


## Floor Plans and using the PlanonCAD Viewer

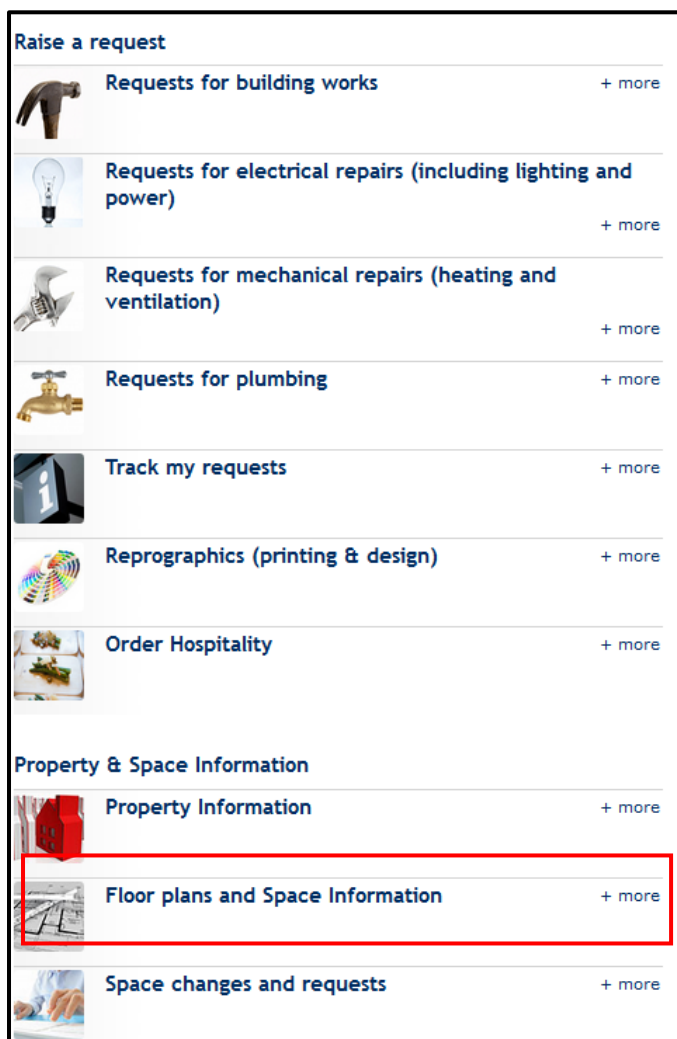
If you are a FacilityNet user you will be able to view and print off floor plans for your buildings.

From the normal FacilityNet site <http://www.admin.ox.ac.uk/estates/ourservices/fnetstart/> you

should select  or move to the Hospitals and Swindon sites link and then select



From the Helpdesk menu page, scroll down until you see 'Floor Plans and Space Information' and expand using the '+more' option.



The screenshot shows a menu titled 'Raise a request' with several options, each with an icon and a '+ more' link. The options are:

- Requests for building works (wrench icon)
- Requests for electrical repairs (including lighting and power) (lightbulb icon)
- Requests for mechanical repairs (heating and ventilation) (thermostat icon)
- Requests for plumbing (faucet icon)
- Track my requests (info icon)
- Reprographics (printing & design) (colorful printer icon)
- Order Hospitality (plate of food icon)

Below this is a section titled 'Property & Space Information' with three options:

- Property Information (red box icon)
- Floor plans and Space Information** (floor plan icon, highlighted with a red box)
- Space changes and requests (hands icon)

You will then have the option of viewing the plans using the Planon CADviewer or submitting an email request to the Estates Information Team who will provide a copy of plan for you.

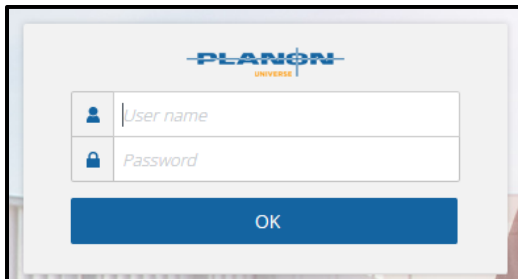
**Floor plans and Space Information** - less

View floor plans for your building using the [Planon CADViewer](#)

Alternatively if you would like a copy of a floor plan please email the [Estates Information team](#)

