Service Center Accounts – PI Placehodler 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 .
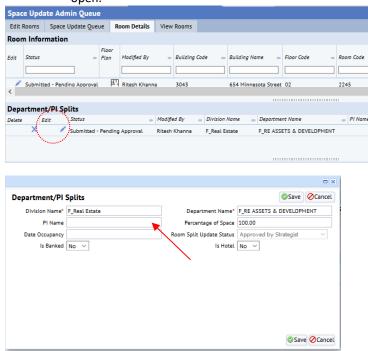
As of now, "PI Assignment Pending" is used in Archibus to indicate a research space is pending a new PI hire, or a space is pending a replacement/new hire. Often the placeholder "PI Assignment Pending" is used to show 'Service Center' usage for specific rooms. Service Centers are housed throughout the 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.

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

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

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