



## SPACE INVENTORY REPORT INSTRUCTIONS

Launch your web browser and log onto the DEMIS portal at [demisweb.ku.edu](http://demisweb.ku.edu)

Under the **Space Usage** tab, click on the link  Space Inventory Report 

- (A) The Parameters link displays all possible report items in one screen.
- (B) If you wish to quickly navigate to a specific portion of the report, click on these menu options.
- (C) Select the Fiscal Year associated with the survey timeframe you wish to run.
- (D) Select your ARSP and/or Department.
- (E) You may restrict your report to specific Buildings.

Portal Page Help

### Space Inventory Report

Bookmark Publish E-mail

**A** Parameters \*  Show only required items (denoted by \*) Reset to Default

**B** Primary Restrictions \*  
Filter by Occupant  
Report Options \*  
Report Breaks  
Output Options \*

**C** \*Fiscal Year  
2013

Parameters > Primary Restrictions Reset to Default

Select ARSP & Departments, Primary ARSP:  
(all possible values)

Secondary ARSP (optional):  
(all possible values)

Department

Available: (all possible values) Rows 1 - 100

A1500000-Chancellor's Office  
A1501001-Provost Office  
A1501002-University Governance  
A1501005-University Ombuds  
A1501008-Self Graduate Fellowship  
A1501010-Campus Equipment  
A1501011-Provost General Expense  
A1501012-Tuition Assistance

Selected:  
(all possible values) Apply

\*Select Building

Available: (all possible values) Rows 1 - 100 of 188

1018 Baltimore  
1421 Research Park Drive  
515-517 West 14th Street  
646 Vermont  
Adams Alumni Center


Selected:  
(all possible values)

**D**

**E**

- (F) You may restrict your report based on Room Codes depending on the types of rooms you wish to see. Room Codes can be selected by clicking on the available alpha values, or by typing specific number ranges in the free-form fields. For example, for a report on research labs and research lab service rooms you would type '250' in the beginning field and '255' in the ending field. For a complete list of codes, please refer to this link:  
[http://www.comptroller.ku.edu/financial\\_reporting\\_services/documents/f\\_and\\_a\\_costs/RoomUseCodes.pdf](http://www.comptroller.ku.edu/financial_reporting_services/documents/f_and_a_costs/RoomUseCodes.pdf)
- (G) You may restrict your report to rooms approved or not approved.
- (H) You may restrict your report to rooms shared across departments or exclusively used.
- (I) You may select rooms with or without occupants. This is particularly helpful for a self-check on your progress. Selecting 'Rooms without occupants' will direct your attention to rooms that still need to be worked on.


\*Select Room Code


Available: 



(all possible values)

- Alteration or Conversion Area
- Animal Quarters
- Animal Quarters Service
- Apartment
- Apartment Service
- Armory
- Armory Service
- Assembly

Selected:

(all possible values) 



F

OR Enter an Room Code range beginning value

and an ending Room Code range value

Select Approval Status

G

Select Usage

H

Status of Occupant Assignment to Room

I

- (J) You may also filter on types of occupants or specific occupant names. The list is comprehensive and listed alphabetically by last name.
- (K) Select the Fields/Columns of your report. It is **very important** that you make selections in this window, otherwise your report will not have much useful information.

Status of Occupant Assignment to Room

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**Parameters > Filter by Occupant** Reset to Default

Staff List

Available: Rows 1 - 100

GTAs
Non-Student Temps
Student Hourly Temps
A, Gulinna
Abbas,Rayan Sulaiman Alamin-AFL-LEW
Abbott Jr,Robert E.
Abbott,Priscilla Miller-AFL-WSHC
Abdaladze,Merab-AFL-LIPP
Abdalla Zeineldin,Maged Helmy

Selected:

**J**

Apply

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**Parameters > Report Options** Reset to Default

Select Additional Fields to Include in Report Output

Available:

ARSP
Department
Cost Center
Building Name
Building Number
Room Number
Room Type
Room Size (NASF)
Exclusive/Shared Usage
Approval Status

Selected:

