# ESRI User Guide

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Prepared for:

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# 1 Introduction

## 1.1 Overview

ESRI (Environmental Systems Research Institute) is a leading global provider of Geographic Information System (GIS) technology. The university uses ESRI's ArcGIS platform, supported by ESRI Australia, as its enterprise GIS solution to manage, analyse, and visualise spatial data across campus operations.

ArcGIS supports **Asset Transformation** by enabling:

1. **Management of underground services** – allowing accurate mapping and tracking of essential infrastructure assets.
2. **Storage of Master Planning data** – including GIS survey information to support informed campus development and decision-making.
3. **Maintenance of tree data** – ensuring effective environmental and asset management across university grounds.
4. **Integration with Archibus** – linking room, floor, and building information for cohesive space and facilities management.
5. **Support for projects and planning** – providing a reliable spatial platform for Asset Transformation staff to visualise, coordinate, and deliver projects efficiently.

In summary, ArcGIS, powered by ESRI technology, underpins the university's spatial data management, helping **Asset Transformation** maintain, plan, and develop campus infrastructure effectively.

## 1.2 Purpose

The purpose of this document is to guide users through requesting access to and using the university's ESRI GIS Portal. It provides instructions for logging in, navigating the main screen, switching campuses, and viewing underground asset, building, floor and room layers to support campus asset management and planning.

# 2 Logging On-To ESRI

## 2.1 Submit Request to Access ESRI

To gain access to ESRI, follow these steps:

1. **Submit an Archibus Request**
   - Log in to Archibus and create a new work request.
     - For LTU Employee (https://archibus.latrobe.edu.au/archibus/login.axvw)
     - For Non LTU (https://archibus-external.latrobe.edu.au/archibus/login.axvw)

2. **Select the Appropriate Problem Type**
   - Choose: Facilities System

3. **Provide Required Details in the Description**
   - Include your **company email address & name (For Non LTU)**

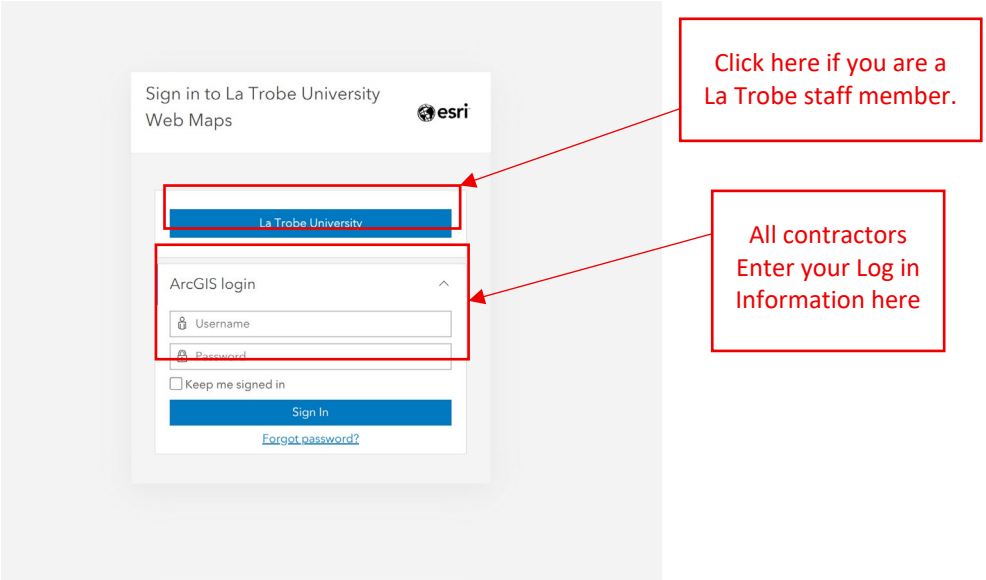
4. **Login Information**
   - Your login credentials and access details will be sent to your **company email address** after your request has been processed.

