

Using the Active Visual System[®]

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Using the Active Visual System®



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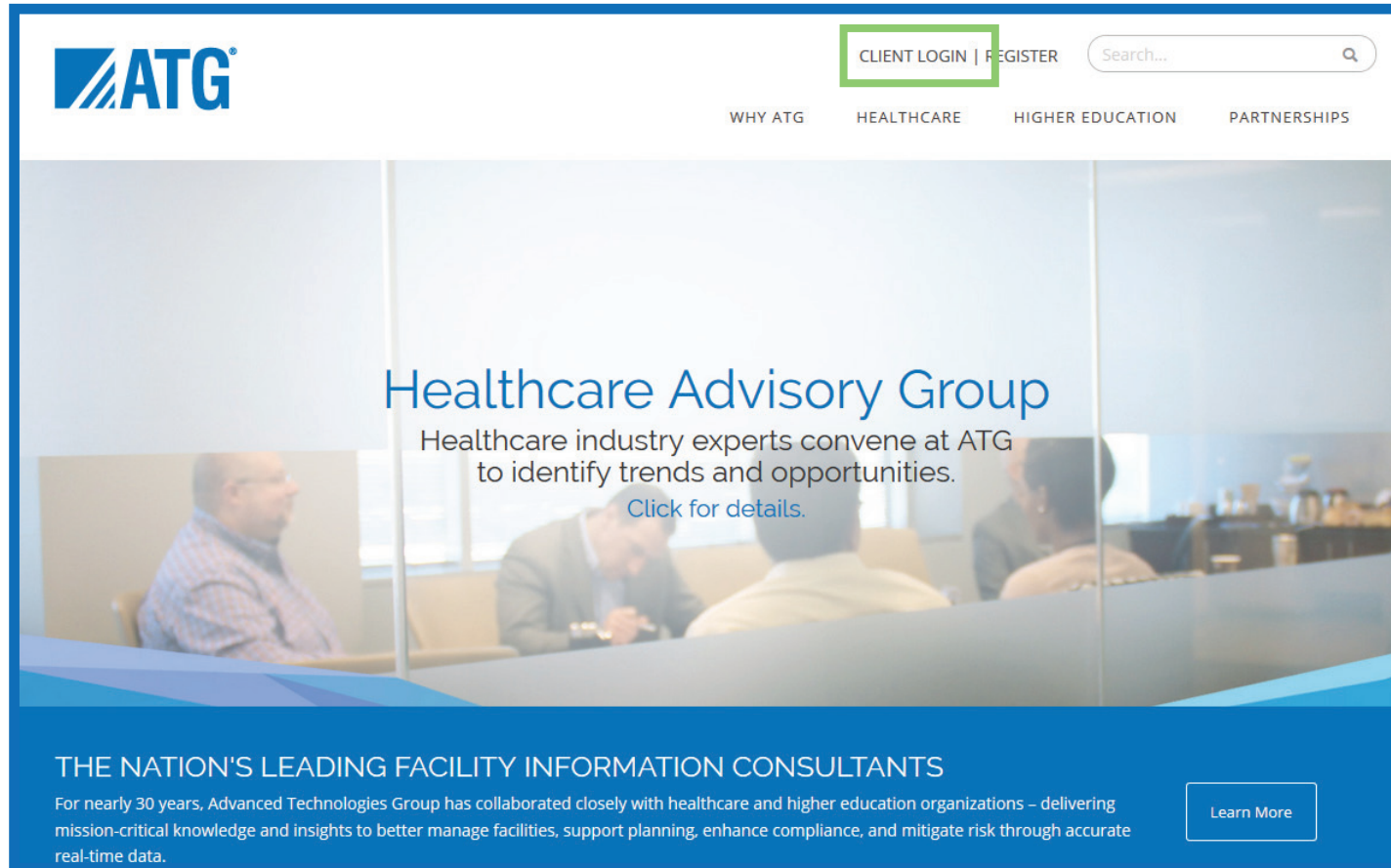
About the Active Visual System



The **Enterprise Active Visual System® (AVS)** is ATG's centralized Facility Information Platform. Executives at healthcare and higher education organizations across the U.S. rely on the AVS to incorporate knowledge-based facility information into their overall business plans.

A collection of cloud-based solutions, the AVS is used by ATG clients as a secure gateway to critical facility information. A web interface delivers facility information to client computers, tablets, and phones on demand, 24-7, without investment in new software, hardware, or specialized CAD training.

Authenticated users of the AVS can perform a variety of tasks, such as viewing and printing floor plans, running reports, and editing data, all via web browser.



Go to www.atginc.com and click either the 'Client Login' or 'Register' link at the top right of the home page.

Client Login

Access your facility information now. Please enter your Active Visual System® (AVS) User Name and Password below:


User Name:


Password:

[Forgot your password?](#) | [Change your password](#)

Remember my user name [not recommended for shared computers]

By clicking **Log in**, you acknowledge agreement with the latest **Terms and Conditions** ([click here to view](#)).

 **Not registered?**
Access the AVS by setting up a new user account. [Register](#)

 **Need someone else to register?**
Send registration information to others via email. [Email](#)

If you've chosen the 'Client Login' link on the home page and are already a registered user, enter your **User Name** and **Password**.*

This screen also provides links to register if you haven't already done so (see next page), or to email registration information to someone else.

***User Name** and **Password** are case sensitive

Active Visual System® Registration

Please fill out the following form completely and click 'Submit' to process your registration. An auto-reply email will be sent to you confirming your submission. A second email providing your username and password will be sent once your registration has been approved.

For immediate assistance, please contact us at 630.964.9700.

Login Information

** Required Field*

Salutation*

First Name*

Last Name*

Title*

Organization Name*

Address*

City*

State*

Zip*

Country*

Work Email*

Phone* () - -

Facility requesting access to*
(Please enter full name of facility)

If you are a consultant, please indicate main contact at the facility you're requesting access to

Requesting additional access for the following solutions*
(Select one or more)

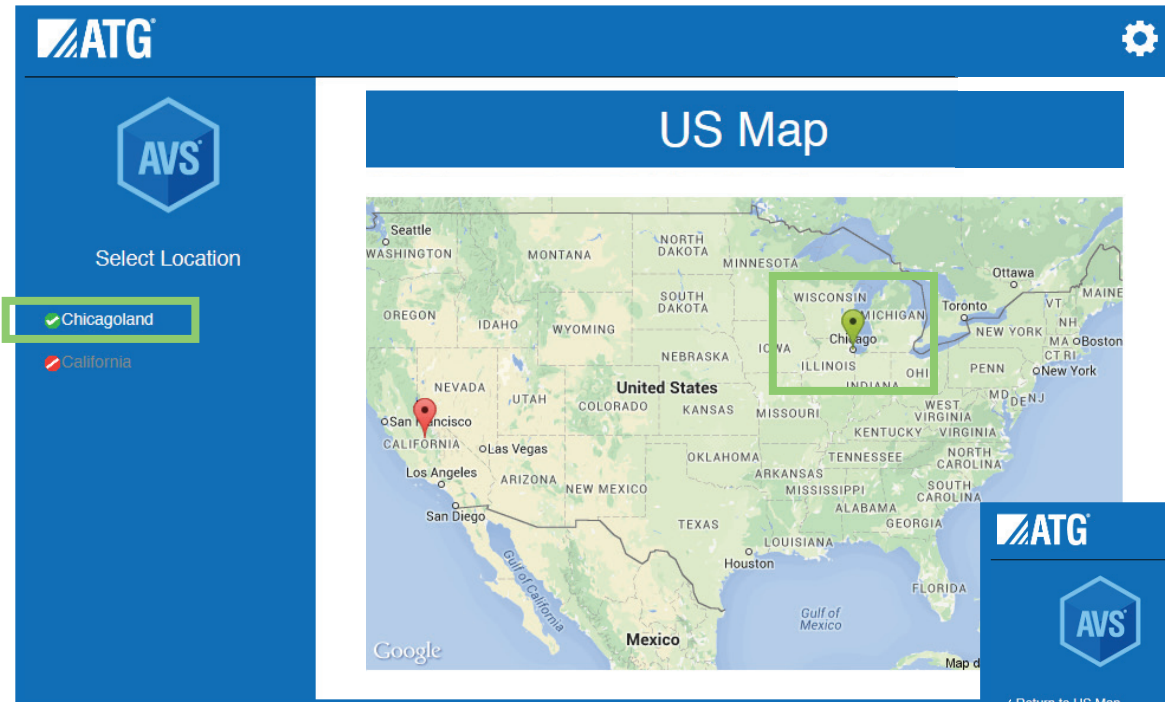
<input type="checkbox"/> Asset Manager	<input type="checkbox"/> Life Safety Manager	<input type="checkbox"/> Statement of Conditions
<input type="checkbox"/> Compliance Manager	<input type="checkbox"/> Permitting	<input type="checkbox"/> Other/Unsure
<input type="checkbox"/> Environment of Care	<input type="checkbox"/> Space Move Manager	

(If you're already a registered user, you can skip to the next page.)

