar House) |
| 0070                  | Facilities Annex Five (Fuel Depot)            |
| 0071                  | Facilities Annex Five (Recycling)             |
| 0071                  | Facilities Annex Six (Grounds)                |

6. Click on the arrow up filter button to clear the filter and return to your original data list.



| Building Code | Building Name                          | Building Abbreviation |
|---------------|--|-----------------------|
|               | Campus                                 |                       |
| 0000          | Campus                                 |                       |
| 0001          | Kennedy                                | KNNDY                 |
| 0002          | Macy                                   | MACY                  |
| 0003          | Facilities Management Storage Building | MSTOR                 |
| 0004          | Atkins                                 | ATKNS                 |
| 0005          | Cone University Center                 | CONE                  |
| 0006          | Heating Plant                          | HEAT                  |
| 0007          | Oil Storage Tanks                      | OILTK                 |
| 0008          | Denny                                  | DENNY                 |
| 0009          | Garinger                               | GRNGR                 |
| 0010          | Winningham                             | WINN                  |

7. As with the previous Archibus version, you can filter your columns alphabetically or numerically by selecting one of the small grey buttons located beside each column heading.



| Building Code | Building Name | Building Abbreviation |
|---------------|---------------|-----------------------|
|---------------|---------------|-----------------------|

8. To print your report list, click on the print icon  located to the right of the report window.



9. Your printer window will open allowing you to select your printer options, number of copies, etc. when printing your report.

