Estates Services
INFORMATION TEAM

UNIVERSITY OF OXFORD

ESTATES GIS
User's guide

Version control

Document reference:	
Version/Draft:	1.0
Next review date:	June 2022
Distribution:	Only GIS users
Document owner:	Information Team

Version history:	**Previously approved by:**	**Date:**
1.0	Information Team Manager	1 June 2021

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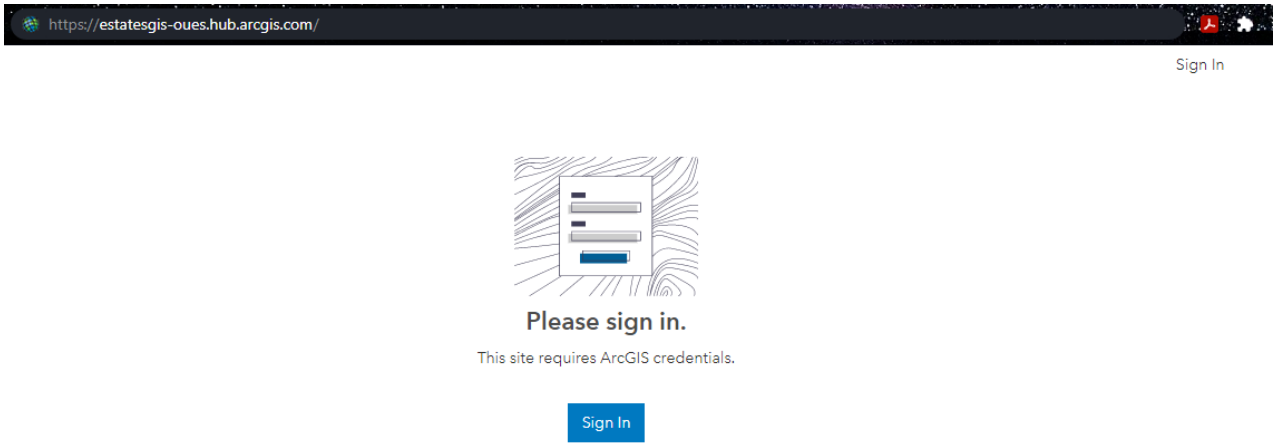
LOG IN TO ESTATES GIS

1 Log In

How to access the GIS applications

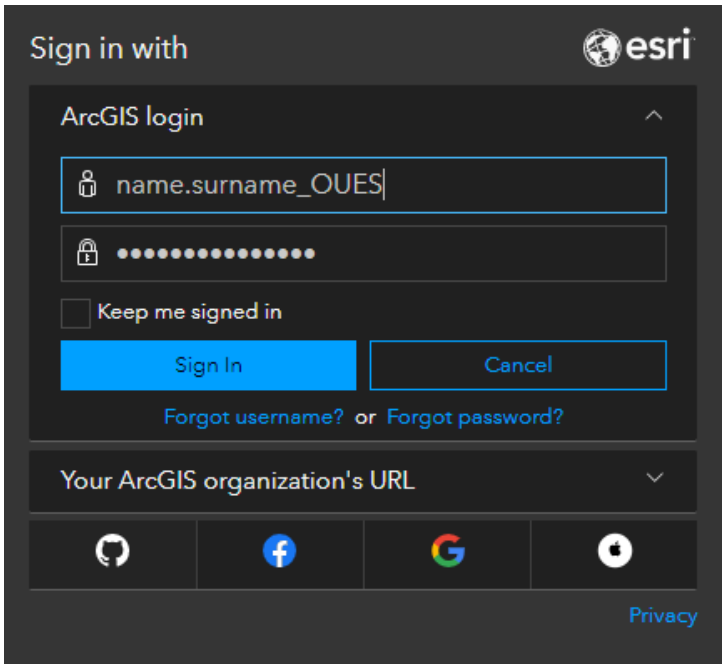
1.1 Browse to our site

Go to https://estatesgis-oues.hub.arcgis.com/



1.2 Sign in to your Esri account

Use the login details provided by the Information Team.



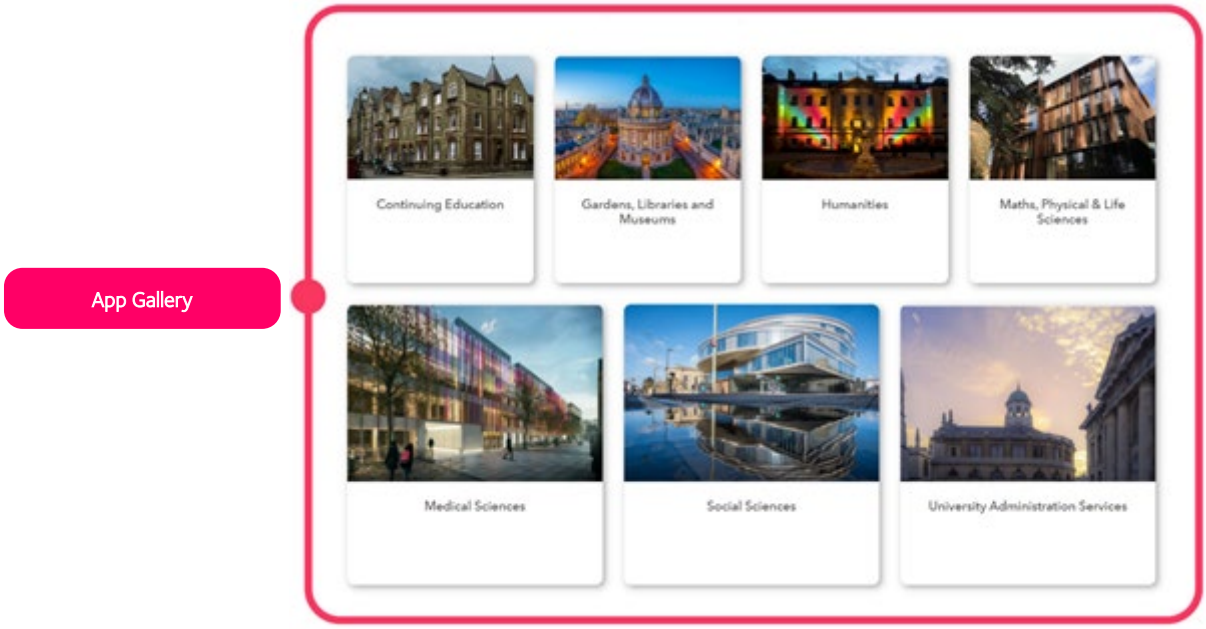
LANDING PAGE

2 Estates Hub

What can you do here?

2.1 Access a division's applications and data

Click on an app in the gallery to access a division's data.



2.2 Provide Space Feedback

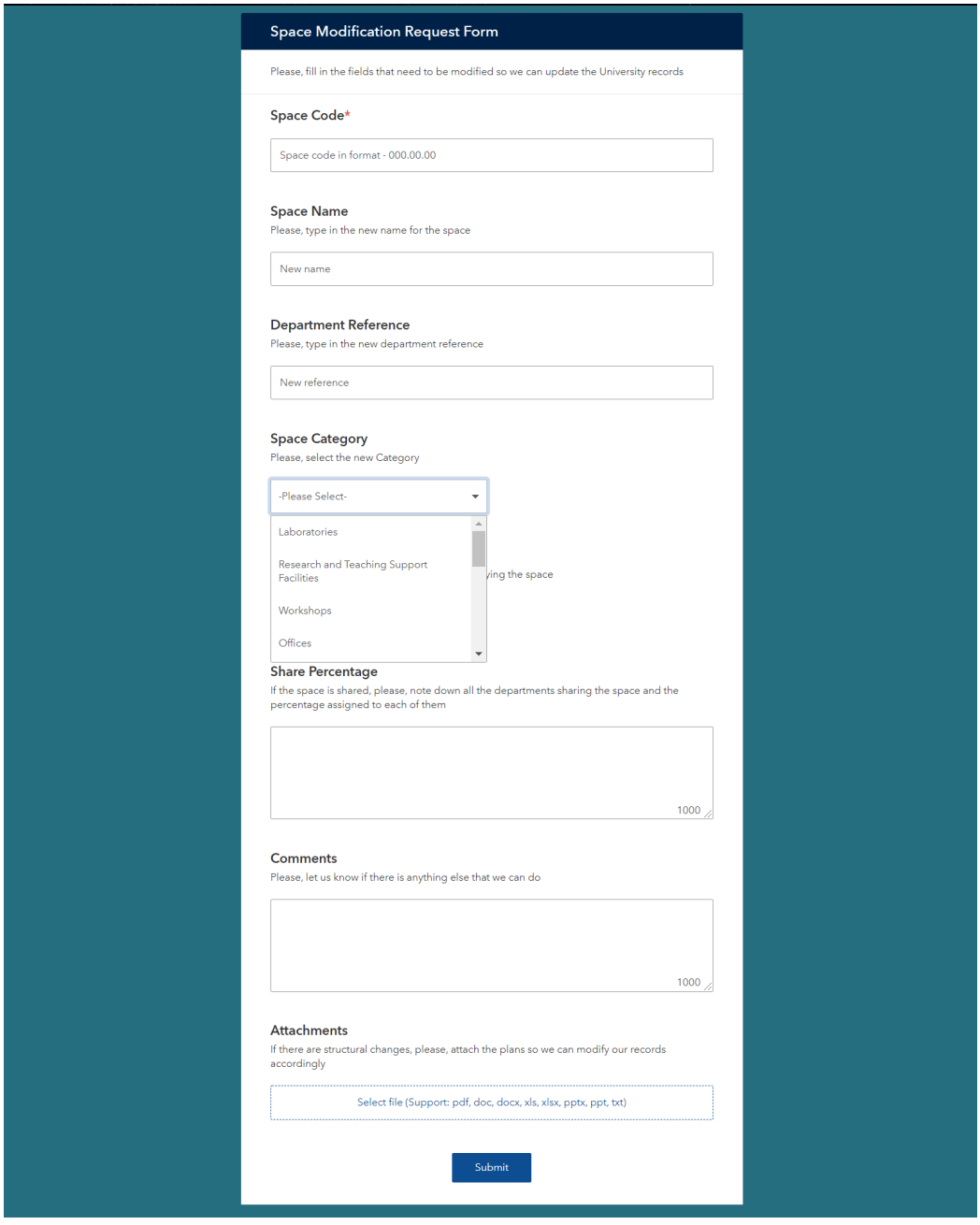
The space feedback form is part of the top menu items.

Click on the top menu button “Space Feedback”, and a form will open in a new tab.

You can either report a single change, filling in the fields that need to be updated or, in case you need more than one space change, simply attach a file (Word, Excel) with all the required changes.

