

Space Survey 2016

– New Web App Instructions- (v2.0)

Introduction

Last year we started using AiM for Space Management. The Space Survey in AiM created extra effort on the Space Reps with regards to entering the pertinent space data. This year we have developed a new method of entering your space survey data and hope that you find it very user friendly and helpful in you completing the task at hand.

The data collected during the survey will be used to serve you better. Your part is pivotal and we appreciate your efforts.

Navigating to the new web interface for Your Space Surveys

Link to the web interface for Your Space Surveys:

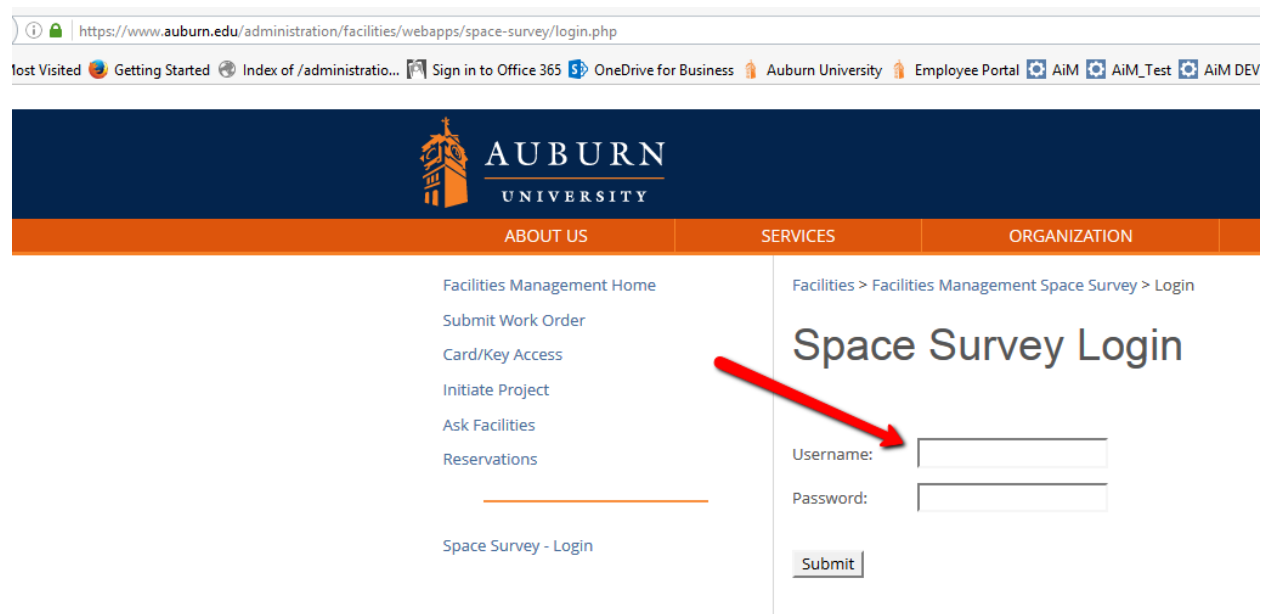
<https://www.auburn.edu/administration/facilities/webapps/space-survey>

For Testing and Training the link is:

<https://www.auburn.edu/administration/facilities/webapps/space-survey>

Login

You will be prompted to login. Use your auburn id and password.



The screenshot shows a web browser window with the URL <https://www.auburn.edu/administration/facilities/webapps/space-survey/login.php>. The browser's address bar and tabs are visible. The page features the Auburn University logo and a navigation menu with links: ABOUT US, SERVICES, ORGANIZATION, Facilities Management Home, Submit Work Order, Card/Key Access, Initiate Project, Ask Facilities, Reservations, and Space Survey - Login. A red arrow points to the 'Space Survey Login' section, which contains a 'Username:' field, a 'Password:' field, and a 'Submit' button.

Your Space Surveys

Your Space Surveys – displays a listing of the surveys that are available for your data input.

