

Estates Services INFORMATION TEAM



ESTATES GIS User's guide

University Estates Services
Buildings Maps and Data

Welcome to the University of Oxford Estates Services mapping hub.

Select your card to access your data

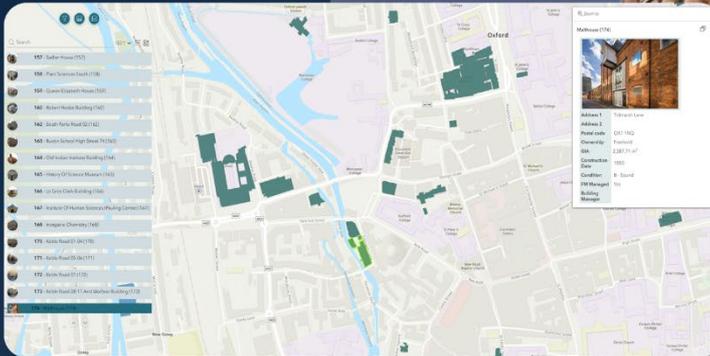
Gardens, Libraries and Museums

Humanities

Maths, Physical & Life Sciences

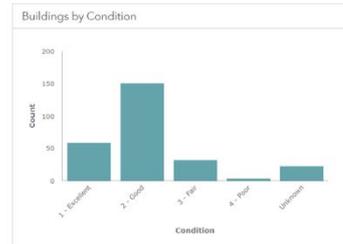
Social Sciences

University Administration Services



Total Area in m²
701,036.05

Functional Buildings only



Version control

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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/>



Sign In



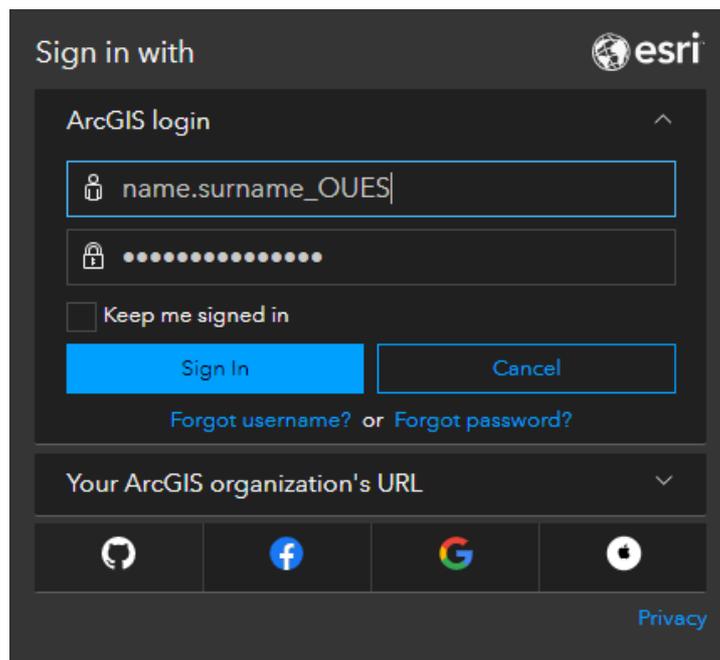
Please sign in.

This site requires ArcGIS credentials.

Sign In

1.2 Sign in to your Esri account

Use the login details provided by the Information Team.



The image shows the Esri ArcGIS login interface. At the top, it says "Sign in with" followed by the Esri logo. Below this is a section titled "ArcGIS login" with a dropdown arrow. It contains a username field with the text "name.surname_OUES", a password field with masked characters, and a checkbox labeled "Keep me signed in". There are two buttons: "Sign In" (highlighted in blue) and "Cancel". Below the buttons are links for "Forgot username?" and "Forgot password?". Underneath is a section for "Your ArcGIS organization's URL" with a dropdown arrow. At the bottom, there are four social media icons: GitHub, Facebook, Google, and Apple. A "Privacy" link is located in the bottom right corner.

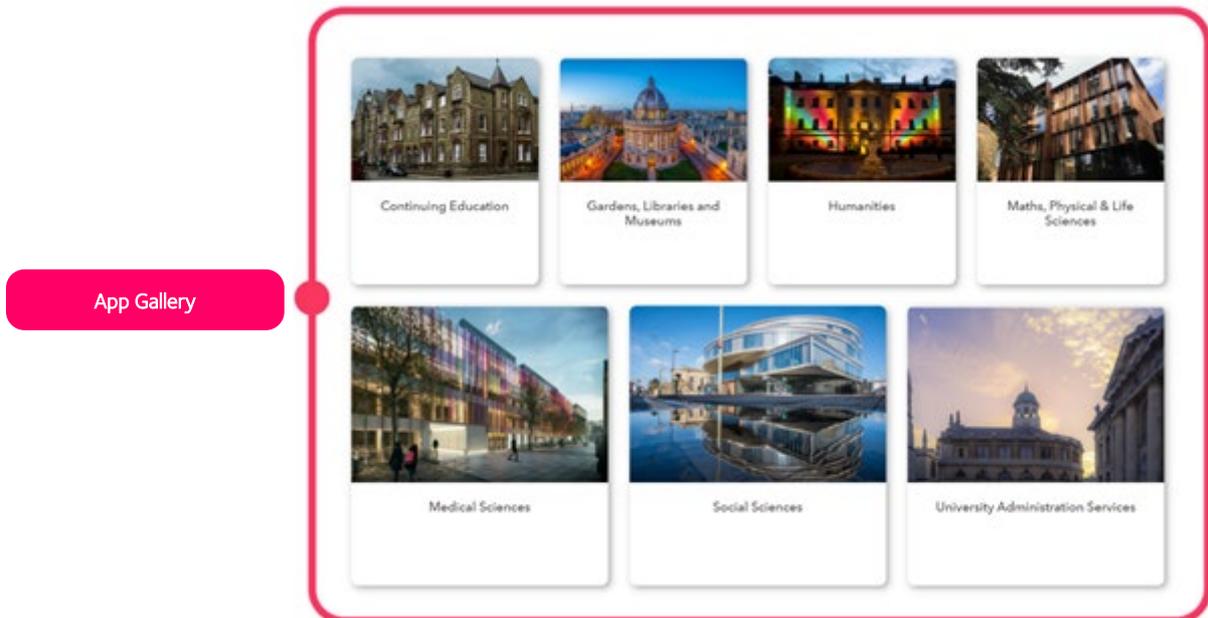
LANDING PAGE

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

Space Modification Request Form

Please, fill in the fields that need to be modified so we can update the University records

Space Code*

Space code in format - 000.00.00

Space Name

Please, type in the new name for the space

New name

Department Reference

Please, type in the new department reference

New reference

Space Category

Please, select the new Category

-Please Select-

Laboratories

Research and Teaching Support Facilities

Workshops

Offices

ing the space

Share Percentage

If the space is shared, please, note down all the departments sharing the space and the percentage assigned to each of them

