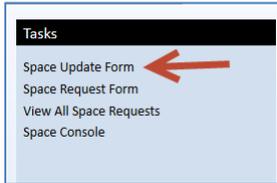


From the Homepage under the Tasks bucket select the “Space Update Form” link

- The Space Update Form is used by Campus to make changes to the attributes of a room. Those with a Coordinator role are granted access to a specific department that is assigned to a room. Strategists are granted access to all departments assigned to rooms that roll up under their Control Point.

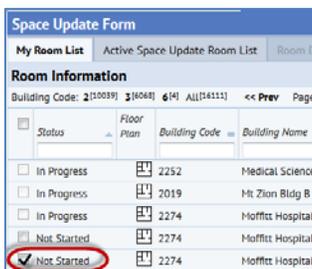


Step 1 – Checkout a Room

- The form defaults to the “Active Space Update Room List” tab to show you all rooms that you have checked out or have been checked out by someone who has the same DeptID access as you.
- Click the **My Room List** tab to select a room from your inventory of rooms that can be edited.



- The rooms that you have access to edit are displayed by row.
- Items in a status other than “Not Started” cannot be selected to update. These items are already in the process of being updated or are under review for approval.
- Check the box next to a room in the status of “Not Started” to begin the editing process.



- Other things you can do in the “My Room List” tab:

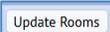
- To view Floor Plans: Click on the **Floor Plan** Icon



- To Add/Edit a Note to a room: Click on the **Edit Notes** Icon. Notes added are submitted to the database immediately



- Select the “Update Rooms” button located at the top right of the page to check the room out until you are ready to edit it.



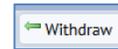
Step 2 – Select a Checked out room for editing

- Rooms checked out in the My Room List tab and selected to Update are moved to the “Active Space Update Room List” tab. The rooms displayed on this tab are **waiting** to be edited.
 - Click anywhere on the row of attributes for the room to open the room in the “Room Details” tab for editing.



- Other things you can do in the “Active Space Update Room List” tab not already addressed are:

- Click the **Withdraw** button to return the room to your My Room List tab.



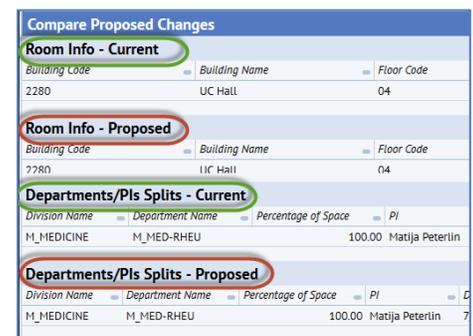
- Select the “Submit” button located at the top right of the page to Submit any changes made to the database or into workflow for approval.



- Click the **Compare** button to view proposed changes to a room that you or someone with the same DeptID access to update the room has been working on.



- This Compare view will show Current attributes for the room stored in the database and any Proposed changes.
- Proposed changes will be blank when the room is first moved to waiting.
- In Step - 3 below, if you save your changes and later access the form. You can view any previously proposed changes before submitting or making additional edits



Step 3 – Edit My Room

- The “**Room Details**” tab grants access to specific attributes of the room for editing. The view is divided into three sections.

- Room Information** – use to view and make updates to Category/Types
- Department/PI Splits** – use to view and make updates to Department assignments, PI name and Percentage of Space, Loan Assignments
- Occupancy** – use to view and make employee location changes

- Use the **Pencil icon** to edit the available attributes for the room under the **Room Information** and **Department/PI Splits** panels. A pop up window will open to enable editing of the available fields.



- Use the **X icon** to delete a department from the room in the **Department/PI Splits**



- Under the **Department/PI Splits** the **Percentage of Space** is open for direct editing. Click directly into the field to update. *Note:* the percentage of space for the room cannot exceed 100%

- Use the **Loan Info** icon to add Loan information for the room.

- Use the **Add New** button under the **Department/PI Splits** and **Occupancy** panels to add a new Department or Employee to the room.

- Use the Remove button under the Occupancy panel to remove an employee from the room

Note: You will only have access to the DeptIDs that you have been assigned to manage. If the room is shared and you do not have access to the other DeptID, you will have to discuss changes to percentage of space or Category /Types changes that may impact the other department.

- Other things you can do in the “**Room Details**” tab not already addressed:
 - Use the **Save** button to save any changes made to the room in the “**Room Details**” tab. Save does not Submit the changes to the database.



- Use the **Cancel** button to exit the “**Room Details**” tab without saving any changes.



- Use the **Submit** button to commit your changes to the database



Standard Space Update Form Workflow Rules

- These items when submitted are saved immediately to the database.
 - Notes
 - PI Name
 - Department Name
 - Loan Information
- These items when submitted are routed for additional approval.
 - Room Category** or **Room Type** changes are routed to the System Administration
 - If a Coordinator has access to and is making changes to multiple divisions within or across Control points the proposed change is routed to the Strategist for review.

Note: The Coordinator should notify their Strategist if they submit this type of a request.

Below is a chart that explains when the **Space Update Form** should be used vs. a **Space Request Form**

Use the Space Update Form to...	Use the Space Request Form to...
Make Room Category and/or Room Type changes	Change the Division/Department Name Assignment or Percentage of Space to a Dept. ID outside of your assigned permissions
Change the PI Assignment	Request a New space assignment E.g., A Department needs more Wet Lab space to accommodate new faculty
Add Notes to a Room	Vacate (releasing) space E.g., A Department is ending a grant funded program and wants to release their space back to the Dean's Office
Indicate who the loan is from for an existing loan	Initiate a Loan with another department Includes loans both within and across control point