



Gold
Partner



Training

ARCHIBUS BY EPTURA | SPACES

[Course plan](#)

Our program

Based on our experience with **Eptura applications service delivery**, ABTIO has developed the following training program featuring a **practical approach, content tailored to each team's profile**, and **flexible delivery options**.

Our programs combine **functional understanding, operational use of the tool**, and **best practices** so that each training session has **a real impact on daily management**.



About Archibus Spaces

Archibus Spaces enables the **development** and **maintenance** of an **organization's space inventory**, representing **buildings, floors, areas, and environments**, and linking that information to **occupancy, allocation, and analysis data**. Its key capabilities include:

- Management of **building, floor, and space inventories**.
- Using the **Archibus Spaces Console** as a central tool for **managing spaces** and **occupancy**.
- The ability to **analyze remaining space, building performance, and departmental distribution**.
- Support for **alternative work arrangements** such as **team space** and **occupancy metrics**.

It can also be used as a **foundation** for **more advanced processes**, such as **internal cost allocation based on space usage, corporate relocations, occupancy analysis, and planning for future allocation scenarios**.



Training Objectives

Provide the knowledge necessary to **understand** the **functional logic** of **Archibus Spaces** and use its **main tools** to **record, maintain, retrieve, and analyze information** on **spaces, occupancy, and physical layout**.

Upon completion of the training, participants will be able to:

- Understand the **functional structure** of the Spaces module within Archibus
- Identify the baseline data needed to build and maintain a **space inventory**
- **Navigate and operate the Archibus Spaces Console**
- View and update **information** on **buildings, floors, spaces** and **assignments**
- Interpret **reports** and **indicators** on **occupancy** and **space usage**
- Understand the **use of workstations, shared areas, and metrics** such as employee-to-seat ratio
- Incorporate concepts of **chargeback** and **space planning** according to the scope defined for the course



Who is it intended for?

This training was designed for users who need to **understand** and **use** the module in their **daily work**, even if they do not have a technical background. It can be expanded to an **intermediate/ advanced** level by incorporating **chargebacks, corporate relocations, Team Space** or **space planning**. Primarily aimed at:

- Facilities Teams
- Space Management Managers
- Real Estate/Corporate Services Users
- Archibus Functional Administrators
- Operations, Workplace, and Occupancy Planning Contacts
- Users who need to view, maintain, or analyze space and occupancy data



Agenda

Module 1. Introduction to Archibus Spaces

- What the module does
- Relationship with other Archibus modules and processes
- Key concepts: space inventory, utilization, occupancy, allocation, common areas, shared areas
- Typical use cases within the organization

Module 2. Data structure of the spaces

- Sites, buildings, floors and spaces
- Related organizational data: divisions, departments and teams
- Concepts of gross and net area, vertical penetrations, service areas and spaces within the logic of the space inventory.

Module 3. Development and maintenance of the space inventory

- How to Create a Space Inventory in Archibus
- Uploading and Maintaining Spaces
- The Difference Between Transactional and Non - Transactional Approaches
- Best Practices for Maintaining Consistency Between Plans, Data and Operations



Module 4. Using the Archibus Spaces Console

- General Navigation
- Filters, Views, and Queries
- Integrated Space and Occupancy Management
- Export and Reporting Support
- Using the Console as a Central Tool for Operational Work

Module 5. Occupancy and Allocation of Spaces

- The Relationship Between Spaces and People
- Occupancy Analysis
- Occupancy, Vacancy, and Usage Metrics
- Capacity and Distribution Analysis by Building or Sector
- Introduction to Occupancy Plans and Employee-to-Seat Ratio Metrics

Module 6. Team Space and new dynamics of use

- What is Team Space?
- Teams, categories and associations
- Using the space in hybrid or flexible settings
- Interpreting the employee-to-seat ratio metric



Module 7. Reports and Analysis

- Reports on Remaining Space
- Departmental Analysis
- Building Performance
- Space and Occupancy History
- Using Reports for Decision-Making

Module 8. Chargeback and Cost Analysis

- Definition of chargeback
- Allocation of costs based on occupied space and the proportion of common areas
- Information requirements for implementing chargeback
- Interpreting basic allocation reports

Module 9. Introduction to Spaces

- When to Shift from Operations to Planning
- Space Requirements and Scenarios
- Stack Plans and Comparison of Alternatives
- The Relationship Between Current Management and Future Needs



Formats

Language

Spanish / English

Format

Remote / In person (Max. 6 people)

Level

Beginner / Intermediate/ Advanced

Duration

6 to 12 hours depending on scope

Outline

Intensive / short sessions

Content

Standard / Customized

We can **tailor** this training to each organization's specific needs, taking into account its **level of maturity, current processes, active modules** and **specific use cases**. The content can focus on **day-to-day operations, occupancy management, space analysis** or **scenarios involving growth and reorganization**.



Requirements

- **Access** to the **Archibus environment**
- **User profile enabled** according to the process
- Basic understanding of the **client's organizational** and **physical structure**
- It is helpful, though not required, to have some **prior experience navigating Archibus**



Why choose ABTIO?

At ABTIO, we have **over 25 years of experience** and a **team of functional, technical, and technology professionals** specializing in **Archibus by Eptura** solutions.

Our training program is designed to help your organization achieve:

- Greater **visibility** into **actual space usage**
- **Higher-quality information** for **operational decisions**
- **Reduced discrepancies** between physical and digital inventory
- A more solid **foundation** for **occupancy, cost allocation** and **planning**
- Greater **adoption** of Archibus by **key users**



Book your training

Ready to train your team?

Contact us to book Archibus by Eptura | Spaces training tailored to your organization's needs.



Argentina: [+54 11 5258 8100](tel:+541152588100)

Spain: [+34 910 488 747](tel:+34910488747)

Germany: [+49 151 670 674 13](tel:+4915167067413)



info@abtio.com



abtio.com