1000

Comments

Please, let us know if there is anything else that we can do

1000

Attachments

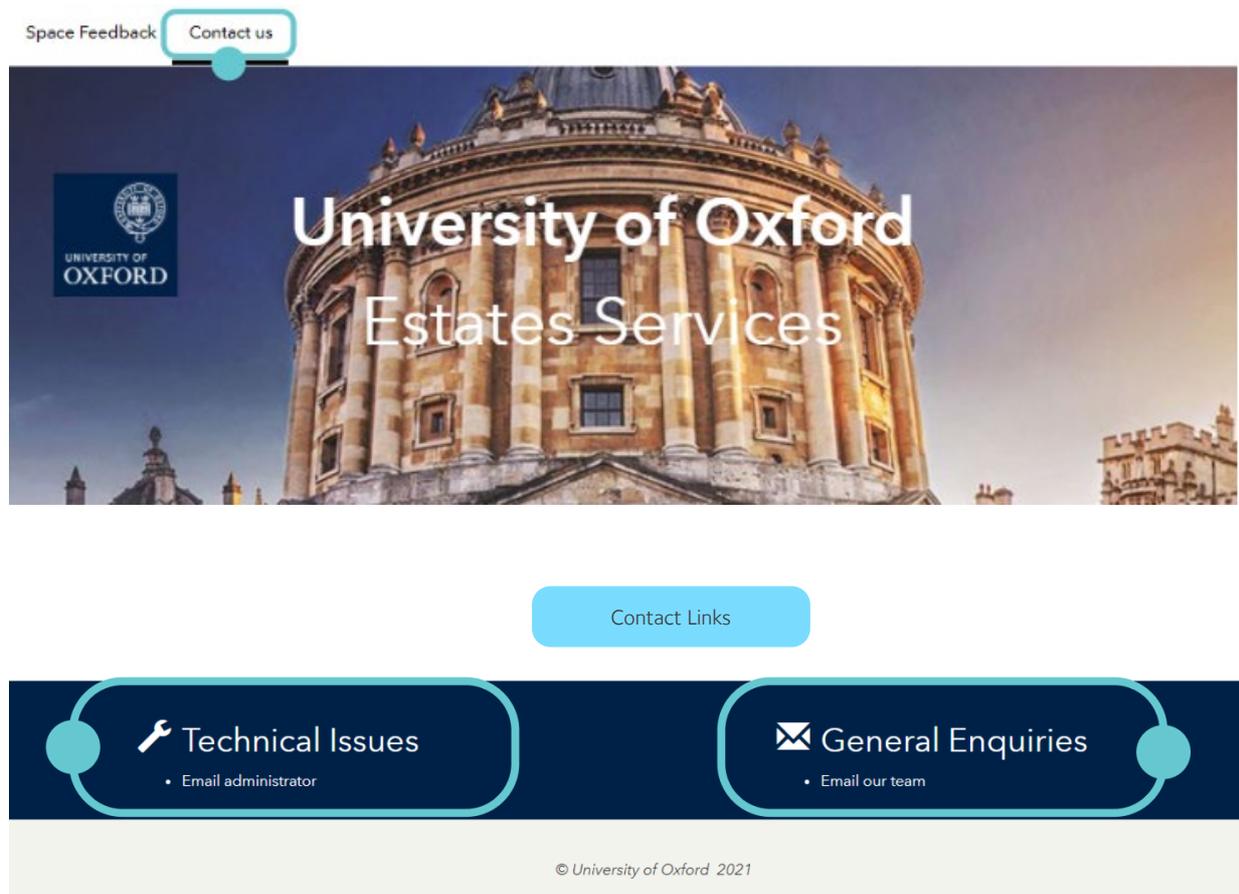
If there are structural changes, please, attach the plans so we can modify our records accordingly

Select file (Support: pdf, doc, docx, xls,xlsx, pptx, ppt, txt)

Submit

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?

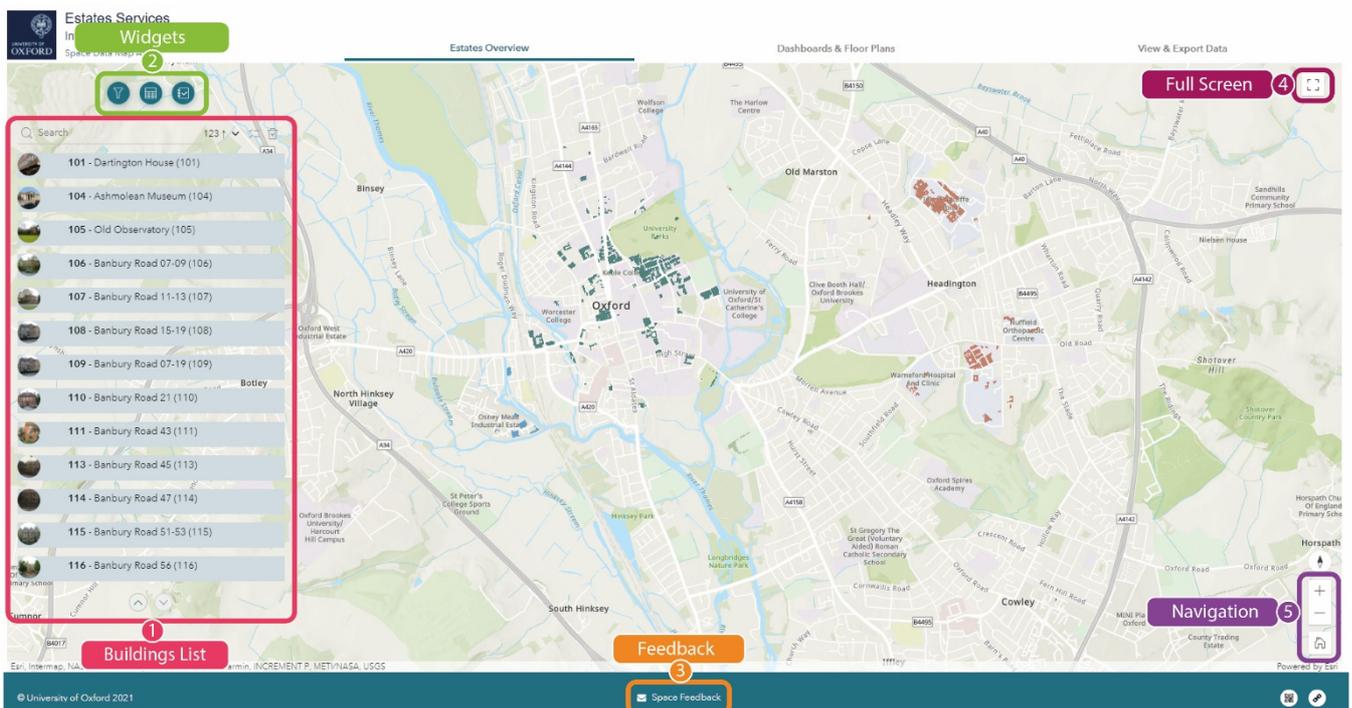
3.1 Estates Overview

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

Estates Services
Information Team

Space D

Estates Overview Dashboards & Floor Plans View & Export Data

Search 1231

- 101 - Dartington House (101)
- 104 - Ashmolean Museum (104)
- 105 - Old Observatory (105)
- 106 - Banbury Road 07-09 (106)
- 107 - Banbury Road 11-13 (107)
- 108 - Banbury Road 15-19 (108)
- 109 - Banbury Road 07-19 (109)
- 110 - Banbury Road 21 (110)
- 111 - Banbury Road 43 (111)
- 113 - Banbury Road 45 (113)
- 114 - Banbury Road 47 (114)
- 115 - Banbury Road 51-53 (115)
- 116 - Banbury Road 56 (116)

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Space Feedback

Powered by Esri

1) Buildings List

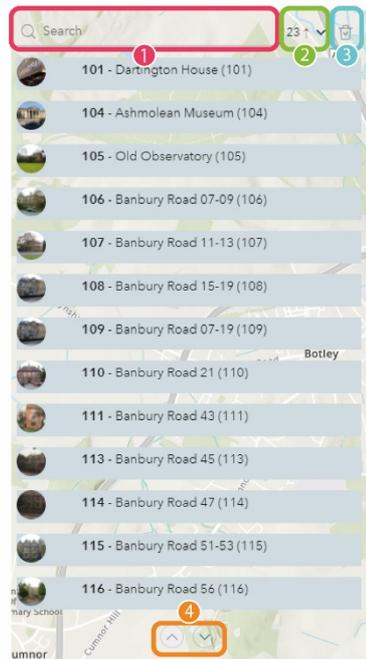
The list displays all the functional buildings in the estate. Scroll up or down and click on the building you are looking for. The map will zoom to the building and highlight it. To access the building information, click on the building outline and information about the building will appear in a pop-up.

