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Navigation

The primary mode of switching the currently selected District, Campus or Building in FUSION2 is using the Navigation Button in the top left corner in FUSION2. This takes the place of the tree-based navigation in FUSION 1.0, and provides an extensible, responsive mode of navigation that accommodates touch-based interfaces as well as traditional desktops. The navigation screen allows users to switch between the Space Inventory screens at various levels (District, Campus and Buildings) using an intuitive, drill-down/drill-up mechanism that maximizes the information shown based on the device used to access FUSION2.

The following navigation features are explained:

- Navigation Menu
- Navigation Tool
- Breadcrumbs

Navigation Menu

The screenshot below shows the navigation menu for a user who is currently at the District-level page for Contra Costa District. From this page, there are 2 possible actions that the user can logically take for working with the Space Inventory:

1. Bring up the Navigation tool to switch from Contra Costa to a different district (and possibly drill down into campus/building information for that district).
2. Bring up the Navigation tool to pick a campus page for a campus within Contra Costa District (and possibly drill down into buildings for that campus).

As shown below, these options are provided as shortcuts when the user clicks on Navigation. Similar shortcuts are shown for every page in the Space Inventory, customized to the permission set of the logged-in user.
Navigation Tool

If the Navigation Tool is accessed, it opens up with the appropriate list in accordance with the shortcut used to access it. For example, the screenshot below shows the Navigation tool accessed using the “Select a Campus” link from the Contra Costa district page. From here, the user can either:

1. Select a campus in Contra Costa district and click the Campus Details button to view the campus details page for that campus.
2. Select a campus in Contra Costa district, and link on the “Buildings” selector below to drill down into Building-level pages for that campus.
3. Click on the “Districts” selector above to explore a different district from Contra Costa District (should the user have permissions to more than one district).

Similar drill-up/drift-down choices are available from the Navigation tool regardless of method of access. **Note that once the user is within the Navigation tool, any district, building or campus which the user has permissions to access will be available by drilling up or down and making appropriate selections as shown.**
Breadcrumbs

FUSION2 also provides direct links to go back up from:

1. The Campus Page to the District page for the parent district for that campus.
2. The Building Page to the Campus page or the District page for the parent Campus/District for that building.
3. (FPU users only) The Building, Campus or District page to the FPU page.

These direct links can be accessed through the breadcrumbs-style links shown at the top of the FUSION2 space inventory pages as illustrated in the screenshot below. This screenshot shows a user viewing a Building page at Contra Costa College, and the links highlighted at the top of the page allow the user to directly go the District page for Contra Costa district and the Campus page for Contra Costa College with a single click. If the user desires to change the campus or the district, the Navigation tool must be used as described above.
Space Inventory at the District Level

The District level Space Inventory screen is available to users who have District-level permissions for a given district. At the district level, users can do the following:

- View summary information about a district
- Edit district summary fields
- View campus list
- View/edit district land and locations
District Summary

The summary section contains summary information about the district. Click the chevron to show/hide the summary section.

There are two different types of information displayed in the summary section: editable and generated data.
Editable data includes:

- District Name
- CEO
- Title
- Contact Person
- Phone number
- Address
- City
- Zip Code

Generated data is computed automatically by FUSION and includes:

- District Code
- Number of Approved Sites
- Total Buildings
- Total Rooms
- Total Gross SF
- Total Assignable SF
- Total Assignable Stations

**Edit District Summary**

Click the pencil icon 🆔 to edit the district summary fields. Once you are done editing the data, either save the changes by clicking the check mark ✔️ or abandon the changes by clicking the x ❌.

### Contra Costa Community College Dis

<table>
<thead>
<tr>
<th>DISTRICT SUMMARY  ✔️ ✗</th>
<th>DISTRICT CODE 310  ➔</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CEO:</strong></td>
<td>Helen Benjamin</td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td>Chancellor</td>
</tr>
<tr>
<td><strong>Approved Sites:</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Gross SF:</strong></td>
<td>5,164,707</td>
</tr>
<tr>
<td><strong>Total Assignable SF:</strong></td>
<td>1,091,705</td>
</tr>
<tr>
<td><strong>Total Assignable Stations:</strong></td>
<td>25,881</td>
</tr>
<tr>
<td><strong>Contact Person:</strong></td>
<td>Ray Pyle</td>
</tr>
<tr>
<td><strong>Phone No.:</strong></td>
<td>(525) 229-6642</td>
</tr>
<tr>
<td><strong>Buildings:</strong></td>
<td>132</td>
</tr>
<tr>
<td><strong>Rooms:</strong></td>
<td>2,491</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>500 Court Street</td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>Martinez</td>
</tr>
<tr>
<td><strong>Zip Code:</strong></td>
<td>94553</td>
</tr>
</tbody>
</table>

**Campus List**

The campus list shows all campuses in the district. Click the **Hide Campus List** link to hide the list.
The land & locations grid displays information about land and locations in the district. The data displayed in the grid can be sorted by clicking a column heading. Clicking a heading more than once toggles between ascending and descending sort order. The data can also be filtered by clicking the filter icon in a column heading.

