

In-House Emory Space Management Tool User Guide

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1. Emory Space Management Tool Features

a. Space Management

- Room Information – Space Type, Primary Department (Space Owner), Area, Room Capacity, Research Type of the space, and Hoteling Space
- Occupants – Space Occupied by Employees or PI (Principal Investigator)
- Shared By Department – Space occupied (borrow/rent) by other departments (Not Primary Department)
- Projects – Space Occupied by Grants (Grants, Projects, Speed Type)
- Functional Usage – Emory Research Space Functional Usage percentage

b. Reports

- Excel Customer Reports

c. Change Requests

- School/Unit Admins approve the change request submitted by the School/Unit Users

d. Mass update

- Mass update space information by using Excel Sheet

e. Space Survey

- Create Space Survey Route by grouping rooms from different buildings

f. User Security


- Roles
 - Admin – Super Admin and access all features
 - Space Admin – Access whole Emory spaces except “User & Roles”

- School/Unit Admin – Access Spaces occupied by School/Unit level, edit space information, approve space request,
- School/Unit User – Access Spaces occupied by School/Unit level, view space information, request space information change
- Departmental Admin – Access Spaces occupied at department level, edit space information, approve space request,
- School/Unit User – Access Spaces occupied at department level, view space information, request space information change
- Groups
 - Area Group
 - ✓ Area_EPC – Emory Primate Center. Only Admin, Emory Space Admin, and EPC Admin/User can access
 - ✓ Area-Default – Emory Space other than EPC
 - Role Group –
 - ✓ School/Unit Group - Group multiple Schools/Units together such that the user can access other school/unit space
 - ✓ Department Group - Group multiple department together such that the user can access other department space

2. User Login

Emory Space Management Tool Website Link, <https://cssso.emory.edu/fmit/space>

The Emory Space Management Tool uses Emory Single Sign On with Emory NetID and password



The top of the page features a dark blue header with the Emory University logo (a shield with a cross and two torches) on the left, followed by the text "EMORY UNIVERSITY" and "EMORY HEALTHCARE" in white. To the right of these logos is a vertical line and the word "Login" in white.

Below the header, the login form consists of two input fields. The first is labeled "Network ID" and contains the placeholder text "Your NetID". The second is labeled "Password" and contains the placeholder text "Password". Below these fields is a dark blue button with the word "Login" in white. To the right of the input fields is a vertical grey bar containing the text "Log que: 777 http".

Fig. 2.1

Once putting your NetID and Password and click Login, if it pops up the following page, select the first item “Login as Your NetID”

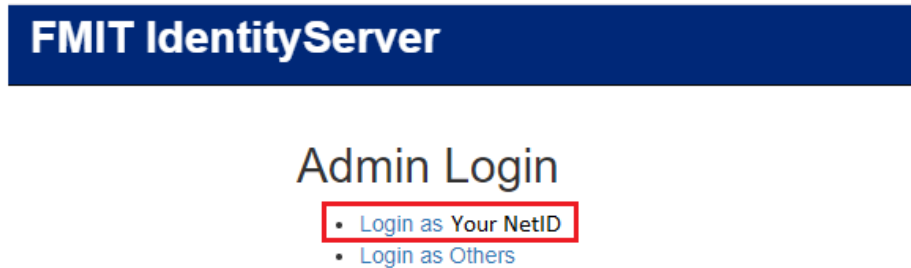


Fig. 2.2

After login, the landing page will display

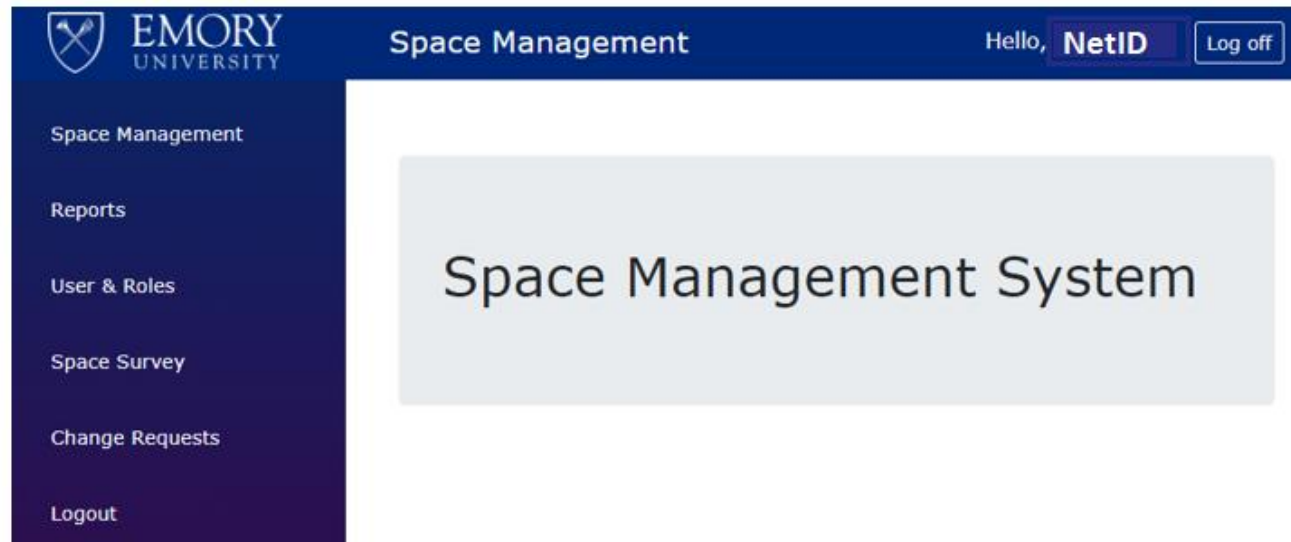


Fig. 2.3

3. Space Management

Click Space Management, then it will display building searching page. The user can search the floor by filtering the campus/building in Campus and Building Dropdown List, or directly type Building ID or Building Name the in the building field (Fig. 3.2)

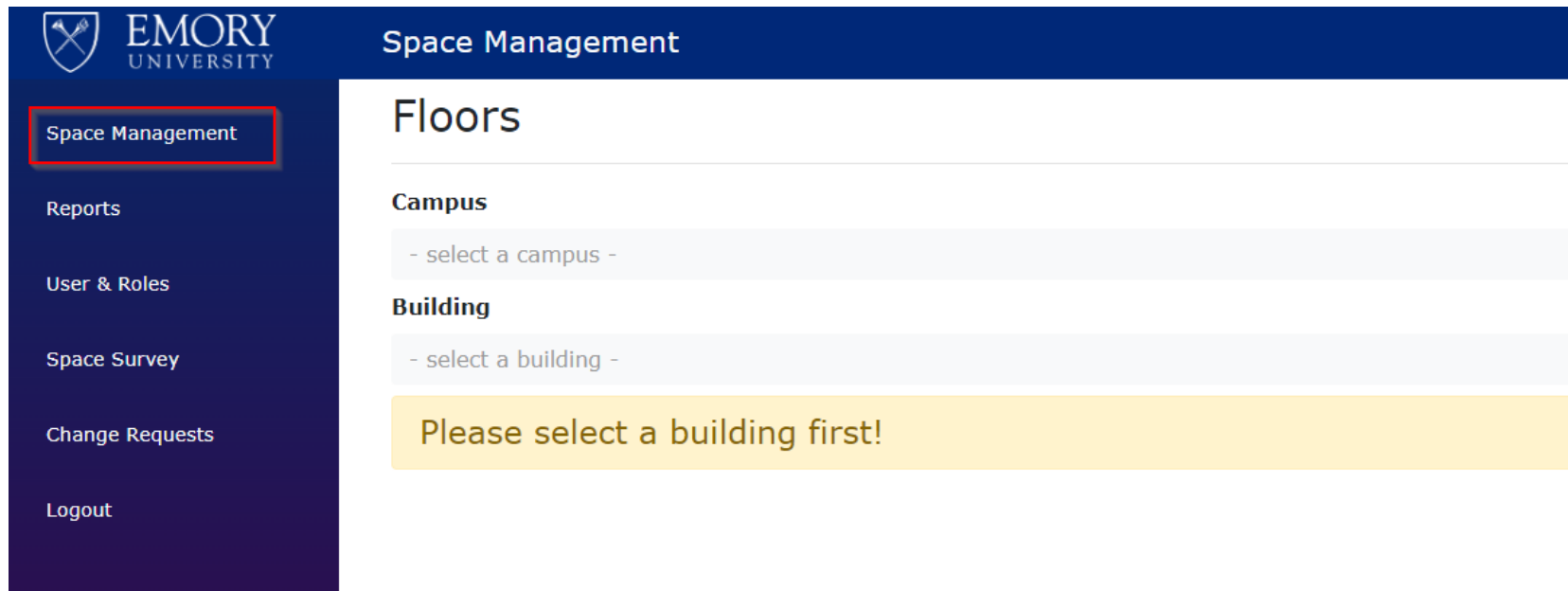


Fig. 3.1

The screenshot shows the Emory University Space Management interface. On the left is a dark blue sidebar with the Emory University logo and a list of navigation items: Space Management, Reports, User & Roles, Space Survey, Change Requests, and Logout. The main content area has a dark blue header with the text 'Space Management'. Below the header, the title 'Floors' is displayed. There are two dropdown menus: 'Campus' with the text '- select a campus -' and 'Building' with the text '- select a building -'. Below these is a search input field containing the text 'school of'. A list of search results is shown below the input field, with the first result highlighted in blue: 'CANDLER SCHOOL OF THEOLOGY/PITTS THEOLOGY LIBRARY (1531 DICKEY DRIVE, ATLANTA CAMPUS)'. Other results include 'JAMES B. WILLIAMS MEDICAL EDUCATION BLDG (SCHOOL OF MEDICINE) (100 WOODRUFF CIRCLE, ATLANTA CAMPUS)', 'MOREHOUSE SCHOOL OF MEDICINE (720 WESTVIEW DR. SW, OTHER-AMERICAS)', and 'SCHOOL OF MEDICINE (246 SYCAMORE, OTHER-AMERICAS)'. At the bottom of the page, there is a footer with the text: 'Find a problem? Please email to CS Help Ticket. © 2023 Emory University CS / IT - All Rights Reserved. (38 Hits)'.