The screenshot shows the 'Estates Services Information Team' GIS interface. The map displays the University of Oxford estate with various buildings and streets. A building on Park Road is highlighted in green. A pop-up window titled 'University Museum (252)' provides the following details:

Property Type	
Address 1	Parks Road
Address 2	
Postal code	OX1 3PW
Ownership	Freehold
GIA	8,402.82 m ²
Construction Date	1860
Condition	B - Sound
FM Managed	No
Building Manager	

The interface also includes a search bar, navigation controls, and a footer with '© University of Oxford 2021' and 'Space Feedback'.

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.

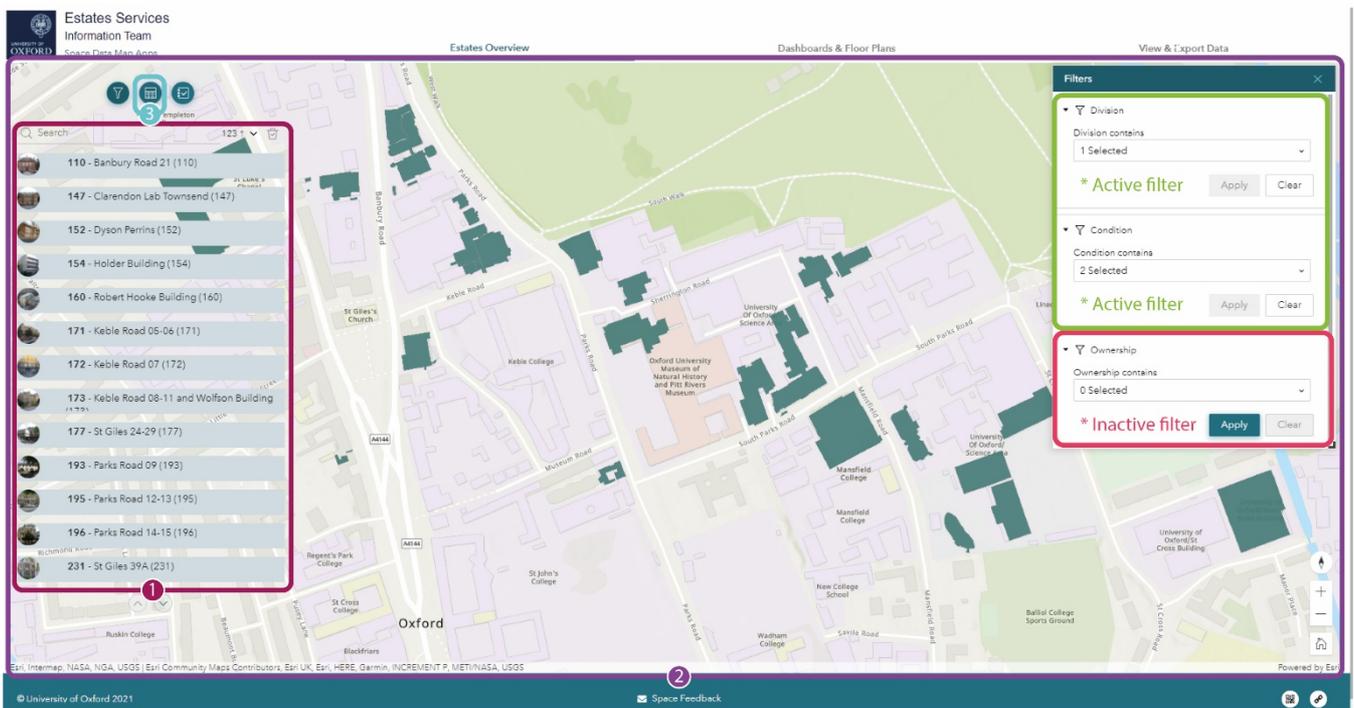
1.4 Building List Navigator

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.

The screenshot displays the 'Estates Services Information Team' GIS interface. On the left, a map of Oxford shows various buildings. A red box highlights a list of buildings on the map, including:

- 104 - Ashmolean Museum (104)
- 113 - Banbury Road 45 (113)
- 115 - Banbury Road 51-53 (115)
- 123 - Beaumont Street 37 (123)
- 130 - Weston Library (130)
- 131 - Bodleian Library (Old) (131)
- 137 - Botanic Garden (137)
- 138 - Botanic Garden Cottage (138)
- 144 - Clarendon Building (144)
- 156 - Wellington Square 01-07 (Rewley House)
- 160 - Robert Hooke Building (160)
- 165 - History of Science Museum (165)
- 168 - Inorganic Chemistry (168)

On the right, the 'Building Information Table' widget is open, displaying a table of building information. A red circle highlights the 'Actions' button in the top right corner of the table. The table contains the following data:

Building Number	Building Name	Ownership	Address 1	Address
104	Ashmolean Museum (104)	Freehold	Beaumont Street	
113	Banbury Road 45 (113)	Freehold	45 Banbury Road	
115	Banbury Road 51-53 (115)	Freehold	51-53 Banbury Road	
123	Beaumont Street 37 (123)	Freehold	37 Beaumont Street	
130	Weston Library (130)	Freehold	Broad Street	
131	Bodleian Library (Old) (131)	Freehold	Cette Street	
137	Botanic Garden (137)	Leasehold	High Street	
138	Botanic Garden Cottage (138)	Leasehold	Rose Lane	
144	Clarendon Building (144)	Freehold	Broad Street	
156	Wellington Square 01-07 (Rewley House) (156)	Freehold	Rewley House	1-7 Wellingt
160	Robert Hooke Building (160)	Freehold	Parks Road	
165	History of Science Museum (165)	Freehold	Broad Street	
168	Inorganic Chemistry (168)	Freehold	South Parks Road	
181	Music Faculty (181)	Freehold	St Aldates	
183	Norham Gardens 15 (183)	Freehold	15 Norham Gardens	
186	Denys Wilkinson Building (186)	Freehold	Kable Road	
191	Oriental Institute (191)	Freehold	St Johns Street	
220	Pitt-Rivers Museum (220)	Freehold	South Parks Road	
224	Radcliffe Camera (224)	Freehold	Radcliffe Square	
228	St Cross Building (228)	Freehold	Manor Road	
250	Taylor Institution (250)	Freehold	St Giles	
252	University Museum (252)	Freehold	Parks Road	
253	University Museum Lodge (253)	Freehold	Parks Road	
270	Atmospheric Physics (270)	Freehold	Parks Road	
300	Clarendon Institute (300)	Freehold	Walton Street	
307	Sackler Library (307)	Freehold	St Johns Street	

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

The dashboard is divided into several key sections:

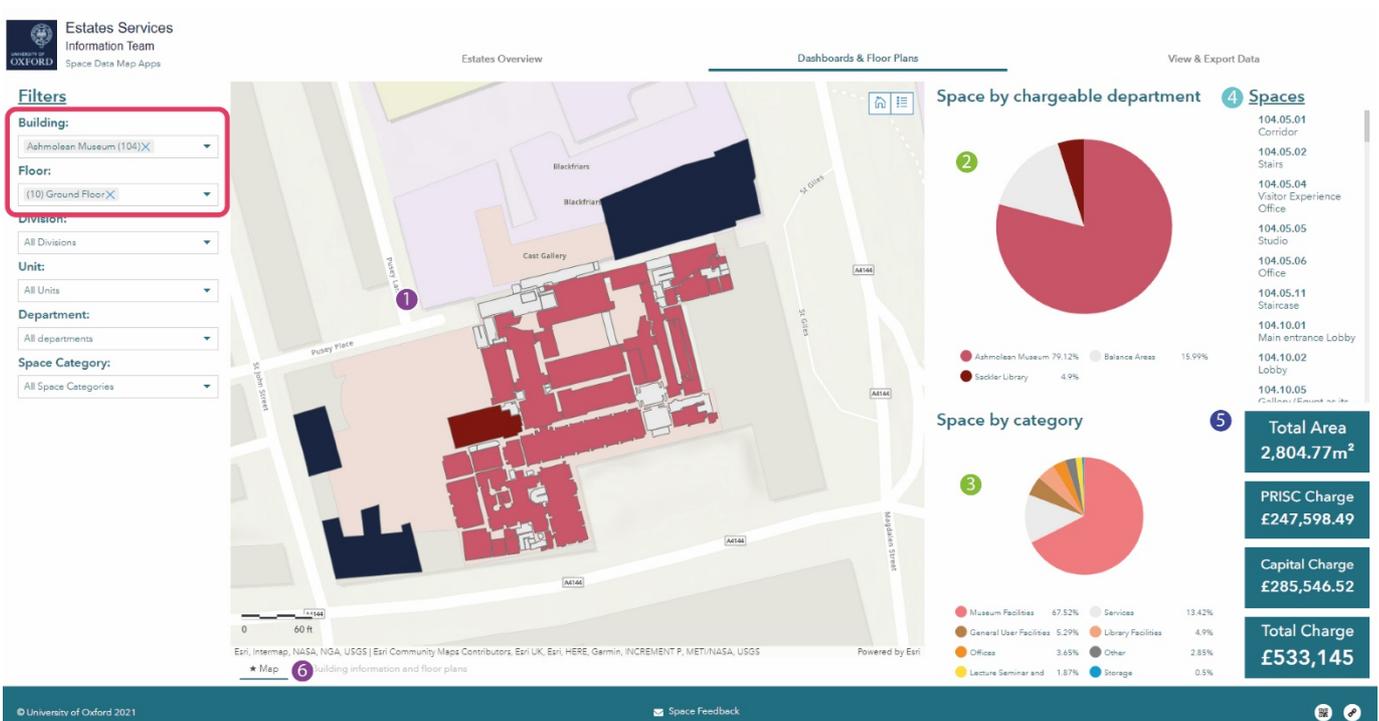
- Side Panel (1):** A red-bordered panel on the left containing filter menus for Buildings, Floor, Divisions, Units, Department, and Space Category.
- Map & Info Tabs (5):** A central map of Oxford with a purple-bordered tab at the bottom labeled 'Map & Info Tabs' containing 'Map' and 'Building information and floor plans'.
- Charts (2):** A green-bordered section on the right containing two pie charts:
 - Space by chargeable department:** A sunburst chart showing space distribution across departments like Bodleian Press (29.2%), Bodleian Libraries (12.9%), and others.
 - Space by category:** A pie chart showing space distribution by category such as Corridor (23.5%), Office (11.0%), and Meeting Rooms (4.4%).
- List (3):** A blue-bordered list on the right showing space IDs (e.g., 104.00.01 Stairs) and their corresponding categories.
- Indicators (4):** A blue-bordered box at the bottom right displaying key metrics:
 - Total Area:** 180,224.66m²
 - PRISC Charge:** £13,007,849.54
 - Capital Charge:** £10,126,280.37
 - Total Charge:** £23,134,129.74
- Feedback (6):** An orange-bordered button at the bottom center labeled 'Feedback' with a sub-link 'Space feedback'.

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.

Filters

Building:
Ashmolean Museum (104) X

Floor:
(10) Ground Floor X

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 m ²
NUA	11,097.47 m ²
Footprint	3,657.31 m ²

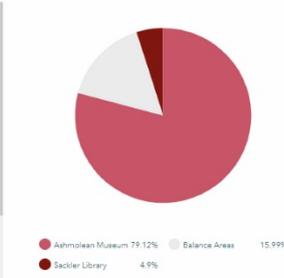
Ownership and Location

Ownership	Freehold
Region	Central Oxford Region
Site Name	Ashmolean Museum Area

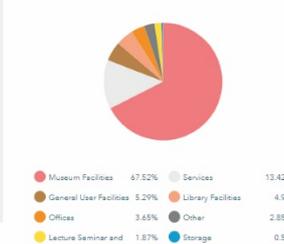
Condition

* May 6 Building information and floor plans

Space by chargeable department



Space by category



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
- 104.10.05

Total Area
2,804.77m²

PRISC Charge
£247,598.49

Capital Charge
£285,546.52

Total Charge
£533,145

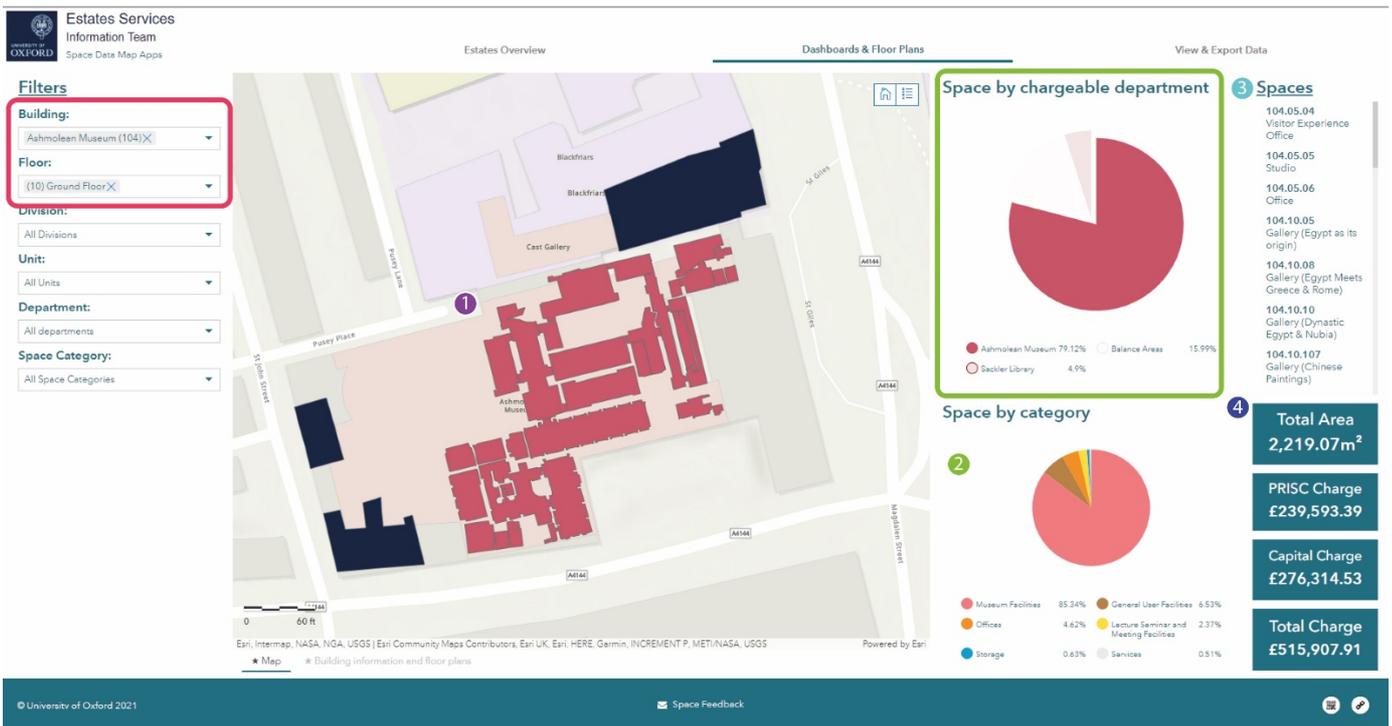
2) Charts

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.