Fill out the AVS registration form completely.

You'll receive a confirmation email shortly after submitting your information.

A separate email with your user name and password will be sent later when access has been approved.

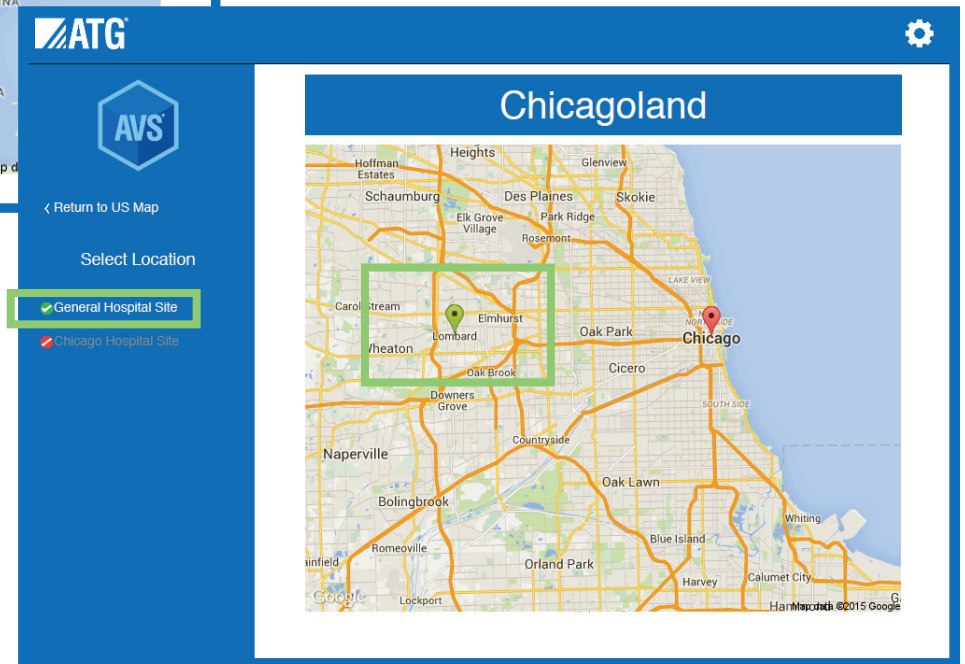


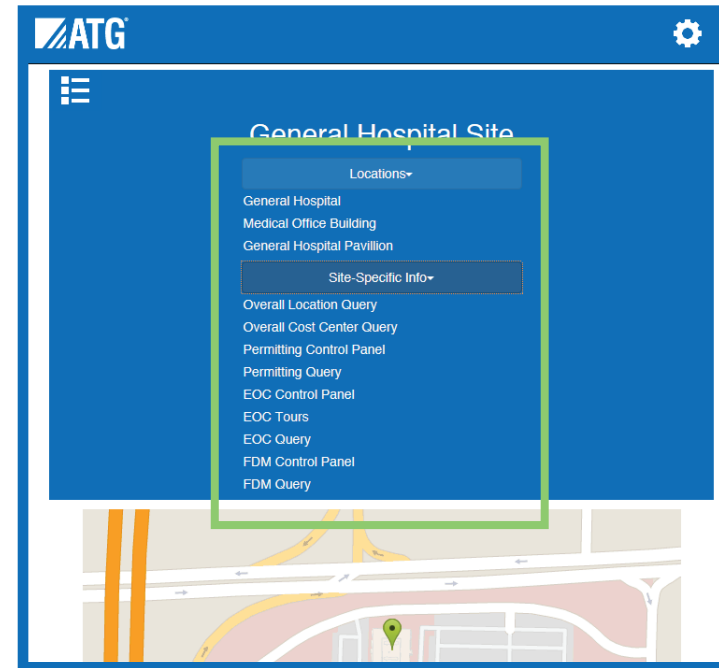
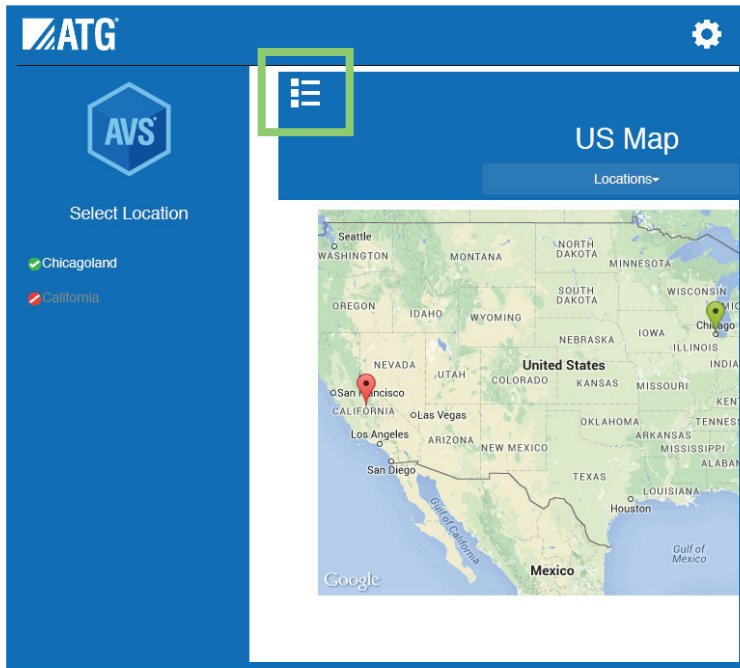
Upon logging in, you'll be directed to your AVS gateway. This gateway guides you through to all available facility information applications in order to access the specific data you need.

Using either the left-hand menu or the interactive maps, you can navigate to your desired facility location.*

*Items accompanied by green symbols indicate locations for which you have authorized access.

Red symbols indicate locations within your organization that you cannot access without additional authorization.





For the purpose of this tutorial, examples focus on usage of the AVS on desktop and laptop computers. Tablet and phone users will notice a slight difference in mobile-optimized navigation.

A menu button (shown left) collapses the left-hand navigation to free up screen space on mobile devices. Collapsible drop-down menus (shown right) are available for continued text-based navigation.

Interactive maps remain available throughout.

The screenshot displays the ATG web interface for the 'General Hospital Architectural Layout'. The interface includes a left-hand navigation menu, a main content area, and a right-hand menu. The left and right menus are highlighted with green boxes.

Left-hand Navigation Menu (Active Applications):

- < Back to Campus Map
- > Architectural Layout
- > Space Utilization
- > Life Safety
- > Compliance
- > Life Safety Management
- > Medical Gases
- > HVAC
- > Electrical
- > Plumbing
- > Telecommunications
- > Asset Manager
- > Permitting
- > Facility Condition Assessment
- > Asbestos Management
- > Roof Maintenance

Main Content Area:

General Hospital Architectural Layout

1001 E. Hospital Rd.
Lombard, IL 60148

Space Control Panel
Project Log
FDM Query

Architectural Layouts

	i	i	i
Ground Floor	PDF	DWF	CAD
1st Floor	PDF	DWF	CAD
2nd Floor	PDF	DWF	CAD
3rd Floor	PDF	DWF	CAD
4th Floor	PDF	DWF	CAD
5th Floor	PDF	DWF	CAD
6th Floor	PDF	DWF	CAD
Penthouse	PDF	DWF	CAD

Right-hand Navigation Menu (Inactive Applications):

- < Back to Campus Map
- > Architectural Layout
- > Space Utilization
- > Life Safety
- > Compliance
- > Life Safety Management
- > Medical Gases

Upon navigating to building level, the left-hand menu will include a list of applications. Links to applications currently unavailable for that building will be inactive and grayed out.

General Hospital
Architectural Layout

1001 E. Hospital Rd.
Lombard, IL 60148

Space Control Panel
Project Log
FDM Query

Architectural Layouts

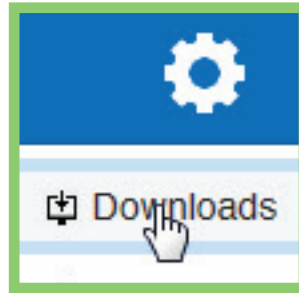
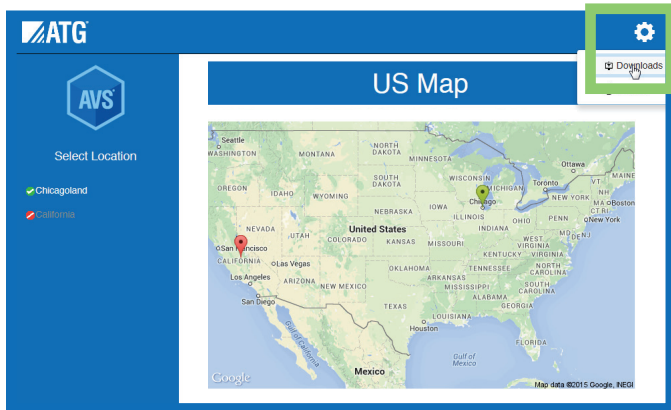
	<i>i</i>	<i>i</i>	<i>i</i>
Ground Floor	PDF	DWF	CAD
1st Floor	PDF	DWF	CAD
2nd Floor	PDF	DWF	CAD
3rd Floor	PDF	DWF	CAD
4th Floor	PDF	DWF	CAD
5th Floor	PDF	DWF	CAD
6th Floor	PDF	DWF	CAD
Penthouse	PDF	DWF	CAD

Once you've selected your desired application, a menu of floor plan layouts is available. In this example, the 'Architectural Layout' application is shown, as it represents the framework for many of our solutions.