To export the grid to Excel or PDF, click one of the export icons. To edit a row in the grid, click the pencil icon in the desired row to make the fields editable: After you are done editing the data, either save the changes by clicking the check mark or abandon the changes by clicking the x.

To delete a row from the grid, click the trash can icon in the desired row.

To add a new land/location, click the link below the grid.

Space Inventory at the Campus Level

At the campus level, users can do the following:
- View summary information about a campus
- Edit campus summary fields
- View summarized ASF/stations by Title V, and lab ASF/WSCH by TOP code
- View/edit campus buildings

Campus Summary

The summary section contains summary information about the campus. Click the chevron to show/hide the summary section.

There are two different types of information displayed in the summary section: editable and generated data.

Editable data includes:
• Campus Name
• Year Built
• Type
• Assembly District Number
• Senate District Number
• Congressional District Number
• Library AV/TV Allocated

Generated data is computed automatically by FUSION and includes:

• Office Size
• Lecture Size
• Total Gross SF
• Total Assignable SF
• Total Assignable Stations
• Total WSCH
• Total Buildings
• Total Rooms

Edit Campus Summary

Click the pencil icon to edit the campus summary fields. Once you are done editing the data, either save the changes by clicking the check mark or abandon the changes by clicking the x.

Contra Costa College

CAMPUS SUMMARY

Year Built: 1992
Type: Campus
Office Size: S
Lecture Size: S
Assembly District No.: 14
Senate District No.: 9
Congressional District No.: 7

CAMPUS CODE 311

Total Gross SF: 2,390,055
Total Assignable SF: 246,204
Total Assignable Stations: 6,652
Total WSCH: 107,156
Library AV/TV Allocated: Yes
Buildings: 60 Rooms: 553

ASF Summary

The campus ASF section shows a summary of ASF/stations by Title V category, and lab ASF/WSCH by TOP code. Click the View Campus ASF (Title V & Lab) link to show the ASF section.
Building Grid

The building grid displays information about buildings and rooms in the campus. Click the chevron in a desired row to show room information for the building. The data displayed in the grid can be sorted by clicking a column heading. Clicking a heading more than once toggles between ascending and descending sort order. The data can also be filtered by clicking the filter icon in a column heading.

To export the grid to Excel or PDF, click one of the export icons.

To edit a row in the grid, click the pencil icon in the desired row to make the fields editable:

After you are done editing the data, either save the changes by clicking the check mark or abandon the changes by clicking the x.

To delete a row from the grid, click the trash can icon in the desired row.

To add a new building, click the link below the grid.

If a cell in the grid contains a warning icon, click the icon to view the message.
Space Inventory at the Building Level

At the building level, users can do the following:

- View summary information about a building
- Edit building summary fields
- Move a building to a different campus
- View summarized ASF/stations by Title V, and lab ASF/WSCH by TOP code
- View/edit rooms

Building Summary

The summary section contains summary information about the building. Click the chevron down to show/hide the summary section.
There are two different types of information displayed in the summary section: editable and generated data.

Editable data includes:

- Building Name
- Building Number
- Abbreviation
- Year Built
- Last Addition Year
- Total Gross SF
- Status
- Plan Type
- Construction
- Location
- Condition
- Ownership
- Assessment Notes

Generated data is computed automatically by FUSION and includes:

- Rooms
- Total Assignable SF
- Total Assignable Stations
- Efficiency

**Edit Building Summary**

Click the pencil icon to edit the building summary fields. Once you are done editing the data, either save the changes by clicking the check mark or abandon the changes by clicking the x.

**Move Building**
Click the arrow icon to display the move building dialog. To move a building, select the new campus and click Continue.

**Move Building**

Select the new campus for this building:

- Brentwood Education Center (316)
- Contra Costa District Office (314)
- Diablo Valley College (312)
- **Los Medanos College (313)**
- San Ramon Center (315)

You are about to move LIBRARY (15) to Los Medanos College (313).

Do you want to continue?

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**ASF Summary**

The building ASF section shows a summary of ASF/stations by Title V category, and lab ASF/WSCH by TOP code. Click the [View Building ASF (Title V & Lab)] link to show the ASF section.

