Access UniSpace Archive via the UniSpace Dashboard at https://unispace.adelaide.edu.au

[note: accessing via the dashboard allows you to access the other UniSpace Apps. (permissions dependent) and view the “Latest News” for all the current communication from the UniSpace Team]

[tip – book mark the UniSpace Dashboard to your browser ]

UniSpace Archive
Access UniSpace Archive via the UniSpace Dashboard at https://unispace.adelaide.edu.au

[note: UniSpace Archive will only operate in Internet Explorer IE]

Latest News / BLOG
Access the latest news, updates, communication from the UniSpace Team.

Contact Us
Contact the Team via the ‘on-line’ form OR via the email address
Access
Input the username and password that you have been allocated.

[note: if you have no access, contact the University Project Officer whom you are working with and they will authorize access. Please note that there may be requirements to complete Confidentiality Agreements before access is granted]

[tip – use the “remember my login name” check box, then you only need to remember your password]
BASIC SEARCH
Simplified fields for quick but everyday searching. Users can toggle between Basic and Advanced Searches.
ADVANCED SEARCH

Additional search fields for compiling advanced search's. Enhanced and new features available. Users can toggle between Basic and Advanced Searches (note: Advanced Search incorporates the Basic Search)
**Record tab**

**ENHANCED FEATURES**

This screen will display the ‘searched’ documents individually along with the associated properties of the document.

*note: you can move to the next or the previous document by pressing the “arrow” key in the top toolbar*

**Search tab**

This screen will display all the available searching fields.

**View tab**

**ENHANCED AND NEW FEATURES**

This screen will display a full screen window view of a document (highlighted with the red arrow in the ‘I’ or information column on the list screen)

*tip – you can zoom in, pan etc using the tool bar or using the native inbuilt pdf, plt or dwg viewer*

**List tab**

This screen will display all the ‘searched’ documents and some of the associated properties in a ‘excel’ style format. From here users can ‘tag’ documents for transmitting and emailing.

*tip – you can sort the order of the records by clicking on the column heading*

*tip – use the scroll bar at the bottom of the screen to read the horizontal extents of the details*

*tip – you can adjust the column widths similar to ‘excel’*

*tip – the 4 dot on the left most column indicates the presents of previous versions of the document, click on the ‘dots’ to show the revised documents*

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**UniSpace Archive**

**Location**

- Site:
- Building Name:
- Level/Place Name:

**Document**

- Class:
- Type:
- Document Title:
- Date:
- Drawing Controls:

**Advanced Search**

- Author / Consultant:
- UDA Project Number:
- Document Trim Number:
- Document Number:
- Document Status:
- Latest Revised Date:

**Log in Details**

Your log in user name or UofA ‘a’ number.

**Record Details**

Displays the file name and extension of the selected record and its order number in relation to the number of Displayed Documents.

**Document - Count**

The total number of documents on UniSpace archives.

**Document - Displayed**

The total number of documents on UniSpace archives that match the search.
**View tab**

**ENHANCED AND NEW FEATURES**

This screen will display a full screen window view of a document (highlighted with the red arrow in the 'I' or information column on the List tab)

[tip – you can zoom in, pan etc using the tool bar or using the native inbuilt pdf, plt or dwg viewer]
Record tab

**ENHANCED FEATURES**

This screen will display the 'searched' documents individually along with the associated properties of the document.

[note: you can move to the next or the previous document by pressing the "arrow" key in the top toolbar]
**List tab**

This screen will display all the ‘searched’ documents and some of the associated properties in a ‘excel’ style format. From here you can ‘tag’ documents for transmitting and emailing.

[tip – you can sort the order of the records by clicking on the column heading]

[tip – use the scroll bar at the bottom of the screen to read the horizontal extents of the details]

[tip – you can adjust the column widths similar to ‘excel’!]

[tip – the 4 dots on the left most column indicates the presents of previous versions of the document, click on the ‘dots’ to show the revised documents]
Transmitting Documents
To issue any document to yourself or others.