- These are listed by Building. Each survey is related to the building and your college.
- Search and filter the list by entering text in the text fields of "Building", "Status", "Survey ID", or "Last Updated"

Your Space Surveys

App Building		Status	Survey ID	Last Updated
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
➤	✓ Ag Heritage Park: Dairy	SURVEYING	120AHPDAIRY	05/24/16 2:34PM by Ellen Doyle
➤	✓ Alumni Center	SURVEYING	103VPALUMNIAFF	05/26/16 4:42PM by Hong Biao Wang
➤	✓ Engineering Shop 2	SURVEYING	102AVPFACENGSH2	05/17/16 11:32AM by Ellen Doyle
➤	✓ Facilities Management 1	SURVEYING	102-ROB 1	05/18/16 10:13AM by Rob Stanford
➤	✓ Facilities Management 3	SURVEYING	102-ROB 2	05/16/16 5:13PM by Rob Stanford
➤	✓ Haley Center	SURVEYING	15_HALEY_ENGLIS	05/17/16 10:45AM by Ellen Doyle
➤	✓ NCAT Research Facility	SURVEYING	128ENG_NCAT	05/18/16 10:00AM by Rob Stanford
➤	✓ Poultry Laboratory (SPF)	SURVEYING	120 POULTRY LAB	05/25/16 8:28AM by Ellen Doyle
➤	✓ President Garage	SURVEYING	100PRESGARAGE	05/17/16 11:05AM by Ellen Doyle
➤	✓ President Garden Pavilion	SURVEYING	100PRESPAVILION	05/17/16 11:29AM by Rob Stanford
➤	✓ President House	SURVEYING	100PRESHOUSE	05/17/16 11:46AM by Rob Stanford
➤	✓ Research Park Building 1	SURVEYING	999RESEARCHPK	05/18/16 10:48AM by Ellen Doyle
➤	✓ Student Activities Center	SURVEYING	102AVPFACSTUDEN	05/17/16 11:49AM by Ellen Doyle

- To select a survey, double-click the survey, or click the Expand button (the right arrow) to the left of the survey in the list.

Maintain Space Survey

Maintain Space Survey – displays a listing of the rooms that are available for your data input.

- The building for the survey is listed at the top.
- The space survey with the rooms listed down the page in a data sheet layout.

Maintain Space Survey

Pick Building:

Ag Heritage Park: Dairy

View in AM View Floor Plans Export to Excel

Room Details						Usage
	Floor	Room Nbr	Room Type	Room Status	Organization	Usage
	01	101	110 - GENERAL PURPOSE CLASSROOM	OCCUPIED	120000 - Agriculture Administration	NU - Not In Use
	01	103	110 - GENERAL PURPOSE CLASSROOM	OCCUPIED	120000 - Agriculture Administration	NU - Not In Use
	01	103A	225 - OPEN LABORATORY SERVICE	OCCUPIED	120000 - Agriculture Administration	NU - Not In Use
	01	104	060 - ALTERATION OR CONVERSION ARE	INACTIVE	120000 - Agriculture Administration	NU - Not In Use
	01	106	060 - ALTERATION OR CONVERSION ARE	INACTIVE	120000 - Agriculture Administration	NU - Not In Use
	01	107	060 - ALTERATION OR CONVERSION ARE	INACTIVE	120000 - Agriculture Administration	NU - Not In Use
	01	110	060 - ALTERATION OR CONVERSION ARE	INACTIVE	120000 - Agriculture Administration	NU - Not In Use

Occupants

You can filter the listing of the rooms by keying in the open fields at the top of the view: "Floor", "Room Nbr", "Room Type", "Room Status", "Organization", "Usage", "Occupant", "Department", "Survey Status"

For example, if you want to filter to a specific room number, key in the room number and the data sheet view will update to show you only the row for that room.

Maintain Space Survey

Pick Building:

Ag Heritage Park: Dairy

View in AM View Floor Plans Export to Excel

Room Details						Usage
	Floor	Room Nbr	Room Type	Room Status	Organization	Usage
	01	101	110 - GENERAL PURPOSE CLASSROOM	OCCUPIED	120000 - Agriculture Administration	NU - Not In Use
	01	103	110 - GENERAL PURPOSE CLASSROOM	OCCUPIED	120000 - Agriculture Administration	NU - Not In Use
	01	103A	225 - OPEN LABORATORY SERVICE	OCCUPIED	120000 - Agriculture Administration	NU - Not In Use
	01	104	060 - ALTERATION OR CONVERSION ARE	INACTIVE	120000 - Agriculture Administration	NU - Not In Use
	01	106	060 - ALTERATION OR CONVERSION ARE	INACTIVE	120000 - Agriculture Administration	NU - Not In Use
	01	107	060 - ALTERATION OR CONVERSION ARE	INACTIVE	120000 - Agriculture Administration	NU - Not In Use
	01	110	060 - ALTERATION OR CONVERSION ARE	INACTIVE	120000 - Agriculture Administration	NU - Not In Use

Occupants

To view the data for room 104, key in 104.