<table>
<thead>
<tr>
<th>Title V Category</th>
<th>On-Campus ASF</th>
<th>Assigned Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>1,951</td>
<td>98</td>
</tr>
<tr>
<td>Laboratory</td>
<td>1,753</td>
<td>60</td>
</tr>
<tr>
<td>Office</td>
<td>1,170</td>
<td>33</td>
</tr>
<tr>
<td>Library</td>
<td>10,500</td>
<td>400</td>
</tr>
<tr>
<td>Physical Education</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AV, TV, Radio</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assembly</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Inactive</td>
<td>3,957</td>
<td>2,037</td>
</tr>
<tr>
<td>All Other</td>
<td>460</td>
<td>4</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>28,800</strong></td>
<td><strong>2,641</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOP Code</th>
<th>ASF</th>
<th>Capacity WSCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>0600 Media and Communications</td>
<td>807</td>
<td>377</td>
</tr>
<tr>
<td>0700 Information Technology</td>
<td>946</td>
<td>553</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>1,753</td>
<td>930</td>
</tr>
</tbody>
</table>

---

**Room Grid**

The room grid displays information about rooms in the building. The data displayed in the grid can be sorted by clicking a column heading. Clicking a heading more than once toggles between ascending and descending sort order. The data can also be filtered by clicking the filter icon in a column heading.
To export the grid to Excel or PDF, click one of the export icons \[ EXCEL \] PDF.

To edit a row in the grid, click the pencil icon ✔ in the desired row to make the fields editable:

After you are done editing the data, either save the changes by clicking the check mark ✔ or abandon the changes by clicking the x ✗.

To delete a row from the grid, click the trash can icon 🗑 in the desired row.

To add a new room, click the ☐ ADD A ROOM link below the grid.

**Reports**

Reports can be accessed by clicking the Reports button ☐ Reports which opens a menu with all available reports for the district, campus or building being viewed. Reports will open up in a separate tab in the browser, allowing the user to continue working with the inventory while viewing reports.

FUSION2 Reports provide many different options for customization, as illustrated in the screenshot below. These include:

- The ability to view/download the report as PDF or Excel files. To do this, click on the desired format in the Report Format selection shown. Reports are rendered in HTML by default.
- Many reports provide a filtering mechanism to narrow the set of records shown in the report. If filters are available, they are present as lists allowing either a single selection or multiple selections to be made as shown. Note that multiple filters can be combined by making the appropriate selections.
- Reports can be sorted by different fields using the “Sort by” control in the Report Viewer as shown below.

**NOTE:** If the Auto Submit checkbox is checked, any change to the report parameters — such as Report Format, Report Filters or Report Sorting will automatically result in a new report being rendered. If you would like to make multiple selections before running the report again, please uncheck the Auto Submit checkbox, make the desired selections, and click the View Report button to re-run the report.
The following reports are available at the district level:

- Building Reconciliation
- Building Summary
- Room Detail
- Space Inventory by Room Type
- Space Inventory by TOP Code
- Temporary Buildings
- Unassigned Space

### Building Reconciliation Report

**Available on:** District page, Campus page, CCCCO page.

**Filters:**

- Baseline Year
- Comparison Year
- Include Building Details: Yes/No

The Building Reconciliation Report allows comparison of between the Space Inventory for two different years. This report provides a detailed comparison of the Space Inventory using many different metrics, showing any changes between the selected years with a color-coded summary for easy analysis. The report compares the inventory for the year being viewed by the user with the year selected using the Baseline Year filter on the Report Viewer. For example, if the user selects this report while reviewing the district-level inventory for 2017-18, the comparison will be between the district’s Space Inventory as of 2017 with the validated inventory for the Baseline Year selected in the report viewer.

By default, the report shows the summary information at the district level, and building-level details can be shown by selecting “Yes” for the Include Building Details filter on the report viewer as illustrated in the screen shot below.
Building Summary Report

Available on: District page, Campus page.

Filters:

- Campus (when viewed at the district level).

This report lists basic information on the buildings in a district, broken down by campus and individual building, as shown in the screenshot below.

Room Detail Report

Available on: District page, Campus and Building pages.

Filters:
This report lists basic information on the buildings in a district, broken down by rooms in each building. As shown in the screenshot below, all Room Use Types, all TOP Codes and all Room Statuses except for Nonassignable (N) are included in the report by default. But the report allows the user to filter by any combination of Room Status, TOP Code and Room Use Type providing a highly flexible method to analyze the room information in the selected district, campus or building.

Space Inventory by Room Type Report

Available on: District page.

This report breaks down ASF totals by Title V categories by district for the entire CCC system.

Space Inventory by TOP Code Report

Available on: District page.

This report breaks down ASF totals by room TOP code by district for the entire CCC system.
Temporary Buildings Report

Available on: District page.

This report lists temporary buildings by district, listing building number, condition, year, total ASF, and ASF broken down by Title V code.
Unassigned Space Report

Available on: District, Campus and Building pages.

Filters:

- Building Status
- Room Status

This report shows the room-level details for unassigned space for the selected district, campus or building, along with building-level totals for each building that contains unassigned space as shown below.