## 2.2 Accessing ESRI GIS Portal and Login Information

To access the ESRI GIS Portal, follow these instructions:

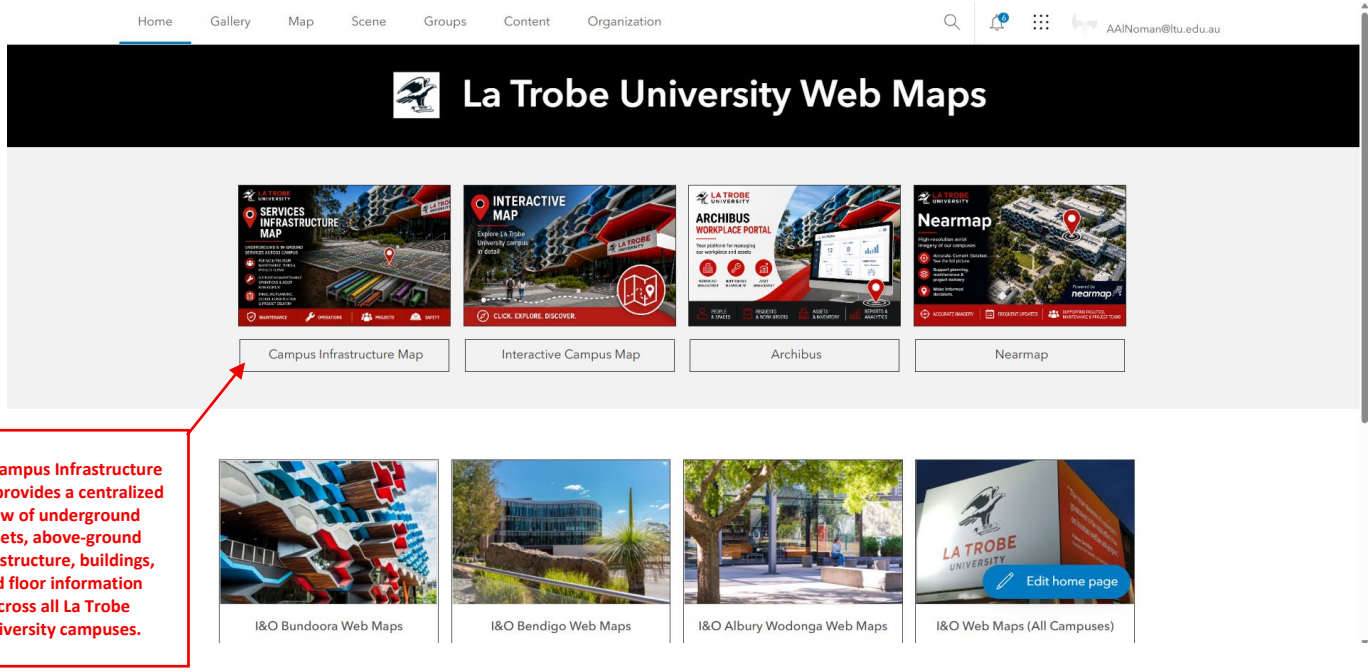
1. **Open the Portal**
   Navigate to the following URL:
   https://gisportal.latrobe.edu.au/portal

2. **Landing Page**
   Once you click on the link, the ESRI GIS Portal homepage will appear, as shown below:



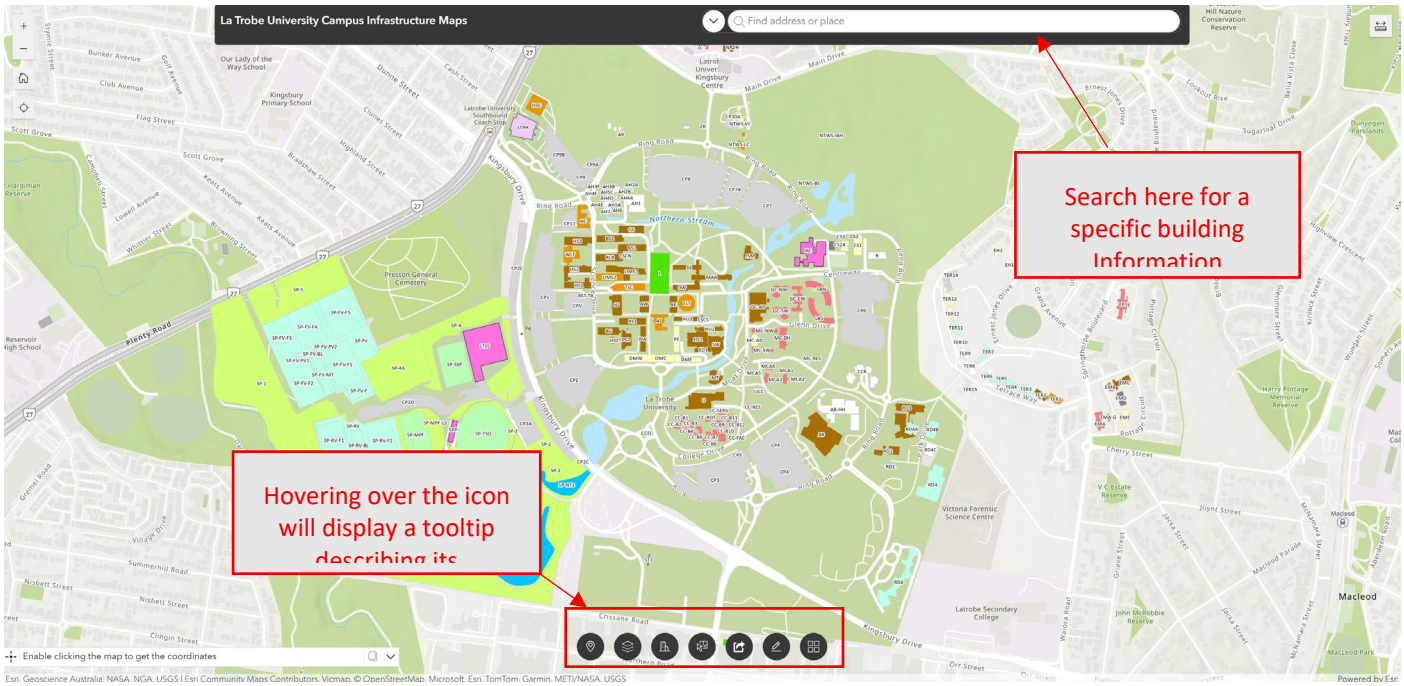

# 3 Navigate ESRI

## 3.1 Overview of Main Screen

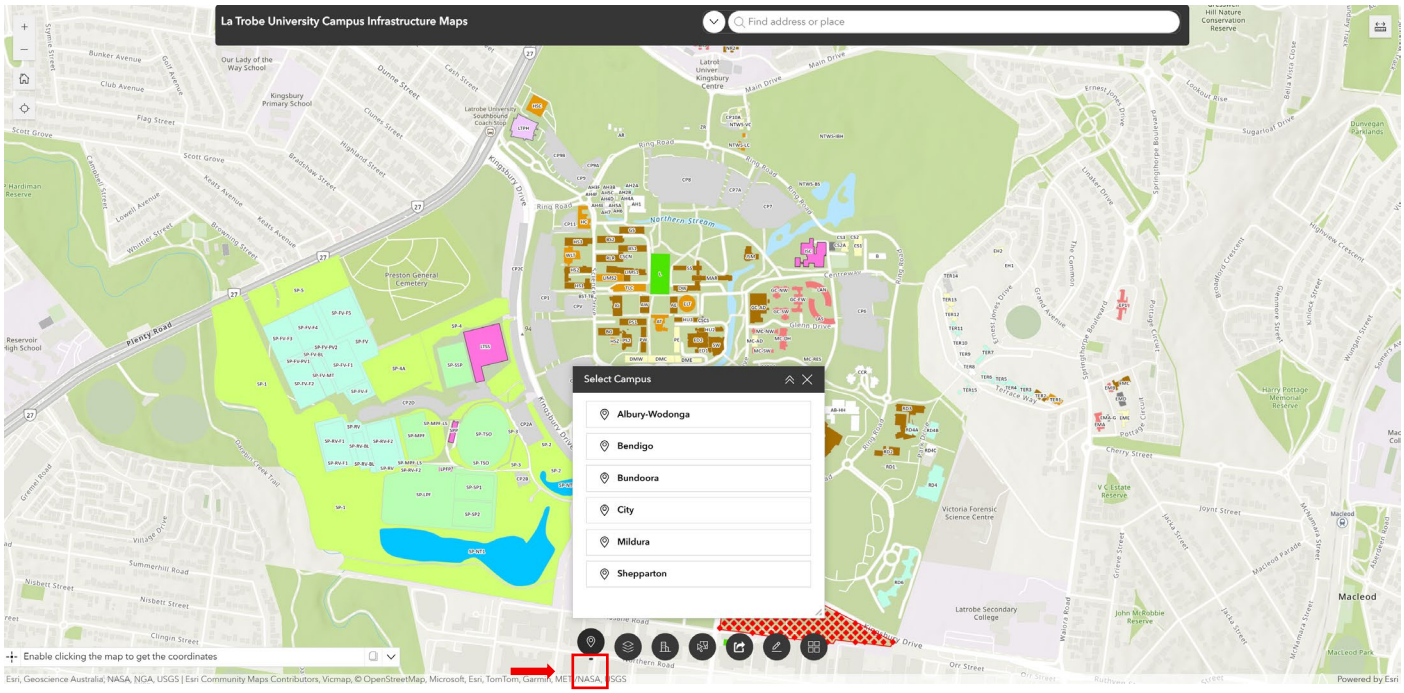



**The Campus Infrastructure Map provides a centralized view of underground assets, above-ground infrastructure, buildings, and floor information across all La Trobe University campuses.**