You now see only the row of data for room 104. (See picture below)

Maintain Space Survey

Pick Building: Ag Heritage Park: Dairy ▾

View in AIM

View Floor Plans

Export to Excel

Room Details						Usage
Floor	Room Nbr	Room Type	Room Status	Organization	Usage	
01	104	060 - ALTERATION OR CONVERSION ARE	INACTIVE	120000 - Agriculture Administration	NIU - Not In Use	

Occupants

How to update the data

To make a change to the data, click in the row and make a new choice. Once you leave that field/cell then you will have updated the information. In turn, the buttons on the left will change color.

- The green and red buttons on the left show you the status of the line item.
- At this point, you have the options on the Left hand menu to go back to "Your Space Surveys", the listing, or you can use the drop down listing of the "Pick Building:" and choose another survey (by building).
-

earch for the applicable Space Survey

Enter your criteria to find the Space Survey

Click the **Execute** button to view all of the surveys (results are filtered based on the criteria you entered in the search screen and also filtered by your user security rights)

Space Survey

REGINAAboutLogout

Execute

Advanced Search

Reset

AiM

Action	Display Order	Sort	Operator
New Query	<input type="checkbox"/> Space Survey	- =	
View	<input type="checkbox"/> Description	- contains	
	<input type="checkbox"/> Type	- =	
	<input type="checkbox"/> Status	- =	
	<input type="checkbox"/> Survey Date	- =	
	<input type="checkbox"/> Template	- =	
	<input type="checkbox"/> Region	- =	
	<input type="checkbox"/> Facility	- =	
	<input type="checkbox"/> Property	- =	
	<input type="checkbox"/> Institution	- =	
	<input type="checkbox"/> Department	- =	
	<input type="checkbox"/> Organization	- =	
	<input type="checkbox"/> Principal Investigator	- =	
	<input type="checkbox"/> Extra Description	- contains	
	<input type="checkbox"/> Edit Date	- =	
	<input type="checkbox"/> Editor	- =	

From the Search Results Screen, click on the Space Survey.

≡ Space Survey

REGINA About Logout

Search

AiM

Action	Space Survey ↓	Description	Type	Status	Survey Date	Principal Investigator
Export	1003	120 - casic (189 rooms) third run testing	Property	DEAN APPROVED	May 29, 2015	
View	120 - CASIC	120 - casic (189 rooms)	Property	DEAN APPROVED		
	120 - CASIC -2	120 - casic (189 rooms) second run testing	Property	DEAN APPROVED	May 29, 2015	
	120-BROUN	120 Engineering - Broun Hall - (173 rooms) - 2015	Property	CANCELED	Jun 02, 2015	
	120-CASICGRANT	120 - casic (189 rooms) - Grant 2015	Property	SURVEYING	Jun 02, 2015	
	123-ETV	testing	Property	GENERATED		
	128-BROUN	128 Engineering - Broun Hall - (173 rooms) - 2015	Property	SURVEYING	Jun 02, 2015	
	128-HARBERT	128	Property	SURVEYING	Jun 02, 2015	

Page 1 of 1

Go

Display: 25

First

Previous

Next

Last

Records Found = 16

space rep

^ v

Highlight All Match Case 2 of 3 matches

×

For example, Click on the Space Survey "120-CASICGRANT"

Space Survey		REGINA About Logout				
Search		AiM				
Action	Space Survey ↓	Description	Type	Status	Survey Date	Principal Investigator
Export	1003	120 - casic (189 rooms) third run testing	Property	DEAN APPROVED	May 29, 2015	
View	120 - CASIC	120 - casic (189 rooms)	Property	DEAN APPROVED		
	120 - CASIC -2	120 - casic (189 rooms) second run testing	Property	DEAN APPROVED	May 29, 2015	
	120-BROUN	120 Engineering - Broun Hall - (173 rooms) - 2015	Property	CANCELED	Jun 02, 2015	
	120-CASICGRANT	120 - casic (189 rooms) - Grant 2015	Property	SURVEYING	Jun 02, 2015	
	123-ETV	testing	Property	GENERATED		
	128-BROUN	128 Engineering - Broun Hall	Property	SURVEYING	Jun 02, 2015	

From the Space Survey screen, Click the Edit button

Space Survey

REGINAAboutLogout

EditSearchBrowse

AiM

Action

[Error Log](#)

[Email](#)

View

[Extra Description](#)

Sent Email

Notes Log

[Status History](#)

Related Documents

120-CASICGRANT

Last Edited by ELLEN DOYLE On 06/02/2015 04:32 PM

120 - casic (189 rooms) - Grant 2015

Region	LEE	Survey	11	Processed Updates	0
	LEE	Verified	0		
Facility	AA	Changed	1	Manual Rework	0
Property	AA_R1701	Remaining	10		
	Hubbard				