Fig. 3.2

After the building is selected, it will display the building information

EMORY UNIVERSITY Space Management Hello, DWANG30! [Log out](#)

FM BUILDING C (CP - PM&C) (301 FM DR, ATLANTA CAMPUS)

	Floor ID	Description
View Rooms	01	LEVEL 1
View Rooms	02	LEVEL 2
View Rooms	03	ROOF

Building ID	1081
Building Name	FM BUILDING C (CP - PM&C)
Address	301 FM DR
City	ATLANTA
State/Province	GA
Country	US
Standard	
Building Status	OCCUPIED
Property Type	500 - OFFICE FACILITIES
E & G Building	Y
FM Zone	C
BRS Area	1
Construction Date	06/01/1999
Ownership	
FICM Gross Area	18,603.00
FICM Assignable Area	11,673.00
FICM Non Assignable Area	5,095.00
FICM Net Usable Area	16,768.00
FICM Structural Area	1,835.00
Permission AREA	AREA_DEFAULT

Find a problem? Please email to [CS Help Ticket](#).
 © 2023 Emory University CS / IT - All Rights Reserved. (38 Hits)

Fig. 3.3

Click “View Rooms” for the floor, it will display the simply online floor plan

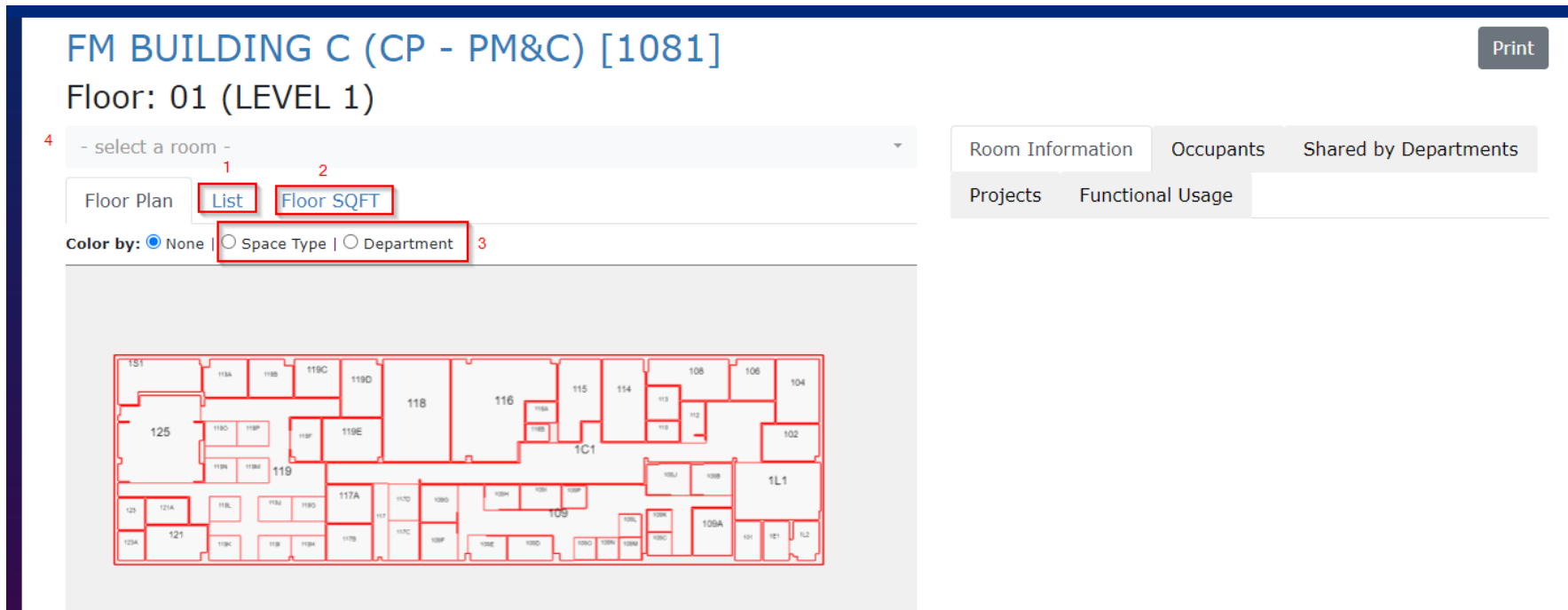


Fig. 3.4

The User can list All Rooms in this floor by selecting “List” (1), show floor information by selecting “Floor SQFT” (2), color floor plan by Space Type or Department (3), or search room by room number or room name (4)

3a. Multiple Edit

Selecting “List” (1) (See Fig. 3.4), it will display all Rooms. The user can use multiple edit rooms Space Type and Primary Department (Space Owner) by checking multiple rooms and clicking “Multi-Edit”. In the popup window, the user can select space type/department, then click “Save”

Room	Room Name	Space Type	Department	Organization	Poly SQFT	Space Use Cat.	
<input type="checkbox"/>	101	Elevator Equipment	Y10-G		62.00	NONASSIGNABLE	
<input type="checkbox"/>	102	Conference Room	350	191300 CS UNIVERSITY ARCHITECT	U5X CAMPUS SERVICES	125.00	ASSIGNABLE
<input checked="" type="checkbox"/>	104	Private Off	310-A	191110 CS FINANCE & BUSINESS ADMIN	U5X CAMPUS SERVICES	168.00	ASSIGNABLE
<input checked="" type="checkbox"/>	106	Private Off	310-A	191110 CS FINANCE & BUSINESS ADMIN	U5X CAMPUS SERVICES	109.00	ASSIGNABLE
<input checked="" type="checkbox"/>	108	Private Off	310-A	191110 CS FINANCE & BUSINESS ADMIN	U5X CAMPUS SERVICES	173.00	ASSIGNABLE
<input type="checkbox"/>	109	Open Off	310-B	191110	U5X	572.00	ASSIGNABLE

Fig. 3.5

Space Management

FM BUILDING C (C)

Floor: 01 (LEVEL 1)

- select a room -

Floor Plan List Floor SQFT

Muilt-Edit

Room	Room Name	Space Type	De			
<input type="checkbox"/>	101	Elevator Equipment	Y10-G			
<input type="checkbox"/>	102	Conference Room	350	191300 CS UNIVERSITY ARCHITECT	U5X CAMPUS SERVICES	125.00 ASSIGNABLE
<input checked="" type="checkbox"/>	104	Private Off	310-A	191110 CS FINANCE & BUSINESS ADMIN	U5X CAMPUS SERVICES	168.00 ASSIGNABLE
<input checked="" type="checkbox"/>	106	Private Off	310-A	191110 CS FINANCE & BUSINESS ADMIN	U5X CAMPUS SERVICES	109.00 ASSIGNABLE
<input checked="" type="checkbox"/>	108	Private Off	310-A	191110 CS FINANCE & BUSINESS	U5X CAMPUS	173.00 ASSIGNABLE

Multi-Edit

Space Type

310-A, Office-Private Office

Department

[191110] CS FINANCE & BUSINESS ADMIN

Cancel Save

Fig. 3.6

3b. Rom Information

By clicking the room number in the room list or clicking the room in the online floor plan to edit space information. The user can use a mouse to zoom in/out/drag the floor plan.

The User can edit Space Type, Primary Department, Capacity, Research Type, and define Hoteling space.

If the user is Space Admin, School/Unit Admin, or Department Admin, by default, the change doesn't need to be approved (The value of "Need Approval" is "N"). The change made will be saved to the database directly.

FM BUILDING C (CP - PM&C) [1081]

Print

Floor: 01 (LEVEL 1)

119C (Private Off)

Floor Plan | List | Floor SQFT

Color by: None | Space Type | Department

The floor plan shows a grid of rooms. Room 119C is highlighted in green. Other rooms visible include 1S1, 119A, 119B, 119D, 118, 125, 119O, 119P, 119F, 119E, 119N, 119M, 119, 117A, 117D, 109G, 123, 121A, 119L, 119J, 119G, 117, 117D, 109G, 123A, 121, 119K, 119I, 119H, 117B, 117C, and 109F.

Room Information | Occupants | Shared by Departments

Projects | Functional Usage

Room	119C
Room Name	Private Off
Space Type	310-A
Status	ACTIVE
Department	191410 FM FACILITIES OPERATIONS ADMIN
Poly SQFT	105.00
Space Use Cat.	ASSIGNABLE
Permission GROUPs	ORG_191130,ORG_191410,DEPT_U5X
	Edit

Capacity	1
Hoteling Space	
Research Type	
	Edit

Fig. 3.7

Edit Room ✕

Need Approval	N
Bldg.	1081
Floor	01
Room	119C
Room Name	Private Off
Space Type	310-A, Office-Private Office
Status	ACTIVE
Department	FM FACILITIES OPERATION:
Poly SQFT	105
Space Use Cat.	ASSIGNABLE

Close Save

Fig. 3.8

If the user is School/Unit User or Department User, the change will be pending to approval (See Fig. 3.10).