**K**

Apply

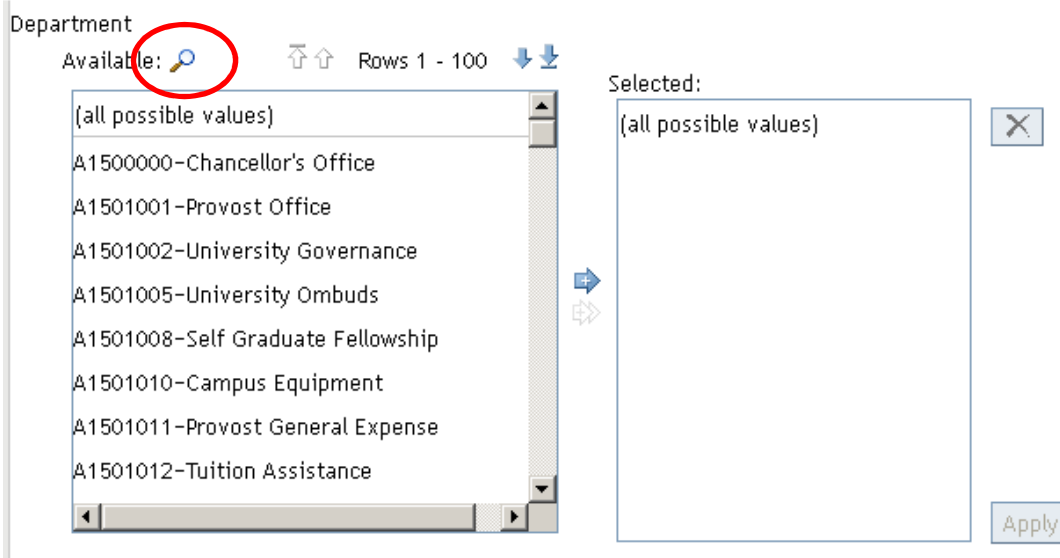
(L) You may select report breaks based on how you need your report to be grouped.

(M) You may select different file formats for your output (PDF, WEB, WORD, EXCEL), Portrait and Landscape page orientations, font, margin and paper sizes.

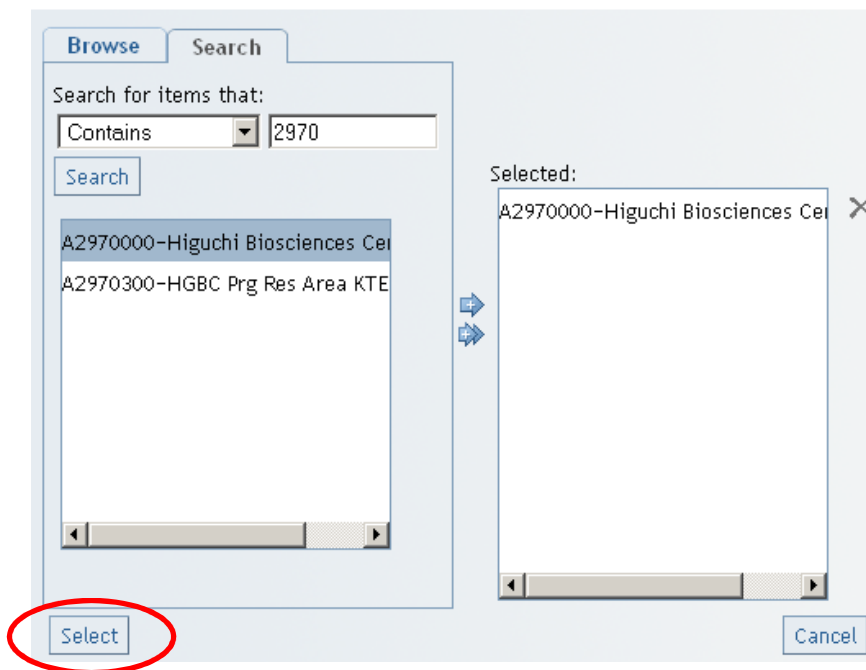
The screenshot displays two sections of a report configuration interface. The top section, titled "Parameters > Report Breaks", contains four dropdown menus labeled "Report Break #1" through "Report Break #4". A red letter "L" is positioned to the right of these menus. The bottom section, titled "Parameters > Output Options", contains several dropdown menus: "\*Output type" (set to "Web"), "\*Word/PDF page orientation" (set to "Portrait"), "\*Word/PDF paper size" (set to "Letter"), "\*Word/PDF print margins" (set to ".5 in"), "\*Word/PDF font size" (set to "10pt"), and "Debug?" (set to "TIME"). A red letter "M" is positioned to the right of these options. Both sections have a "Reset to Default" link in the top right corner.

### Tips

- Your selection parameters will appear in the headings or footnotes based on your selections. You may add additional customized text to the headings or footnotes of your report.
- In order to reduce scrolling, use the magnifying glass options where available. For example, if you wish to run a report for Department A2970000, click on the magnifying glass under the Department section:



Type in '2970' and hit Search, which will bring up any values that contain '2970'. You may change the search options to starts with, ends with, or exactly matches. Contains is the broadest search option you can use. Move the desired values to the field on the right hand side by double-clicking or using the arrows. Then click on the 'Select' button to include the criteria to your report.



**If you have questions, comments, or concerns, please contact:**

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