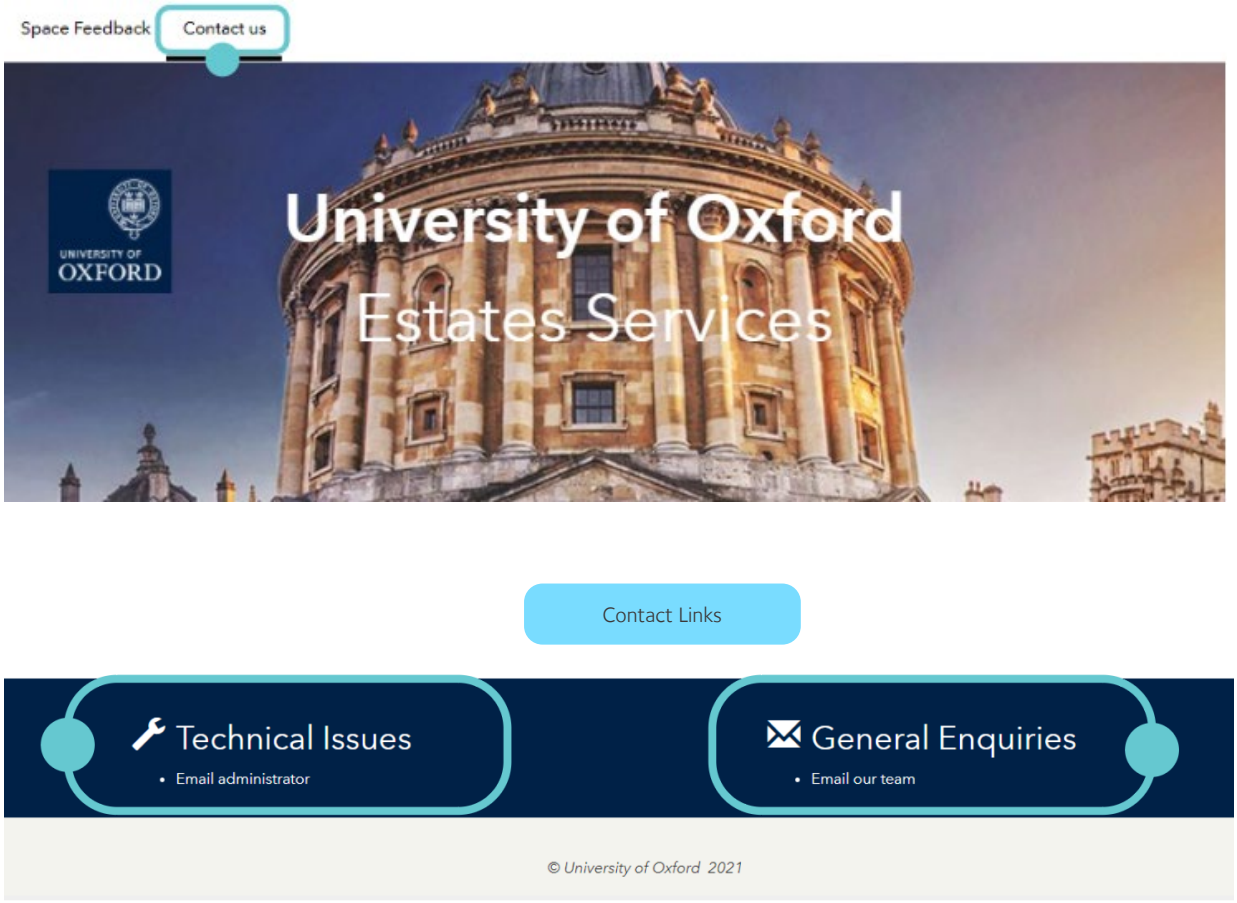
Once you have completed the form you can submit it. We will review it to make the necessary changes.

Space Feedback Form



2.3 Contact Us

There are *two* areas with links to our e-mail addresses on the home page.



APPLICATIONS

3 Division Applications

What do they contain?

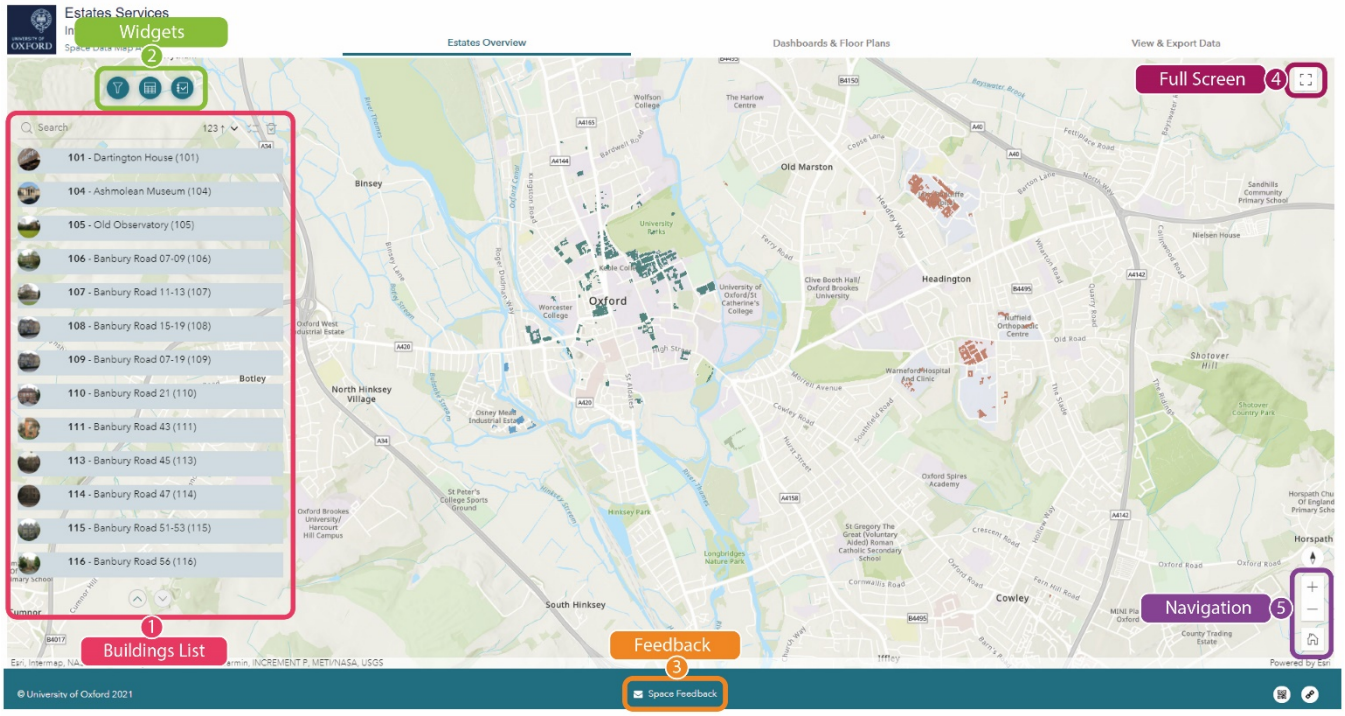
3.1 Estates Overview

This application gives you access to headline information about all buildings in the University's functional estate. Click on a building on the map to see the information displayed in a pop-up screen.

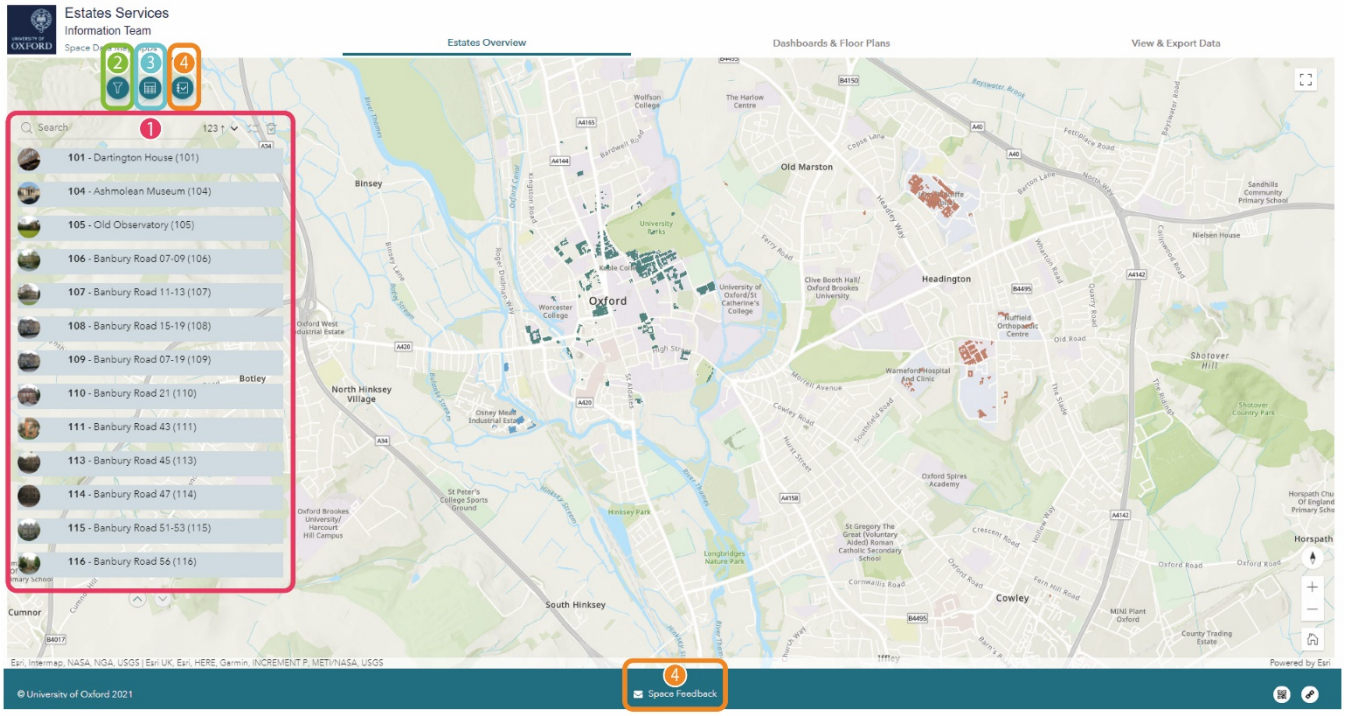
You can navigate through the buildings using the list on the left. Use your mouse to zoom in and out with the scrolling wheel, or use the navigation buttons.

Use the Filter widget above the list of buildings to display only the categories you need.

The Table widget allows you to display building information and download it.

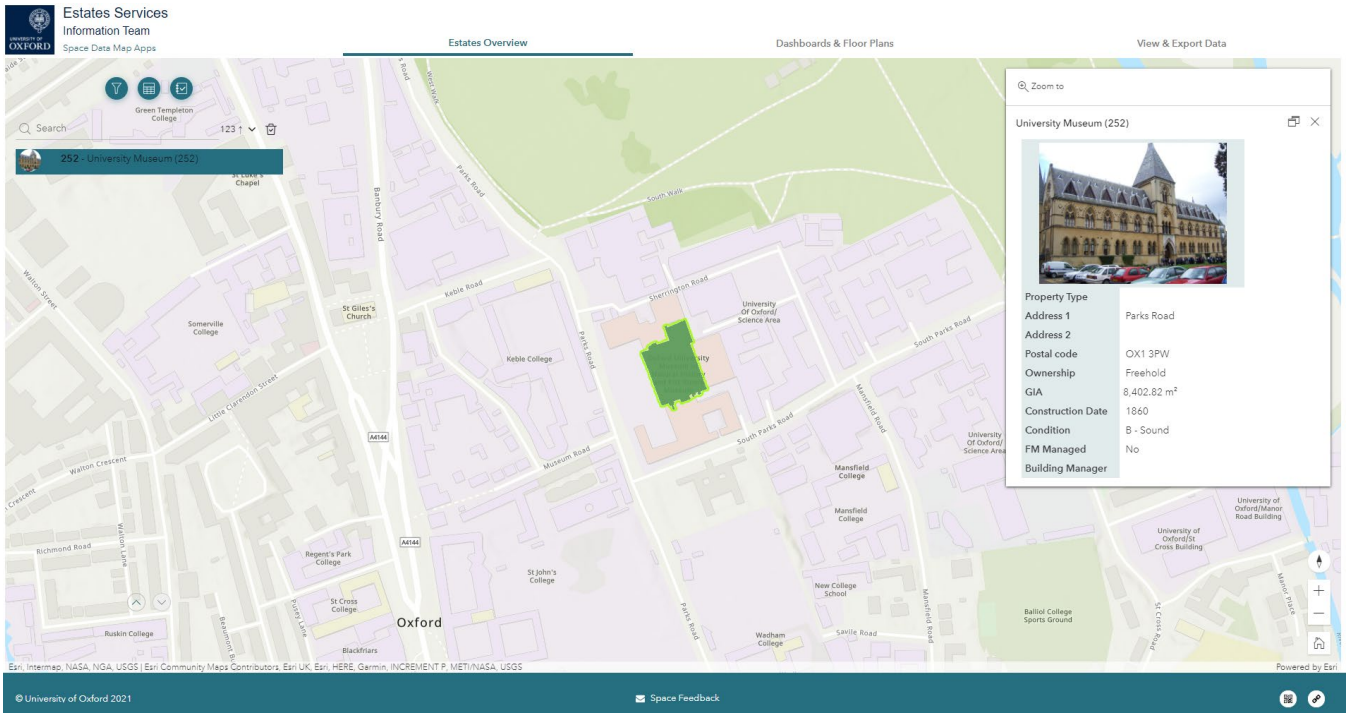


3.1.1 Estates Overview

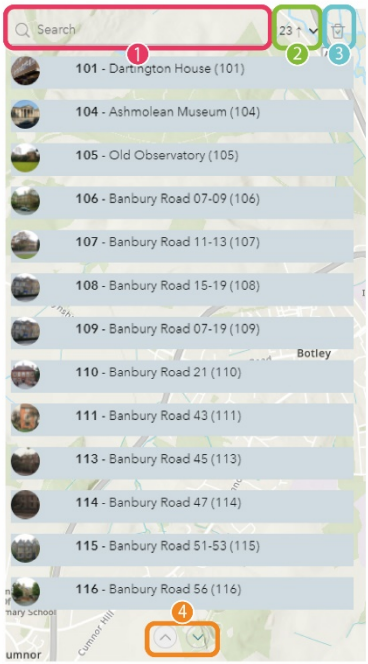


1) Buildings List

The list displays all the functional buildings in the estate. Scroll up or down and click on the building you are looking for. The map will zoom to the building and highlight it. To access the building information, click on the building outline and information about the building will appear in a pop-up.