Edit Room	
Need Approval	Y
Bldg.	1081
Floor	01
Room	119C
Room Name	Private Off
Space Type	310-A-2, Office-Private Offi
Status	ACTIVE
Department	FM FACILITIES OPERATION
Poly SQFT	105
Space Use Cat.	ASSIGNABLE

Close Save

Fig. 3.9

FM BUILDING C (CP - PM&C) [1081]

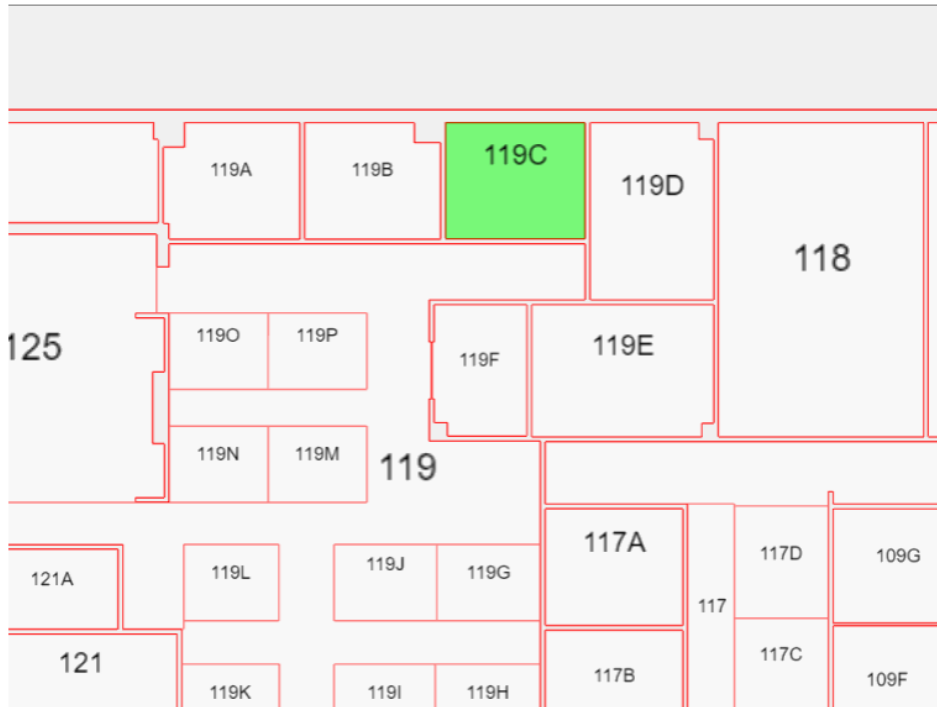
Print

Floor: 01 (LEVEL 1)

119C (Private Off) ▾

Floor Plan | List | Floor SQFT

Color by: None | Space Type | Department



Room Information | Occupants | Shared by Departments
 Projects | Functional Usage

Room	119C
Room Name	Private Off
Space Type	310-A
Status	ACTIVE
Department	191410 FM FACILITIES OPERATIONS ADMIN
Poly SQFT	105.00
Space Use Cat.	ASSIGNABLE
Permission GROUPS	ORG_191130,ORG_191410,DEPT_U5X

[Edit](#)

Pending Change Request

Room	119C
Room Name	Private Off
Space Type	310-A-2
Status	ACTIVE
Department	191410 FM FACILITIES OPERATIONS ADMIN
Poly SQFT	105.00
Space Use Cat.	ASSIGNABLE

[Approve](#) [Cancel](#)

Fig. 3.10

3c. Occupants

By clicking “Occupants” Tab, the user can add/modify employees assigned to the room

If a new employee needs to be added, click the “Add New Employee”. If an existing employee needs to be modified, click “Edit”, if an employee needs to be removed from the room, click "Remove".

By Clicking “All Spaces Occupied”, it will pop up an window to show all rooms occupied by this employee.

The screenshot displays a room management interface. On the left, a floor plan shows several rooms: 119C (highlighted in green), 119D, 119E, 119F, and 118. On the right, a sidebar contains navigation tabs: "Room Information", "Occupants" (highlighted with a red box), and "Shared by Departments". Below these are "Projects" and "Functional Usage" tabs. The main content area shows details for "Room: 119C" (highlighted with a red box). Below the room name is an "Add New Employee" button (highlighted with a red box). A table lists the employee details:

Employee ID	Contact	Status
1234567	Work Phone: 404/712-XXXX	ACTIVE
Doe, John	Fax:	Edit (highlighted with a red box)
CS INFORMATION	Email: john.doe@emory.edu	Remove (highlighted with a red box)
TECHNOLOGY (123456)		

At the bottom of the sidebar, there is a blue button labeled "All Spaces Occupied".

Fig. 3.11

Add a new employee (See Fig. 3.12)

By click “Add New Employee”. In the pop-up window, the user can search the employee by the Emory Employee ID, or first name, or last name, then click “Auto Populate the Data Below” to populate the employee information in the related field.

If the room is assigned to the person outside Emory, or for general use but needs to create a generic ID, the Employee ID Field is free form. The user can define customized employee ID for particular purpose, for example, “Open Space”, “PI Research”, etc.

If this employee is a PI (Principal Investigator), check PI as “Y”. The user also can assign “Alternative PI” to the room, by selecting Emory Employee ID or create a customized employee ID.

For planning purpose, the user can also enter the “Start Date” and “End Date”, “Days of Week”

The user can choose the percentage of an employee occupied the room and if the room is an employee’s primary room (See Fig. 3.12)

Modify an employee (See Fig. 3.13)

By click “Edit”, the process is similar to “Add an Employee”

The field with * is required field.

Add Employee
✕

Route to Approval	<input type="text" value="N"/>	Start Date	<input type="text"/>														
Building	1081	End Date	<input type="text"/>														
Floor	01	Status*	<input type="text" value="ACTIVE"/>														
Room	119C	Usable SQFT	<input type="text"/>														
Employee ID	<input type="text"/>	Primary Room	<input type="text"/>														
	Auto Populate Data Below	Days	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Sun</td><td><input type="checkbox"/></td></tr> <tr><td>Mon</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Tue</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Wed</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Thu</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Fri</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Sat</td><td><input type="checkbox"/></td></tr> </table>	Sun	<input type="checkbox"/>	Mon	<input checked="" type="checkbox"/>	Tue	<input checked="" type="checkbox"/>	Wed	<input checked="" type="checkbox"/>	Thu	<input checked="" type="checkbox"/>	Fri	<input checked="" type="checkbox"/>	Sat	<input type="checkbox"/>
Sun	<input type="checkbox"/>																
Mon	<input checked="" type="checkbox"/>																
Tue	<input checked="" type="checkbox"/>																
Wed	<input checked="" type="checkbox"/>																
Thu	<input checked="" type="checkbox"/>																
Fri	<input checked="" type="checkbox"/>																
Sat	<input type="checkbox"/>																
First Name*	<input type="text"/>	Percent (0-100)	<input type="text"/>														
Last Name*	<input type="text"/>																
PI	<input type="text"/>																
Alternative PI	<input type="text"/>																
Department	<input type="text" value="- select -"/>																
Work Phone	<input type="text"/>																
Fax	<input type="text"/>																
Email	<input type="text"/>																

Fig. 3.12

Edit Employee ×

Route to Approval

Building 1081

Floor 01

Room 119C

Employee ID

[Auto Populate Data Below](#)

First Name*

Last Name*

PI

Alternative PI

The user can put customized Employee ID and employee's name

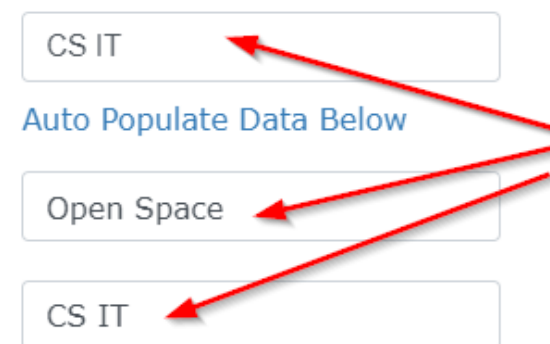


Fig. 3.13

3d. Shared by Department

By clicking “Shared by Department” Tab, the user can add/modify secondary departments (Borrowed and rented by other departments) to the room

If a new secondary department needs to be added, click the “Add Department”. If an existing secondary department needs to be modified, click “Edit”, if an existing secondary department needs to be removed from the room, click "Remove".