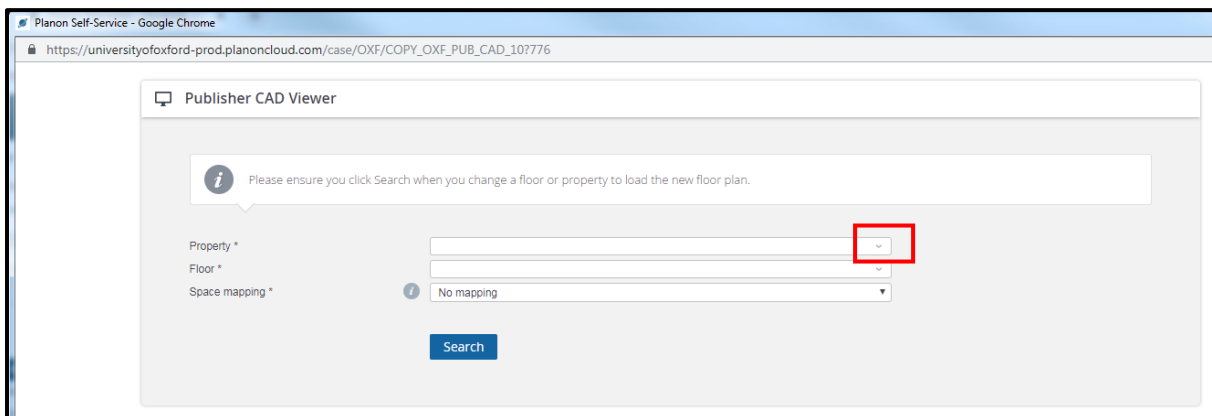
1. The name and building number (if known) of the property
2. Specify which floors you require plans for
3. Specify how you would like to view the plans (by department, space type or room number & area)

If you chose to use the [Planon CADViewer](#), click the link and you will be taken to the normal login page



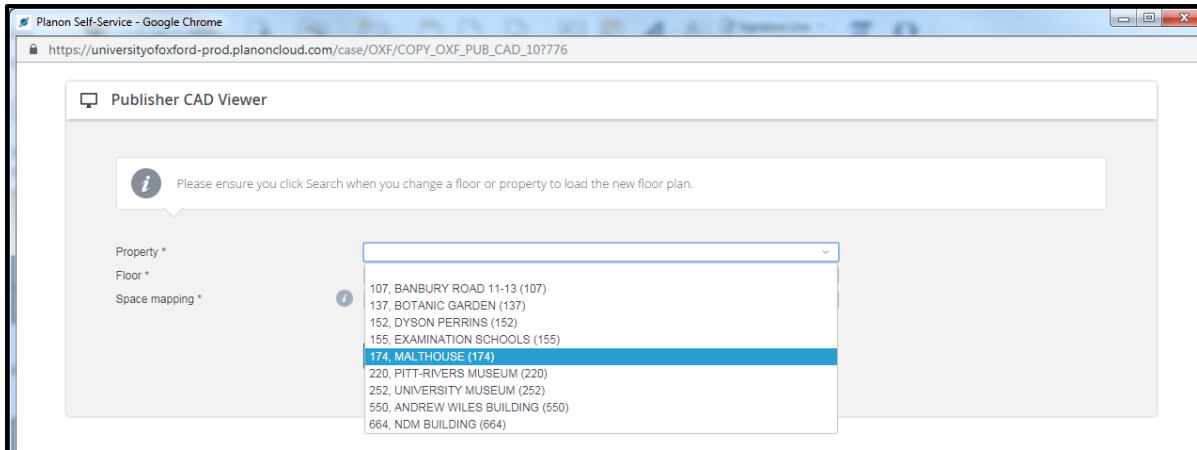
The image shows a login form for Planon. At the top is the Planon logo with 'UNIVERSITY' underneath. Below the logo are two input fields: the first is labeled 'User name' and the second is labeled 'Password'. Below these fields is a blue button labeled 'OK'.

Enter your FacilityNet username and password and you will be redirected to the CADViewer Page



The image shows a web browser window titled 'Planon Self-Service - Google Chrome' with the URL 'https://universityofoxford-prod.planoncloud.com/case/OXF/COPY\_OXF\_PUB\_CAD\_107776'. The main content area is titled 'Publisher CAD Viewer'. It features an information icon and a message: 'Please ensure you click Search when you change a floor or property to load the new floor plan.' Below this are three dropdown menus: 'Property \*', 'Floor \*', and 'Space mapping \*'. The 'Property \*' dropdown has a red box around its arrow. Below the dropdowns is a blue 'Search' button.