The list also includes other tools to assist your navigation through the buildings.



1.1 Building List Search Tool

Use the search box to look for a building, either by building name or building number. As soon as you start typing, a list of suggestions will appear to make the search easier.

1.2 Building List Sort Tool

Sort the list by building number, either ascending or descending, or alphabetically by building name.

1.3 Building List Clear Selection Tool

Use this button to clear all selected items.

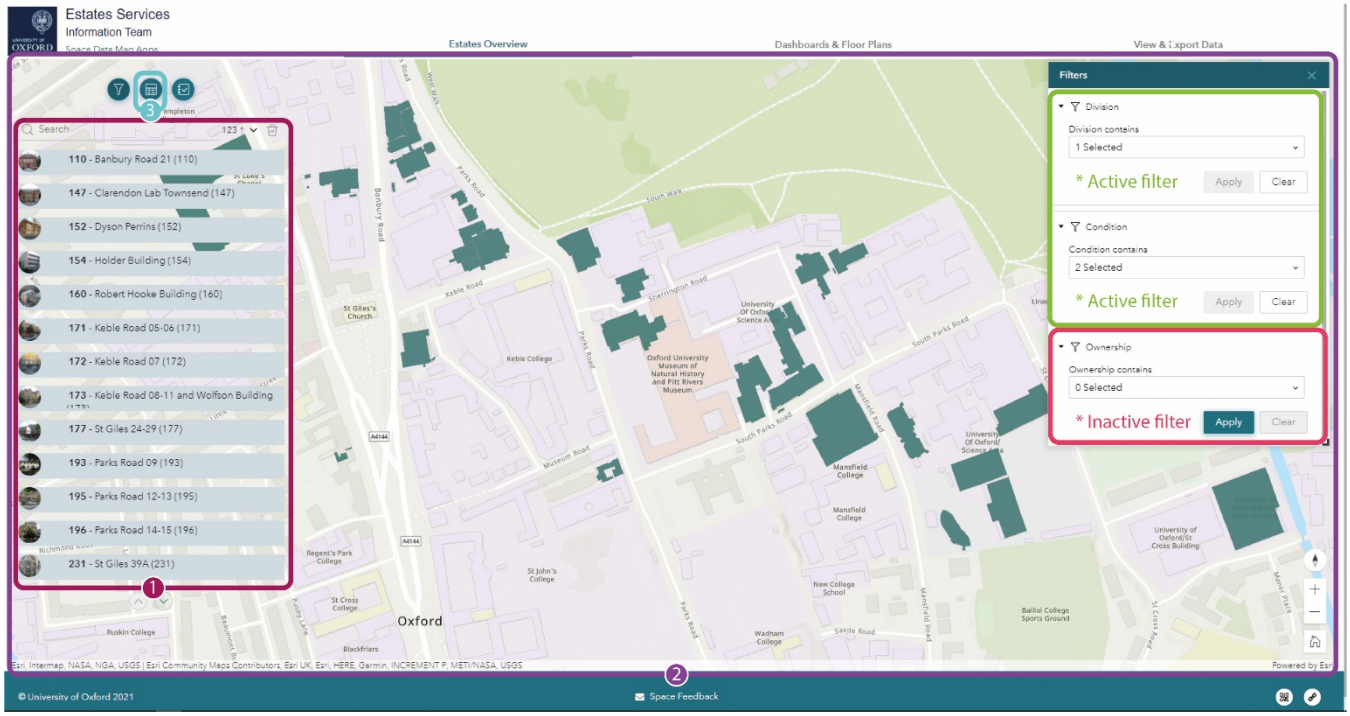
1.4 Building List Navigator

Use the up and down navigation controls to scroll through the list.

2) Filter Widget

When you click on the Filter widget, a floating window containing the different filter categories will appear. This window is resizable and can be dragged around the screen.

Once open, select the option(s) from the different categories and click on the Apply button to activate each filter. You can combine the filters.



Once active, the filters will apply to the list 1, the map 2, and the Table widget's content 3 (click on it to see), displaying only the building(s) matching the selection.

To deactivate the filters, click the Clear button in the Filter widget.

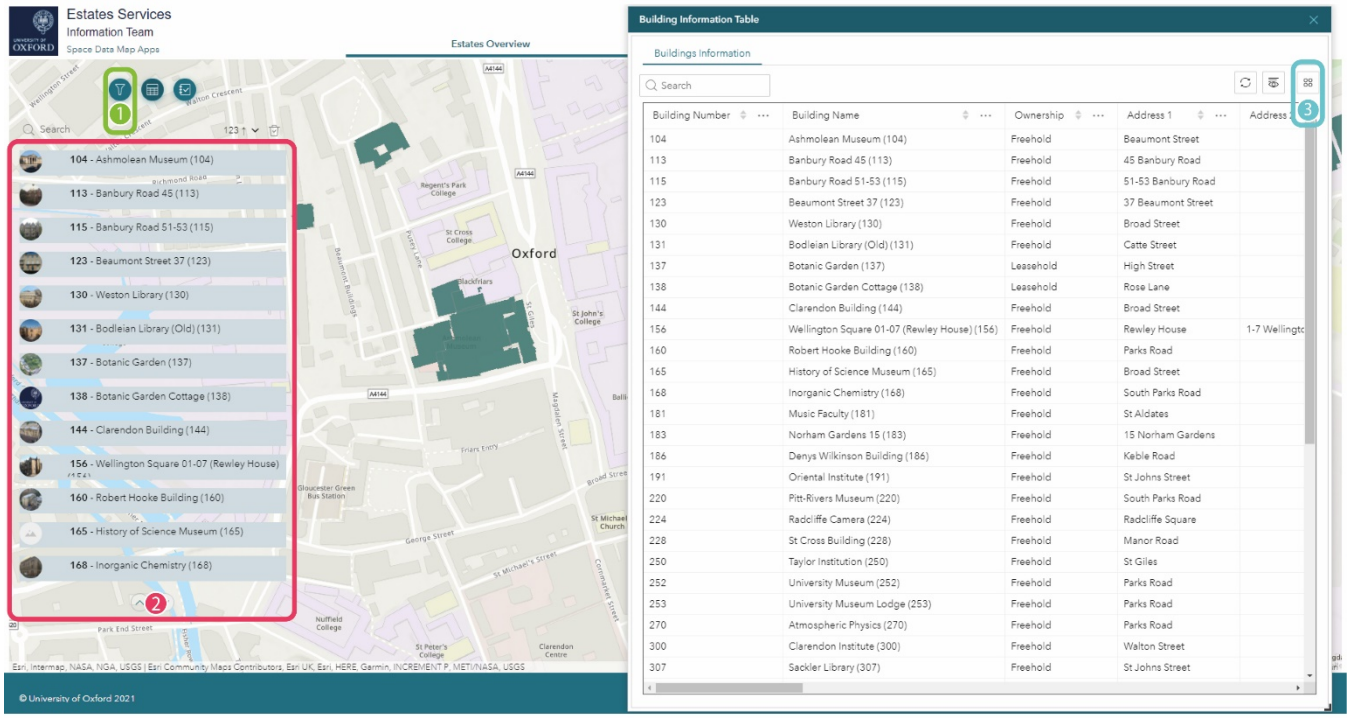
3) Table Widget

The Table widget allows you to display and export the building information.

Click on the Filter widget to activate the floating window with a table containing building information (you can move and resize this window).

Use the filters 1 or the building list 2 to show only the buildings you need.

You can export the data by clicking on the Actions button 3. Choose Export all and the CSV format.



In the figure above, the table only displays the buildings in which a GLAM department occupies space.

4) Space Feedback Form Widget and Button

Both the space feedback form in the footer as well as the one in the widgets area work in the same way as the one located in the Hub. The only difference, in this case, is that it opens in a floating window instead of in a new browser tab.

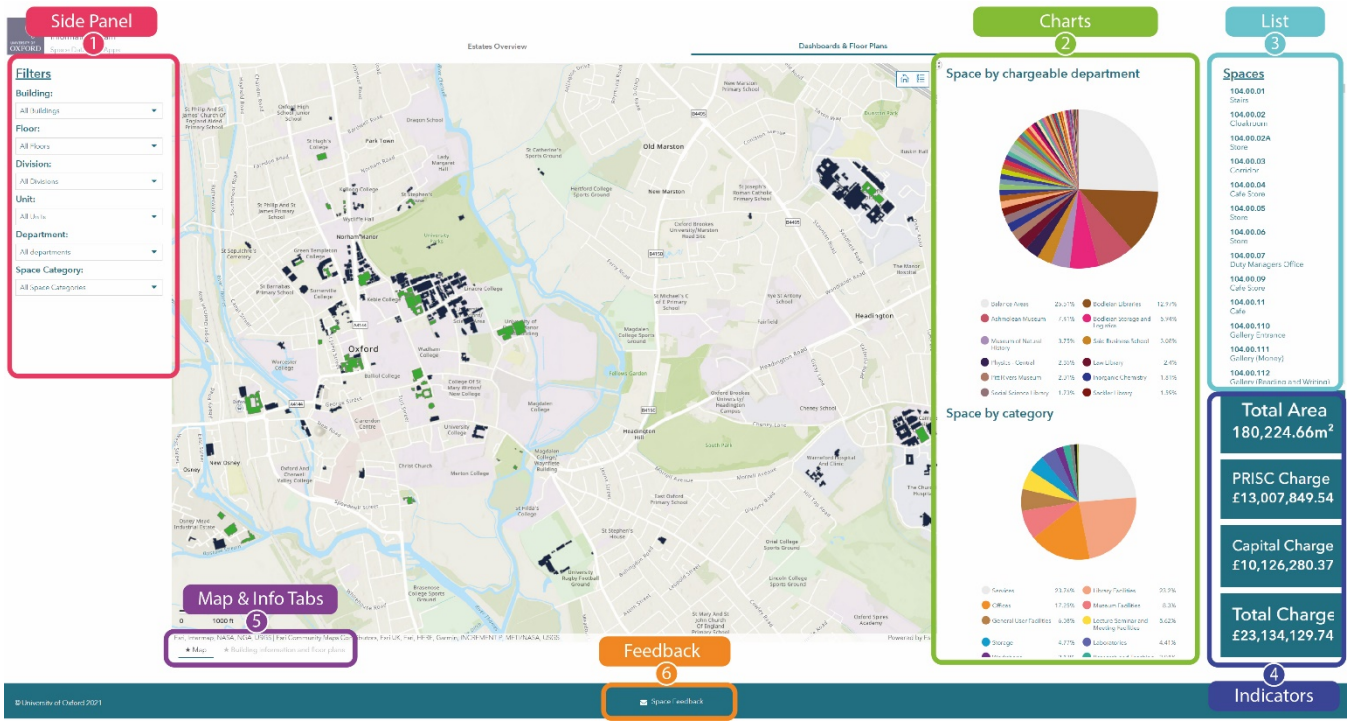
See Section 2.2 for instructions on how to use the form.