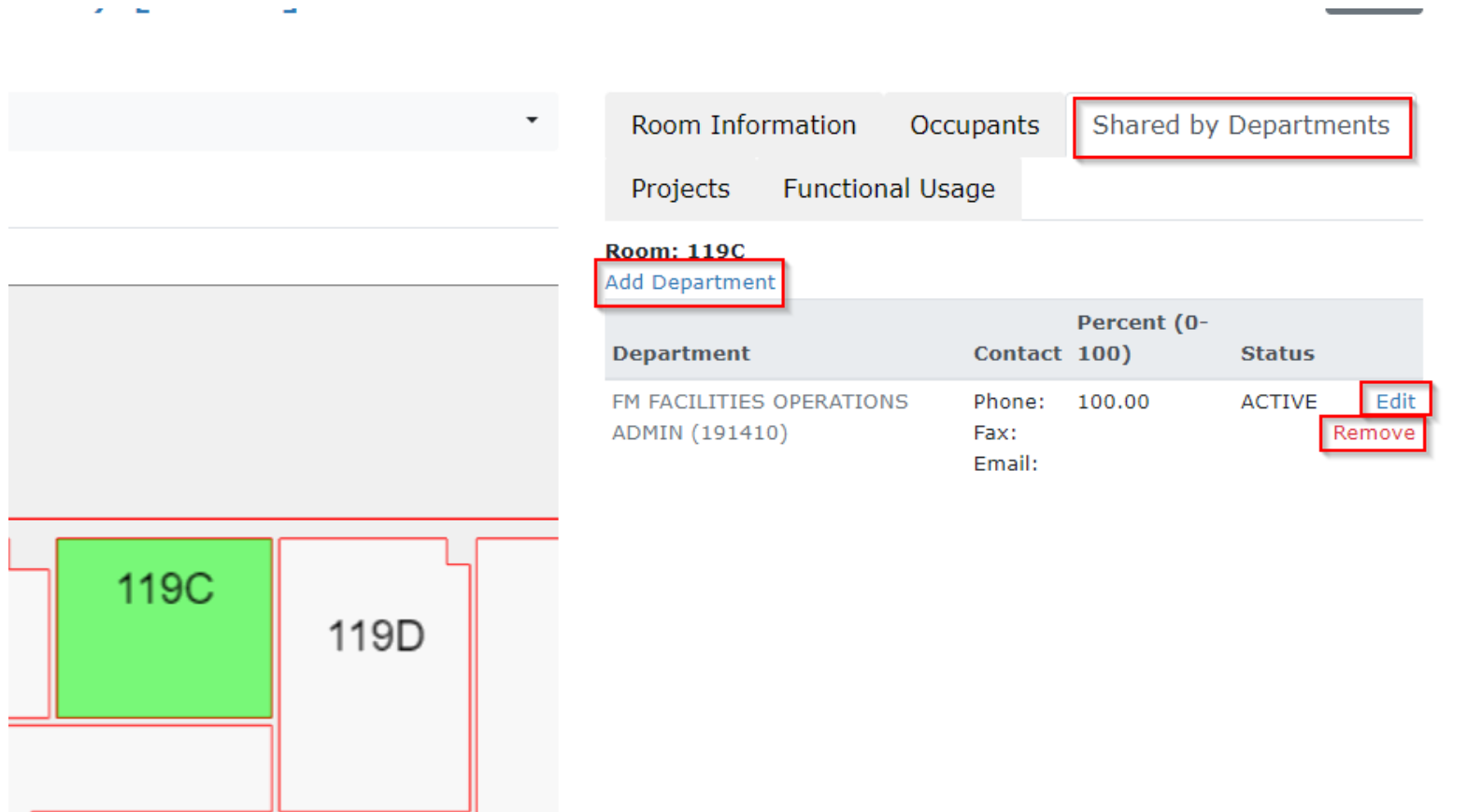


Fig. 3.14

Add a new secondary department (Fig. 3.16)

By click "Add Department". In the pop-up window, the user can select the department from the "Department" dropdown list, the user can search the department by the department ID or department name.

The "Status" means the current department still occupied the room and the default value is "ACTIVE". The user can file contact phone, fax, and email addresses.

For planning purposes, the user also can enter "Start Date" and "End Date"

The user needs to put the percentage of this department occupied.

If the total Percent is greater than 100, there will be a warning (See Fig. 3.15)

Room: 119C
[Add Department](#)

Department	Contact	Percent (0-100)	Status	
CS INTERIOR DESIGN (191210)	Phone: Fax: Email:	50.00	ACTIVE	Edit Remove
FM FACILITIES OPERATIONS ADMIN (191410)	Phone: Fax: Email:	100.00	ACTIVE	Edit Remove

The sum of [Percent] should equal to 100%.

Fig. 3.15

To modify an existing secondary department, click "Edit", the process is similar to "Add Department"

The field with * is required field.

Add Department ×

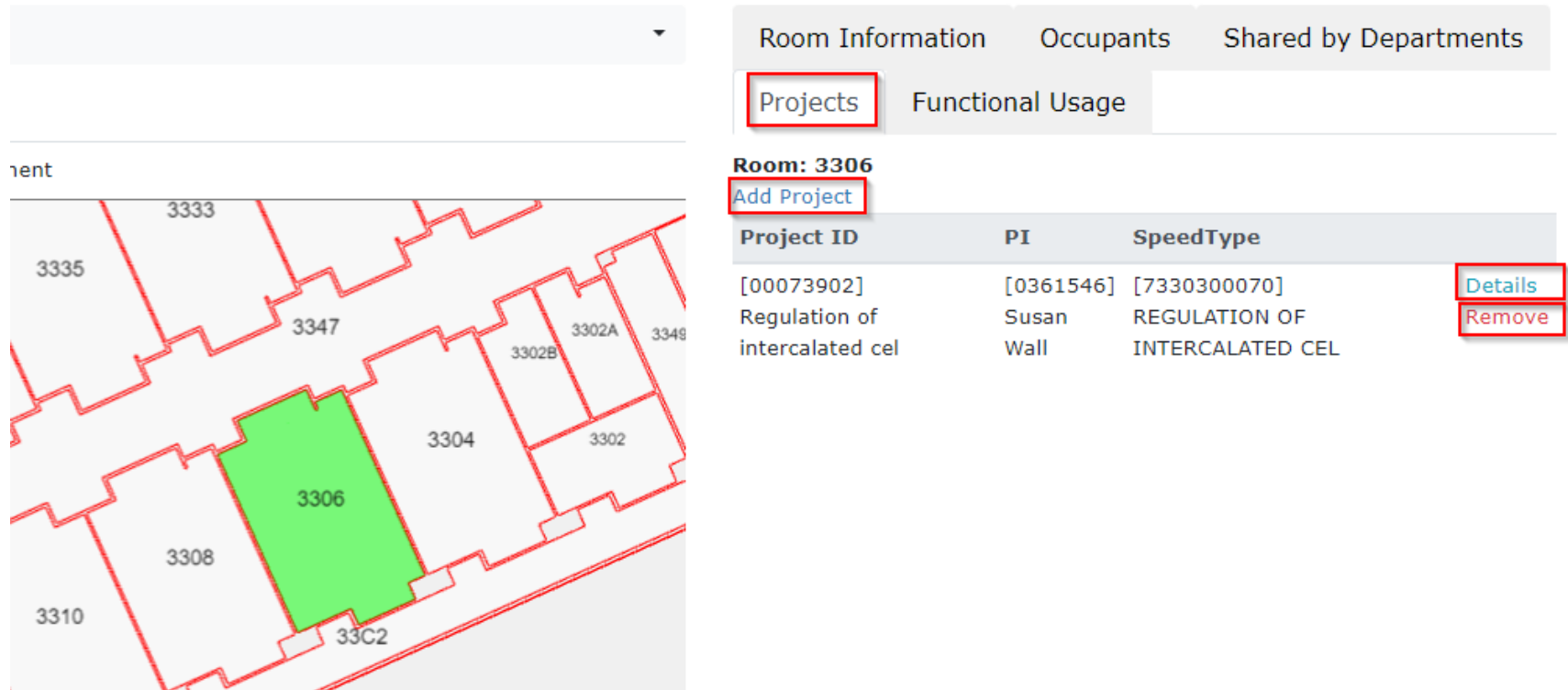
Need Approval	<input type="text" value="N"/>
ID	40027
Building	1081
Floor	01
Room	119C
Department*	<input type="text" value="- select -"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Start Date	<input type="text"/>
End Date	<input type="text"/>
Status*	<input type="text" value="ACTIVE"/>
Percent (0-100)*	<input type="text"/>

Fig. 3.16

3e. Projects

By clicking “Projects” Tab, the user can add/modify Grants/Projects to the room.

If a new project needs to be added, click the “Add Project”. If an existing project needs to be removed from the room, click “Remove”. The user also can click “Details” to view the project information



The screenshot displays a room management interface. On the left is a floor plan with room 3306 highlighted in green. On the right, a navigation menu includes 'Room Information', 'Occupants', 'Shared by Departments', 'Projects', and 'Functional Usage'. The 'Projects' tab is active, showing 'Room: 3306' and an 'Add Project' button. Below is a table of projects with 'Details' and 'Remove' buttons for each row.

Project ID	PI	SpeedType	
[00073902] Regulation of intercalated cel	[0361546] Susan Wall	[7330300070] REGULATION OF INTERCALATED CEL	Details Remove

Fig. 3.17

Add a new project,

click "Add Project". In the pop-up window, the user can select the department from the "Department" dropdown list, the user can search the project by Project ID, Name, or Speed Type (See Fig. 3.18).

If the user wants to see the project information, click "Details", then it will display the detailed information of projects (See Fig. 3.19).