Layouts are available in three formats: PDF, DWF, and CAD. While it's likely you will already have a PDF viewer installed, you may need to download and install the required viewers for DWF and CAD (see following page for further details).



Installing the Autodesk DWF/CAD Layout Viewers

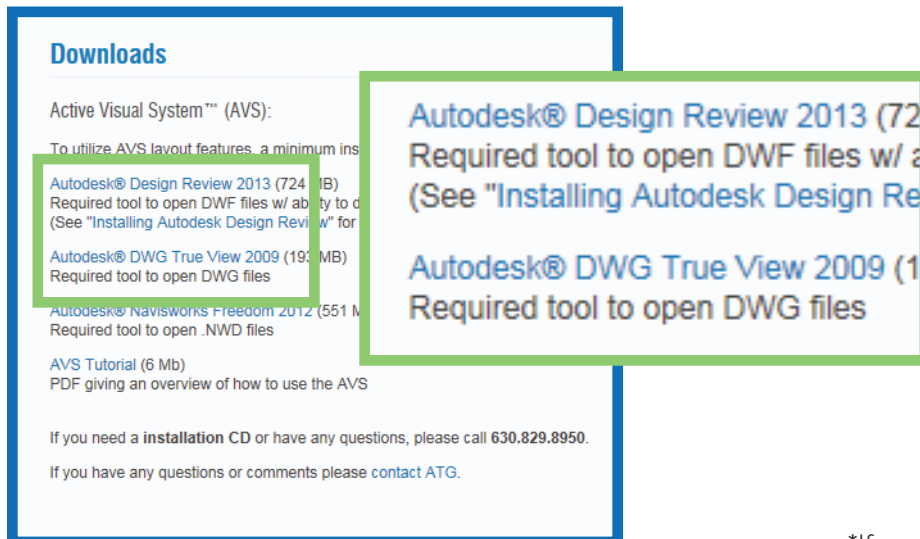


The DWF and CAD (.dwg file extension) formats offer a number of tools for marking up layouts and saving copies locally.

Users who want to take advantage of these tools will need *Autodesk® Design Review* for viewing DWFs with a web browser and *Autodesk® DWG True View* for viewing CAD files on your desktop.

These viewers are free of charge and can be downloaded through the AVS. Clicking the icon at the top right of your interface will display a 'Downloads' link. The link will take you to a list of the latest available software.

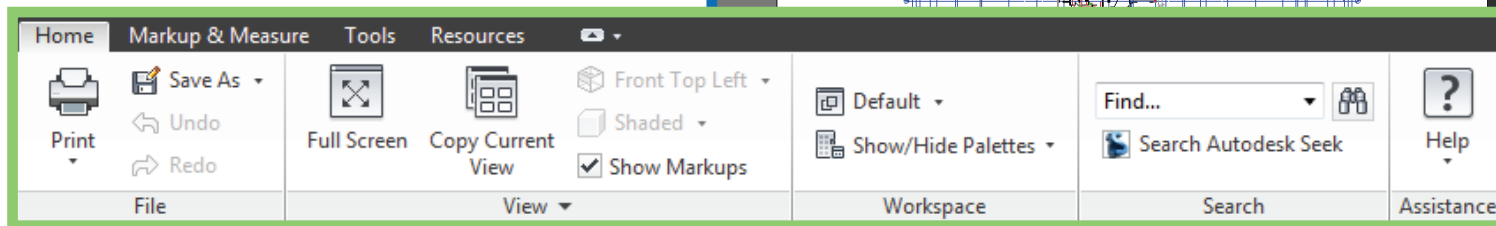
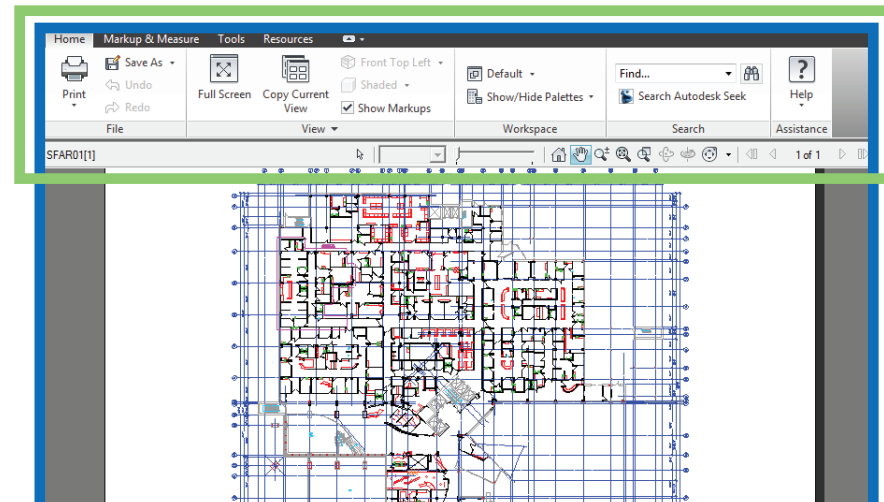
On the 'Downloads' page, select either the *Design Review* or *True View* link. A dialogue box will appear and prompt you to run or save the file. Choose Run.* Follow the prompts until the software is installed.



*If you don't have administrator rights to install software on your computer, please check with your IT department to install the viewer.

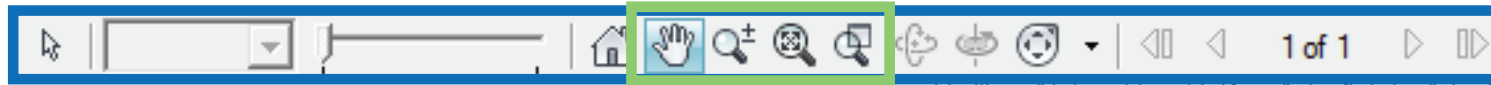
	<i>i</i>	<i>i</i>	<i>i</i>
Ground Floor	PDF	DWF	CAD
1st Floor	PDF	DWF	CAD
2nd Floor	PDF	DWF	CAD
3rd Floor	PDF	DWF	CAD
4th Floor	PDF	DWF	CAD
5th Floor	PDF	DWF	CAD
6th Floor	PDF	DWF	CAD
Penthouse	PDF	DWF	CAD

Clicking buttons in the DWF column of your layouts menu open layouts for specific floors in your browser via the *Design Review* viewer.

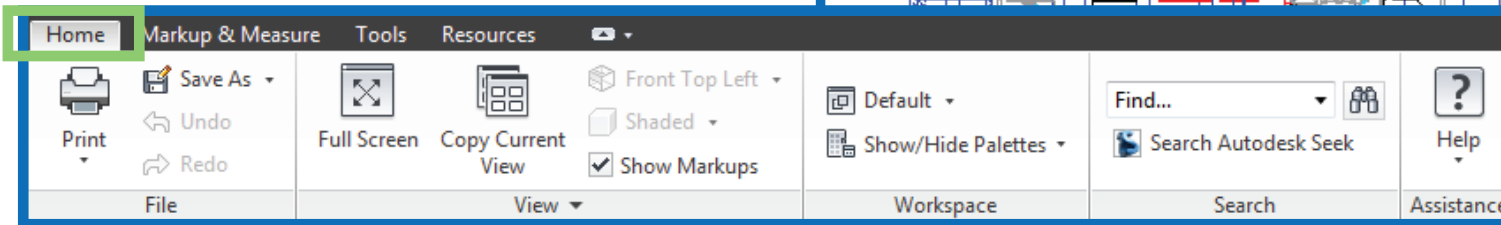


The viewer comes with a set of tools available in the toolbars located above the layouts (see following page for further details).