3.2 Dashboards and Floor Plans

The Dashboard application allows you to:

- Visualise your data at space level, including areas and space charges. This area is customisable and interactive.
- Provide space feedback while checking the space on a floor plan.
- Display and download floor plans in PDF format.
- Access building information.

3.2.1 Dashboard Elements

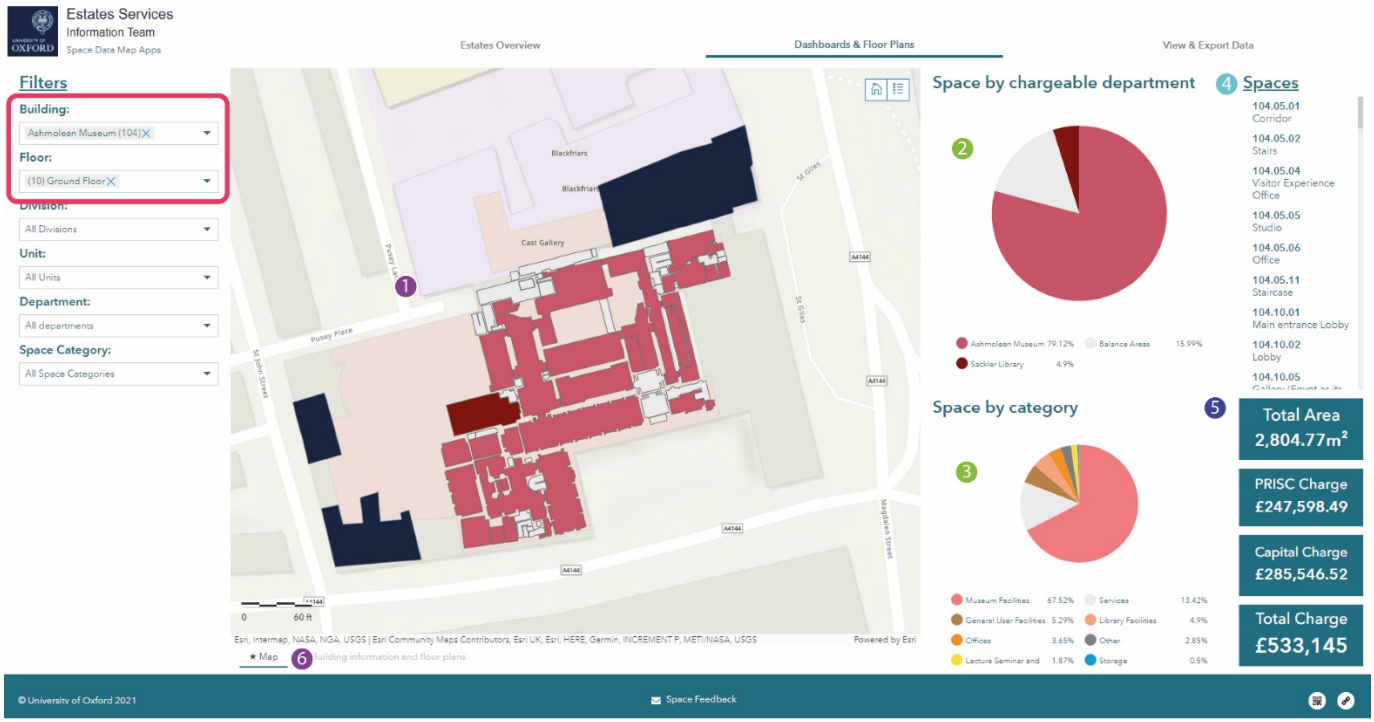


1) Side Panel

Use the side-panel filters to navigate the data.

The filters interact with the map, the charts, the list, the indicators and the building information tab, helping you focus your data search and show only what you are interested in.

As you can see in the image below, selecting the Ashmolean Museum ground floor using the Building and Floor filters from the side panel affects the other application elements.



1 The map only shows the ground floor of the Ashmolean Museum.

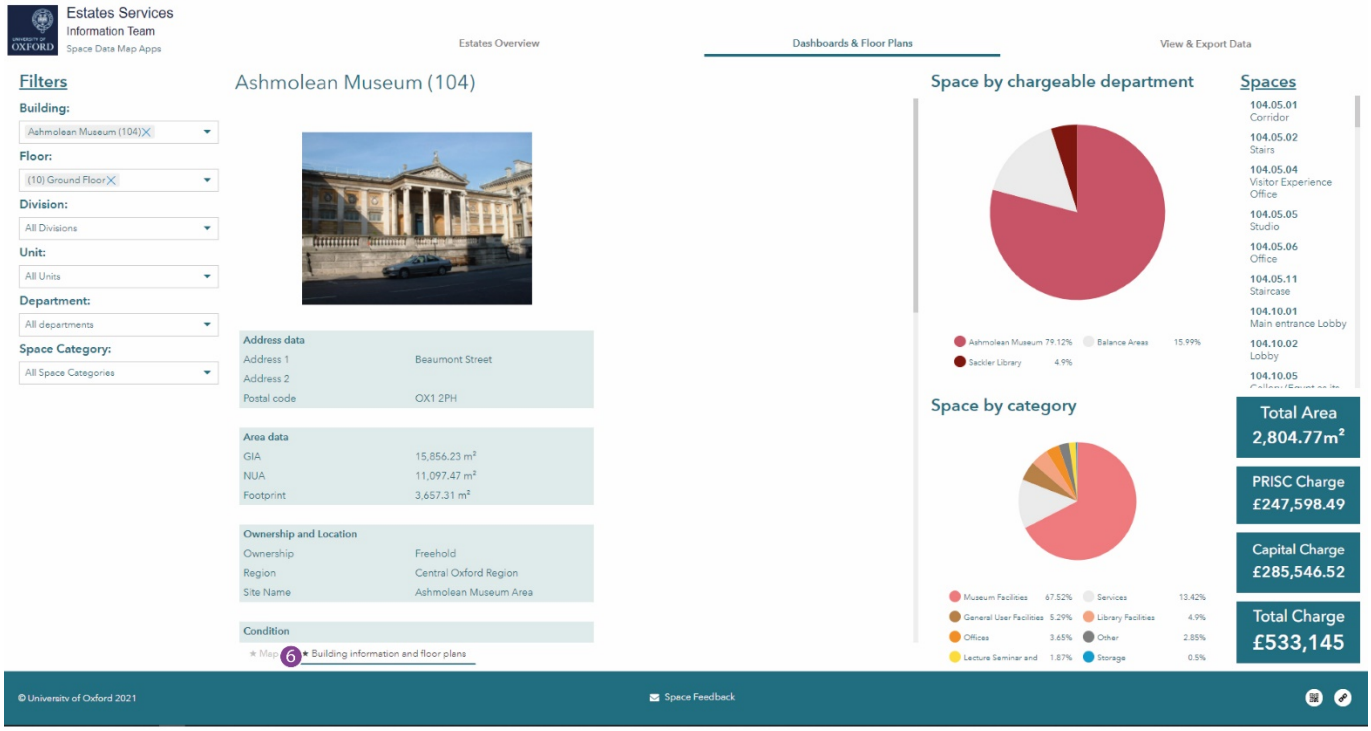
2 The "Space by chargeable department" chart will only show the departments and the space they occupy on the ground floor of the Ashmolean Museum.

3 The "Space by category" chart will only show space categories applicable to the ground floor of the Ashmolean Museum.

4 The Spaces list only displays the spaces on the ground floor of the museum.

5 The Indicators area only show the Total Area, PRISC Charge, Capital Charge and Total Charge (PRISC and Capital) for the spaces on the ground floor of the museum.

6 Only the Ashmolean Museum's ground floor is shown when clicking the "Building information and floor plans" tab, as below.


Estates Services
Information Team
Space Data Map Apps
Estates Overview
Dashboards & Floor Plans
View & Export Data
Filters
Building:
Ashmolean Museum (104)
Floor:
(10) Ground Floor
Division:
All Divisions
Unit:
All Units
Department:
All departments
Space Category:
All Space Categories
Ashmolean Museum (104)
Address data
Address 1 Beaumont Street
Address 2
Postal code OX1 2PH
Area data
GIA 15,856.23 m²
NUA 11,097.47 m²
Footprint 3,657.31 m²
Ownership and Location
Ownership Freehold
Region Central Oxford Region
Site Name Ashmolean Museum Area
Condition
Building information and floor plans
Space by chargeable department
Ashmolean Museum 79.12%
Balance Areas 15.99%
Sackler Library 4.9%
Space by category
Museum Facilities 67.52%
Services 13.42%
General User Facilities 5.29%
Library Facilities 4.9%
Offices 3.65%
Other 2.85%
Lecture Seminar and 1.87%
Storage 0.5%
Spaces
104.05.01 Corridor
104.05.02 Stairs
104.05.04 Visitor Experience Office
104.05.05 Studio
104.05.06 Office
104.05.11 Staircase
104.10.01 Main entrance Lobby
104.10.02 Lobby
Total Area 2,804.77m²
PRISC Charge £247,598.49
Capital Charge £285,546.52
Total Charge £533,145
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Space Feedback

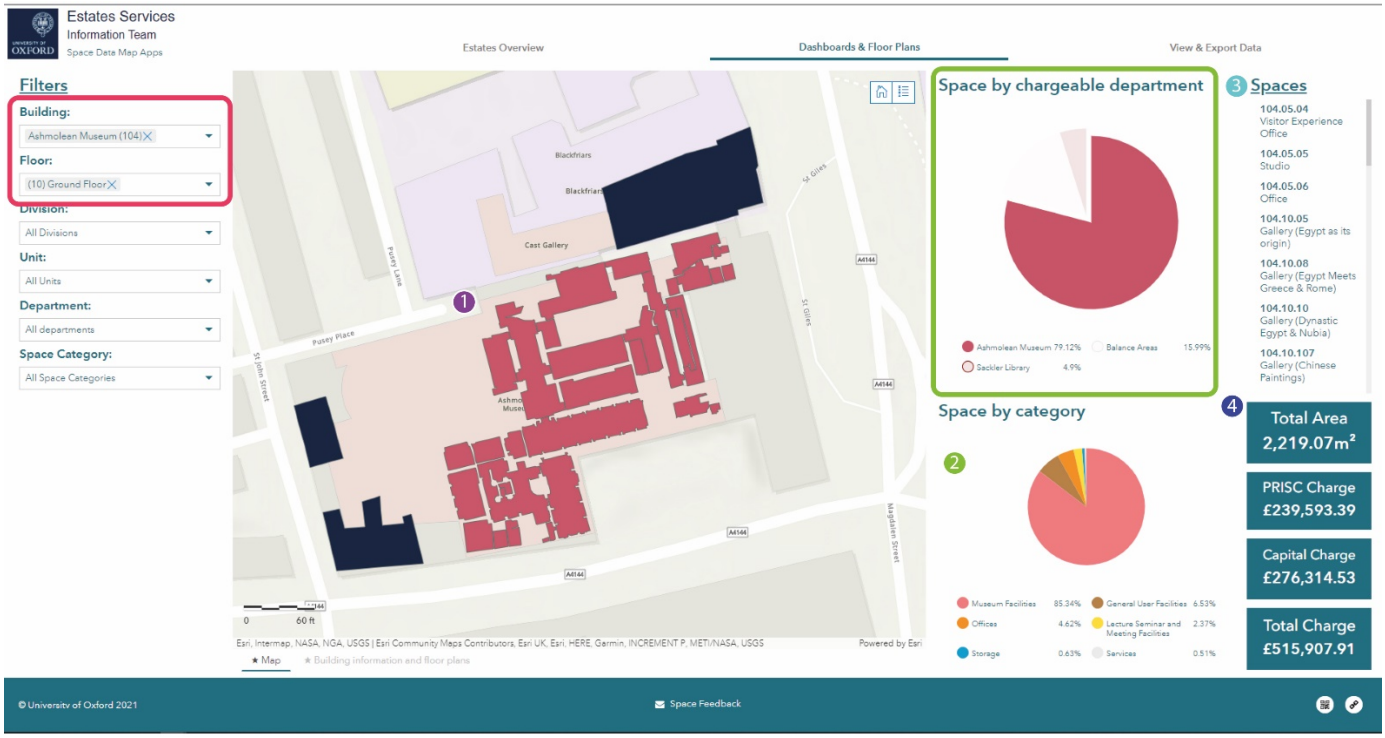
2) Charts

Their main function is to display space information. The chart shows the space in percentages but when you hover your mouse pointer over a slice, the areas in square metres are displayed.

