This section is applicable for Service Centers in Research space only. Please do not use the Service Center PI Placeholder names for any other space types.

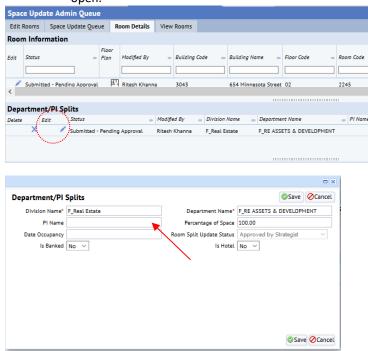
As of now, "PI Assignment Pending" is used in Archibus to indicate a research space is pending a new PI hire, or a space is pending a replacement/new hire. Often the placeholder "PI Assignment Pending" is used to show 'Service Center' usage for specific rooms. Service Centers are housed throughout the campus, often in research rooms customized to support the particular service offered. From September 2019, we are requesting the use of the related service center project with a 'SC' prefix be used in place of "PI Assignment Pending" to identify space as assigned or a particular service. The PI identifier can be updated by Space Coordinators and Strategists.

How to assign a Service Center Project name to a room, under PI name:

- 1. Navigate to the Space Update Form
- From the My Room List tab, select the checkbox to the left of the room(s) you want to review, and use the Update Rooms button to move rooms to the Active Space Update Room List.

From the Active Space Update Room List, click directly on the room you want to edit to open the Room Details tab.Review the Room Details tab data to verify and update rooms as needed. Click on the pencil icon (Edit) under Department/PI splits.

A new dialoge box for **Department/PI Splits** will open.



Pick the service center name by going into PI Name field.

Please filter the records in the new 'Select Value – Principal Investigator' look up box by typing "SC" under Employee ID filter as shown below.

| Employee ID: S[1 | 90] ALL[190] | | | |
|------------------|----------------------------------|----------------------------------|---|-----------|
| Employee ID | Name - First | Name - Last | Name - Full | Departmen |
| scl 🍗 | | | | |
| SC1275536 | SC127553C | DEB K SCHOLAR PROGRAM | SC127553C_DEB K SCHOLAR PROGRAM | M_CTSI- A |
| SC8000000 | SC8000000 | FINGERPRINTING - LIVESCAN | SC8000000_FINGERPRINTING - LIVESCAN | F_PD Se |
| SC8000013 | SC8000013 | INTERIM STAFFING PROGRAM | SC8000013_INTERIM STAFFING PROGRAM | F_HR Pa |
| SC8000014 | \$\$8000014 | LEADERSHIP DEVELOPMENT PROGRAM | SC8000014_LEADERSHIP DEVELOPMENT PROGRAM | F_HR Pa |
| SC8000016 | SC8000016 | HR STAFFING & TRAINING | SC8000016_HR STAFFING & TRAINING | F_HR Pa |
| SC8000017 | SC8000017 | RESIDENTS FELLOWS HEALTH | SC8000017_RESIDENTS & FELLOWS HEALTH INSURANC | E F_HR Pa |
| SC8000018 | SC8000018 | POLICE ID BADGES - ACCESS CONT | SC8000018_POLICE ID BADGES - ACCESS CONT | F_PD Se |
| SC8000107 | SC8000107 | MB CMP BLDG 24 DARKROOM FACILITY | Y SC8000107_MB CMP BLDG 24 DARKROOM FACILITY | M_CMP- |
| SC8000108 | SC8000108 | MB GLASS WASH FACILITY BLDG 24 | SC8000108_MB GLASS WASH FACILITY BLDG 24 | M_CMP- |
| SC8000110 | SC8000110 | MB CMP BLDG 24-5E SHARED SUPPL | SC8000110_MB CMP BLDG 24-5E SHARED SUPPL | M_CMP- |
| SC8000111 | SC8000111 | MB CMP NEIGHBORHOOD 24-2A SUPP | SC8000111_MB CMP NEIGHBORHOOD 24-2A SUPP | M_CMP- |
| SC8000114 | SC8000114 | MICROFABRICATION CORE | SC8000114_MICROFABRICATION CORE | M_BTS-(|
| SC8000116 | SC8000116 | ZSFG CLIN LABS RECHARGE | SC8000116_ZSFG CLIN LABS RECHARGE | M_DO-V |
| SC8000117 | SC8000117 | ZSFG MEDICAL LIBRARY COPIER RE | SC8000117_ZSFG MEDICAL LIBRARY COPIER RE | E_ZSFG |
| SC8000118 | SC8000118 | S/M SFGH NETWORK SERVICES | SC8000118_S/M SFGH NETWORK SERVICES | M_DO-V M |
| < | | | | > |

You can now select the applicable Service Center account name from this list.

For a full list of all available **Service Center space PI** names, please look for the Service Center Account Names Guide under the **Reference Guide section** at:

https://space.ucsf.edu/archibus-training-materials