

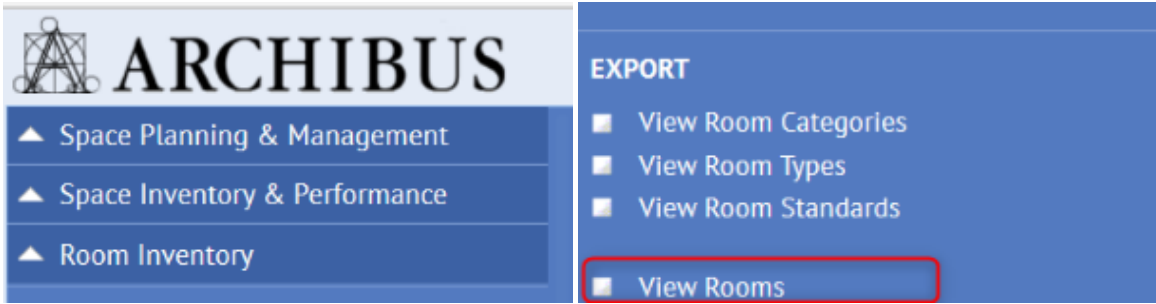
EN - ARCHIBUS: mass update of rooms

This page explains how to change some properties (capacity,...) of rooms from an Excel file.

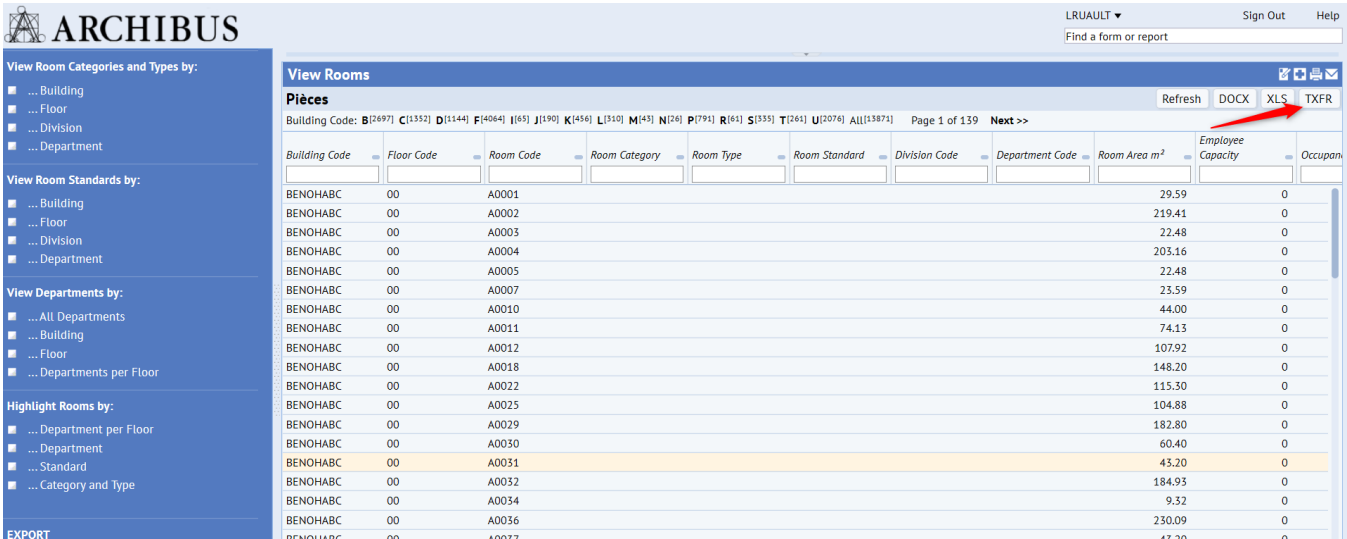
Export rooms properties in a file

Go to Space Planning & Management / Space Inventory & Performance / Room Inventory

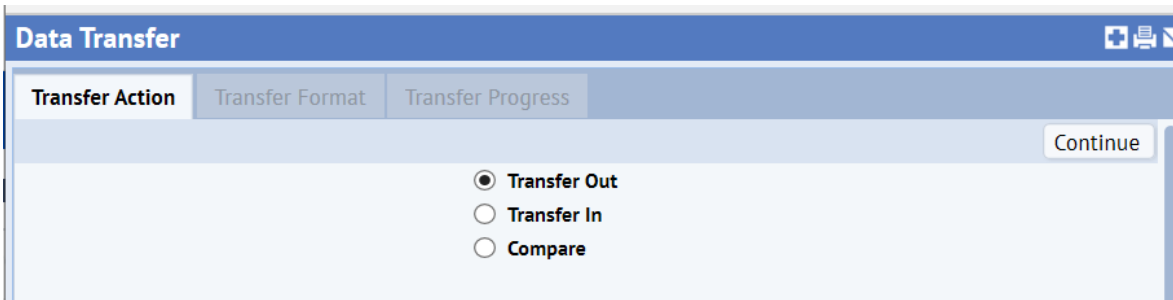
Open page EXPORT / View rooms (last item in the left menu).