You can also use the chart to filter the data. Click on the different "pie slices" (either one or several) and the map and other elements will update (see image below).

The size of the charts is adjustable, which makes visualisation easier. Hover your mouse pointer between the two charts to activate the invisible border, click, and drag up or down.

You can also display them in full screen. To do so, click the Expand icon at the top right (it will appear when hovering your mouse pointer over the chart).



In the example above, when you click on the Ashmolean Museum slice in the "Space by chargeable department" chart, the Map 1, the "Space by category" chart 2, the List 3 and, the Indicators 4 react to the selection. Therefore, they only show the data related to the space occupied by the Ashmolean Museum department on the ground floor of the Museum (the filters in the side panel on the left are still active).

3) List

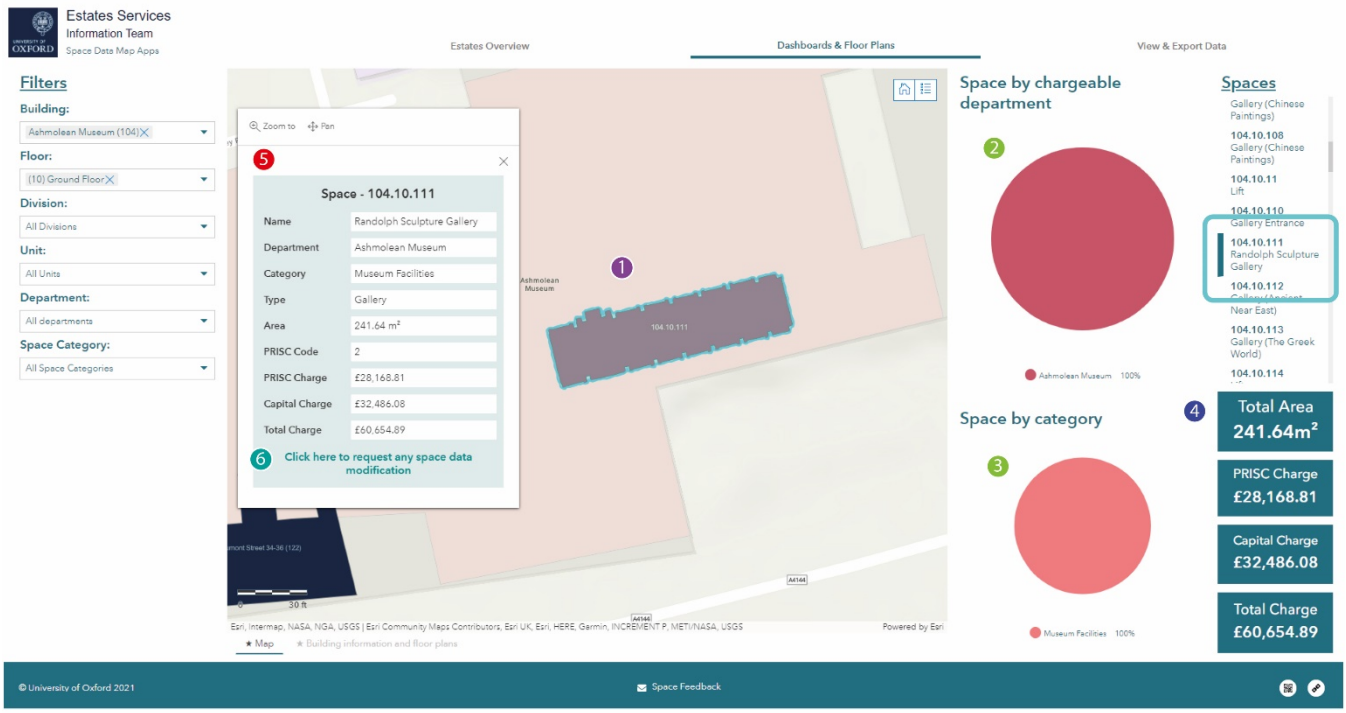
Thus far, you have only seen the Spaces list react to the other elements. But the Spaces list can itself act as a filter, making it very easy to search and select specific spaces. Click on a space and the map will pan to it and a pop-up will appear.

The pop-up contains all information related to the selected space(s). You will also notice a link at the bottom of the pop-up box to an auto-populated feedback survey form. This makes it very quick and easy to report any change to the space.

Whether you select one or multiple spaces, the indicators and charts will react, showing the specific data related to the selection. This makes the list a very useful tool for quick calculations when you are looking for specific spaces, areas and costs.

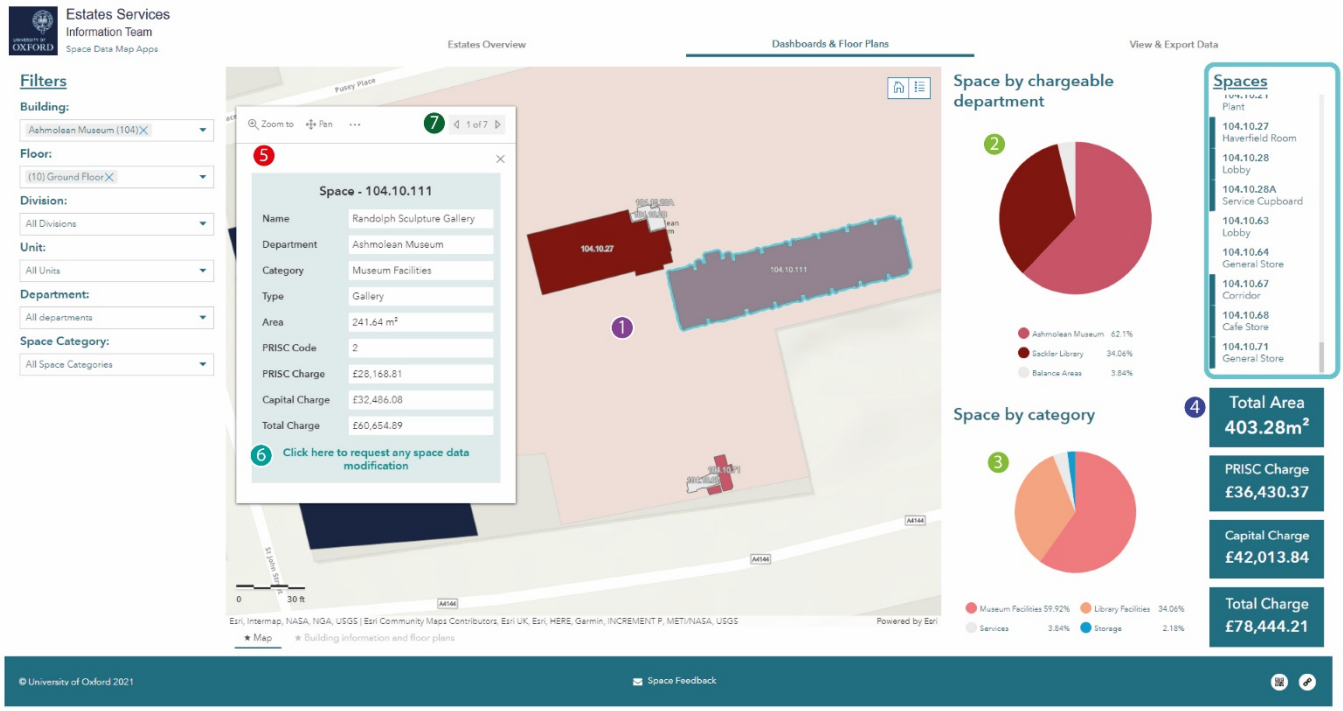
To unselect, just click again on the selected space.

Single Space Selection



When you select a single space, the map pans to the space and highlights it 1, the charts and the indicators update their data to match the selection 2 3 4, and a pop-up appears showing the space data 5. It also contains the link to the space feedback form 6.

Selecting Multiple Spaces



When you select multiple spaces, the map 1, the charts 2 3, the indicators 4 and the pop-up 5 update to show data for the selected spaces.

The only difference is that you can navigate through the different spaces in the pop-up 7.

To go back to the floor view, click again on the previously selected spaces to unselect them. Then close the pop-up by clicking on the x.

4) Indicators

The indicators show the area and space cost data for the selected space(s).

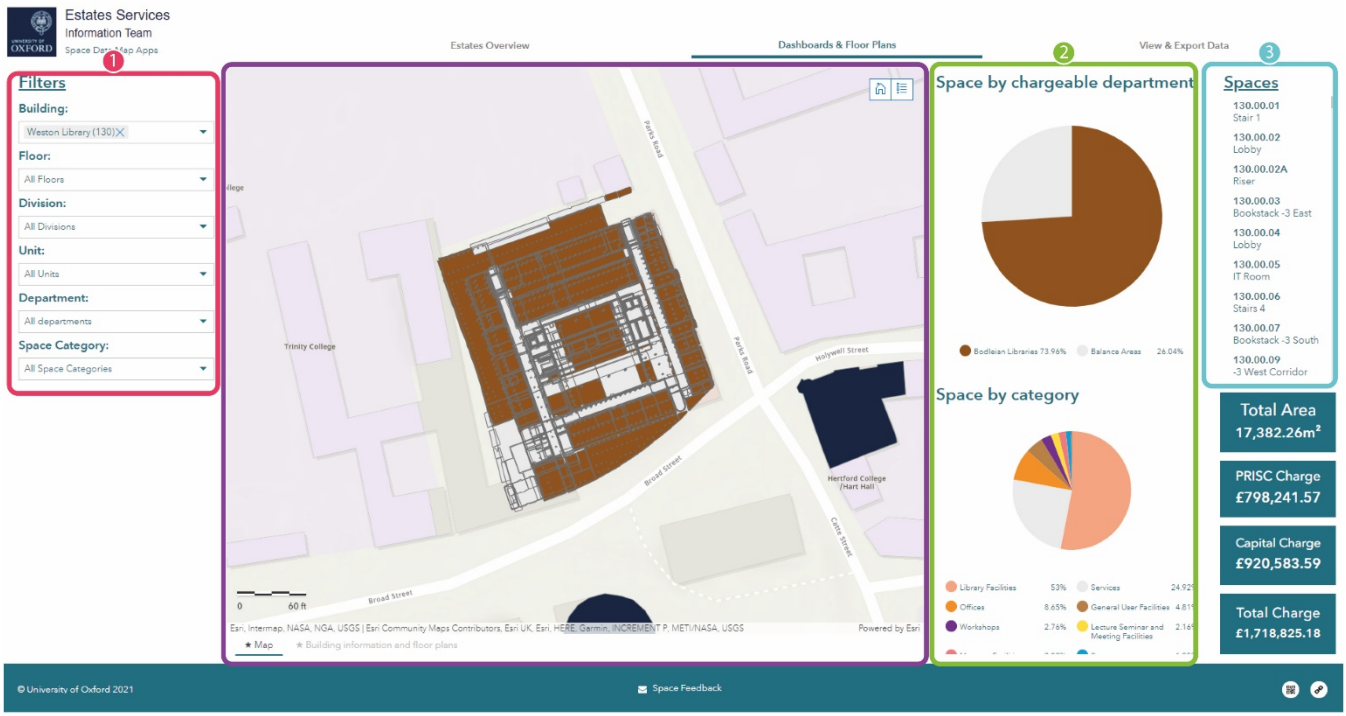
The indicators are linked to all elements - filtering data using the side-panel filters, the charts or the list will affect the data the indicators show.