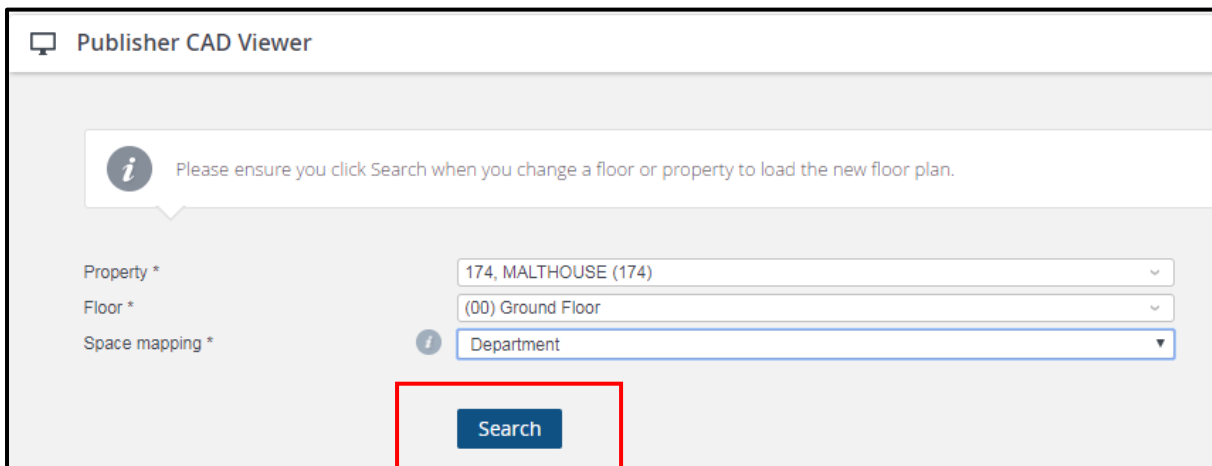
Select the Property using the dropdown arrow at the end of the row – you will only see the properties you have permission to view as part of your FacilityNet profile.



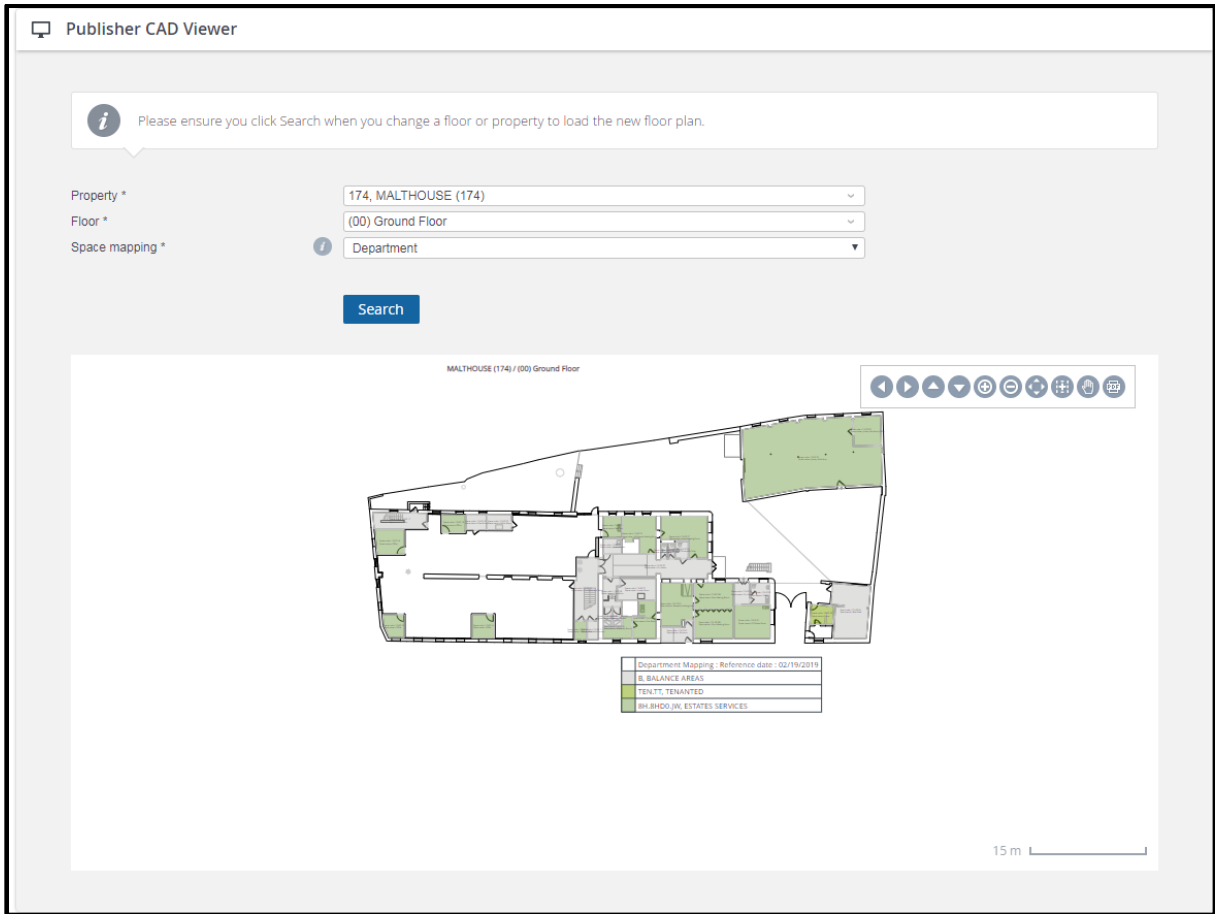
Then using the dropdown arrow at the end of the Floor row select the floor level you wish to view and then finally chose how you wish to view the plans using the Space Mapping field. **NB: CURRENTLY ONLY TWO OPTIONS ARE AVAILABLE – DEPARTMENT AND SPACE TYPE.**