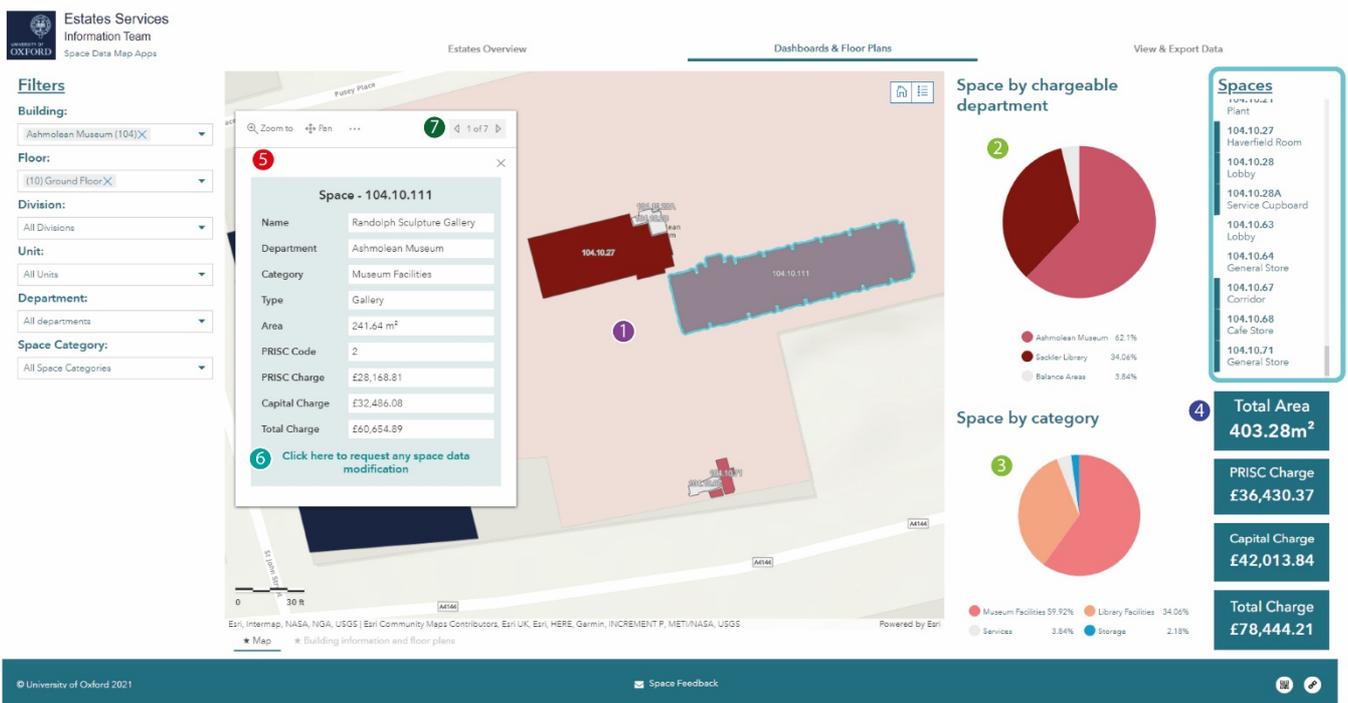
To unselect, just click again on the selected space.

Single Space Selection

The screenshot displays the 'Estates Services Information Team Space Data Map App' interface. On the left, there are filter menus for Building (Ashmolean Museum (104)), Floor (10 Ground Floor), Division (All Divisions), Unit (All Units), Department (All departments), and Space Category (All Space Categories). The central map shows a purple highlighted space labeled '104.10.111'. A pop-up window (5) provides detailed information for this space. On the right, there are two charts: 'Space by chargeable department' showing 100% for Ashmolean Museum, and 'Space by category' showing 100% for Museum Facilities. A summary table (4) lists: Total Area 241.64m², PRISC Charge £28,168.81, Capital Charge £32,486.08, and Total Charge £60,654.89. A list of spaces (3) is also visible on the right.

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).

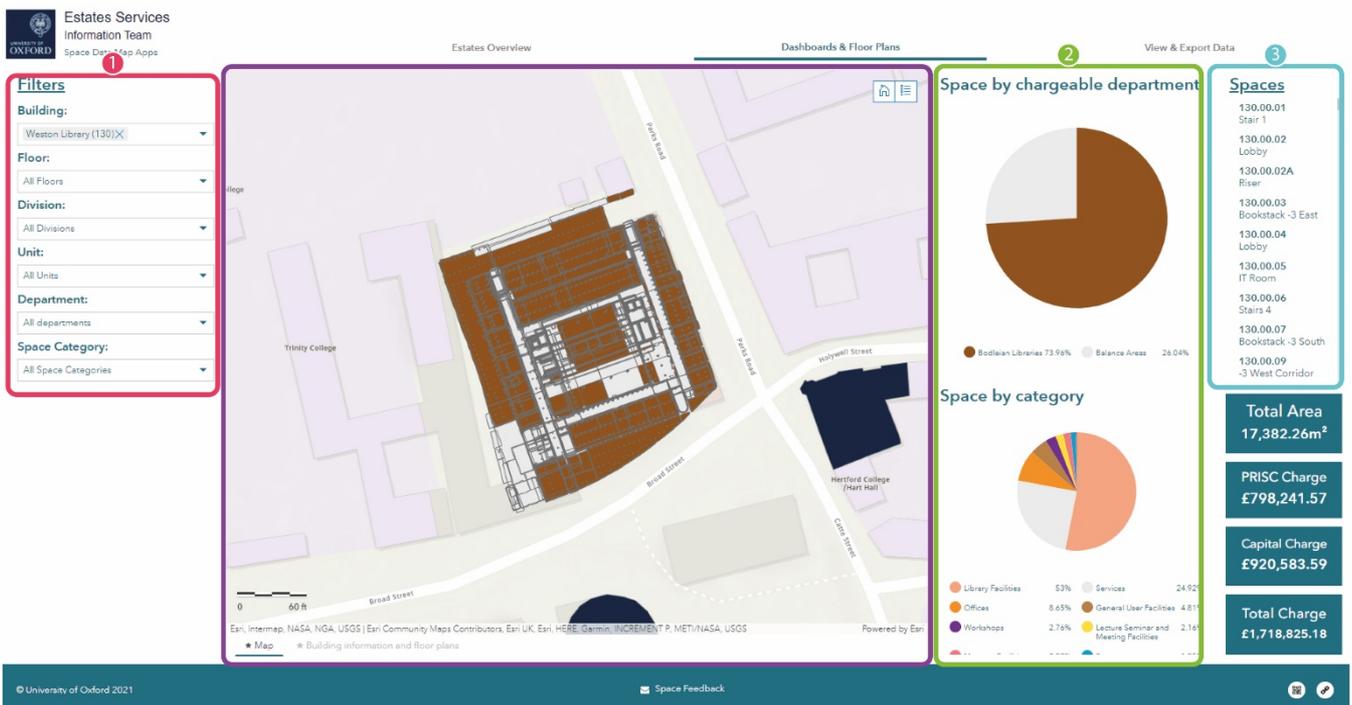
The indicators are linked to all elements - filtering data using the side-panel filters, the charts or the list will affect the data the indicators show.