Basic Toolbar



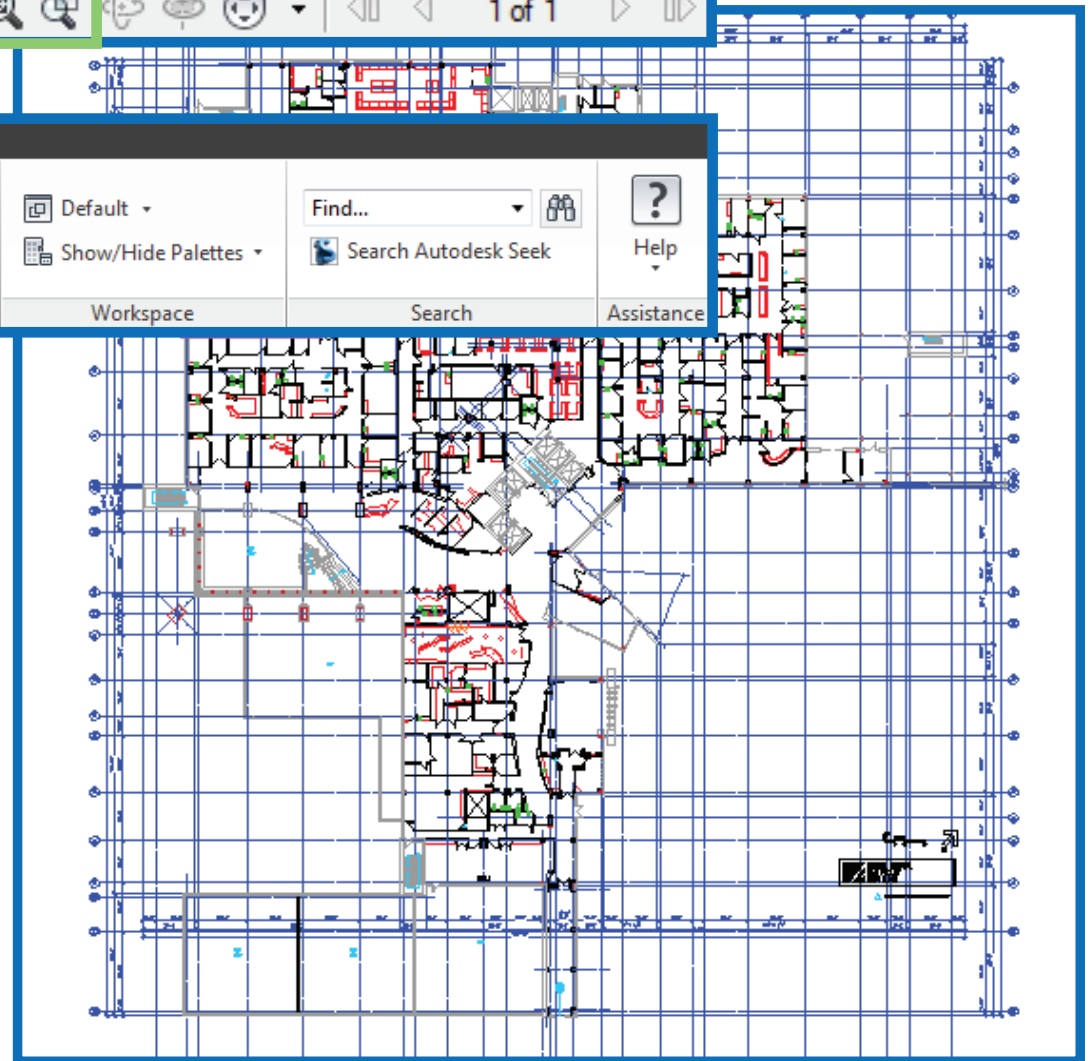
Toolbar Ribbon



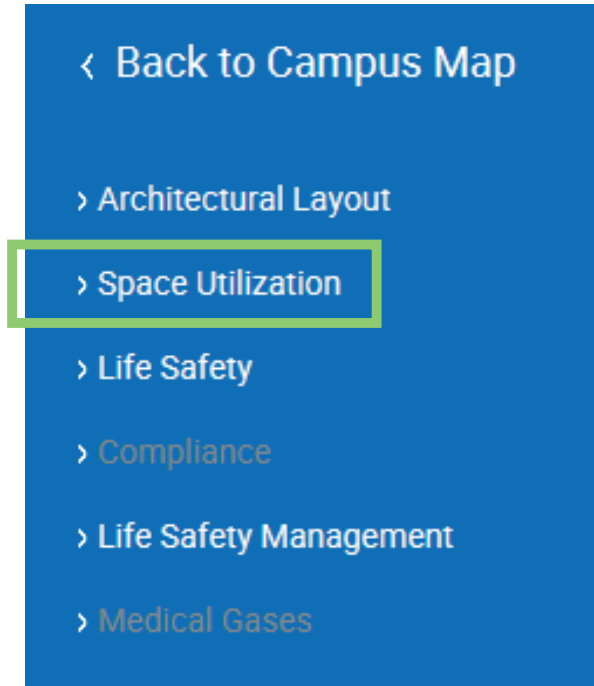
To move DWF layouts, click, hold, and drag your mouse in any white or inactive area of the drawing while the 'Pan' icon (hand) is selected in the basic toolbar.

To zoom in or out of an area, use the middle scroller on your mouse or use the 'Zoom' icons included in the basic toolbar.

The 'Home' tab in the toolbar ribbon contains some basic features, such as Save, Print, Find, and Help.



Accessing Room Attributes Via Layouts

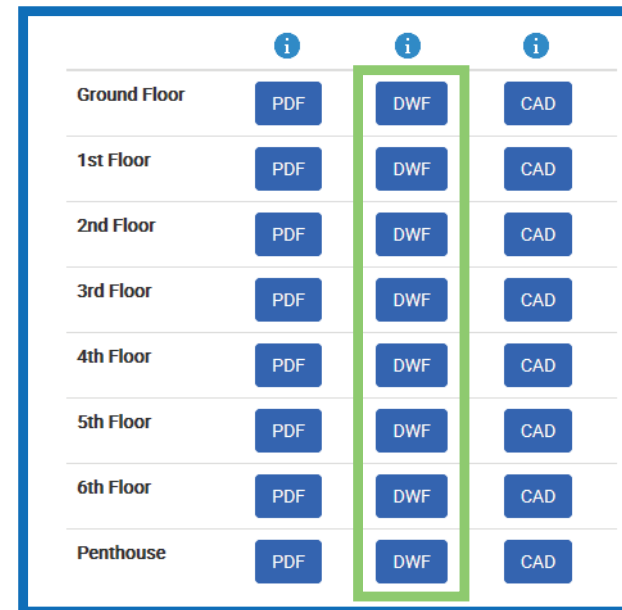





Critical information regarding each room of your facility is available by clicking on that room within a floor layout.

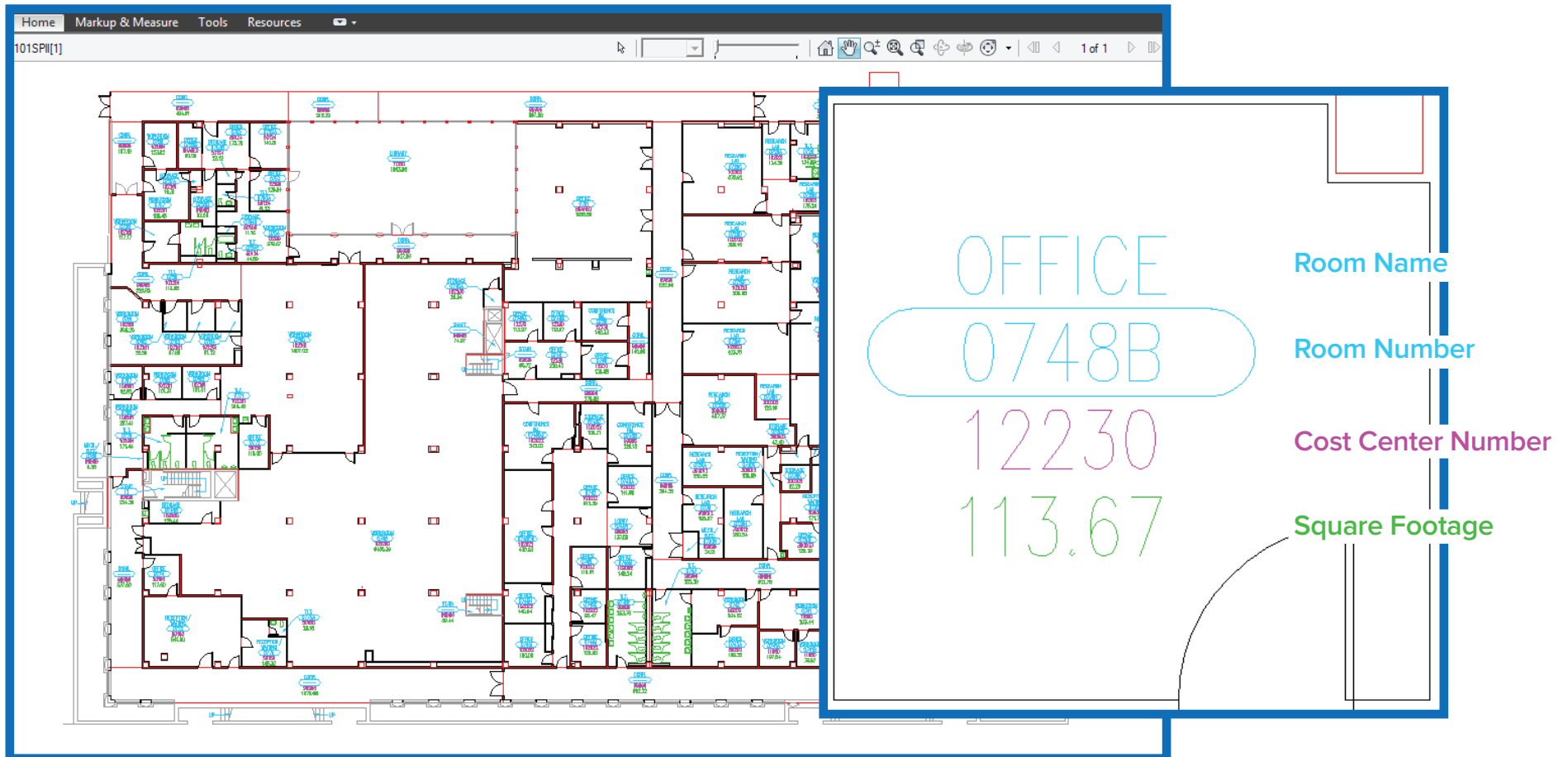
This and the following examples focus on ‘Space Utilization’ as is it is another foundational application.

