

WELCOME TO THE JAYSPACE WEB-BASED ROOM INVENTORY SURVEY

Directions for Completing the Survey

Launch your web browser and log onto JaySpace at <https://jayspace.ku.edu>

Your User ID and password are the same as your KU ID and password.

You will have entered the JaySpace portal page where new messages and updates will appear.

Click on “Space Usage Updates” to begin your room inventory survey.

The screen you will view when initially log onto the room inventory survey:

A ARSP: ALL

C COST: ALL

K Limit rows to those *not* Approved

B DEPT: ALL

D Building: ALL

E Number of rows to display/scroll: 10

F Update

All ARSP's → 14831 Rooms
Currently Viewing 1 - 10

Space Inventory Update
Space Functionalization Update

Questions or suggestions? For Inventory contact Tracy Horstman(4-4926); For Project or Function Use contact Beth Ridenour(4-3157) or Mariana Traetta(4-3156)

| Next 10 → | Approve | Subject ID Select to Edit | Cost Center | Last Modification | Select Room Occupants | Select Room Type | Update this information to the current status of the room: Used by your department? | Additional Comments? |
|--------------------------|--------------------------|--|-------------|--------------------|-----------------------|------------------|--|----------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1018 Baltimore - RM: 100 (6000sf) | 2250000 | 10OCT2012:12:00:33 | 0 Assigned | 220 | Y | |
| <input type="checkbox"/> | <input type="checkbox"/> | 1421 Research Park Drive - RM: 3A (5918sf) | 2330250 | 10OCT2012:12:00:33 | 0 Assigned | 310 | Y | |
| <input type="checkbox"/> | <input type="checkbox"/> | 515-517 West 14th Street - RM: 1 (125sf) | 2269000 | 10OCT2012:12:00:33 | 0 Assigned | 220 | Y | |
| <input type="checkbox"/> | <input type="checkbox"/> | 515-517 West 14th Street - RM: 1A (18sf) | 2269000 | 10OCT2012:12:00:33 | N/A | 225 | Y | |
| <input type="checkbox"/> | <input type="checkbox"/> | 515-517 West 14th Street - RM: 3 (64sf) | 2269000 | 10OCT2012:12:00:33 | N/A | 225 | Y | |
| <input type="checkbox"/> | <input type="checkbox"/> | 515-517 West 14th Street - RM: 4 (240sf) | 2269000 | 10OCT2012:12:00:33 | 0 Assigned | 220 | Y | |
| <input type="checkbox"/> | <input type="checkbox"/> | 515-517 West 14th Street - RM: 5 (81sf) | 2269000 | 10OCT2012:12:00:33 | N/A | 225 | Y | |
| <input type="checkbox"/> | <input type="checkbox"/> | 515-517 West 14th Street - RM: 8 (195sf) | 2269000 | 10OCT2012:12:00:33 | 0 Assigned | 220 | Y | |
| <input type="checkbox"/> | <input type="checkbox"/> | 515-517 West 14th Street - RM: 8A (9sf) | 2269000 | 10OCT2012:12:00:33 | N/A | 225 | Y | |
| <input type="checkbox"/> | <input type="checkbox"/> | 515-517 West 14th Street - RM: 9 (98sf) | 2269000 | 10OCT2012:12:00:33 | 0 Assigned | 220 | Y | |

- Your 5-digit Area of Responsibility (**A**) will be preset.
- Choose the 4-digit Department (**B**) for which you are the Space Coordinator.
- You may also view your list of rooms by the 7-digit Cost Center (**C**) or by Building (**D**).
- You may choose the number of rooms you wish to have displayed by filling in box (**E**).
- Press the Update button (**F**) to review your rooms.
- You may save the rooms you have approved by clicking on the symbol marked (**G**).
- Refresh your rooms by clicking on the symbol marked (**H**).
- You may add a room to your department that is assigned but not displayed by clicking on the symbol marked (**J**). This new room will not appear on your list until it has been approved by Space Management.
- You may limit your rooms (rows) to those not yet approved by checking the box (**K**) and clicking Update (**F**).
- If you want to change the current status of a room, click on the room in the Subject ID column (**L**).

How to Make Changes to Rooms

The screen you will view when you click on a room to make changes:

The University of
KANSAS

JaySpace Study
1018 Baltimore - RM: 100 (6000sf)

Space Inventory Update

REQUIRED Questions ●, Modification Date - 10OCT2012:12:00:28

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1.) Update this information to the current status of the room:

Select Room Type ● 220-Open Laboratory

Used by your department? ● YES

2.) Additional Comments?

[Save Changes & Close Window] [Close without Saving]

This window allows you to:

- Choose a different room type.
- Choose “NO” if the room is no longer assigned to your department.
- Tell us about the changes in the additional comments section. This is also the place you may tell us anything you wish about the room.

To get back to your list of rooms, click on “Save Changes & Close Window” at the bottom of this screen. *You will have to refresh your screen for any changes to appear in your list of rooms.*

Once the necessary changes have been made, if any, check the Approve box next to each room (row). *You must check the Approve box and save the approved data for us to retrieve and review you room data. This is also the only way we know you have completed the survey.*

Important tip: If you refresh your screen before saving your approved rooms, the approval checkmarks will disappear. To retain the approvals, you must save your data.

How to Enter Occupants

To enter occupants, click on the occupant field for that particular room.

The screen you will view when you click on the Select Room Occupants field:

The screenshot shows a web interface for assigning occupants to a room. The title bar reads "Assign Occupants to Corbin Hall - RM: 2 (133sf)" and "3 People in the Available List". The interface is divided into two main sections: "Available" and "Selected". The "Available" section contains a list with three items: "GTAs", "Non-Student Temps", and "Student Hourly Temps". To the right of this list are four arrow buttons: "-->", "-->>", "<--", and "<<--". The "Selected" section is currently empty. Below the lists is a note: "Note: Assign Selected Occupants before changing Subsets". Underneath is a "Subset By:" dropdown menu with the text "Select a Subset Value...". Another note follows: "Note: Applicable only if coinciding Job Pool SELECTED above". Below this are three input fields: "Enter GTA headcount:" with a value of 0, "Enter Student Hourly headcount:" with a value of 0, and "Enter Non-Student Temp headcount:" with a value of 0. At the bottom of the form are two buttons: "Assign Occupants" and "Close Without Further Assignment".

Highlight the room occupants from the Available list and move them to the Selected box using the arrows on the screen. (You may use the control key to select multiple occupants.) Then press "Assign Occupants." You will have to refresh your screen to show that occupants have been assigned.

The Available list will be the employees in your Area of Responsibility. If you do not see an employee's name, please select the alphabetized subset of all employees from the drop down tab labeled "Subset By:"

All department/units must place occupants in rooms through the JaySpace room inventory survey. If you have questions, or if your department already has a list of room occupants and you need help populating this field, contact Beth Ridenour or Mariana Traetta.

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

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