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

The screenshot displays the 'Estates Services Information Team' dashboard for 'Weston Library (130)'. The interface is divided into several sections:

- Filters (1):** A sidebar on the left with dropdown menus for Building (Weston Library (130)), Floor, Division, Unit, Department, and Space Category.
- Building Information (2):** A central panel for 'Weston Library (130)' featuring a photograph of the building and three data tables:

Address data	
Address 1	Broad Street
Address 2	
Postal code	OX1 3BG

Area data	
GIA	19,852.14 m ²
NUA	12,856.11 m ²
Footprint	2,835.38 m ²

Ownership and Location	
Ownership	Freehold
Region	Central Oxford Region
Site Name	Library Area
- Charts (3):** Two pie charts on the right:
 - 'Space by chargeable department' showing Bodleian Libraries (73.96%) and Balance Areas (26.04%).
 - 'Space by category' showing Library Facilities (53%), Services (24.92%), General User Facilities (4.81%), Offices (8.65%), Lecture Seminar and Meeting Facilities (2.18%), and Workshops (2.76%).
- Summary (4):** A table on the far right listing specific spaces and their associated costs:

Spaces	Total Area	PRISC Charge	Capital Charge	Total Charge
130.00.01 Star 1	17,382.26m ²	£798,241.57	£920,583.59	£1,718,825.18
130.00.02 Lobby				
130.00.02A Riser				
130.00.03 Bookstack-3 East				
130.00.04 Lobby				
130.00.05 IT Room				
130.00.06 Stairs 4				
130.00.07 Bookstack-3 South				
130.00.09 -3 West Corridor				

Use the Building filter on the left side panel **1** to select the building you want to see. At the same time, the charts **2** and the list **3** 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**.

The screenshot shows the 'Estates Services Information Team' dashboard for 'Weston Library (130)'. The interface is divided into several sections:

- Filters (1):** A sidebar on the left with dropdown menus for Building (Weston Library (130)), Floor (All Floors), Division (All Divisions), Unit (All Units), Department (All departments), and Space Category (All Space Categories).
- Estates Overview (2):** A central panel showing building details for Weston Library (130):

Original Construction Year	1939
Condition	A - As New
Functional Suitability	1 - Excellent
Parking Spaces	20

 Below this is a 'Responsibility' table:

Insurance	University Insures
Repairing	OUES Standing Orders Apply
Rates	University Pays - Space Charged
Security	OUSS Provides - Space Charged
Managed Building	No
- Dashboards & Floor Plans (3):** Two pie charts on the right. The top one is 'Space by chargeable department' showing Bodleian Libraries (73.96%) and Balance Areas (26.04%). The bottom one is 'Space by category' showing Library Facilities (53%), Services (24.9%), Offices (8.65%), General User Facilities (4.8%), Workshops (2.76%), and Lecture Seminar and Meeting Facilities (2.18%).
- View & Export Data (4):** A list of spaces on the right, including Stair 1, Lobby, Riser, Bookstack -3 East, Bookstack -3 South, IT Room, Stairs 4, and Bookstack -3 West Corridor.
- Summary (5):** A box at the bottom right showing:
 - Total Area: 17,382.26m²
 - PRISC Charge: £798,241.57
 - Capital Charge: £920,583.59
 - Total Charge: £1,718,825.18
- Floor Plans:** A list of PDF links for various levels: 130_00A - Basement -3.pdf, 130_10A - Basement -2.pdf, 130_20A - Basement -1.pdf, 130_30A - Ground Floor.pdf, and 130_40A - Service Void.pdf. A red circle with the number 5 is placed over these links.

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.

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.

Estates Services Information Team
Space Data Map Apps

Estates Overview Dashboards & Floor Plans View & Export Data

Filter

- Space Data ¹ Active filter ³
 - Building Name
 - Atmospheric Physics (270)
 - Banbury Road 51-53 (115)
 - Beaumont Street 37 (123)
 - Bodleian Library (Old) (131)
 - Botanic Garden (137)
 - Botanic Garden Charlotte Building (3...)
- Building data ² Inactive filter

⁴ Refresh

⁵ GLAM Space Data

Building Number	Building Name	Floor	Space code	Space name	Dept Space Ref	Unit	Department	Space Category	Division	Space Type	PRISC Code	Share %	Total Area (m2)	PRISC total	CC total	Total Charge
131	Bodleian Library (Old) (131)	(00) Basement	131.00.01	Tunnel		Balance Areas	Balance Areas	Services	GLAM	Circulation	N/A	100.00	19.93	0.00	0.00	0.00
131	Bodleian Library (Old) (131)	(00) Basement	131.00.02	Boiler Room		Balance Areas	Balance Areas	Services	GLAM	Plant Room	N/A	100.00	48.55	0.00	0.00	0.00
131	Bodleian Library (Old) (131)	(00) Basement	131.00.03	Tunnel		Balance Areas	Balance Areas	Services	GLAM	Circulation	N/A	100.00	209.00	0.00	0.00	0.00
131	Bodleian Library (Old) (131)	(10) Ground Floor	131.06.01	Stairs to Tunnel		Balance Areas	Balance Areas	Services	GLAM	Circulation	N/A	100.00	5.70	0.00	0.00	0.00

110 features 0 selected

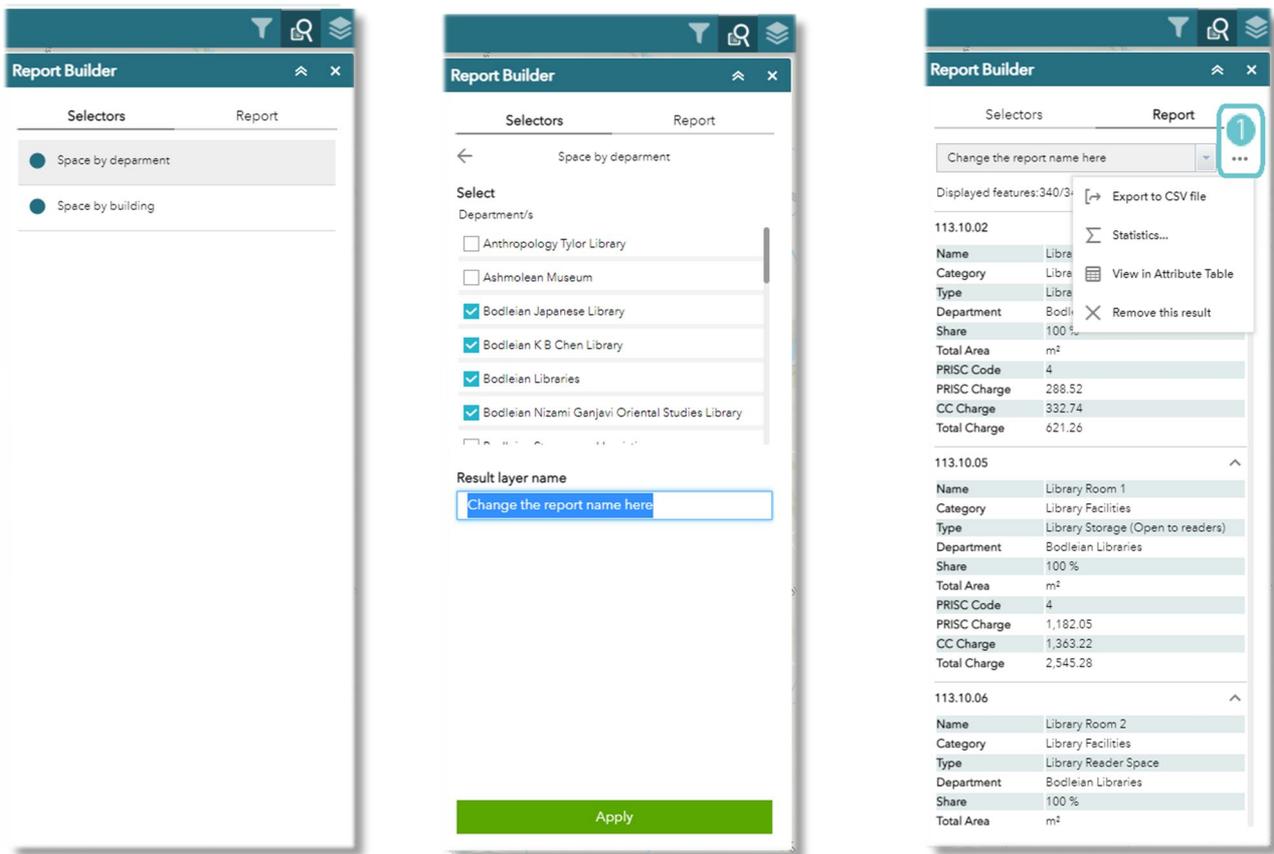
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2) Report Builder Widget

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.