Add A Project ×

Need Approval


Building 1930

Floor 03

Room 3306

Project*

- [00000531] Preclinical efficacy of R1507, SpeedType:0000037292
- [00000531] Preclinical efficacy of R1507, SpeedType:0000037293
- [00000531] Preclinical efficacy of R1507, SpeedType:0000028366
- [00000533] VALIDATION OF THE TRG ESSENTIA, SpeedType:0000025413
- [00000535] The Effect of Stress on Glutam, SpeedType:0000025320
- [00000535] The Effect of Stress on Glutam, SpeedType:0000036527



Room Information Occupants Shared by De

Projects Functional Usage

Room: 3306

Add Project

Project ID	PI	SpeedType
[00073902] Regulation of	[0361546] Susan	[7330300070] REGULATION OF

Fig. 3.18

Project ×

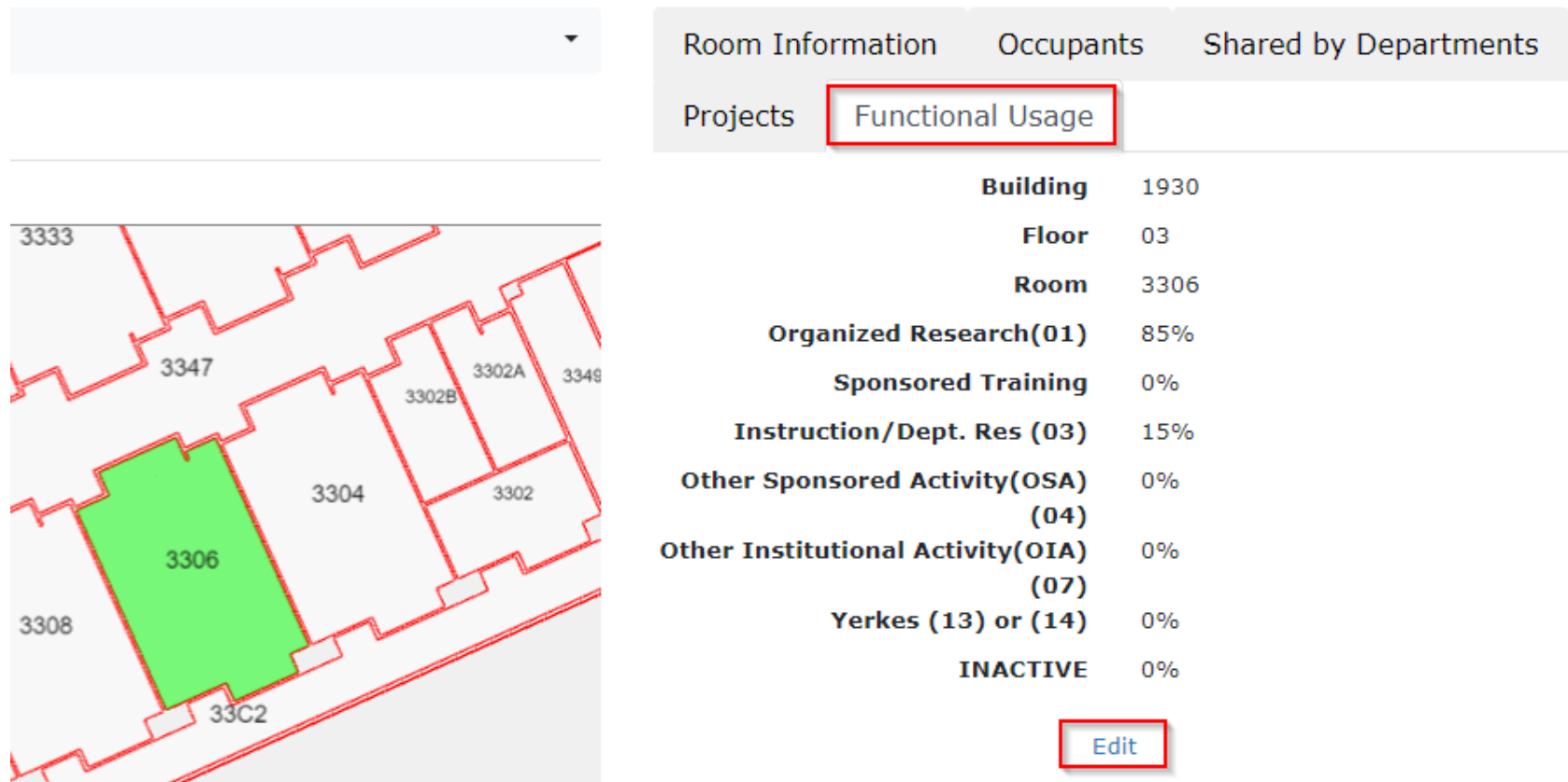
Trans No	38265
Award ID	0000045513
Award Desc.	Regulation of intercalated cell function by the mineralocorticoid receptor
Project ID	00073902
Project Desc.	Regulation of intercalated cel
Sponsor ID	00002507
Sponsor Desc.	NIH NATL INSTITUTES OF HEALTH
Opportunity ID	
PI	0361546
Department	733030
SpeedType	7330300070
Year	2019

Fig. 3.19

3f. Functional Usage

By clicking “Functional Usage” Tab, the user can add/modify the functional usage for a research space.

To add functional usage to a research space, clicking “Edit”, a pop-up window will display all the functional items, then the user needs to put decimal numbers to the related field. The summary of all fields must be equal to 100.



The screenshot displays a software interface for managing research spaces. On the left, a map shows several rooms outlined in red, with room 3306 highlighted in green. On the right, a navigation menu includes tabs for "Room Information", "Occupants", "Shared by Departments", "Projects", and "Functional Usage", with "Functional Usage" selected. Below the menu is a table showing the functional usage breakdown for room 3306, and an "Edit" button is located at the bottom right.

Category	Percentage
Building	1930
Floor	03
Room	3306
Organized Research(01)	85%
Sponsored Training	0%
Instruction/Dept. Res (03)	15%
Other Sponsored Activity(OA)	0%
(04)	
Other Institutional Activity(OIA)	0%
(07)	
Yerkes (13) or (14)	0%
INACTIVE	0%

Fig. 3.20

Edit Usage ×

Need Approval	<input type="text" value="N"/>
Building	1930
Floor	03
Room	3343
Organized Research(01)	<input type="text" value="10.5"/>
Sponsored Training	<input type="text" value="89.5"/>
Instruction/Dept. Res (03)	<input type="text" value="0"/>
Other Sponsored Activity(OSA) (04)	<input type="text" value="0"/>
Other Institutional Activity(OIA) (07)	<input type="text" value="0"/>
Verkes (13) or (14)	<input type="text" value="0"/>
INACTIVE	<input type="text" value="0"/>

[Set The Rest to 0 | Empty All](#)

Edit Usage ×

- The total of the percentage has to be 100.

Need Approval	<input type="text" value="N"/>
Building	1930
Floor	03
Room	3343
Organized Research(01)	<input type="text" value="0"/>
Sponsored Training	<input type="text" value="0"/>
Instruction/Dept. Res (03)	<input type="text" value="0"/>
Other Sponsored Activity(OSA) (04)	<input type="text" value="0"/>
Other Institutional Activity(OIA) (07)	<input type="text" value="0"/>
Verkes (13) or (14)	<input type="text" value="0"/>
INACTIVE	<input type="text" value="0"/>

[Set The Rest to 0 | Empty All](#)

- The total of the percentage has to be 100.

Fig. 3.21

4. Change Requests

Approve/Reject change request submitted by School/Unit or Department users

In the “Change requests” page, all requests submitted by School/Unit or Department users will be listed. Space Admin, School/Unit or Department Admin can review the change, approve or reject the change.

Space Admin, School/Unit or Department Admin can search for the requests by various criteria. If the admin wants to approve the change, the admin can check the item, then click “Approve the Selected Requests”. If the admin wants to reject the change, the admin can check the item, then click “Cancel the Selected Requests” (See Fig. 4.1).

By clicking the item listed, the admin will see the details of change (See Fig. 4.2).

Space Management

Reports

User & Roles

Space Survey

Change Requests

Logout

Change Requests Approval

Import Change Requests from The File

Back

Change ID
 Route ID

Reviewed by
 Floor
Room

Requested by
From
To

Reset Search

Search Criteria

Total: 4 results

<input type="checkbox"/> All	Change / Action / Route ID	Status / Reviewed by / Date Reviewed	Building / Floor / Room	Requested by / Date Requested ^
<input type="checkbox"/>	Location Profile Chg#100001 UPDATE	PENDING	1515 - NELL HODGSON WOODRUFF NURSING Flr: 02 201	DWANG30 12/18/2024 9:36:11 AM
<input type="checkbox"/>	Location Profile Chg#100002 UPDATE	PENDING	1980 - ROBERT W. WOODRUFF LIBRARY Flr: 01 128D2	DWANG30 12/18/2024 10:51:39 AM
<input checked="" type="checkbox"/>	Location Profile Chg#100004 UPDATE	PENDING	2420 - MILLER-WARD ALUMNI HOUSE Flr: 01 143	DWANG30 12/19/2024 4:18:23 PM
<input checked="" type="checkbox"/>	Occupants Chg#100001 DELETE	PENDING	1081 - FM BUILDING C (CP - PM&C) Flr: 01 119C	DWANG30 1/3/2025 4:00:30 PM