Tag all required documents
From the REPORT pulldown select TRANSMITTAL
Select CREATE TRANSMITTAL (will automatically fly out)

Transmittal Recipient’s
Select the existing recipient of the transmittal.
[note: select from existing recipient OR select NEW to add a new recipient. Recipient must have a valid email address]
[tip – you can select multiple recipients]

Tag Documents
Select the documents you want to transmit.
[tip – click the word “Tag” to tag all of the documents]

Transmittal Options
Select the options you want apply to the transmittal
By default “email the docs. with the transmittal report” is ON.
[tip – when transmitting *.dwg files, always check “include Xrefs”]
[tip – always convert *.plt files to *.pdf]
[tip – if transmitting many documents always check “compress the documents to /into a .ZIP archive”]
[tip – when transmitting large numbers of files, consider do multiple transmittals, due to Inbox size limitations]

Transmittal completed
Documents and transmittal report are sent to the recipients email address.
[note: recipient to also check their ‘Junk E-mail folder’]
Useful Information for Users

Extent of Records
The number of records held in the UniSpace Archive database now exceeds 50,000. The quality, type, format etc varies for the different buildings and the works that have taken place.

Adding Records
Existing Records/Documents continue to be rescanned and added to the database. Some records only have “Place Holder”, if you have a significant project to be started in the near future, please contact us.

Searchable Information - Metadata
UniSpace are continually updating the database with NEW records when received, and reviewing EXISTING records to add additional metadata. All records will have metadata associated with them, only the extent will vary.

Available Documents
UniSpace archive information that has been provide for both external and internal works, usually in the form of “As Built” documents. If no documents have been provided from projects or works, there will be no records. If users believe information exists or have information / documents to add, please contact us.

External vs UOA Published Drawings
External Drawings are generally consultants “As Built” or “Record” drawings issued at the completion of projects or works. UOA Drawings are generally “compiled or consolidated” drawings combining multiple “As Built” drawings.

Search by Level/Floor Name
[tip – once you have selected a building the floor level pull down will self populate with available floors]
[tip – if you cant find a Level/Floor Name, just leave it blank]

Search Tips
[tip – follow the prompts here for general searching assistance]

Document Class & Type
[TYPE is filtered by CLASS, users can not select CLASS only]
[tip – if a general search is required eg electrical for a project, leave ‘class’ blank, results will be drawings, manuals, specs etc]
Useful Information for Users

Can’t find what you are looking for? For external users, the first point of contact is the UofA Project Officer that you are working / consulting to. Second point of contact is UniSpace, the archivist of the documentation.

For UofA Users, please contact UniSpace, at unispace@adelaide.edu.au

**UOA Project Number**
- [note: these are the official University Project numbers, not consultant project numbers]
- [tip – search the UOA Project Number to get all the documents related to one project]
- [tip – if no Document Class is selected, the search will return all drawings, reports, specification etc for that one project]

**Author / Consultant**
- Select the specific author / consultant who created the document.
  - [note: there are 100+ authors listed in alphabetical order]
  - [tip - you can skip to a smaller listing by typing in the first letter of the name]

**Document Status**
- [tip – search the for the document issue status, eg “Record/As Built” to find the official as installed information from consultants]

**Document Title**
- [refer Search Tips]
- [tip – this is a free text field for searching the key words in the document title, eg heritage, “Dilapidation Report”, fibre optics etc]

**Latest Revised Data**
- [tip – if you know the era of a document, you can select a date range from the calendar to filter the search]

**Search by – Drawing Contains**
- [note: this function is only for drawings. The check button has 3 settings:]
  - [this search assumes plans are in the drawing]
  - **Light grey box** MAY contain drawing type
  - **Ticked box** WILL contain drawing type
  - **White box** WILL NOT contain drawing type
  - [tip – you can select multiple buttons eg Details & Section, to filter down the search]