If you leave the default value 'No Mapping' you will see the floor plan showing the space codes only.

Once you have completed your selection press 'Search'

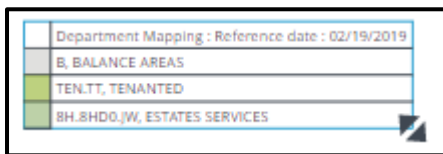



The floor plan will then be visible -




### **Move the Title or Legend**

To reposition the legend or title double click in the legend or title box and two arrows will appear

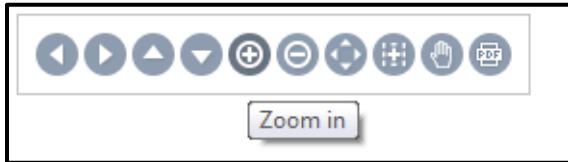


Click on the arrows to increase/decrease the size of the box or hover the cursor over the box it changes to a  then use this to move the box to the correct position on the page. Click outside the box to switch off this function

## PlanonCAD toolbar

Using the CAD toolbar  you can now reposition the plan if required, move the image, zoom or download to a .pdf and print.

If you hover the mouse over the toolbar images it will tell you what each button will do



## Toolbar actions

- Using the 4 directional arrows you can move the image – left, right, up or down



- The 2 zoom in and out buttons will increase and decrease the size of the image



- The Zoom all button increases the whole image and the Zoom within selection button allows you to draw a box with the mouse - you will be 'zoomed' into this selected area



- The Pan button when selected allows you to drag the image to a different part of the page