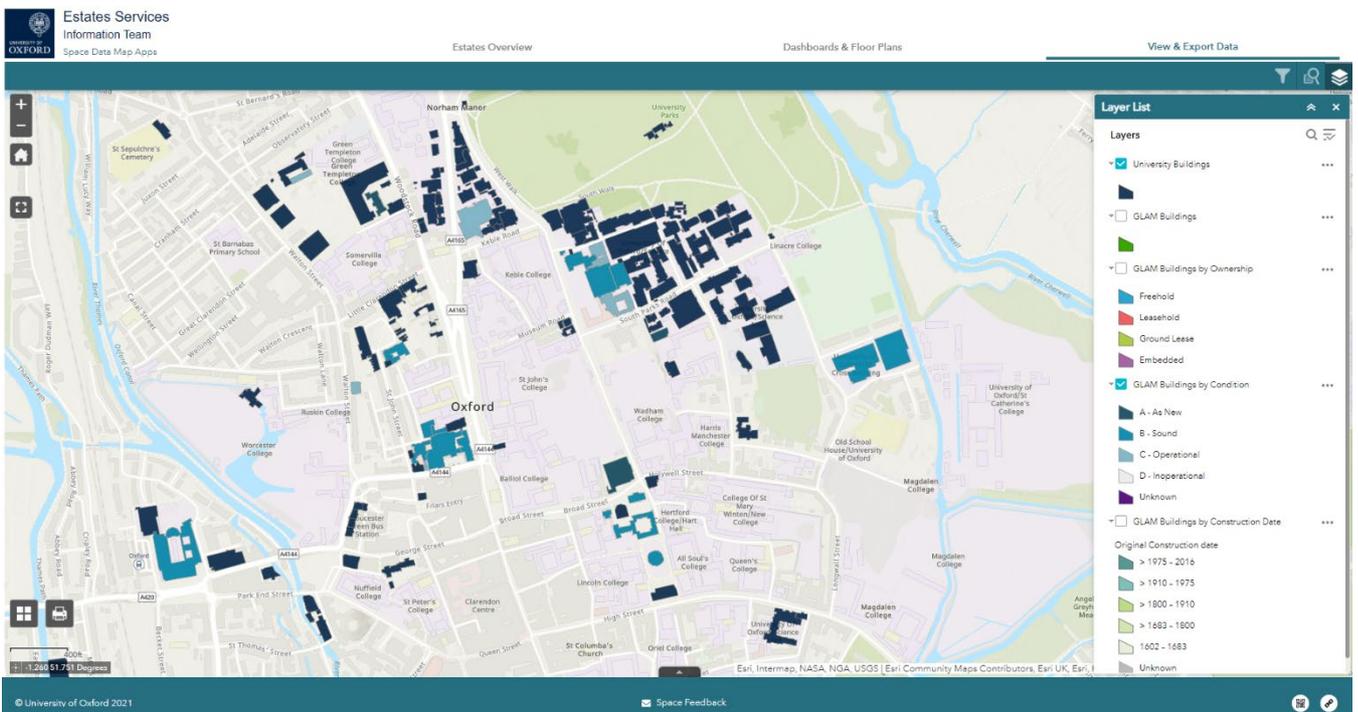
2-Select the department(s)/building(s). Name your report (optional) and click on the Apply button.

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 **1** (click again to hide it).

Estates Services Information Team
Space Data Map Apps

Estates Overview Dashboards & Floor Plans View & Export Data

GLAM Space Data GLAM Buildings

Building Name	Floor	Space code	Space name	Dept Space Ref	Unit	Department	Space Category	Division	Space Type	PRISC Code	Share %	Total Area (m2)	PRISC total	CC total	Total Charge
Ashmolean Museum (104)	[00] Lower Ground Floor	104.00.01	Stairs		Balance Area	Balance Area	Services	UAS/GLAM/HUM	Circulation	N/A	100.00	10.66	0.00	0.00	0.00
Ashmolean Museum (104)	[00] Lower Ground Floor	104.00.02	Cloakroom		Ashmolean Museum	Ashmolean Museum	Storage	UAS/GLAM/HUM	Support Office Storage (UAS and GLAM)	5	100.00	9.29	270.74	312.24	582.98
Ashmolean Museum (104)	[00] Lower Ground Floor	104.00.02A	Store		Ashmolean Museum	Ashmolean Museum	Storage	UAS/GLAM/HUM	Support General Storage (UAS and GLAM)	5	100.00	7.53	219.45	253.08	472.53
Ashmolean Museum (104)	[00] Lower Ground Floor	104.00.03	Corridor		Balance Area	Balance Area	Services	UAS/GLAM/HUM	Circulation	N/A	100.00	81.64	0.00	0.00	0.00
Ashmolean Museum (104)	[00] Lower Ground Floor	104.00.04	Cafe Store		Ashmolean Museum	Ashmolean Museum	Storage	UAS/GLAM/HUM	General Catering Storage	5	100.00	4.89	142.51	144.35	306.86

7288 features 0 selected

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The attribute table contains two different tables that display building **2** and space data **3** 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 **4**.

GLAM Space Data GLAM Buildings

Options Filter by map extent Zoom to Clear selection Refresh

Name	Ownership	Address 1	Address 2	Postal code	Gross int Area Building (m2)	Net Usable Area (m2)	Building footprint in m2	Original Construction date	Condition	Functional Suitability	Parking spaces	Acquisition date	Insurance Responsibility	Repairing Responsibility	Rates Responsibility	Security Responsibility	Manage Building
1104	Freehold	Beaumont Street		OX1 2PH	15,856.23	11,097.47	3,657.31	1845	B - Sound	1 - Excellent			University Insures	QUES Standing Orders Apply	University Pays - Space Charged	OUSS Provides - Space Charged	No
113	Freehold	45 Banbury Road		OX2 6PE	377.21	229.91	120.97	1885	B - Sound	2 - Good	2	Monday, 1...	University	QUES Standing	University Pays -	OUSS Provides -	No

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 **5**.