5) Map & Building Info Tabs

Swap between tabs depending on what information you want to display.

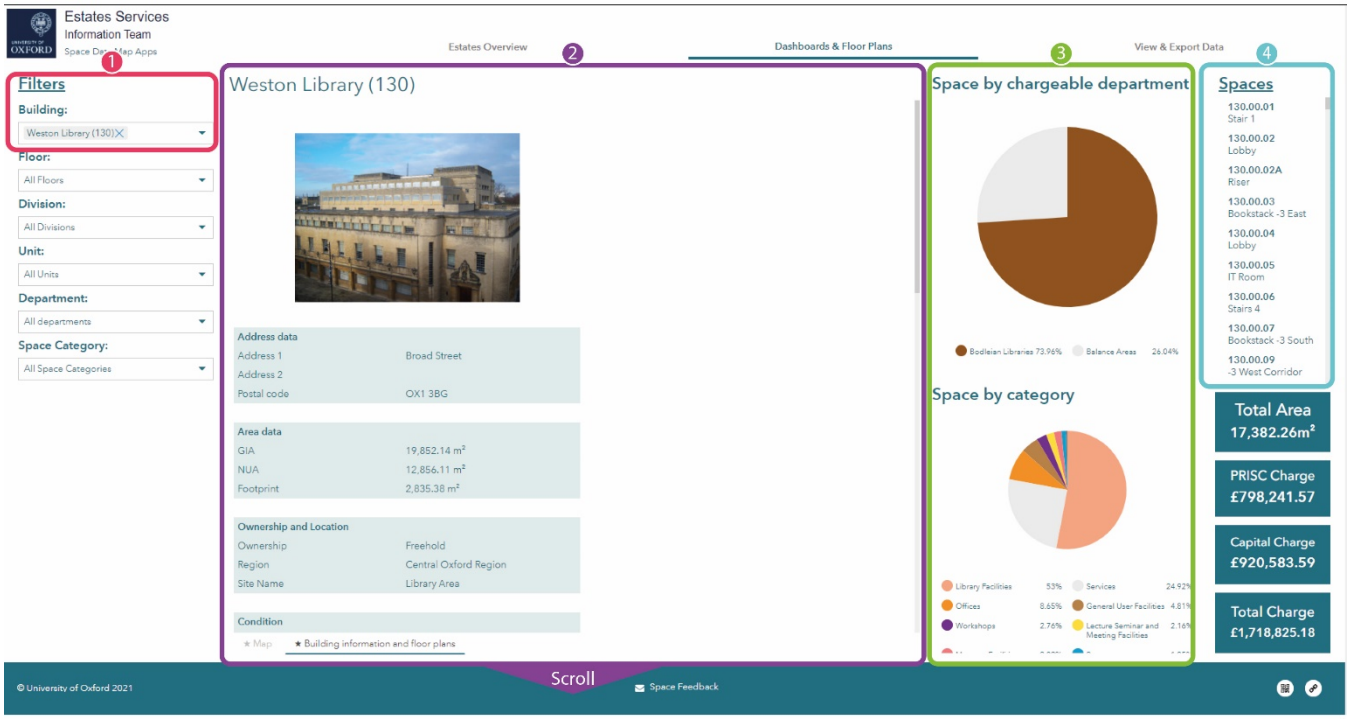
You can navigate the map or access the building information by just changing tabs.

Map



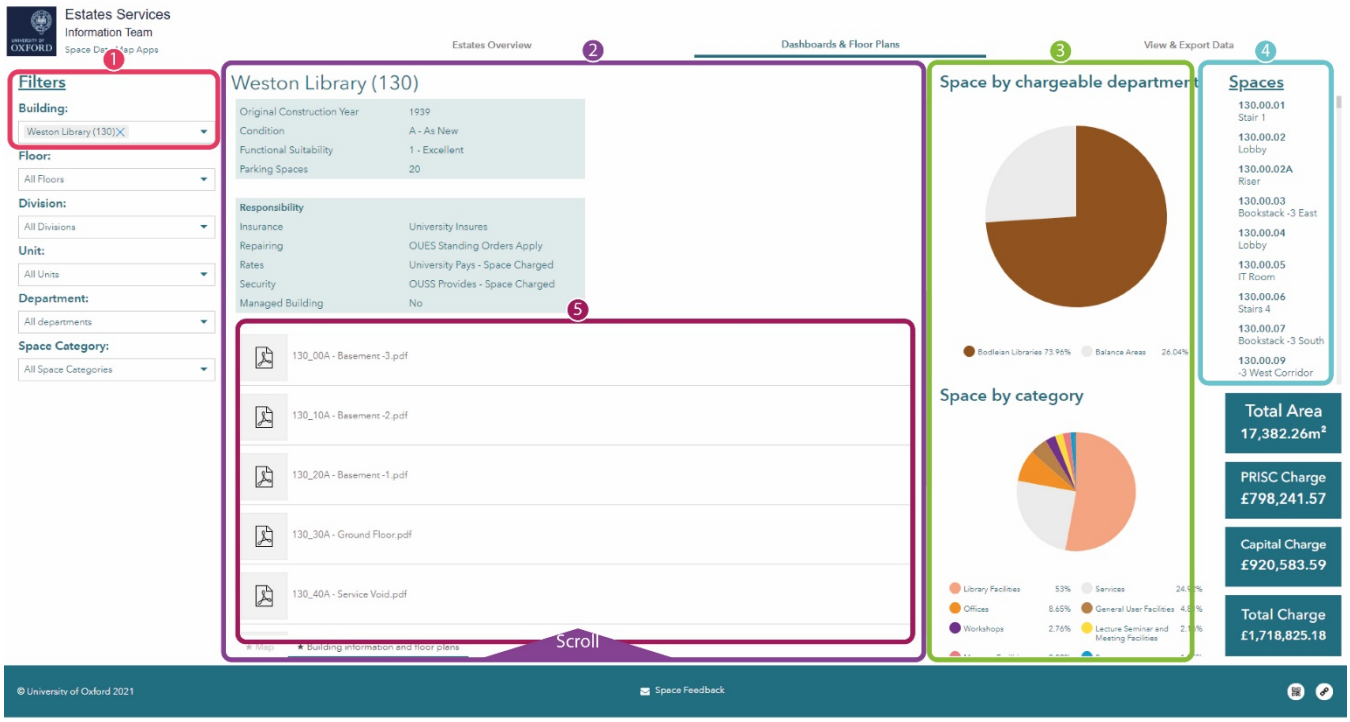
Use the side-panel filters 1, the charts 2 and the list 3 to interact with the map and display the floor plans or spaces you want to see.

Building Information and Floor Plans



Use the Building filter on the left side panel ❶ to select the building you want to see. At the same time, the charts ❷ and the list ❸ will display the building information.

Scroll down the pop-up box to see the rest of the building information and to access links to the floor plans in PDF 5.



Click on the PDF link 5 to open a floor plan in a new browser tab from where you can download or print the drawing.

6) Feedback Button

The space feedback form that can be accessed from the footer works in the same way as the one located in the Hub and in the Estates Overview application (see Section 2.2).

3.3 View & Export Data

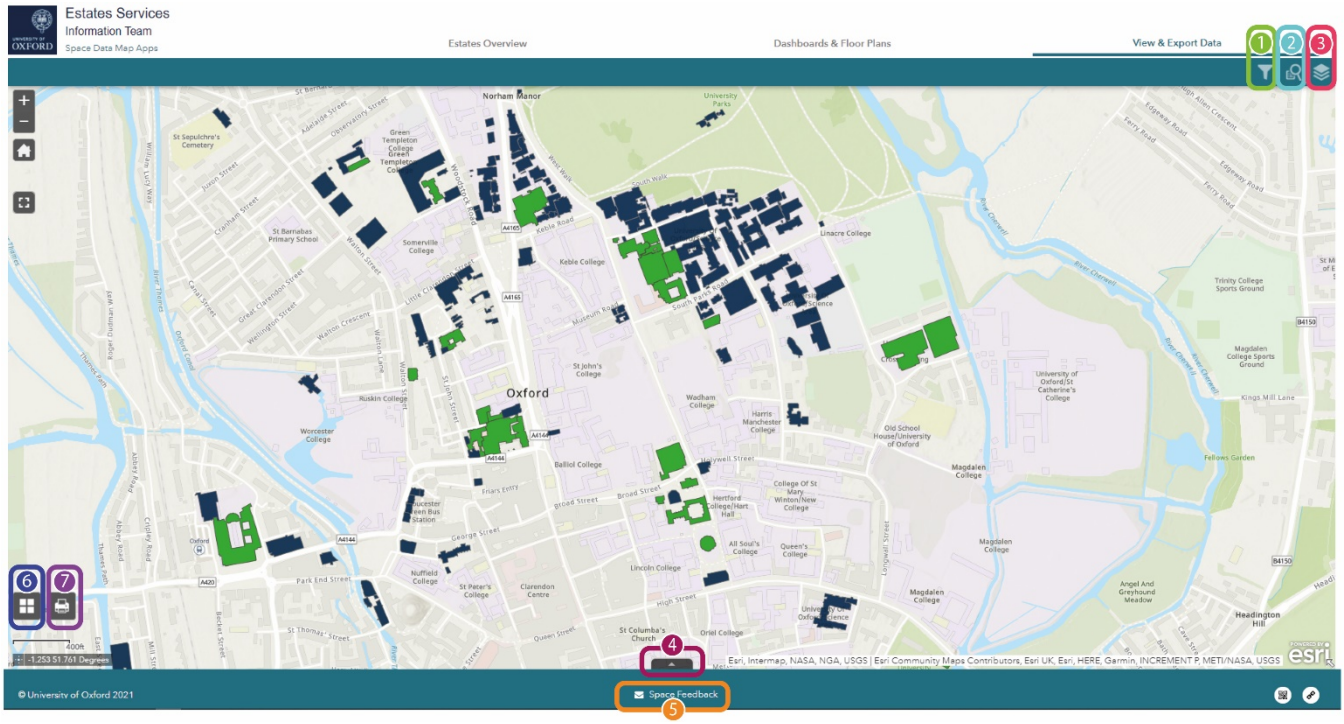
This app allows you to display and export data, both at building and space level, in table format.

Use the Filter widget to display the building(s) for which you want data. The data is shown in the attribute tables.

Use the Report Builder widget to tailor reports by department(s) or entire buildings.

The Layer widget contains some pre-set maps showing the buildings in a division grouped by different categories. Change the view to create different maps and export them in PDF.