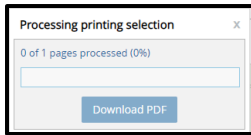


- Select the PDF option if you wish to download and print the image

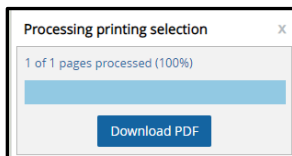


## Printing

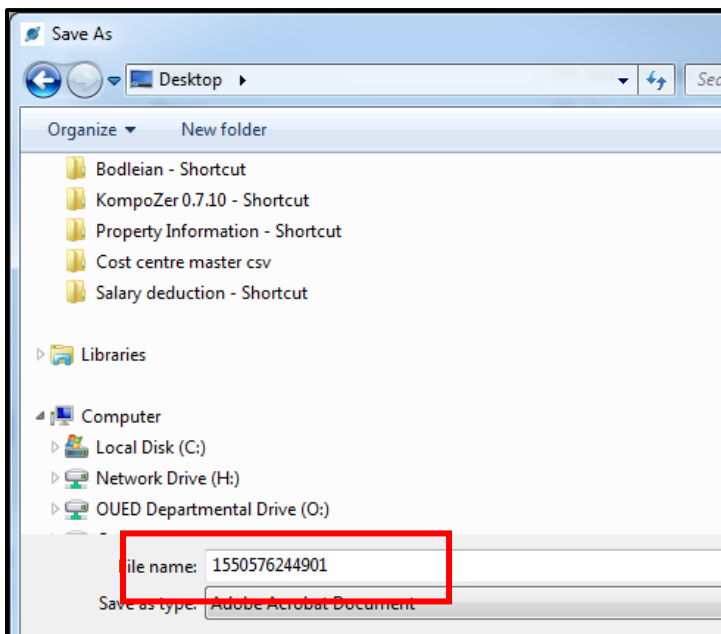
When you press this you will see a downloading bar pop up



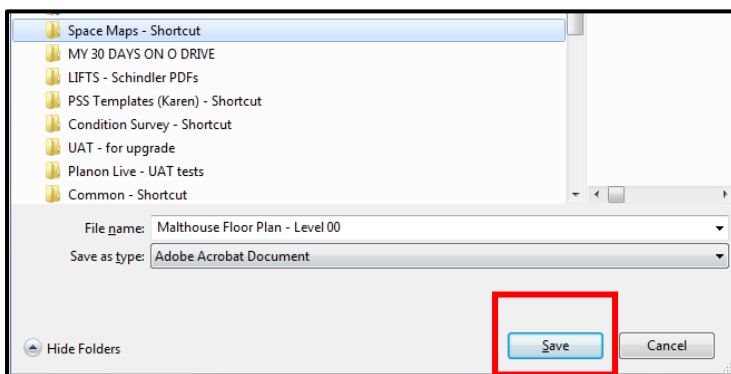
When the image is ready to download the 'Download PDF' button will darken



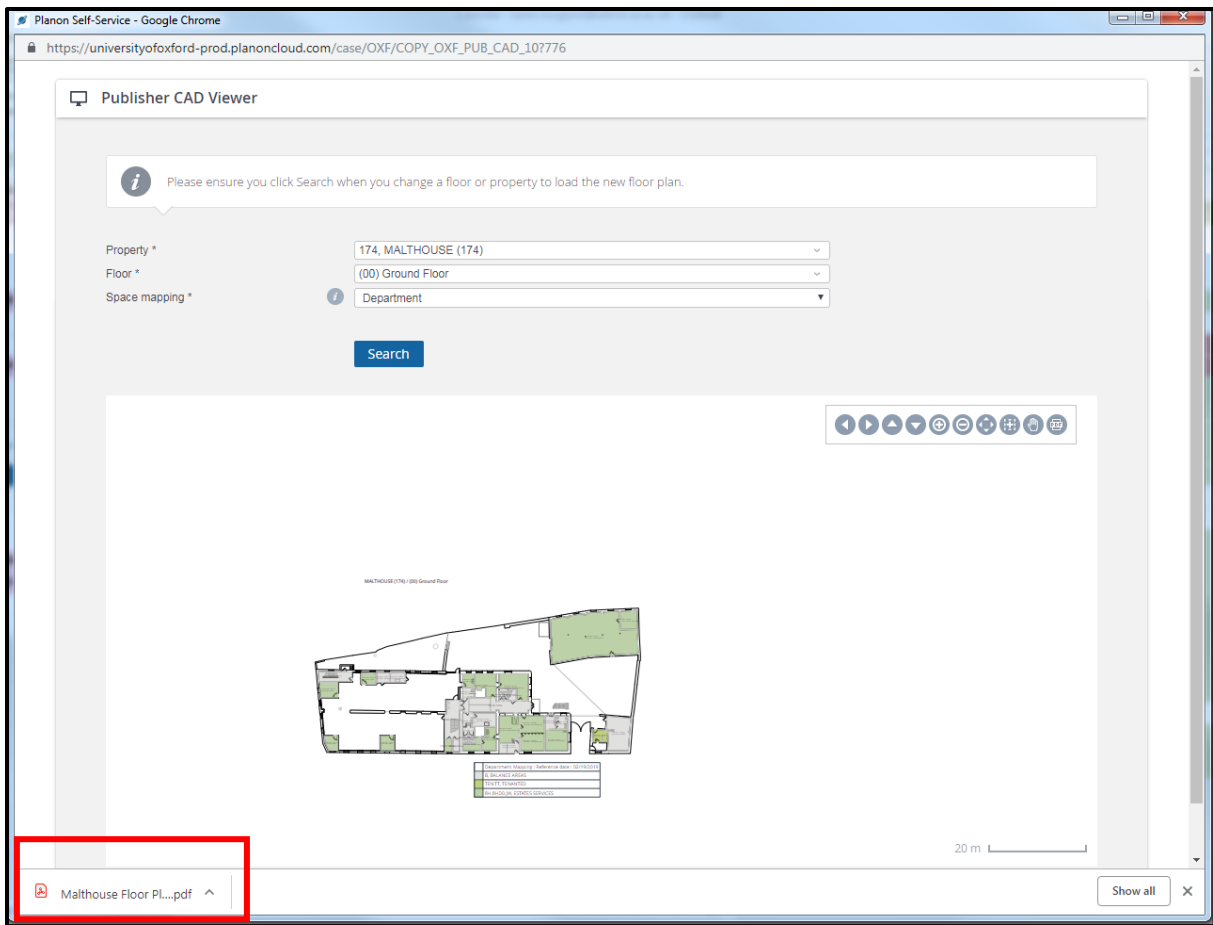
Select 'Download PDF' and you will then be given the option to choose a location for saving the document.