Going back to your list of available applications, choose ‘Space Utilization’ from the menu.

Once on the ‘Space Utilization’ page, you will find a menu of floor layout options. This and the following examples focus again on viewing DWF layouts, however it should be noted that the same basic principles apply to PDF layouts.



			
Ground Floor	PDF	DWF	CAD
1st Floor	PDF	DWF	CAD
2nd Floor	PDF	DWF	CAD
3rd Floor	PDF	DWF	CAD
4th Floor	PDF	DWF	CAD
5th Floor	PDF	DWF	CAD
6th Floor	PDF	DWF	CAD
Penthouse	PDF	DWF	CAD



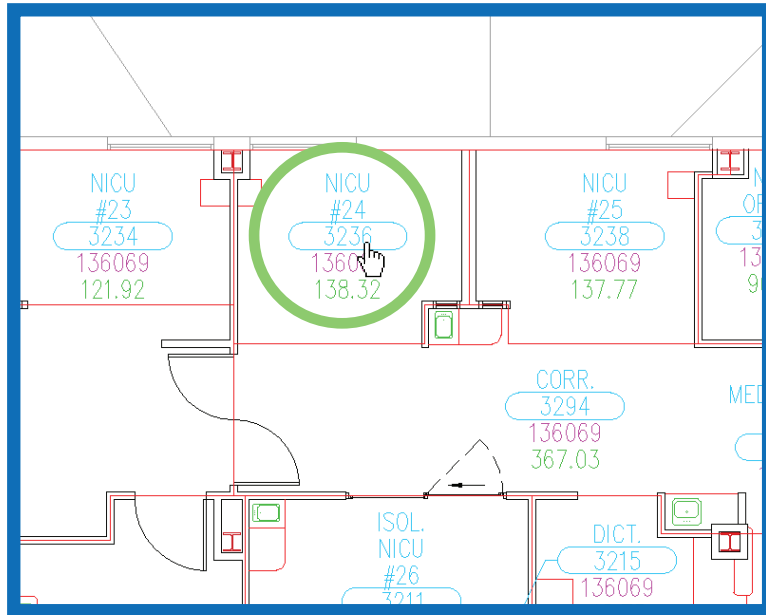
The screenshot shows a software interface with a menu bar (Home, Markup & Measure, Tools, Resources) and a toolbar. The main area displays a floor plan with various rooms. A callout box for a specific room is shown on the right, containing the following attributes:

- Room Name: OFFICE
- Room Number: 0748B
- Cost Center Number: 12230
- Square Footage: 113.67

A legend on the right side of the callout box explains each attribute:

- Room Name: OFFICE
- Room Number: 0748B
- Cost Center Number: 12230
- Square Footage: 113.67

Each room in a layout displays a number of basic attributes. The guide (above right) explains what each attribute represents. These basic attributes also act as a link to more detailed information on that particular room (see following page for further details).

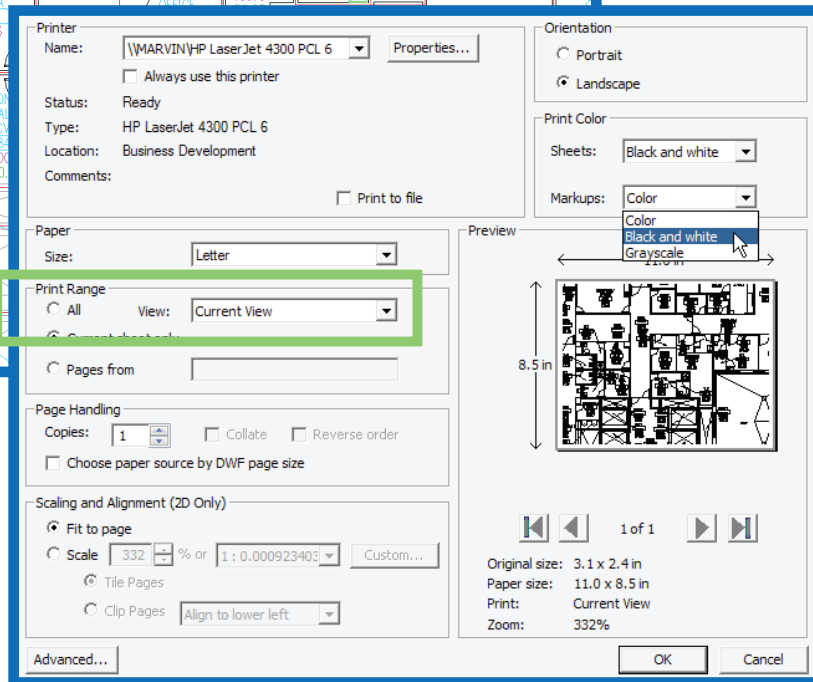
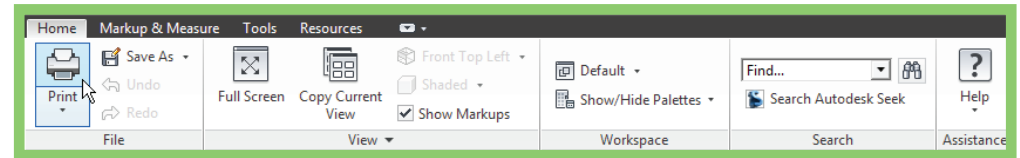
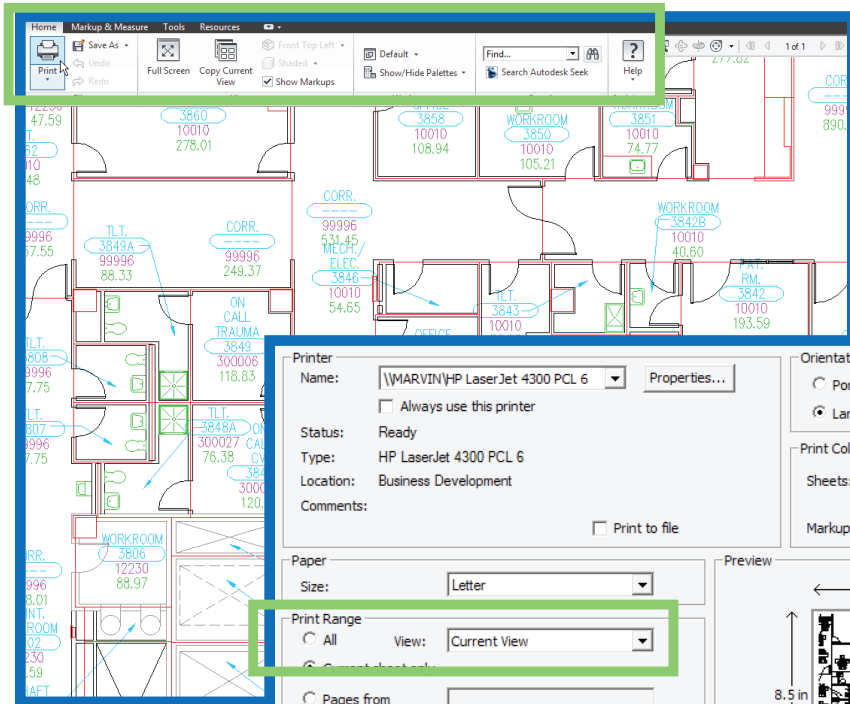


Field	Values
Site	GH
Building	GENERAL HOSPITAL
Floor	03
Room Number	3236
Room Name	NICU #24
Cost Center	136069
Cost Center Description	NICU
Floor Finish	VCT
Wall Finish	VWC
Ceiling Finish	2X4 LAYIN
Gross S.F.	138.32

To view a more detailed listing of room attributes, click on the area in the layout showing the room's basic attributes.

Note: 'Gross S.F.' in the example above represents usable space.