Survey Location

Location	Floor	Region	Facility	Property	Location Type	Status
101	01	LEE	AA	AA_R1701	314	Awaiting Survey
126	01	LEE	AA	AA_R1701	255	Awaiting Survey
126A	01	LEE	AA	AA_R1701	255	Awaiting Survey

Record

Go

First

Previous

Next

Last

5

Click on Room Number

Space Survey

REGINA About Logout

Save Cancel

AiM

Action

Error Log

View

Extra Description

Notes Log

Status History

Related Documents

120-CASICGRANT

Last Edited by ELLEN DOYLE On 06/02/2015 04:32 PM

Status SURVEYING Q

Type Property

Survey Date Jun 02, 2015

Template

120 - ~~casic~~ (189 rooms) - Grant 2015

Region	LEE	Survey	11	Processed Updates	0
	LEE COUNTY	Verified	0		
Facility	AA	Changed	1	Manual Rework	0
	AUBURN UNIVERSITY	Remaining	10		
Property	AA_R1701				
	Hubbard CASIC				

Survey Location

Location	Floor	Region	Facility	Property	Location Type	Status
101	01	LEE	AA	AA_R1701	314	Awaiting Survey
126	01	LEE	AA	AA_R1701	255	Awaiting Survey
126A	01	LEE	AA	AA_R1701	255	Awaiting Survey
126B	01	LEE	AA	AA_R1701	255	Awaiting Survey
126C	01	LEE	AA	AA_R1701	255	Changed
136	01	LEE	AA	AA_R1701	250	Awaiting Survey
142	01	LEE	AA	AA_R1701	255	Awaiting Survey
144	01	LEE	AA	AA_R1701	250	Awaiting Survey

Survey Location

REGINA About Logout

Done Cancel

AiM

Location Data

Location Status, Location Type, Space Type, Capacity, Survey Sqft

Organizational Occupancy

Institution, Department, Organization, Usage

Program Location

Program

Grant Location

Grant ID, Grant Occupant

Occupants

Occupant, Occupant Type, First Name, Last Name

Region

LEE

LEE COUNTY

Facility

AA

AUBURN UNIVERSITY

Property

AA_R1701

Hubbard CASIC

Floor

01

Level: 01

Location

136

Status

Awaiting Survey

You are in edit mode when you see the red outline around some of the fields.

Location Type	250	Location Status	OCCUPIED
Space Type	ASSIGNABLE	Capacity	
Primary Usage	SH	Survey Sqft	

Location Type	<input type="text" value="250"/> <div>RESEARCH/NONCLASS LABORATORY</div>	Location Status	<input type="text" value="OCCUPIED"/>
Space Type	<input type="text" value="ASSIGNABLE"/>	Capacity	<input type="text"/>
Primary Usage	<input type="text" value="SH"/> <div>SHARED (PRORATED) FUNCTIONS</div>	Survey Sqft	<input type="text"/>

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Review of the Survey Location:

In the top left hand section, the screen contains hyperlinks to different sections of the survey. We are asking you to review/revise 3 sections: Location Data, Organizational Occupancy, and Occupants. The Program Location and Grant sections are not required at this time.

Section One: Location Data

- Location Type / Room Type:
If the existing value is incorrect, use the magnifying glass to select the appropriate room type.
- Space Type:
You should not modify this field.

- Primary Usage:
You should not modify this field.
- Location Status:
If the existing value is incorrect, use the magnifying glass to select the appropriate status.
- Capacity:
You should not modify this field.

Section Two: Organizational Occupancy

Survey Location

REGINA About Logout

Done Cancel

AiM

[Location Data](#)
Location Status, Location Type, Space Type, Capacity, Survey Sqft
Organizational Occupancy
Institution, Department, Organization, Usage
[Program Location](#)
Program
[Grant Location](#)
Grant ID, Grant Occupant
[Occupants](#)
Occupant, Occupant Type, First Name, Last Name

Region
LEE
LEE COUNTY
Facility
AA
AUBURN UNIVERSITY
Property
AA_R1701
Hubbard CASIC
Floor
01
Level: 01
Location
136

Status

Awaiting Survey

Current

Organization	Description	Institution	Department	Percent
120701	BIOSYSTEMS ENGINEERING	120	12070	100.00%

Usage	Percent	Start Date	End Date
IN	75.00%	Jul 01, 2014	
OR	25.00%	Jul 01, 2014	

Change

Remove Load Add

Organization	Description	Institution	Department	Percent
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- Organization:
To make a change to either the Organization number or the room Usage, the procedure will be similar:
 1. Click Add, and Enter the Organization number either a new Org number or the same number as listed before clicking "Add". In this example, enter 120701 in the Organization field (outlined in red for edit mode).
 2. Then, click the magnifying glass.