Fig. 4.1

Change Request - Occupant



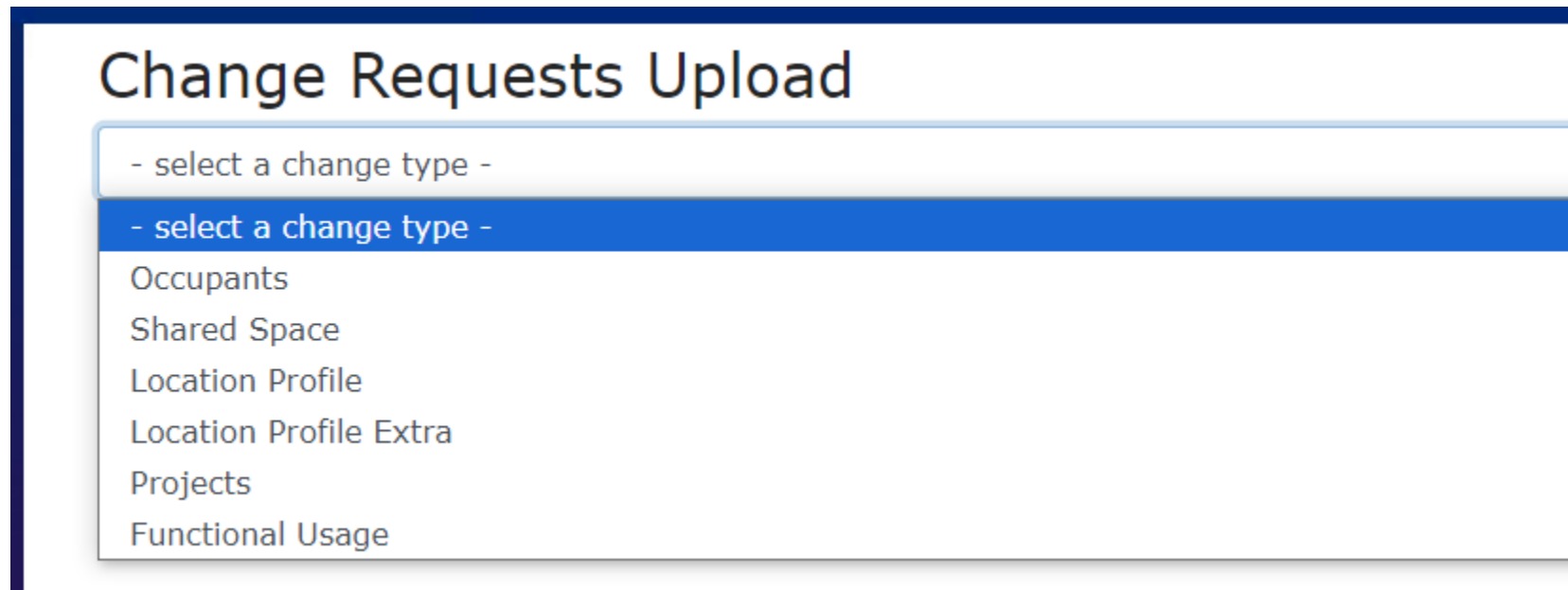
#	100001
Action	DELETE
Status	PENDING
Reviewed by	
Date Reviewed	
UID	16608
Employee ID	CS IT
Building	1081 FM BUILDING C (CP - PM&C)
Floor	01
Room	119C
Campus	
Organization	
Department	
Work Phone	
Fax	
Email	
Edited by	DWANG30
Date Edited	1/3/2025 4:00:30 PM
Start Date	
End Date	
Status	ACTIVE
Last Name	CS IT
First Name	Open Space
Usable SQFT	
Percent (0-100)	50.00

Fig. 4.2

5. Mass update

By clicking “Import Change Requests from The File”, it will display the “Change Requests Upload Page”. The user can select the type of mass change

Notes: All updates by using excel upload will route to the Admin to approve



The screenshot shows a web interface titled "Change Requests Upload". Below the title is a dropdown menu. The menu is currently open, showing a list of options. The top two options are "- select a change type -". The third option, "Occupants", is highlighted in blue. The other options are "Shared Space", "Location Profile", "Location Profile Extra", "Projects", and "Functional Usage".

Fig. 5.1

After the user selects the update type from the dropdown list, the user can select the building (the user can search the building by building's ID or building's name), then download the existing data (See Fig. 5.2)

Change Requests Upload

Occupants ▼

Download Existing Data

FM BUILDING C (CP - PM&C) (301 FM DR, ATLANTA CAMPUS) ▼

[Download Existing Data \(XLSX\)](#)

How to Use The File

To insert, update, or delete a record, in the exported file, put "INSERT", "UPDATE", or "DELETE" in the "Action" column. "UID" column is the primary key that application uses to keep the track of the records. The "UID" column is required to do update or delete; To insert, leave it empty. Fill in the rest of columns if applicable. Don't rename any column names. System uses the column names to do the import. Then, you can upload the file to import the changes.

Upload

Do not rollback entire batch even there are some errors. (If not checked, system will import the file only if all the records are valid.)

[Browse ...](#)
or Drag and Drop files here.

Fig. 5.2

In the excel sheet, the user can follow the instruction “How to Use The File” to modify the existing data (See Fig. 5.3 and Fig. 5.4)

Existing

Action	UID	Employee ID	PI	Alternative PI	Building	Floor	Room	Campus	Organization	Department	Work Phone	Fax	Email	
	4749	0372020	N		1081	01	104	U01	U5X	191490	404/727-1764		christopher.fox@emory.edu	
	11148	0469105	N		1081	01	106	U01	U5X	191443			eric.collins@emory.edu	
	5207	0377772	N		1081	01	109A	U01	U5X	191490			eric.gregory@emory.edu	
	7240	0405071	N		1081	01	109B	U01	U5X	191490			edgar.perez.avila@emory.edu	
	11088	0466041	N		1081	01	109C	U01	U5X	191490			nathan.thomas.cowan@emory.edu	
	8822	0431647	N		1081	01	109D	U01	U5X	191443			justin.thomas@emory.edu	
	10893	0462218	N		1081	01	109E	U01	U5X	191490			thomas.david.dugan@emory.edu	
	10869	0461159	N		1081	01	109F	U01	U5X	191490			taylor.sparacello@emory.edu	
	7662	0412778	N		1081	01	109G	U01	U5X	191490			trey.headrick@emory.edu	
	1781	0068143	N		1081	01	109H	U01	U5X	191430	404/727-7466		julie.hale@emory.edu	

Fig. 5.3

After modifying

Action	UID	Employee ID	PI	Alternative PI	Building	Floor	Room	Campus	Organization	Department	Work Phone	Fax	Email	Percent (0-100)	Primary Room	Days
	4749	0372020	N		1081	01	104	U01	U5X	191490	404/727-1764		christopher.fox@emory.edu	100	Y	MON,TUE,WI
	11148	0469105	N		1081	01	106	U01	U5X	191443			eric.collins@emory.edu	100	Y	MON,TUE,WI
DELETE	5207	0377772	N		1081	01	109A	U01	U5X	191490			eric.gregory@emory.edu	100	Y	MON,TUE,WI
DELETE	7240	0405071	N		1081	01	109B	U01	U5X	191490			edgar.perez.avila@emory.edu	100	Y	MON,TUE,WI
	11088	0466041	N		1081	01	109C	U01	U5X	191490			nathan.thomas.cowan@emory.edu	100	Y	MON,TUE,WI
UPDATE	8822	0431647	N		1081	01	109D	U01	U5X	191443			justin.thomas@emory.edu	50	Y	MON,TUE,WI
UPDATE	10893	0462218	N		1081	01	109E	U01	U5X	191490			thomas.david.dugan@emory.edu	50	Y	MON,TUE,WI
UPDATE	10869	0461159	N		1081	01	109F	U01	U5X	191490			taylor.sparacello@emory.edu	50	Y	MON,TUE,WI
INSERT		0412778	N		1081	01	109D	U01	U5X					50	Y	MON,TUE,WI
INSERT		0068143	N		1081	01	109E	U01	U5X					50	Y	MON,TUE,WI
INSERT		0423191	N		1081	01	109F	U01	U5X					50	Y	MON,TUE,WI
	7662	0412778	N		1081	01	109G	U01	U5X	191490			trey.headrick@emory.edu	100	Y	MON,TUE,WI
	1781	0068143	N		1081	01	109H	U01	U5X	191430	404/727-7466		julie.hale@emory.edu	100	Y	MON,TUE,WI
	8536	0423191	N		1081	01	109I	U01	U5X	191490			ron.berridge@emory.edu	100	Y	MON,TUE,WI

Fig. 5.4

Then the user can upload the excel sheet (See Fig. 5.5 and Fig. 5.6)