3.3.1 View & Export Data Elements



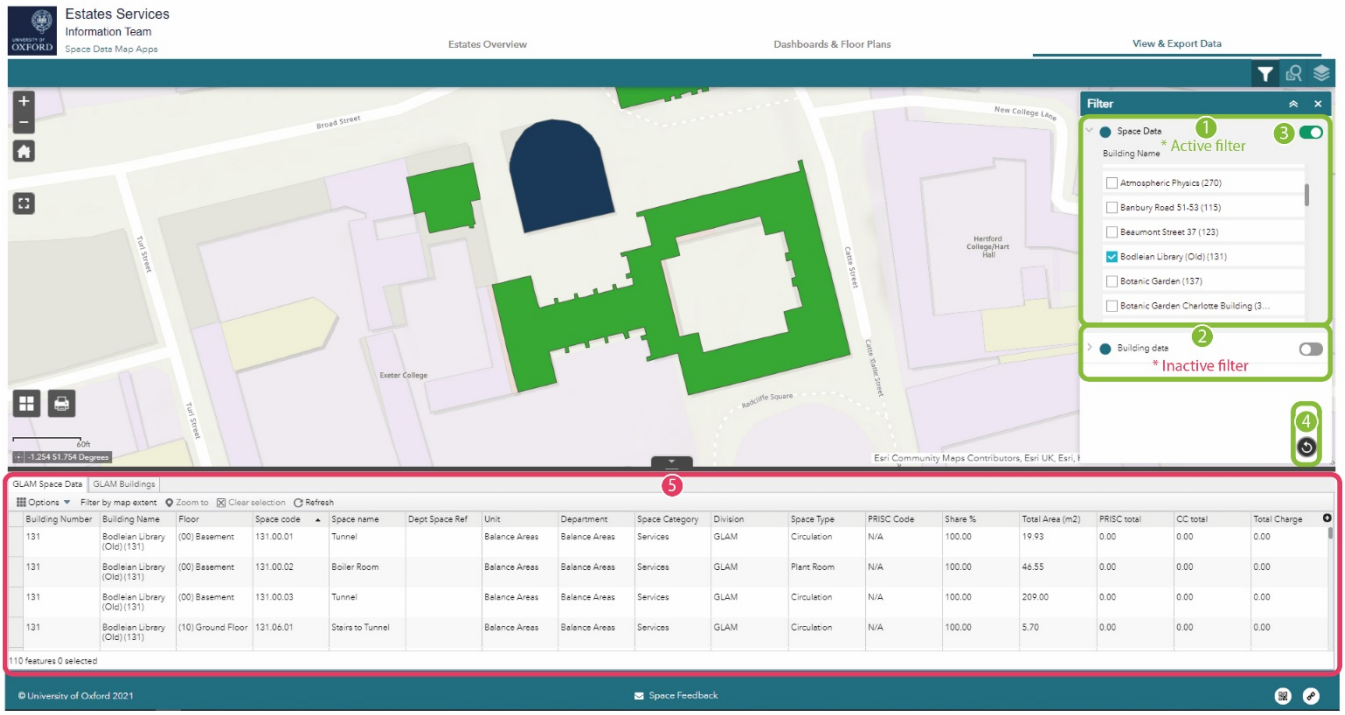
1) Filter Widget

Click on the Filter icon at the top right of the page to open the widget.

There are two filters: the Space Data 1 filter and the Building Data filter 2 (each links to a filter-specific table in the Attribute Table widget 5). Both are initially collapsed - click on either to see a list of buildings.

Select the building(s) from the list and toggle the filter activation button 3 to display data in the attribute tables. The Space Data table will show the data at space level, including all the spaces in the building, and the Building Data table will show high-level building data.

To refresh all the filters, click on the Refresh button 4.

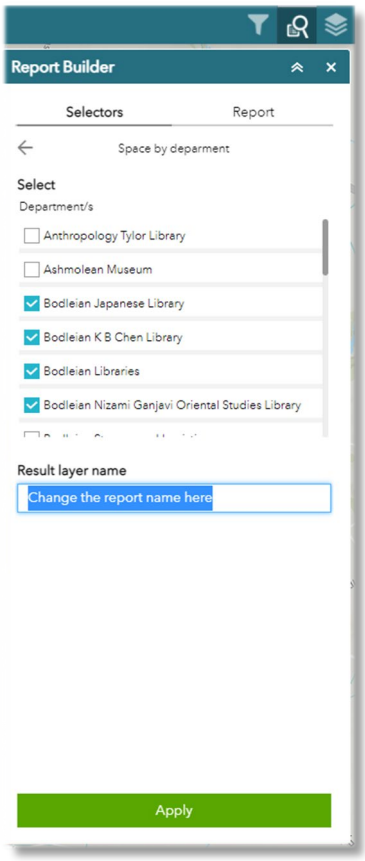


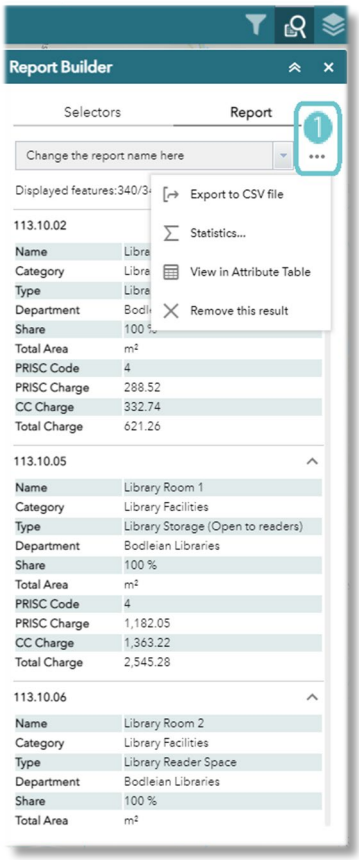
2) Report Builder Widget

The Report Builder allows you to create space data reports by department(s) or by building(s). The widgets consist of two tabs: the Selectors tab and the Report tab.

Select the building(s) or the department(s) for which you want to retrieve data. The data will appear in the Report tab, ready to review and export.

3) How to use the Report Builder: Step by Step





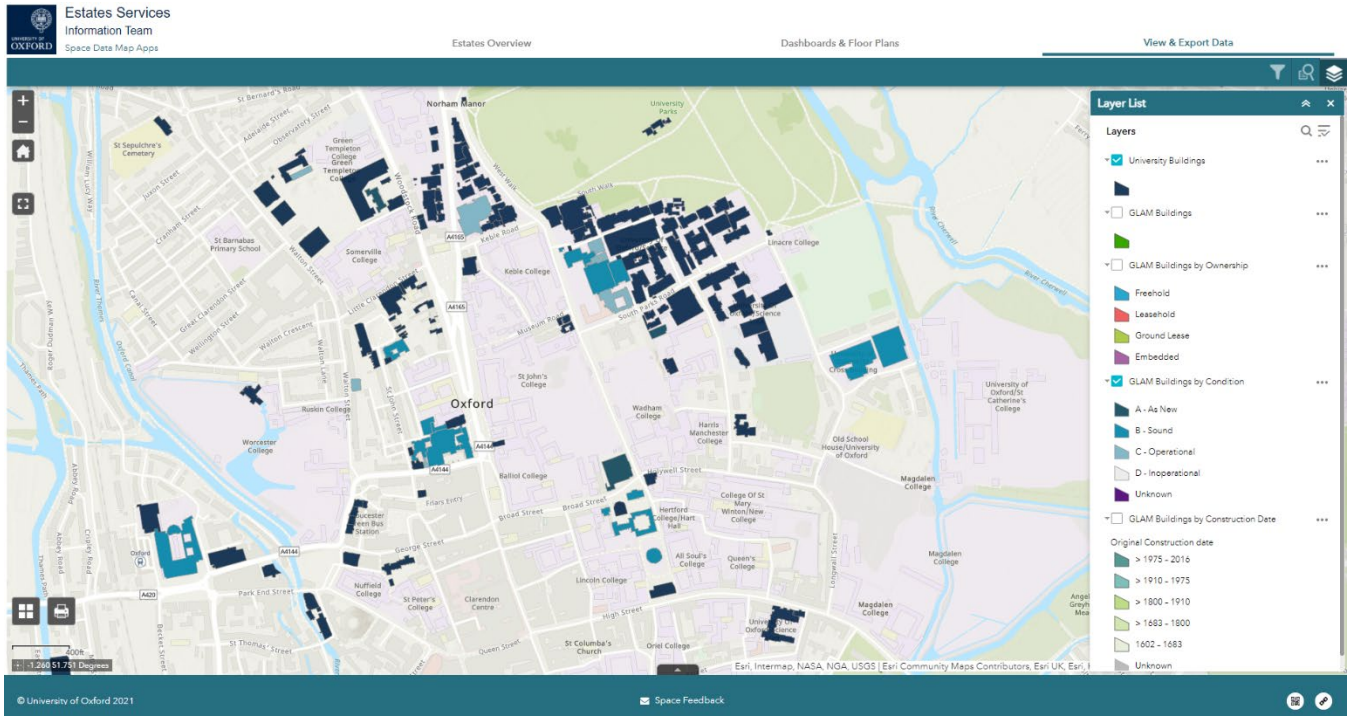
1-Click on the Report Builder widget.
Choose one of the selectors: department or building.

2-Select the department(s)/building(s).
Name your report (optional) and click on the Apply button.

3-The report is ready and sorted by space code.
Click on the three dots 1 to export the report or display it in the attribute table.

3) Layers Widget

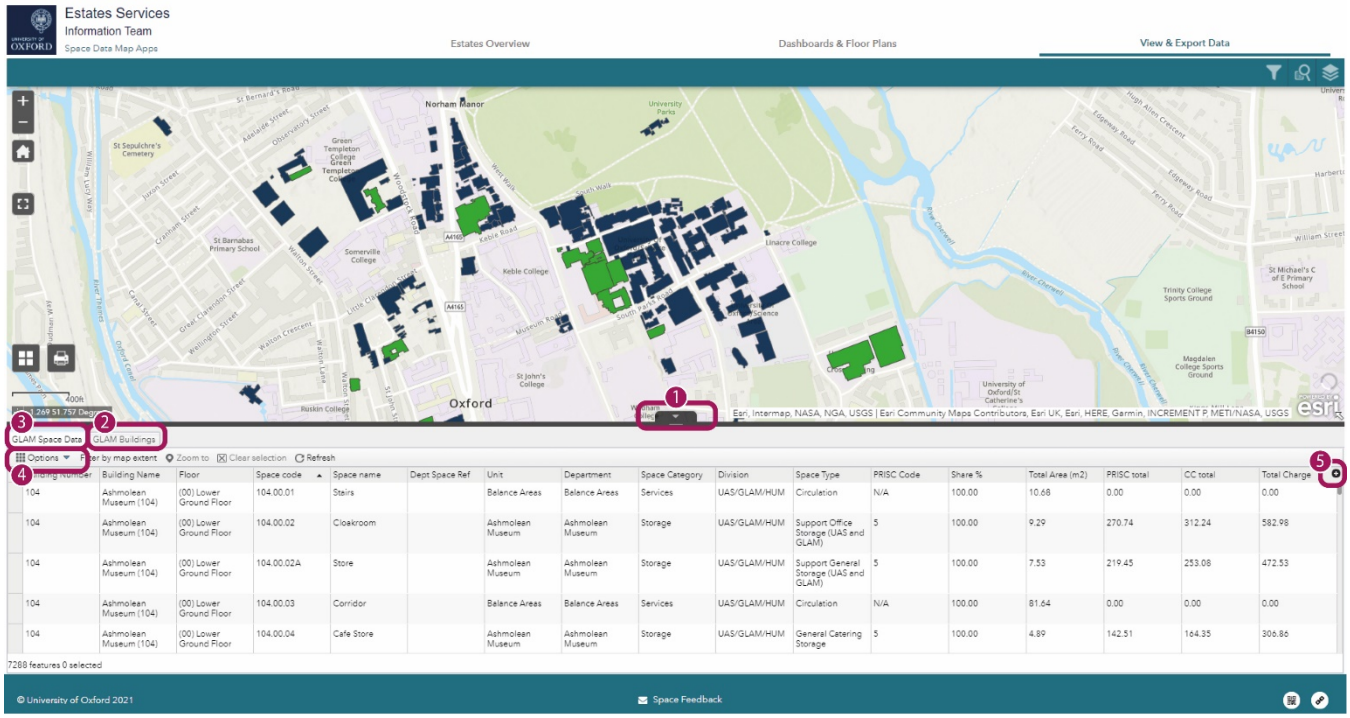
The Layers widget allows you to display pre-set attributes by building. Click on a layer checkbox to turn it on/off - remember to turn off the top layers to see the ones underneath.