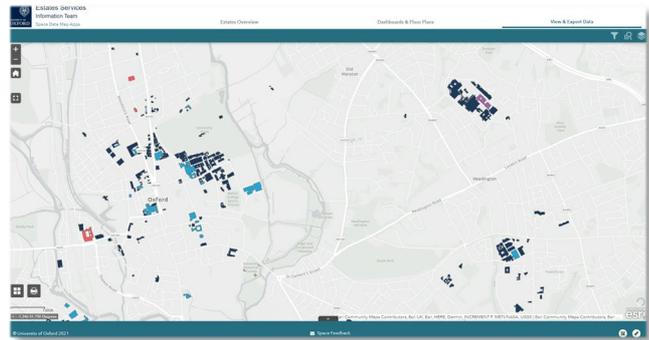
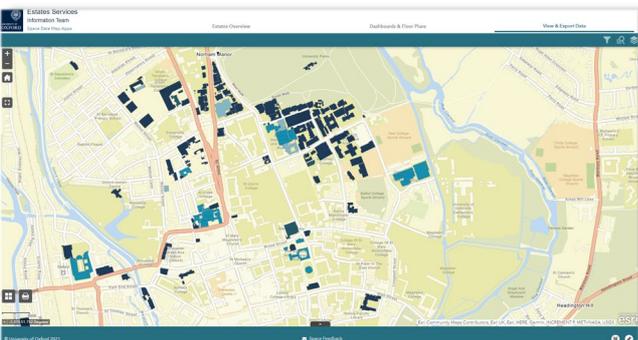
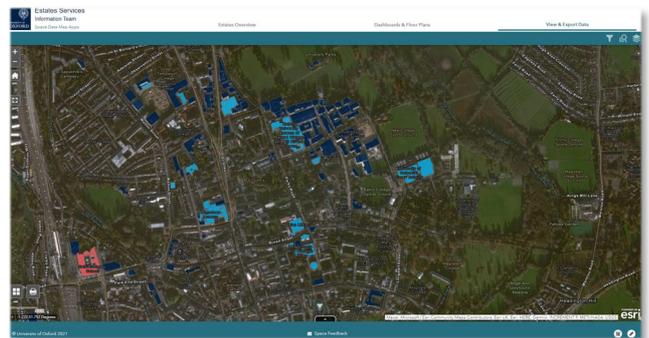
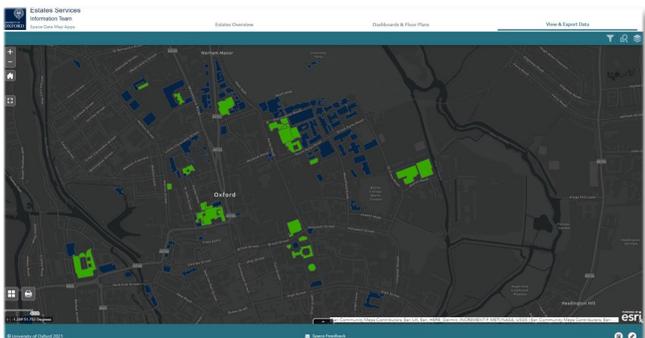
5) Feedback button

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.

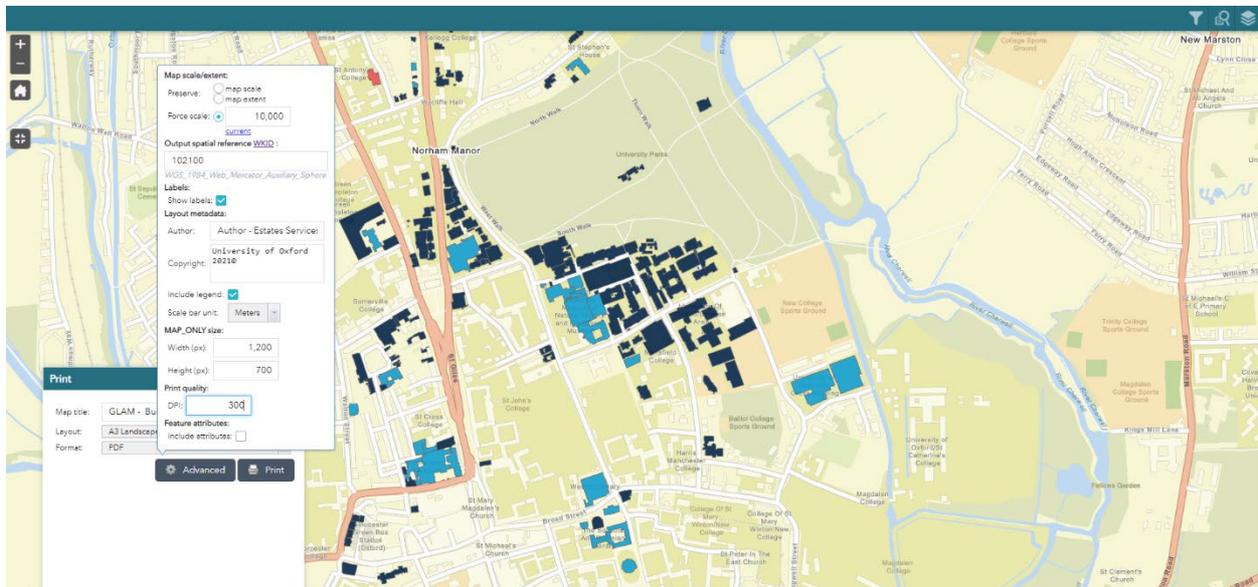


7) Print

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

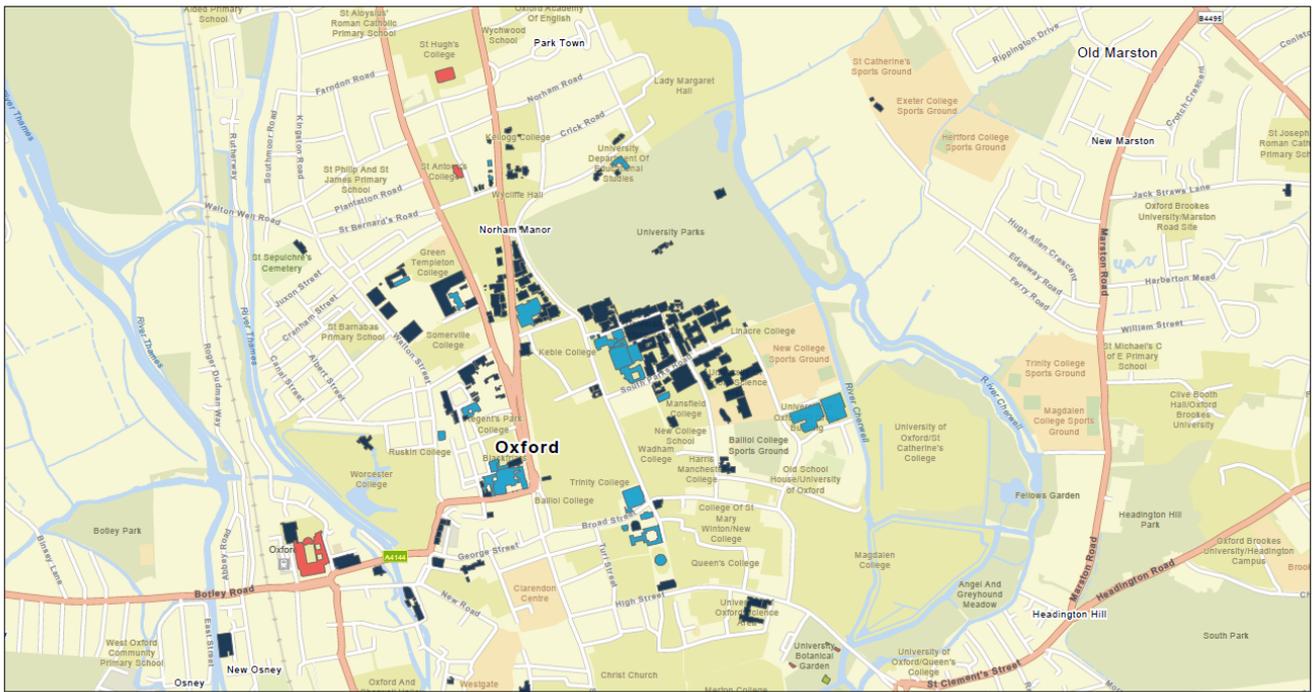
Select the layout using both the Base Map gallery and the Layers widget. Once you have selected the layers and the base map, you are ready to print.

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



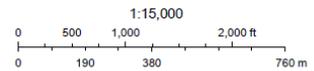
Setup options.

GLAM - Buildings by Ownership (OCC)



11/05/2021, 15:47:20

- University Buildings
- GLAM Buildings by Ownership
- Freehold
- Leasehold
- Ground Lease



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Author - Estates Services
University of Oxford 2021©

Final map

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

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