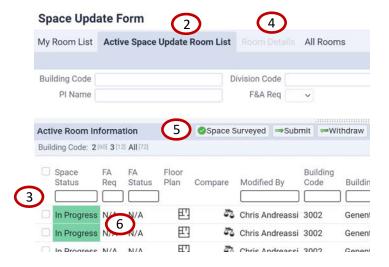
## **Tracking Updates via the Space Surveyed Highlight Feature**

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
- From the My Room List tab, use the 'Update Rooms' button to move rooms to the Active Space Update Room List.
- 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 \*
- 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 check box 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.



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