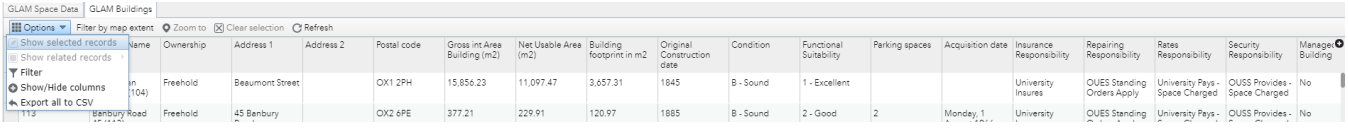
The visible layers are the ones with the checkbox ticked.

4) Attribute Table Widget

The Attribute Table widget is collapsed by default. To access the tables, click on the arrow ❶ (click again to hide it).



The attribute table contains two different tables that display building ❷ and space data ❸ respectively. By default they contain all data in the building occupied by the division (at building and at space level). To show just the building you are interested in, use the filter (see the Filter Widget section). Another way to do it is to create a custom filter expression from the filter available in the options menu ❹.



From the same menu, you can also export data or select the columns you want to display (show/hide columns). This option can also be accessed by clicking the button with the plus symbol ❺.

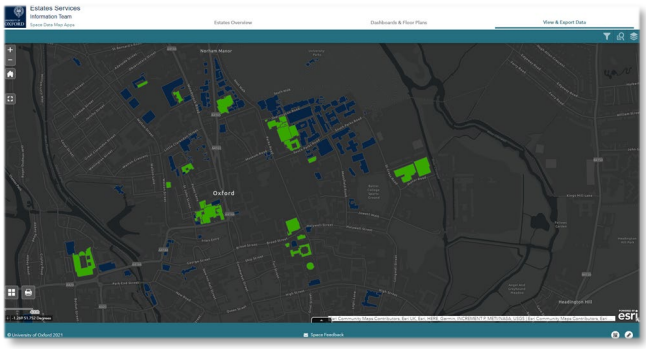
5) Feedback button

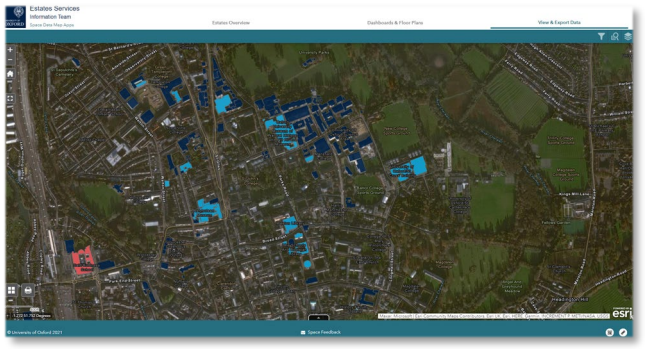
The form works in the same way as all the other forms in the footers (see *Section 2.2 for instructions on how to use it).*

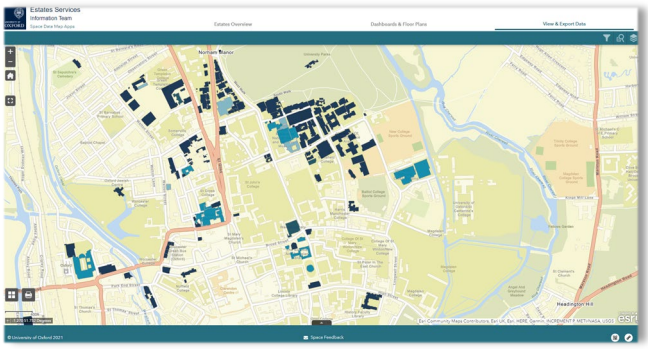
6) Base Map Gallery

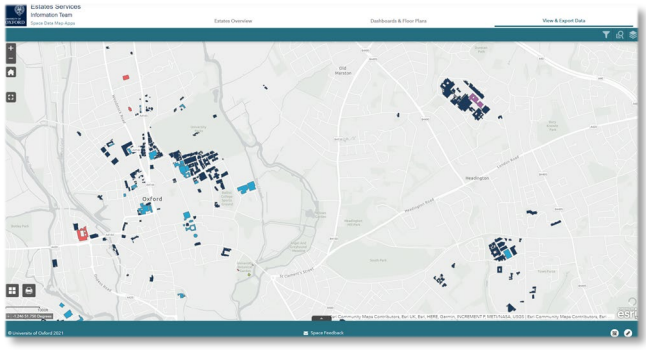
The Base Map widget allows you to change the base map. Choose between one of the available maps and it will automatically update.

Here are some examples.







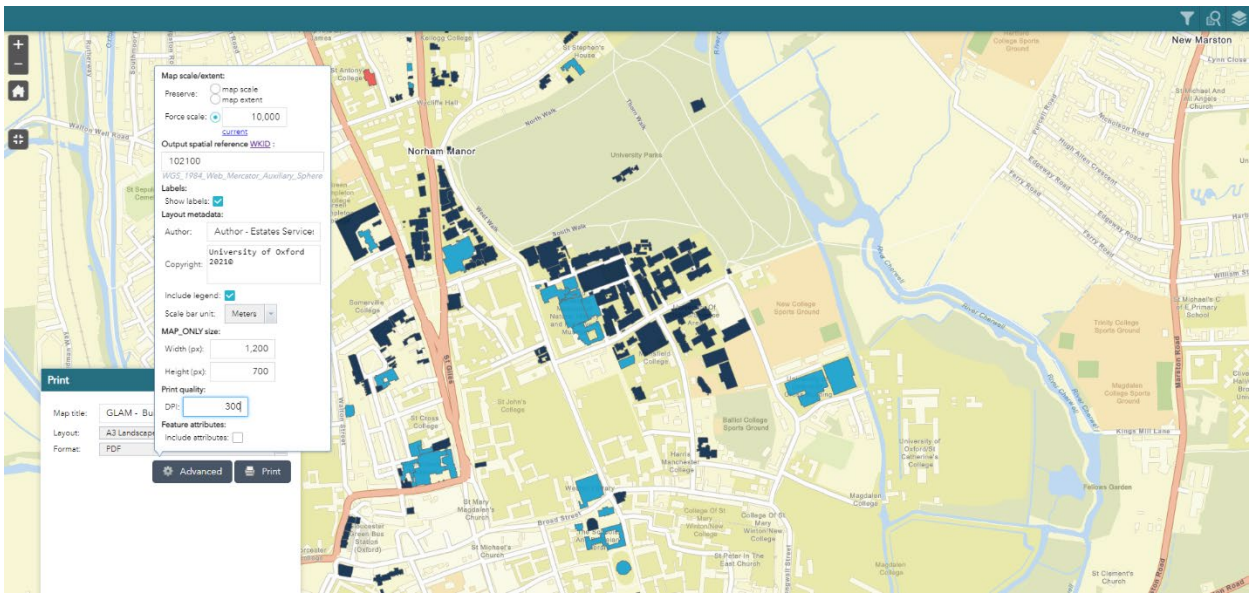


7) Print

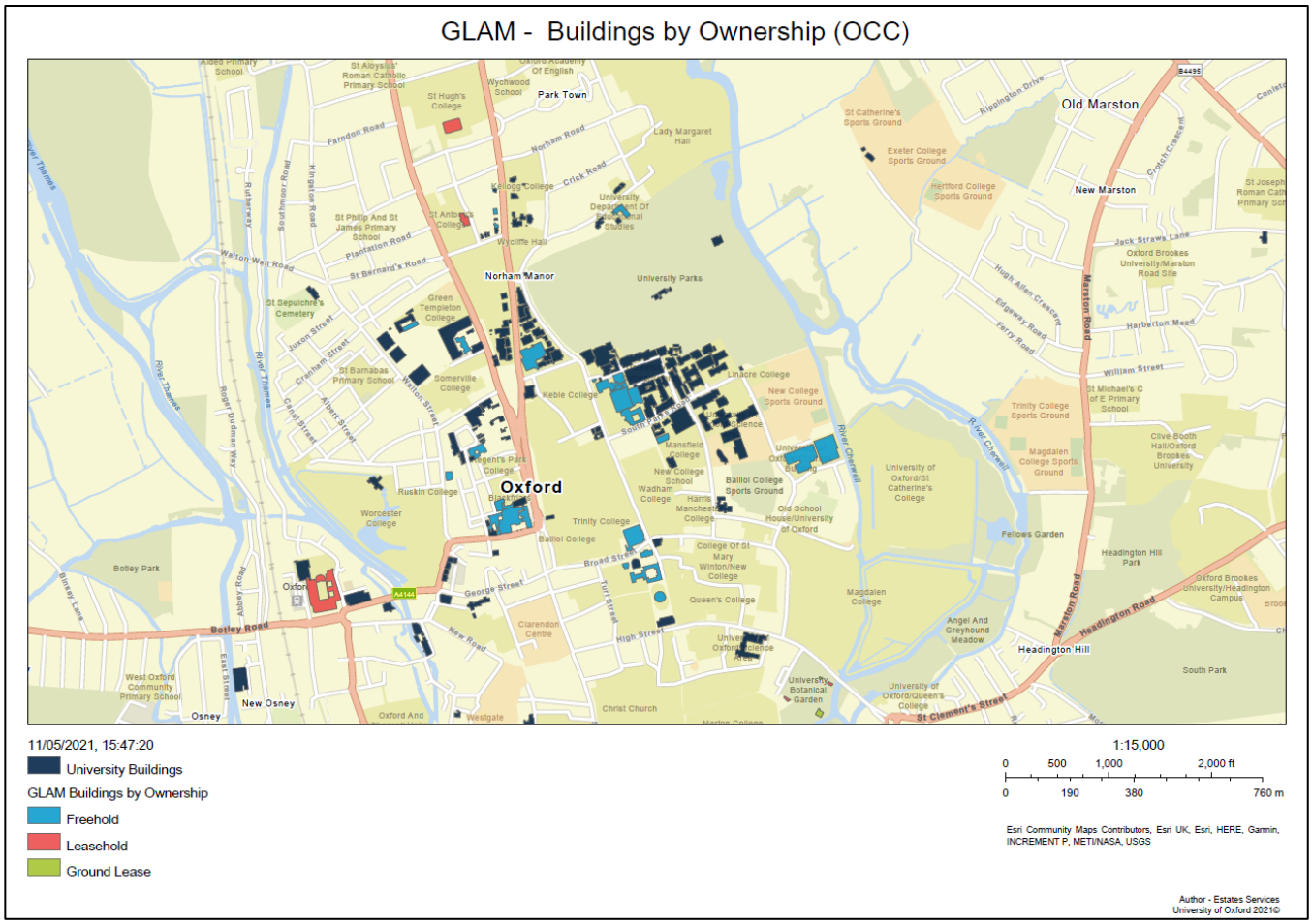
The Print widget allows you to print maps in PDF format.

Select the layout using both the Base Map gallery and the Layers widget. Once you have selected the layers and the base map, you are ready to print.

Set up the scale, include a legend and copyright data, adjust the resolution and size as required and export it.



Setup options.


GLAM - Buildings by Ownership (OCC)
Old Marston
New Marston
Norham Manor
University Parks
Oxford
Park Town
Headington Hill
New Osney
Osney
11/05/2021, 15:47:20
University Buildings
GLAM Buildings by Ownership
Freehold
Leasehold
Ground Lease
1:15,000
0 500 1,000 2,000 ft
0 190 380 760 m
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Author - Estates Services
University of Oxford 2021©

Final map

Contacts

Contact us if you need help or if you spot an issue that needs to be resolved.

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