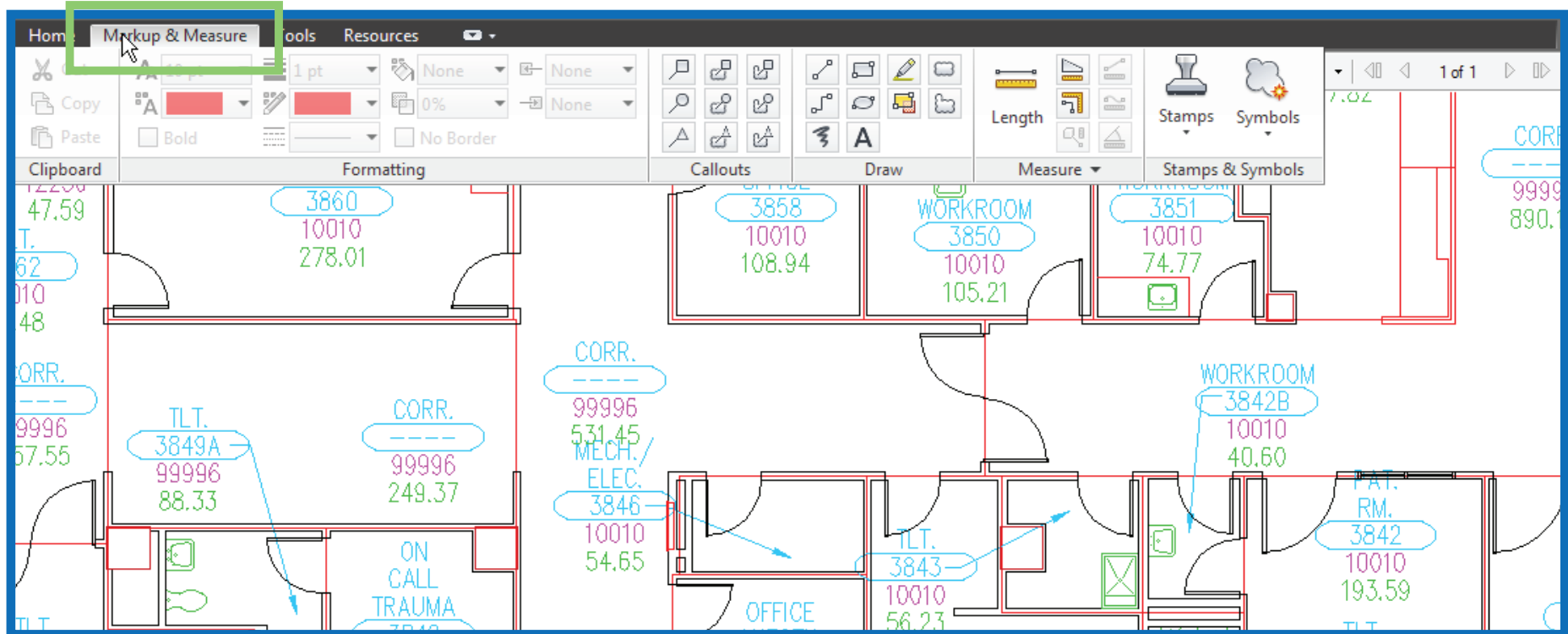
To print either a full or selected view* of your layouts, first click on the 'Print' icon in the toolbar ribbon.



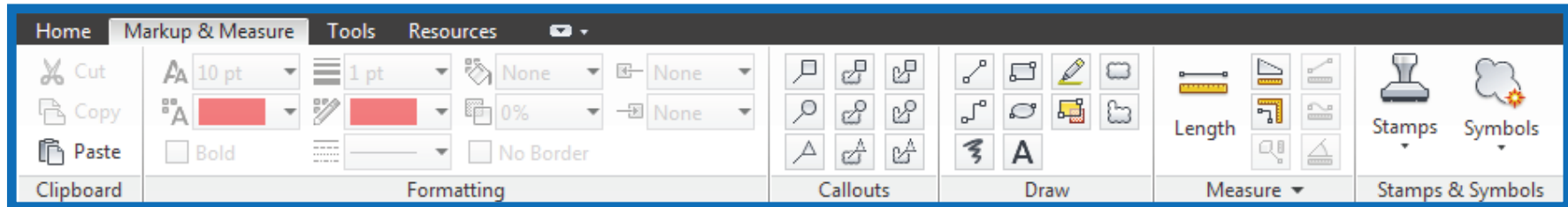
A dialog box will appear. Under the 'Print Range' section, either select 'Full Page' or 'Current View' (as shown left). Adjust any other settings according to preference, and click 'OK'.

Note: For best results when printing to a black & white printer, be sure to choose the 'Black and white' options from the 'Print Color' drop down menus.

*To print a specific area of a floor plan, simply zoom to that area.



The 'Markup & Measure' tab on the toolbar ribbon provides a toolbar for making notations and measuring areas of your layouts (see following page for further details). Marked up copies of the layouts can then be saved locally to your computer. All drawings are read-only, so the original copies will remain unchanged.



The 'Markup & Measure' toolbar provides a variety of useful features:



Text Markup – Allows text to be added anywhere on the drawing by clicking and dragging in an area of the layout where you want the text or label to appear.



Freehand Markup – Allows you to draw circles, squares, lines, and other various shapes on areas of the drawing by clicking and dragging over the layout.



Rectangle Callout – Allows you to enter text into a markup box in order to notate specific information for an element in the drawing.



Measure Length Between Two Points – Allows measurement of an area in a drawing by clicking on points of any chosen area. When done, hit the 'Esc' key on your keyboard and the total area, polyline, or length measurements will be displayed.



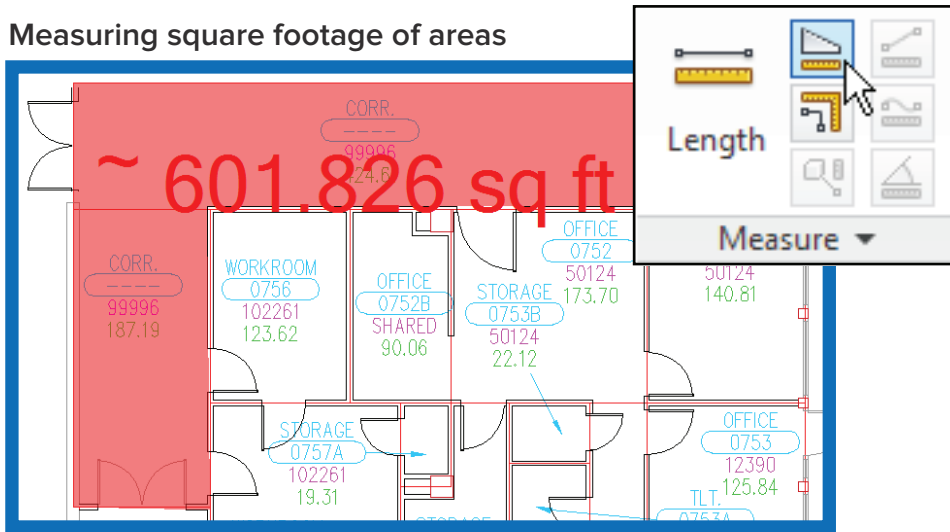
Stamps – Allows stamping on a drawing with various options, such as 'Approved', 'Rejected', 'Not For Construction', 'Not To Scale', 'Preliminary', 'For Review', and 'Final'.



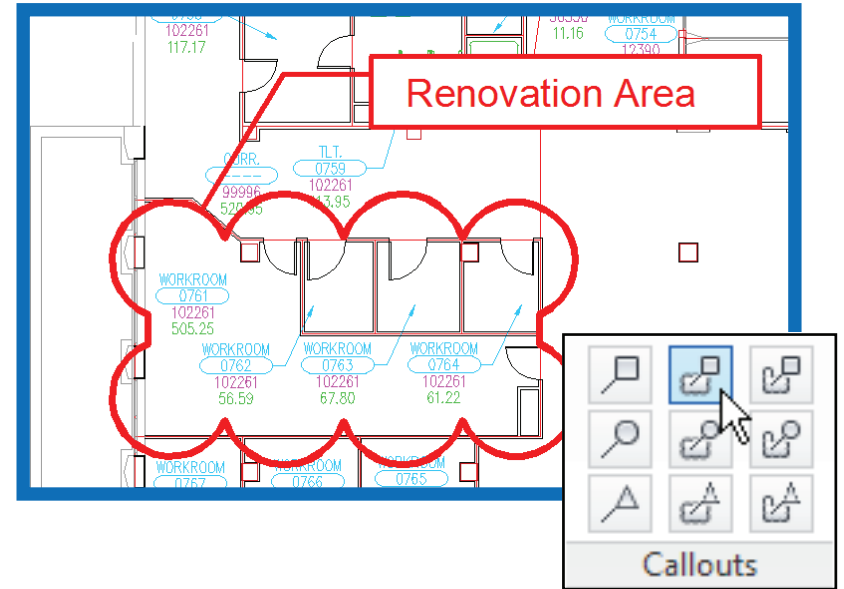
Custom Symbols – Allows placement of various symbols on the drawing.