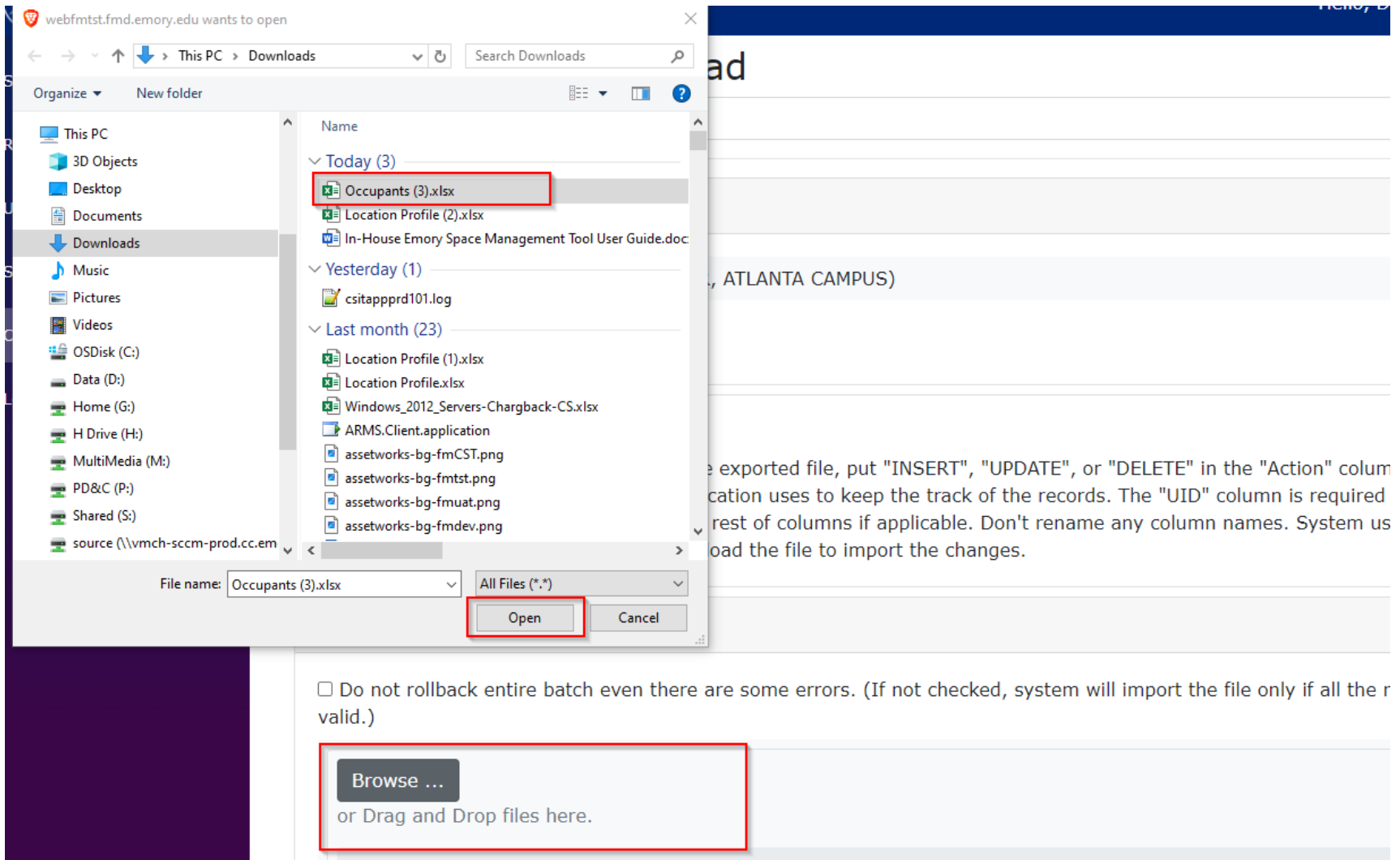


Fig. 5.5

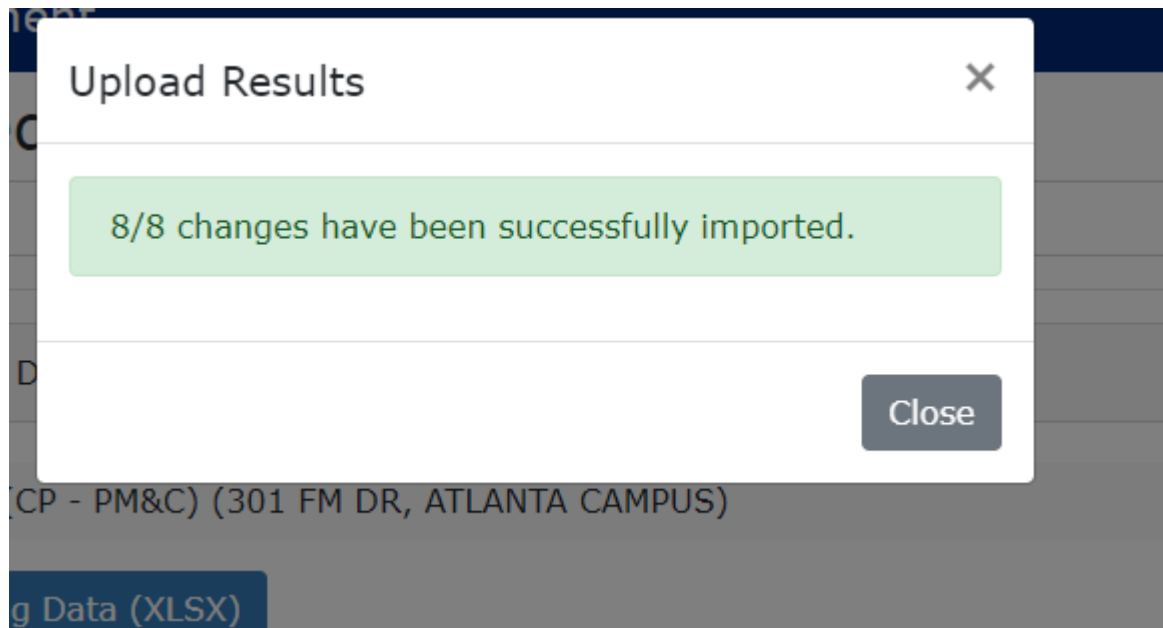


Fig. 5.6

All changes will be listed as Pending and waiting for Admin to approve. Admin can approve the change (See Fig. 5.7)

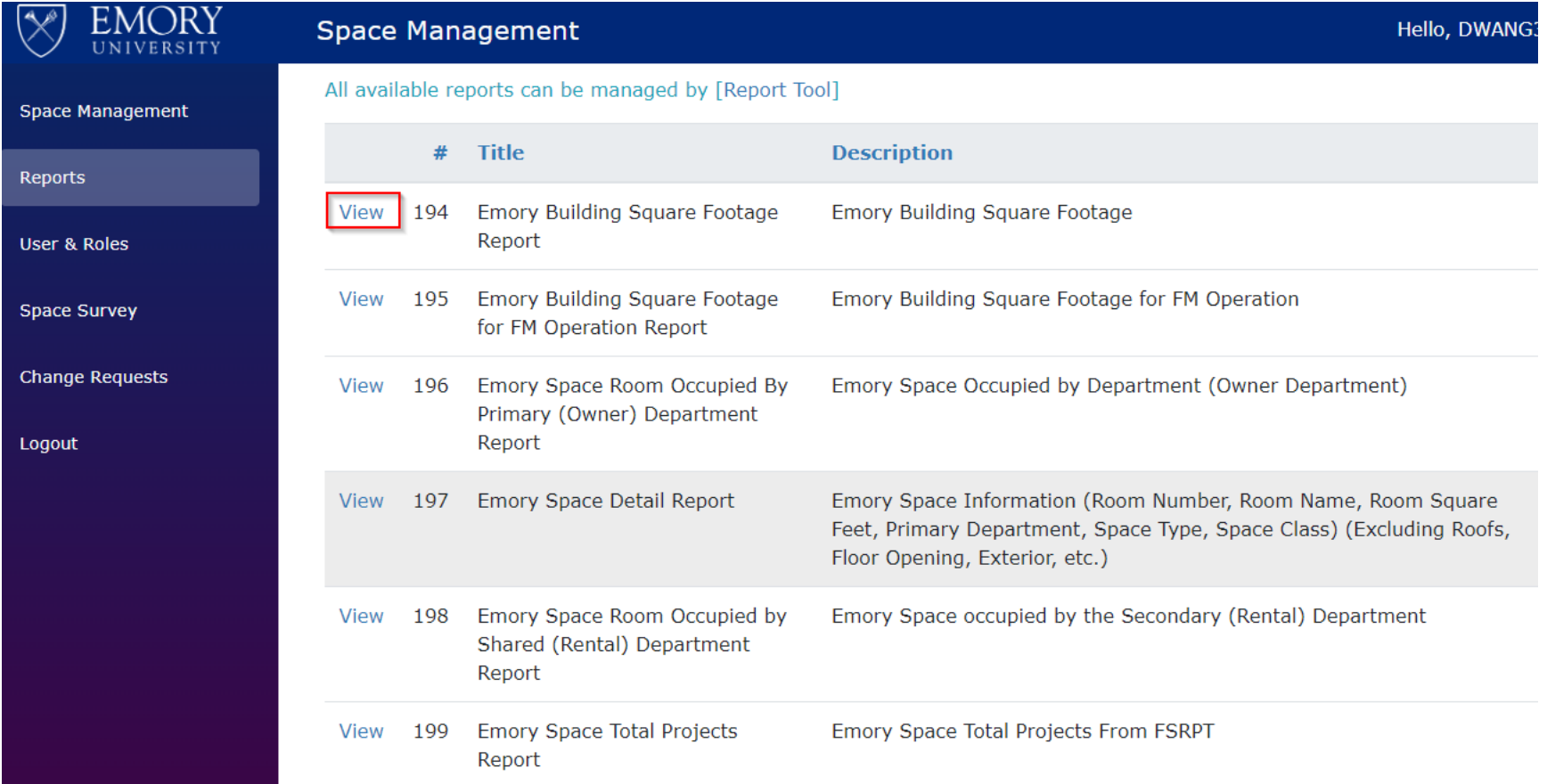
Space Management				
<input type="checkbox"/>	Location Profile Chg#100004 UPDATE	PENDING	2420 - MILLER-WARD ALUMNI HOUSE Flr: 01 143	DWANG30 12/19/2024 4:18:23 PM
<input type="checkbox"/>	Occupants Chg#100001 DELETE	PENDING	1081 - FM BUILDING C (CP - PM&C) Flr: 01 119C	DWANG30 1/3/2025 4:00:30 PM
<input type="checkbox"/>	Occupants Chg#100009 DELETE	PENDING	1081 - FM BUILDING C (CP - PM&C) Flr: 01 109A	DWANG30 1/3/2025 4:45:27 PM
<input type="checkbox"/>	Occupants Chg#100010 DELETE	PENDING	1081 - FM BUILDING C (CP - PM&C) Flr: 01 109B	DWANG30 1/3/2025 4:45:27 PM
<input type="checkbox"/>	Occupants Chg#100011 UPDATE	PENDING	1081 - FM BUILDING C (CP - PM&C) Flr: 01 109D	DWANG30 1/3/2025 4:45:27 PM
<input type="checkbox"/>	Occupants Chg#100012 UPDATE	PENDING	1081 - FM BUILDING C (CP - PM&C) Flr: 01 109E	DWANG30 1/3/2025 4:45:27 PM
<input type="checkbox"/>	Occupants Chg#100013 UPDATE	PENDING	1081 - FM BUILDING C (CP - PM&C) Flr: 01 109F	DWANG30 1/3/2025 4:45:27 PM
<input type="checkbox"/>	Occupants Chg#100014 INSERT	PENDING	1081 - FM BUILDING C (CP - PM&C) Flr: 01 109D	DWANG30 1/3/2025 4:45:27 PM
<input type="checkbox"/>	Occupants Chg#100015 INSERT	PENDING	1081 - FM BUILDING C (CP - PM&C) Flr: 01 109E	DWANG30 1/3/2025 4:45:27 PM
<input type="checkbox"/>	Occupants Chg#100016 INSERT	PENDING	1081 - FM BUILDING C (CP - PM&C) Flr: 01 109F	DWANG30 1/3/2025 4:45:27 PM

Find a problem? Please email to [CS Help Ticket](#).

