

# Service Center Accounts – PI Placeholder Names

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**
2. 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 dialog 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	Name - First	Name - Last	Name - Full	Department
SC127553C	SC127553C	DEB K SCHOLAR PROGRAM	SC127553C_DEB K SCHOLAR PROGRAM	M_CTSI-
SC8000000	SC8000000	FINGERPRINTING - LIVESCAN	SC8000000_FINGERPRINTING - LIVESCAN	F_PD Se
SC8000013	SC8000013	INTERIM STAFFING PROGRAM	SC8000013_INTERIM STAFFING PROGRAM	F_HR Pa
SC8000014	SC8000014	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 INSURANCE	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	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-SE SHARED SUPPL	SC8000110_MB CMP BLDG 24-SE 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

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>