The following examples demonstrate a few of the markup tools in use:

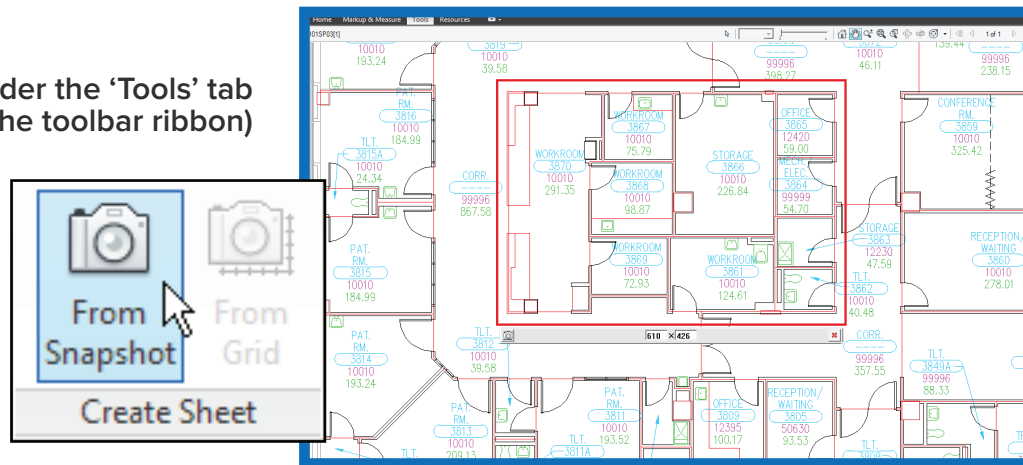
Measuring square footage of areas



Rectangle callout w/ revision cloud




Snapshot (found under the 'Tools' tab in the toolbar ribbon)



General Hospital

Space Utilization



1001 E. Hospital Rd.
Lombard, IL 60148

Space Control Panel

Project Log

FDM Query

Space Utilization

Space Move Manager

	i	i	i	
Ground Floor	PDF	DWF	CAD	Location Query
1st Floor	PDF	DWF	CAD	Cost Center Query
2nd Floor	PDF	DWF	CAD	Department Query
3rd Floor	PDF	DWF	CAD	Hatch Query
4th Floor	PDF	DWF	CAD	Chart Location Query
5th Floor	PDF	DWF	CAD	
6th Floor	PDF	DWF	CAD	
Penthouse	PDF	DWF	CAD	

For many applications, a menu of available queries is provided for that specific application ('Space Utilization' in this example). This menu is located to the right of the layouts menu.

A hatch query provides an easy way to visually locate areas of your layouts based on various criteria.

First click on the 'Hatch Query' link in the menu and follow the instructions on the next page.

[Return to AVS](#)

1. Select a Hatching Option:

Auto Hatch

Choose Field Name:

OR

Query Hatch - Create 1 or 2 set(s) of custom parameters

Parameter Set 1

Choose Field Name: Choose Field Value:

Query Terms: AND OR

Assign Hatch Color:

Parameter Set 2

Choose Field Name: Choose Field Value:

Query Terms: AND OR

Assign Hatch Color:

2. Select one or more floors from the list below:

01

02

03

04

LL

3. Results:

Confirm Selection of Hatch Parameters

[Create Hatch Results](#)

Building a hatch query consists of 3 simple steps:

1. Choose either 'Auto Hatch' or 'Query Hatch'.* Then choose the field that you would like represented in color within your floor layout.
2. The selected query from step 1 automatically displays the floors in which the selected fields are available. Select the floor(s) you want to view.
3. Click on 'Confirm Selection of Hatch Parameters' - this will enable the link 'Create Hatch Results'.

*'Auto Hatch' lets you create a quick, simple query based on a single data field that automatically assigns a single color to the corresponding area in the layout. 'Query Hatch' allows for multiple fields, as well as multiple color options.

[Return to AVS](#)

1. Select a Hatching Option:

Auto Hatch

Choose Field Name:

OR

Query Hatch - Create 1 or 2 set(s) of custom parameters

Parameter Set 1

Choose Field Name:

Choose Field Value:

Query Terms: AND OR

Assign Hatch Color:

Parameter Set 2

Choose Field Name:

Choose Field Value:

Query Terms: AND OR

Assign Hatch Color:

2. Select one or more floors from the list below:

01

02

03

04

LL

3. Results:

Confirm Selection of Hatch Parameters

[Create Hatch Results](#)



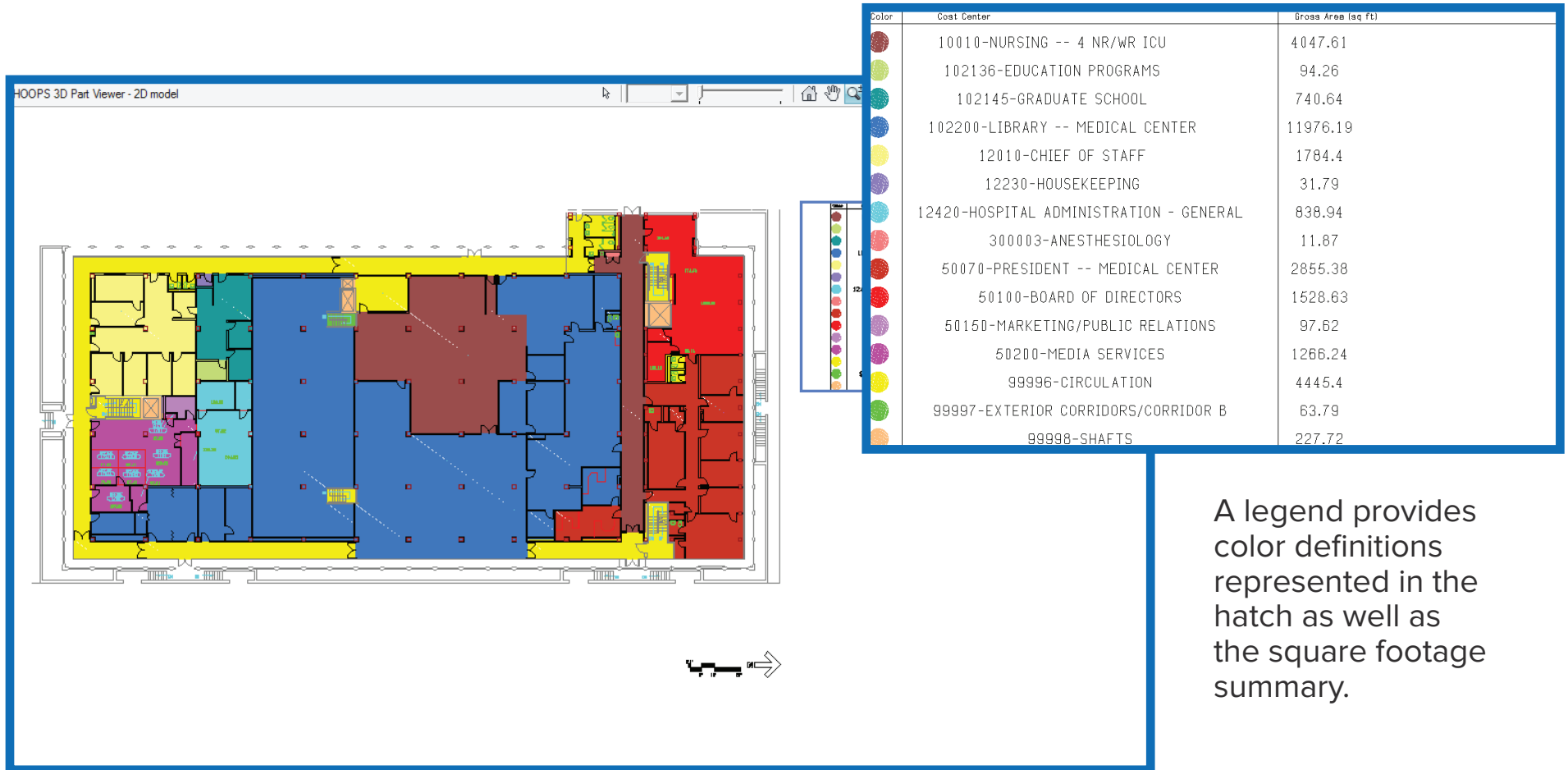
Hatch Query Drawing Results List

[This is the Drawing For Floor: 03](#)

[This is the Drawing For Floor: II](#)

Once hatch parameters have been set and the 'Confirm Selection of Hatch Parameters' link has been enabled, click on that link.

Your query will be processed and you will be directed to a page listing your hatched layout(s). Click on a link to view the desired drawing.




A legend provides color definitions represented in the hatch as well as the square footage summary.

Each field selected in the hatch query is represented by a color that provides a visual representation of the values in your floor layouts.