Fig. 5.7

6. Reports

This feature will show the list of general reports that are granted to the user (See Fig. 6.1). CS IT can create a specific report per the user’s request and grant permission to the user.



The screenshot displays the Emory University Space Management interface. The top navigation bar includes the Emory University logo, the title "Space Management", and the user name "Hello, DWANG". A left sidebar contains navigation links: "Space Management", "Reports", "User & Roles", "Space Survey", "Change Requests", and "Logout". The main content area shows a message: "All available reports can be managed by [Report Tool]". Below this is a table of reports with columns for "#", "Title", and "Description". The first row, report #194, has a "View" link highlighted with a red box. The table lists several reports related to building square footage and space occupancy.

#	Title	Description
View 194	Emory Building Square Footage Report	Emory Building Square Footage
View 195	Emory Building Square Footage for FM Operation Report	Emory Building Square Footage for FM Operation
View 196	Emory Space Room Occupied By Primary (Owner) Department Report	Emory Space Occupied by Department (Owner Department)
View 197	Emory Space Detail Report	Emory Space Information (Room Number, Room Name, Room Square Feet, Primary Department, Space Type, Space Class) (Excluding Roofs, Floor Opening, Exterior, etc.)
View 198	Emory Space Room Occupied by Shared (Rental) Department Report	Emory Space occupied by the Secondary (Rental) Department
View 199	Emory Space Total Projects Report	Emory Space Total Projects From FSRPT

Fig. 6.1

Once the user clicks the “View” (See Fig. 6.1), it will direct to the report website. The user can export the data by clicking “Export Xls” (See Fig. 6.2)

Emory Space Detail Report

[Export Xls](#) [Back](#)

Saved Personal Query

No query defined yet!

[Add Filter](#)

[Save to Personal Query](#)

[Refresh](#)

Page 1/4905. Total 98095 records.

[First](#)
[Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[...](#)
[Next](#)
[Last](#)

Campus ID	Campus Name	Building ID	Building Name	Floor ID	Room Number	Room Name	AREA(SQFT)	School/Unit ID	School/Unit Name	Department ID	Department Name	Space Type
CL	EMORY MIDTOWN	8806	MEDICAL OFFICE TOWER	08	8045	Examination	137	TEC	HCTEC-THE EMORY CLINIC	506030	TEC ALLOC SVCS BRAIN HEALTH	850-B
CL	EMORY MIDTOWN	8806	MEDICAL OFFICE TOWER	07	7126	Private Off	122	TEC	HCTEC-THE EMORY CLINIC	507020	TEC IM INFEC DIS ID GENERAL	310-A
CL	EMORY MIDTOWN	8806	MEDICAL OFFICE TOWER	07	7092	Examination	89	TEC	HCTEC-THE EMORY CLINIC	507020	TEC IM INFEC DIS ID GENERAL	850-B
CL	EMORY MIDTOWN	8806	MEDICAL OFFICE TOWER	07	7091	Examination	88	TEC	HCTEC-THE EMORY CLINIC	507020	TEC IM INFEC DIS ID GENERAL	850-B
CL	EMORY MIDTOWN	8806	MEDICAL OFFICE TOWER	07	7090	Examination	96	TEC	HCTEC-THE EMORY CLINIC	507020	TEC IM INFEC DIS ID GENERAL	850-B
CL	EMORY MIDTOWN	8806	MEDICAL OFFICE TOWER	07	7089	Examination	91	TEC	HCTEC-THE EMORY CLINIC	507020	TEC IM INFEC DIS ID GENERAL	850-B
CL	EMORY MIDTOWN	8806	MEDICAL OFFICE TOWER	07	7096	Nurse Station	181	TEC	HCTEC-THE EMORY CLINIC	507020	TEC IM INFEC DIS ID GENERAL	830
CL	EMORY MIDTOWN	8806	MEDICAL OFFICE TOWER	08	8042	Examination	122	TEC	HCTEC-THE EMORY CLINIC	506540	TEC IM RHEUM MIDTOWN HBC	850-B
CL	EMORY MIDTOWN	8806	MEDICAL OFFICE TOWER	08	8033	Diagnostic Srvc Lab	99	TEC	HCTEC-THE EMORY CLINIC	506540	TEC IM RHEUM MIDTOWN HBC	860
CL	EMORY MIDTOWN	8806	MEDICAL OFFICE TOWER	08	8040	Examination	123	TEC	HCTEC-THE EMORY CLINIC	506030	TEC ALLOC SVCS BRAIN HEALTH	850-B

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Fig. 6.2

The user can use the filter function to add filter to report to narrow down the data (See Fig. 6.3).

The filter interface consists of a header with three buttons: 'Add Filter' (green), 'Save to Personal Query' (grey), and 'Refresh' (blue). Below the buttons are two filter rules. The first rule has 'Campus ID' selected from a dropdown, 'Equal' selected from a dropdown, and 'MN' entered in a text box. The second rule has 'Building ID' selected from a dropdown, 'Equal' selected from a dropdown, and '1081' entered in a text box. Each rule has a red 'X' button to its right.

Page 1/7. Total 122 records.

First Previous 1 2 3 4 5 ... Next Last

Campus ID	Campus Name	Building ID	Building Name	Floor ID	Room Number	Room Name	AREA(SQFT)	School/Unit ID	School/Unit Name	Department ID	Department Name	Space Type
MN	ATLANTA CAMPUS	1081	FM BUILDING C (CP - PM&C)	02	242C	Office Serv	71	U5X	CAMPUS SERVICES	191200	CS PROJECT DESIGN CONSTR ADMIN	315
MN	ATLANTA CAMPUS	1081	FM BUILDING C (CP - PM&C)	02	206	File / Records	842	U5X	CAMPUS SERVICES	191200	CS PROJECT DESIGN CONSTR ADMIN	315-A
MN	ATLANTA CAMPUS	1081	FM BUILDING C (CP - PM&C)	02	209	File / Records	305	U5X	CAMPUS SERVICES	191200	CS PROJECT DESIGN CONSTR ADMIN	315-A
MN	ATLANTA CAMPUS	1081	FM BUILDING C (CP - PM&C)	02	213B	Mail / Receiving	40	U5X	CAMPUS SERVICES	191200	CS PROJECT DESIGN CONSTR	315-D

Fig. 6.3

The user can also create personal query to save the filters. In the future, the user can select the personal query to get the filtered data (See Fig. 6.4 and Fig. 6.5).

Report Tool Admin ▾ Hello, DWANG30! ▾

Emory Space Detail

Export Xls Back

Saved Personal Query

No query defined yet!

Add Filter

Campus ID Equal MN

Building ID Equal 1081

Save to Personal Query Refresh

Page 1/7. Total 122 records.

First Previous **1** 2 3 4 5 ... Next Last

Campus ID	Campus Name	Building ID	Building Name	Floor ID	Room Number	Room Name	AREA(SQFT)	School/Unit ID	School/Unit Name	Department ID	Department Name	Space Type
MN	ATLANTA CAMPUS	1081	FM BUILDING C (CP - PM&C)	02	242C	Office Serv	71	U5X	CAMPUS SERVICES	191200	CS PROJECT DESIGN CONSTR ADMIN	315
MN	ATLANTA CAMPUS	1081	FM BUILDING C (CP - PM&C)	02	206	File / Records	842	U5X	CAMPUS SERVICES	191200	CS PROJECT DESIGN CONSTR ADMIN	315-A

Save to Personal Query [X]

To Create

Title

Save

Fig. 6.4

Emory Space Detail Report

Export Xls Back

Saved Personal Query

Schedule Email Campus Services FM Building C Delete

Add Filter Save to Personal Query Refresh

Fig. 6.5

The user also can schedule email to send the excel report from the saved personal query. The user can choose one time only, daily, weekly, monthly, and yearly. The user also can add multiple recipients (See Fig. 6.6).

Create Scheduled Email

Back

Emory Space Detail Report : Campus Services FM Building C

Recurrency	<input type="text" value="- one time only -"/>
Next Run*	<input type="text" value="MM/dd/yyyy"/>
Time*	<input type="text" value="mm:hh tt"/>
Email to*	<input ;"="" emails."="" multiple="" separate="" to="" type="text" value="Please use "/>
Email Template*	<div><p>Report[{ReportTitle}]:{PersonalQueryTitle}] is ready for you to review. Please see the file attached.</p><p>The report is owned by {OwnerName}[{OwnerUserID}] and is sent out on behalf of {OwnerName}.</p></div>

Back Save

Fig. 6.6