

Space Utilization Quick Start

Gathering Your Data

1. Select **SURVEY** on the Home screen of Space Utilization.
2. If you need a particular PI's projects or a single project, enter that selection criteria.
3. Select Show Summary List.
4. Click on **Print Data Entry Form** button to create either a PDF or Excel spreadsheet of all projects that have not been completed.
5. Use the forms to manually gather the room use % and personnel from the PI. Consult the **About** tab for guidance on Federal requirements.

Don't see a Specific Project?

1. This list is filtered to only include projects that
 - a. Have budget dates that overlap the fiscal year
 - b. Are not PSCCUNY grants or CUNY Miscellaneous projects
 - c. Are coded with an on-campus purpose code
 - d. Have expenses for the fiscal year that exceed \$5000.

Entering the Data

1. Select **SURVEY** on the Home screen of Space Utilization.
2. If you need a particular PI's projects or a single project, enter that selection criteria.
3. Select Show Summary List.
4. Click on any Project Number. You will navigate to the **Rooms** tab.
5. Select Building, Floor, Room and enter usage %. Click on the **green +** to add.
6. Continue to add more rooms, or click on **Mark as Done**.
7. At any time you can click on **Back to List** at the bottom of the screen to select a different project.

Changes needed?

1. Select your project again to get to the **Rooms** tab.
2. To Delete--Hover over a room and click the **red X** to delete the line.
3. To Modify room usage--Click on the **Usage %** to type over it with a new number. Press Enter or click elsewhere on the screen.
4. To change the building/floor/room, delete the line and add it correctly.
5. Continue to add more rooms, or click on **Mark as Done**.
6. At any time you can click on **Back to List** at the bottom of the screen to select a different project.

Enter Personnel not paid by the Project

1. Select your project again to get to the **Rooms** tab.
2. Select **Enter Personnel**.
3. Required fields are first and last name and title. If you know the CUNYFirst ID and department of the employee, you can enter those.
4. Click on the **green +** to add. Click the **red X** to delete.

Copy from Previous Survey

1. Select your project again to get to the **Rooms** tab.
2. Select **Copy From Previous Survey**. This is especially useful for project continuations.
3. The left side of the screen is your current project.
4. Enter the 'copy from' Year (this CAN be the current survey!) and Project on the right side of the screen.
5. Click on **Compare Rooms**.
6. You will see a list of rooms on the right side. Click on the **Copy All** button at the bottom right corner, or Click on the **green +** to add individual rooms.
7. Once these rooms have moved to the left side of the screen you can click on the usage % to modify it or click the **red X** to delete the line.
8. If appropriate, click on **Mark as Done**.
9. You cannot add new rooms from this screen. Click on **Enter Rooms** tab to enter other rooms.
10. At any time you can click on **Back to List** at the bottom of the screen to select a different project.

Room Usage not Appropriate?

1. Select your project again to get to the **Rooms** tab.
2. Select the **Exclude from Survey** tab.
7. Enter the specific reason in the text box and click on **Mark as Done**.
3. You will be prevented from entering any room or personnel data for this project.