General Hospital

Space Utilization



1001 E. Hospital Rd.
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FDM Query

Space Utilization

Space Move Manager

	i	i	i	
Ground Floor	PDF	DWF	CAD	Location Query
1st Floor	PDF	DWF	CAD	Cost Center Query
2nd Floor	PDF	DWF	CAD	Department Query
3rd Floor	PDF	DWF	CAD	Hatch Query
4th Floor	PDF	DWF	CAD	Chart Location Query
5th Floor	PDF	DWF	CAD	
6th Floor	PDF	DWF	CAD	
Penthouse	PDF	DWF	CAD	

Going back to the ‘Space Utilization’ application, there are other queries you can use to generate a variety of reports.

For this and the following example, select the ‘Location Query’ from the menu on the far right.

1. Select Report Type: To build a query, first choose from list of pre-defined templates

2. Select Report Format: All reports can be generated either in HTML or Excel formats

3. Customize Query to Narrow Search: Narrow your search by choosing a field*

4. For a single string, click "and". the proper argument.

4. Click 'And' to insert your search criteria**

5. Once query is complete, click 'Create Report'.

Select a field value

*The field data will vary by facility, but the fields include:

- Building •Floor •Room Number •Room Name •Site •Cost Center •Cost Center Description
- Department •Department Description •Use Code •Use Description •Function Code •Function Description
- Room Description •Division •Occupant •Occupancy •Phone Extension •Contact •Primary Contact
- Change Date •Gross S.F. •Net S.F.

**If you want to search for more than one value, click 'Or'. E.G., adding floors 01 Or 02 Or 03 will give you the location information for floors 01 through 03.

After clicking 'Create Report' in the previous step, a report opens in a new window (or tab), displaying information based on your selected criteria.

Comprehensive Location Report (Condensed)

Building	Floor	Room Number	Room Name	Site	Cost Center	Cost Center Description	Gross S.F.	Net S.F.
MAIN-101	01	---	SUPPLY	MAIN CAMPUS	99998	SHAFTS	70.00	37.45
MAIN-101	01	---	CORR.	MAIN CAMPUS	99999	CIRCULATION	537.34	507.98
MAIN-101	01	---	CORR.	MAIN CAMPUS	99999	CIRCULATION	352.07	317.41
MAIN-101	01	---	CORR.	MAIN CAMPUS	99999	CIRCULATION	798.45	747.11

Building	Floor	Room Number	Room Name	Site	Cost Center	Cost Center Description	Gross S.F.	Net S.F.
MAIN-101	01	---	SUPPLY	MAIN CAMPUS	99998	SHAFTS	70.00	37.45

Building	Floor	Room Number	Room Name	Site	Cost Center	Cost Center Description	Gross S.F.	Net S.F.
MAIN-101	01	---	CORR.	MAIN CAMPUS	99999	CIRCULATION	537.15	512.08
MAIN-101	01	---	ENGINEER C.T. CORR.	MAIN CAMPUS	99999	CIRCULATION	726.02	701.18
MAIN-101	01	---	CORR.	MAIN CAMPUS	99999	CIRCULATION	188.89	179.53
MAIN-101	01	---	SUITE	MAIN CAMPUS	99998	SHAFTS	93.13	71.93
MAIN-101	01	12	STAIR	MAIN CAMPUS	99999	CIRCULATION	155.52	123.41
MAIN-101	01	13	STAIR	MAIN CAMPUS	99999	CIRCULATION	174.58	134.03
MAIN-101	01	14	STAIR	MAIN CAMPUS	99999	CIRCULATION	197.00	153.03
MAIN-101	01	1700	OFFICE	MAIN CAMPUS	50100	BOARD OF DIRECTORS	284.00	245.00
MAIN-101	01	1701	RECEPTION/ WAITING	MAIN CAMPUS	50070	PRESIDENT - MEDICAL CENTER	538.00	495.00
MAIN-101	01	1702	TLT.	MAIN CAMPUS	99999	CIRCULATION	39.00	35.00
MAIN-101	01	1703	TLT.	MAIN CAMPUS	99999	CIRCULATION	36.00	32.00
MAIN-101	01	1704	STORAGE	MAIN CAMPUS	50100	BOARD OF DIRECTORS	130.00	115.00
MAIN-101	01	1705	STORAGE	MAIN CAMPUS	50100	BOARD OF DIRECTORS	54.00	47.00
MAIN-101	01	1706	OFFICE	MAIN CAMPUS	50100	BOARD OF DIRECTORS	1,059.00	950.00
MAIN-101	01	1707	OFFICE	MAIN CAMPUS	50070	PRESIDENT - MEDICAL CENTER	256.00	230.00
MAIN-101	01	1708	OFFICE	MAIN CAMPUS	50070	PRESIDENT - MEDICAL CENTER	174.00	155.00
MAIN-101	01	1709	OFFICE	MAIN CAMPUS	50070	PRESIDENT - MEDICAL CENTER	245.00	220.00
MAIN-101	01	1710	OFFICE	MAIN CAMPUS	50070	PRESIDENT - MEDICAL CENTER	168.00	150.00
MAIN-101	01	1711	OFFICE	MAIN CAMPUS	50070	PRESIDENT - MEDICAL CENTER	168.00	150.00

Building	Floor	Room Number	Room Name	Site	Cost Center	Cost Center Description	Gross S.F.	Net S.F.
MAIN-101	LL	0757	WORKROOM	MAIN CAMPUS	102261	LIBRARY/LRC	188.45	176.54
MAIN-101	LL	0757A	STORAGE	MAIN CAMPUS	102261	LIBRARY/LRC	19.31	14.21
MAIN-101	LL	0758	WORKROOM	MAIN CAMPUS	102261	LIBRARY/LRC	117.17	108.08
MAIN-101	LL	0759	TLT.	MAIN CAMPUS	102261	LIBRARY/LRC	113.95	86.13
MAIN-101	LL	0760	WORKROOM	MAIN CAMPUS	102261	LIBRARY/LRC	1,807.02	1,754.90
MAIN-101	LL	0761	WORKROOM	MAIN CAMPUS	102261	LIBRARY/LRC	505.25	460.60
MAIN-101	LL	0762	WORKROOM	MAIN CAMPUS	102261	LIBRARY/LRC	56.59	52.23
MAIN-101	LL	0763	WORKROOM	MAIN CAMPUS	102261	LIBRARY/LRC	67.80	63.00
MAIN-101	LL	0764	WORKROOM	MAIN CAMPUS	102261	LIBRARY/LRC	61.22	54.20
MAIN-101	LL	0765	WORKROOM	MAIN CAMPUS	102261	LIBRARY/LRC	101.51	92.87
MAIN-101	LL	0766	WORKROOM	MAIN CAMPUS	102261	LIBRARY/LRC	101.31	92.48
MAIN-101	LL	0767	WORKROOM	MAIN CAMPUS	102261	LIBRARY/LRC	92.82	79.23
MAIN-101	LL	0768	WORKROOM	MAIN CAMPUS	102261	LIBRARY/LRC	297.41	268.63
MAIN-101	LL	0769	MECH/ ELEC.	MAIN CAMPUS	99999	ENGINEERING	6.56	4.29
MAIN-101	LL	0770	TLT.	MAIN CAMPUS	102261	LIBRARY/LRC	171.44	159.26
MAIN-101	LL	0771	TLT.	MAIN CAMPUS	102261	LIBRARY/LRC	216.48	199.75
MAIN-101	LL	0772	OFFICE	MAIN CAMPUS	50150	MARKETING/PUBLIC RELATIONS	119.05	111.53
MAIN-101	LL	0773	RECEPTION/ WAITING	MAIN CAMPUS	50100	COMMUNICATIONS (SWITCHBOARD)	541.90	516.06
MAIN-101	LL	0774	OFFICE	MAIN CAMPUS	50100	COMMUNICATIONS (SWITCHBOARD)	117.50	108.86
MAIN-101	LL	0775	RECEPTION/ WAITING	MAIN CAMPUS	50100	COMMUNICATIONS	145.32	137.24
MAIN-101	LL	0775A	TLT.	MAIN CAMPUS	50100	COMMUNICATIONS	25.16	22.45
MAIN-101	LL	12	STAIR	MAIN CAMPUS	99999	CIRCULATION	224.36	132.01
MAIN-101	LL	13	STAIR	MAIN CAMPUS	99999	CIRCULATION	194.83	157.52
MAIN-101	LL	14	STAIR	MAIN CAMPUS	99999	CIRCULATION	153.03	120.34

Floor Gross S.F.=43,245.66
Floor Net S.F.=40,354.48

Building Gross S.F.=143,871.52
Building Net S.F.=130,592.00
Total Gross S.F.=143,871.52
Total Net S.F.=130,592.00

Building Gross S.F.=143,871.52
Building Net S.F.=130,592.00
Total Gross S.F.=143,871.52
Total Net S.F.=130,592.00

The report displays a square footage summary for each floor, as well as the entire building.



Advanced Technologies Group, Inc.

AVS® Training Series

For further information contact ATG Technical Support at:
support@atginc.com or 630.829.8950



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