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
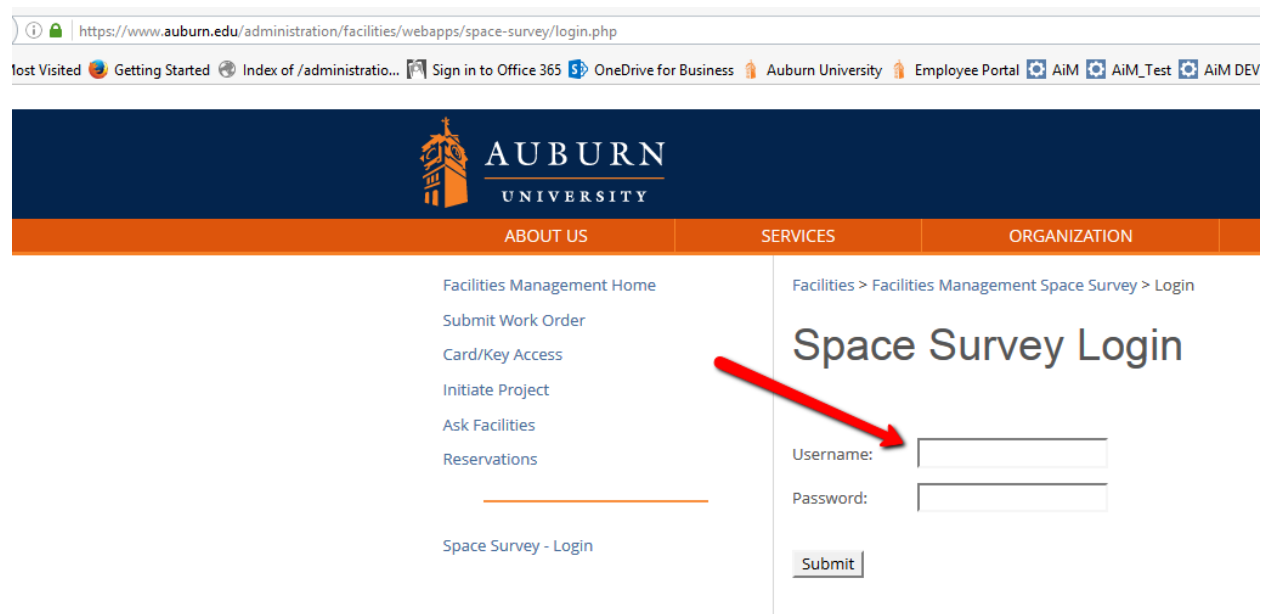
Link to the web interface for Your Space Surveys:

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.

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
✔	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.
- he space survey with the rooms listed down the page in a data sheet layout.

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.

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
		104	⌄	⌄	⌄	
🔴	01	104	060 - ALTERATION OR CONVERSION AREA	INACTIVE	120000 - Agriculture Administration	NU - 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 <mark>Execute</mark> 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)

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

Space Survey   REGINA   About   Logout

Search   AiM

Action						
Export						
View						

Space Survey ⇓	Description	Type	Status	Survey Date	Principal Investigator
1003	120 - casic (189 rooms) third run testing	Property	DEAN APPROVED	May 29, 2015	
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   Highlight All   Match Case   2 of 3 matches   ✕

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

From the Space Survey screen, Click the Edit button

≡ Space Survey

Edit   Search   Browse   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

Status	SURVEYING
Type	Property
Survey Date	Jun 02, 2015
Template	

Region	LEE	Survey	11	Processed Updates	0
	LEE				
		Verified	0		
Facility	AA				
	AUBURN	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

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

120 - casic (189 rooms) - Grant 2015

Status	SURVEYING 🔍
Type	Property
Survey Date	Jun 02, 2015 📅
Template	

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

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

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 ad 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

- 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.

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.

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:

#1scenario: 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