Organizational Occupancy

REGINA About Logout

Done Add Cancel AiM

136 Last Edited by On 05/26/2015 07:28 PM

Institution

Department

Organization

Square Footage

Percent

From Date Jun 02, 2015

To Date

Usage

Usage De Square Footage Percent

Remove Add

First, key in the Organization number "120701"

Next, click the magnifying glass to autopopulate the other fields.

Organizational Occupancy

REGINAAboutLogout

DoneAddCancel

AiM

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Last Edited by On 05/26/2015 07:28 PM

Institution

120

COLLEGE OF AGRICULTURE

Department

12070

BIOSYSTEMS ENGINEERING

Organization

120701

BIOSYSTEMS ENGINEERING

Square Footage

Percent

From Date

Jun 02, 2015

To Date

Usage

RemoveAdd

UsageDescriptionSquare FootagePercent

Pictured above, notice the Percent field is highlighted in red but there is no value. This is a required field, so you do need to enter 100 in the field. Be sure to enter 100 for the Percent field.

- Usage:
Next, Notice the Usage section of the screen. Here you will need to enter the room usage. Click Add.

Organizational Occupancy Usage

Done

Add

Cancel

Usage	<input type="text"/>	<input type="text"/>
Percent		<input type="text"/>
Square Footage		<input type="text"/>
Start Date	<input type="text"/>	
End Date	<input type="text"/>	

Click the magnifying glass next to Usage to see the list of available codes.

Usage

Done

Search

Cancel

Usage ↓	Description
AX	AUXILIARY OPERATIONS
DA	DEPARTMENTAL ADMINISTRATION
DR	DEPARTMENTAL RESEARCH
GA	GENERAL ADMINISTRATION
IN	INSTRUCTION
LI	LIBRARY
NU	NOT IN USE
OA	OTHER INSTITUTIONAL ACTIVITIES
OM	OPERATIONS & MAINTENANCE
OR	ORGANIZED RESEARCH
OS	OTHER SPONSORED ACTIVITIES
OT	OUTSIDE AGENCIES
SA	STUDENT ADMINISTRATION & SERV
SC	SERVICE CENTER
SH	SHARED (PRORATED) FUNCTIONS
SP	SPONSORED PROJECTS ADMINISTRATION

Usage: The new system has the ability to track multiple Usage codes per room. If the room is being used for more than one purpose, please use the Change section to fill in the correct data. For example, 50% Instruction and 50% Departmental Research.

Be sure to enter the Percentage for the Usage.

Then click the **Done** button to confirm the change for the Usage. And click **Done** button again to confirm Organization.

Next Click Occupants

Note: We have preloaded occupant data from the OIT phone system.

If the occupant is correct, no action is required on your part.

If the occupant data is not accurate, please correct. First remove the old occupant and add the new occupant.

For example:

#1 scenario: Mary was in the office before and her name is listed. We need to update it to Joe. You can just Add Joe. It will "change" occupant from Mary to Joe.

#2 scenario: If you want to Add Joe and keep Mary as an occupant as well, then you will "Load" Mary and "Add" Joe. For a total of two occupants in the same room.

#3 scenario: The room was occupied by Mary but is now unoccupied. Then, you can "Load" Mary and add an End Date.

After completing the 3 sections (Location Data, Organizational Occupancy, and Occupants) the room survey is complete.

You are now finished with the room survey. Click the Done button.

And notice the Survey Location has a Status now of "Changed"

Complete the same process through the room locations. For some rooms, you can simply change the status to "Verified" – this means that there are no changes and the data remains unchanged.

When you are finished with the survey of the building, change the survey status to "Submitted"

Then, notify CPSM and they will review and change the status to CPSM Approved, and then final step is for the Dean's approval.

The Dean approval requires opening the survey and click Edit to change the status from CPSM Approved to Dean Approved.

Please note, the space survey can be completed from a mobile device, and is compatible with any browser. If you would like to check out an iPad from Facilities Management in order to complete your survey, please contact Hongbiao to schedule. If you require technical support when completing the survey, you may contact Facilities IT support:

Ellen Doyle 4-9169

Or Shanda Foster 4-9505