**Next Screen:**

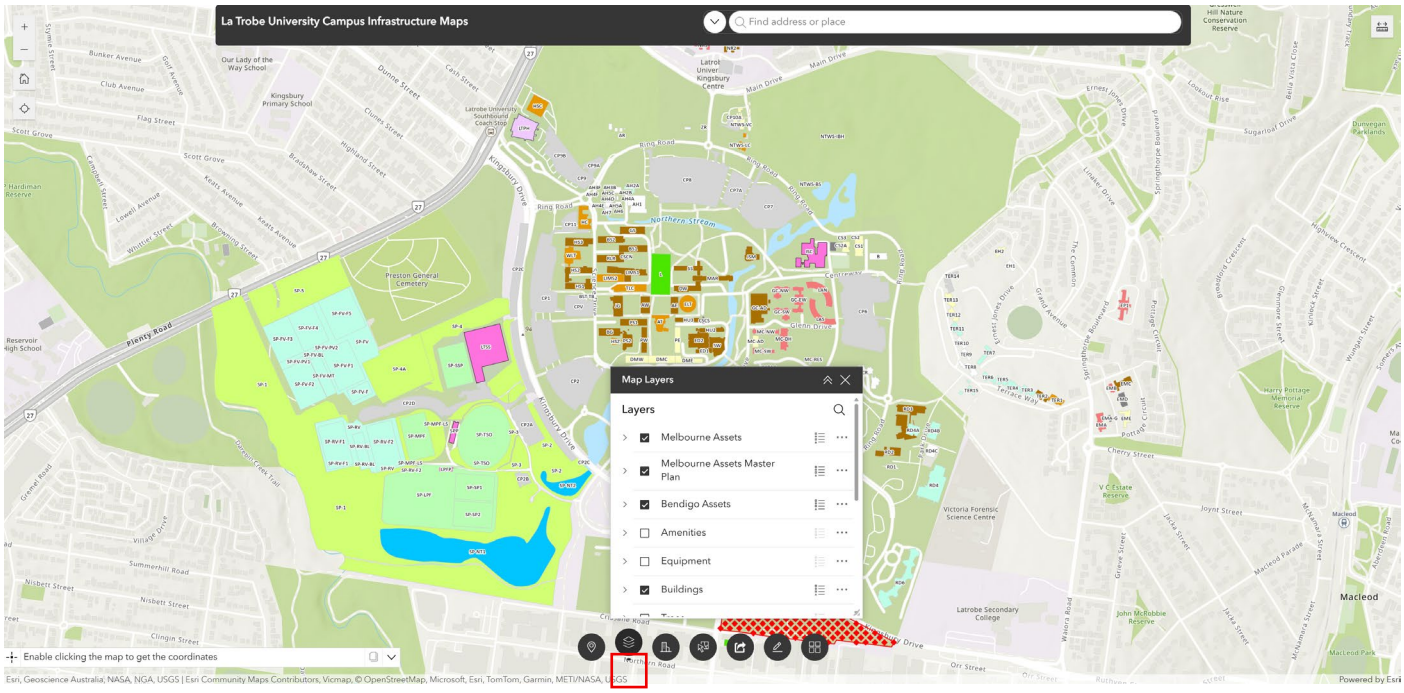



## 3.2 Switch Campus



## 3.3 Layer List

### 3.3.1 Turn on Layer List

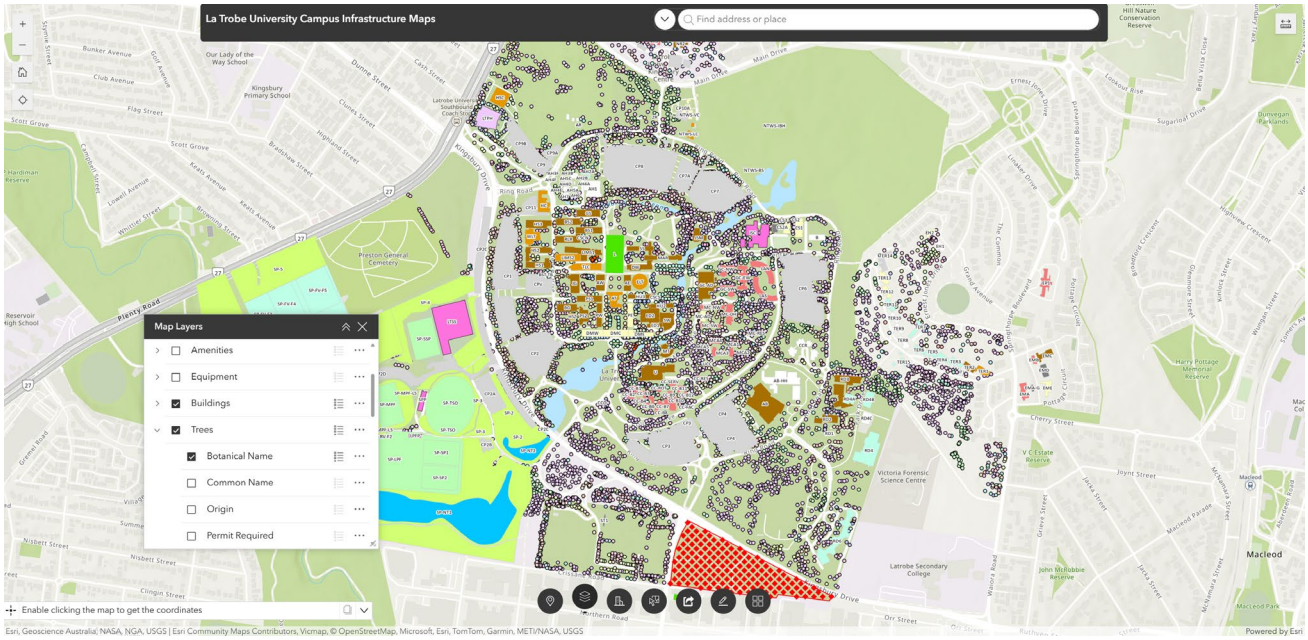



### 3.3.2 Underground Asset Layer

**Viewing Asset Layers and Underground Services**

- **Melbourne Campus**
  Select the **Melbourne Asset** to view asset information specific to the Melbourne campus. Under this section, you will find all available underground services accessible in ESRI.

- **Bendigo Campus**
  To view asset and underground service data for the Bendigo campus, select the **Bendigo Asset**.



### 3.3.3 Building, Floor and Room Layer

Turn on the Building Layer to view detailed building information directly on the map.