Click on transfer **TXFR** button (top right) :



Select Transfer Out and click on button **Continue**:



Select XLS and click on button **Begin Transfer**:

Data Transfer



Transfer Action

Transfer Format

Transfer Progress

Begin Transfer

Transfer Format:

XLS - Excel XML

CSV - Comma Separated Value

At the end of the transfer you can

Data Transfer



Transfer Action

Transfer Format

Transfer Progress

Start Over

Report or Job Name	Result View or File <i>Link will be enabled when job finishes.</i>	Percent Completed	Progress	Elapsed Time	Estimated Remaining Time	
Pièces	rm.xlsx	100%	Record 13871 of 13871	00:00.03	00:00.00	Stop Transfer
Job Complete - 100%						

This file is like this:

	A	B	C	D	E	F	G	H	I	J	K	L
1	#Pièces											
2	#rm.bl_id	fl_id	rm_id	rm_cat	rm_type	rm_std	dv_id	dp_id	area	cap_em	count_em	
3	BENOHABC	00	A0001						29.59	0	0.00	
4	BENOHABC	00	A0002						219.41	0	0.00	
5	BENOHABC	00	A0003						22.48	0	0.00	
6	BENOHABC	00	A0004						203.16	0	0.00	
7	BENOHABC	00	A0005						22.48	0	0.00	
8	BENOHABC	00	A0007						23.59	0	0.00	
9	BENOHABC	00	A0010						44.00	0	0.00	

Keep a copy of this file for backup.

Import a file to change data

It's important to keep the too first lines and 3 first columns.. With this data Archibus is able to determine which table to update and which rooms to update.

You can delete some other columns. Data will be kept.

Keep only rooms you want to update.

Example of file to be imported:

	A	B	C	D	E
1	#Pièces				
2	#rm.bl_id	fl_id	rm_id	cap_em	
3	BENOHG	00	G0001	100	
4	BENOHG	00	G0002	0	
5	BENOHG	00	G0003	0	
6	BENOHG	00	G0004	0	
7	BENOHG	00	G0007	0	
8	BENOHG	00	G0011	0	
9	BENOHG	00	G0012	0	
10	BENOHG	00	G0013	0	
11	BENOHG	00	G0014	0	
12	BENOHG	00	G0015	0	

When the file is ready you can import it in Archibus.

Go to page View Rooms.

Click on **TXFR** button:

Find a form or report

View Rooms Refresh DOCX XLS TXFR

Building Code: B[2697] C[1352] D[1144] F[4064] J[65] J[190] K[456] L[310] M[43] N[26] P[791] R[61] S[335] T[264] U[2076] All[13871] Page 1 of 139 Next >>

Building Code	Floor Code	Room Code	Room Category	Room Type	Room Standard	Division Code	Depart
BENOHABC	00	A0001					
BENOHABC	00	A0002					
BENOHABC	00	A0003					
BENOHABC	00	A0004					
BENOHABC	00	A0005					
BENOHABC	00	A0007					
BENOHABC	00	A0010					
BENOHABC	00	A0011					

Select Transfer In and click on **Continue** button:

Data Transfer

Transfer Action Transfer Format Transfer Progress Continue

Transfer Out
 Transfer In
 Compare

Select the Excel file in **Local File** field and click on **Begin Transfer**:

Data Transfer

Transfer Action | **Transfer Format** | Transfer Progress

Begin Transfer

File to Import:

Server File

Local File C:\Users\lruault\Downloads\rm -benoh5.xlsx

Optional Transfer In Controls:

Generate Comparison Reports For Updating and/or Inserting?

Perform Validation Checks for Primary Keys, Foreign Keys and Enumeration Values?

Check if there is some errors:

Data Transfer

Transfer Action | Transfer Format | **Transfer Progress**

Start Over

Report or Job Name	Percent Completed	Progress	Elapsed Time	Estimated Remaining Time	
Pièces	100%	Record 34 of 34	00:00:06	00:00:00	<input type="button" value="Stop Transfer"/>
Job Complete - 100%					