

# Tracking Updates via the Space Surveyed Highlight Feature

The **Space Surveyed** features allows surveyors to signify they have reviewed their Space data with both a visual highlight and a new Space Surveyed field. All space must be marked as 'Space Surveyed' prior to completing the Annual Space Survey.

For rooms that are SHARED, a Coordinator(s) will be able to see if their portion of a room has been surveyed. For departments where multiple Coordinators have the same access, the 'Space Surveyed' highlights will be based on the users department access and not the individual user.

## How to mark a room as 'Space Surveyed':

1. Navigate to the **Space Update Form**
2. From the My Room List tab, use the '**Update Rooms**' button to move rooms to the **Active Space Update Room List**.
3. Click the checkbox to the left of the room(s) you want to review.
4. Review the **Room Details** tab data to verify and update rooms as needed.
5. Click the **Space Surveyed** button once you have finished your room review \*
6. The Space Status for that room will now be highlighted **green** to signify the space has been surveyed.

*\* If multiple rooms need to be marked 'Space Surveyed', from the Active Space Update Room List tab, select the checkbox for each room you want to update. Select the 'Space Surveyed' button to change the field Space Surveyed? = YES and highlight the Space Status in green.*

### Space Update Form

The screenshot shows the 'Space Update Form' interface. At the top, there are four tabs: 'My Room List', 'Active Space Update Room List' (circled with a red 2), 'Room Details' (circled with a red 4), and 'All Rooms'. Below the tabs are input fields for 'Building Code', 'Division Code', 'PI Name', and 'F&A Req'. Below these is the 'Active Room Information' section (circled with a red 5), which includes a 'Space Surveyed' button (green with a checkmark), a 'Submit' button, and a 'Withdraw' button. Below this is a table with columns: 'Space Status', 'FA Req', 'FA Status', 'Floor Plan', 'Compare', 'Modified By', 'Building Code', and 'Buildin'. The first row of the table has a checkbox (circled with a red 3) and empty input fields. The second and third rows have 'In Progress' in the 'Space Status' column (circled with a red 6), 'N/A' in 'FA Req' and 'FA Status', and icons in 'Floor Plan'. The 'Modified By' column shows 'Chris Andreassi' and '3002' for the first two rows.

Space Status	FA Req	FA Status	Floor Plan	Compare	Modified By	Building Code	Buildin
<input type="checkbox"/>							
In Progress	N/A	N/A			Chris Andreassi	3002	Genen
In Progress	N/A	N/A			Chris Andreassi	3002	Genen
In Progress	N/A	N/A			Chris Andreassi	3002	Genen