Pick the location and change the file name as required then click 'Save'



You will then see the .pdf appear at the bottom of the Space Plan screen (Chrome)



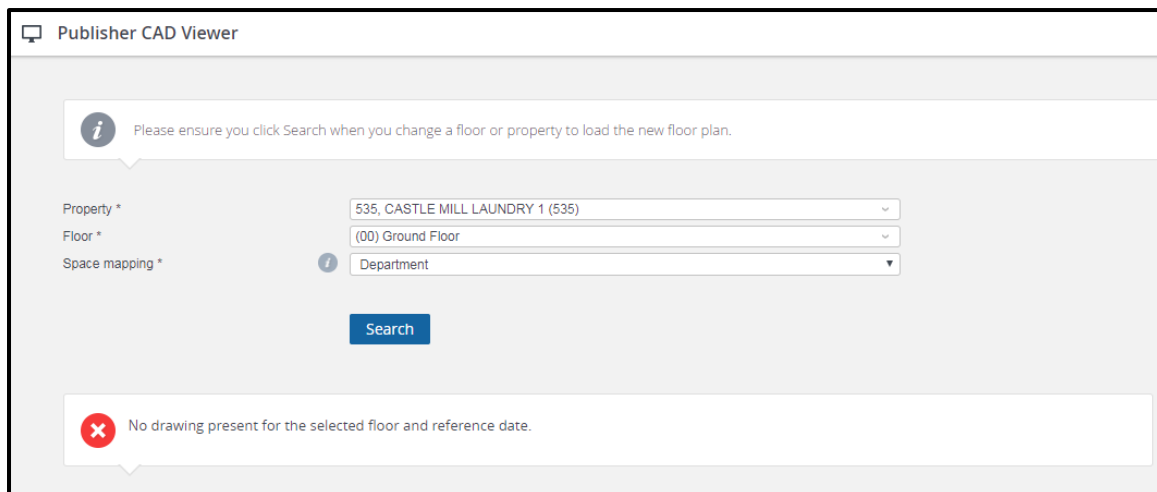
Or in IE you will get this pop up



If you are using a different browser you may see a slightly different pop up which should allow you the option of opening or saving the new .pdf.

**No Drawing Present**

If you see this error message



The screenshot shows the 'Publisher CAD Viewer' interface. At the top, there is a header with a monitor icon and the text 'Publisher CAD Viewer'. Below the header, there is a light gray banner with an information icon (i) and the text: 'Please ensure you click Search when you change a floor or property to load the new floor plan.' Below this banner, there are three dropdown menus: 'Property \*' with the value '535, CASTLE MILL LAUNDRY 1 (535)', 'Floor \*' with the value '(00) Ground Floor', and 'Space mapping \*' with the value 'Department'. A blue 'Search' button is positioned below the dropdowns. At the bottom of the interface, there is a white banner with a red error icon (x) and the text: 'No drawing present for the selected floor and reference date.'

This means there is currently no space plan available – if you contact the Information Team  
**Email:** [estates.info@admin.ox.ac.uk](mailto:estates.info@admin.ox.ac.uk) ) they may be able to advise if/when a plan may be available.