

WELCOME TO THE WEB-BASED JAYSPACE ACTIVITY USAGE SURVEY

The Comptroller’s Office asks you to complete this survey no later than Monday, May 6th, 2013

DIRECTIONS FOR COMPLETING THE SURVEY

Launch a web browser and log on to JaySpace at <https://JaySpace.ku.edu>

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

Click on “Space Usage Updates” to begin.

Here is the screen you will be viewing when you initially enter JaySpace:

The screenshot shows the JaySpace web interface. At the top, there are several filter and control elements:

- A**: ARSP dropdown menu (set to ALL)
- B**: DEPT dropdown menu (set to ALL)
- C**: COST dropdown menu (set to ALL)
- D**: Building dropdown menu (set to ALL)
- E**: Number of rows to display/scroll (set to 100)
- F**: Check box for "Rooms with function use less than 100%" (unchecked)
- G**: Update button
- H**: Refresh symbol (circular arrow)
- I**: Plus sign icon (add room)
- J**: Next 100 button

 Below these filters, a summary line reads: "All ARSP's -> 3627 Rooms Currently Viewing 1 - 100".

 The main content area contains a table with the following columns:

Subject ID Select to Edit	Cost Center	Last Modification	Instruction	* Sponsored Instruction	Dept Admin	Dept Research	* University Research	* Sponsored Research	* Other Sponsored Activity	Other Institutional Activity	Total	Additional Comments?	Inventory Survey Comment:
f421 Research Park Drive - RM 3A (5918sf)	2331000	13MAR2013:14:09:20									0		Leased space
Anschutz Library - RM 201 (674sf)	2960000	11MAR2013:16:17:55									0		

Your 5-digit Area of Responsibility (**A**) will be *preset*.

Choose the 4-digit Department (**B**) for which you are the Survey 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 (rows) you wish to have displayed by filling in the box (**E**).

You may check this box (**F**) if you wish to see rooms that have less than 100% functional percentages.

This feature will help you view remaining rooms that still need to be worked on.



Press the Update button (**G**) to view your rooms based on criteria selected.

Refresh the screen by clicking on the symbol marked (**H**). Automatic refreshes occur daily from 6:00AM – 7:00AM and 12:00PM – 1:00PM. Please avoid using JaySpace during these times.

You may add a room that is assigned to your department and is not displayed by clicking on the symbol marked (**I**). This new room will NOT appear in your list until it has been approved by the Office of Space Management.

You may review and update your occupants and rooms according to changes that might have occurred since the conclusion of the Inventory Survey by clicking on (**J**)

How To Bookmark the JaySpace link – Internet Explorer

1. Bookmark JaySpace as you normally would with any other URL.
2. Right-click on 'Start'  and select 'Explore'.
3. Follow this path: C:\Documents and Settings**(KU OnlineID)**\Favorites
4. Right-click on the JaySpace link you bookmarked in Step 1  JAYSPACE
5. Go into 'Properties'.
6. Under the 'Web Document' tab, make sure the URL is <https://JaySpace.ku.edu>
7. Click 'OK'.

How To Bookmark the JaySpace link – Mozilla Firefox

1. Bookmark JaySpace as you normally would with any other URL.
2. Go to 'Bookmarks' on your browser toolbar, then 'Organize Bookmarks'.
3. Click on 'Bookmarks Menu' and highlight the link you just bookmarked.
4. Under 'Name' and 'Location', make sure the URL is <https://JaySpace.ku.edu>

How To Enter Projects

Make sure the **Space Functionalization Update** tab on front page is selected.

Click on the "building name - room number" links under "Subject ID Select to Edit" to open each room and enter project numbers. You do not have to functionalize (enter percentages) offices, office service and conference rooms. **You will however be required to enter projects and Room PIs (but not percentages) in rooms coded as office or office service.**

Here is the screen you will view after you click on a room:

The University of
KANSAS
Multidisciplinary Research Bld - RM: 157A (313sf) JaySpace Study

Research Project/Grant Assignments
Beth Ridenour is the answer to your question! Call 4-3157

- Lists are ordered by PI last name and project ID.
- Consider the occupants placed in this room when selecting projects.

Select Master Room To Populate Projects: **B**

Projects/Grant Selection by PI:

Available	Selected
Abbott, Mary Isabell, DED48600, Wyandotte County, Kansas Early	
Ackley, Brian D, KAN0061528, An Analysis Of The Role Of The C.	
Ackley, Brian D, KAN0064998, An Analysis Of The Role Of The C.	
Ackley, Brian D, KAN0065707, Kansas Idea Network Of Biomedical	
Adair, Mary J, FED0065751, Curation Of Archaeological Collectio	
Adair, Mary J, FED24281, Us Army Corps Of Engineers, Curation	
Adair, Mary J, FED50650, Archaeological Curation Agreement Wit	
Adair, Mary J, KAN50190, Kitkahahki Archaeology: Investigation	
Adair, Mary J, NSF0060850, Collaborative Research: Ceramic Geo	
Adams, Craig David, UNI0065644, Fy 2010 Cooperative Agreement	
Adams, Glenn E, NFP0066251, Junior Faculty Development Program	
Adams, Glenn E, NFP48250, Racial Differences In Perceptions Of	
Adams, Glenn E, NSF0060563, Collaborative Research: A Cultural-	
Adams, Glenn E, NSF49700, Small Grant For Exploratory Research:	
Agah, Arvin, FED45380, An Adaptive, Negotiating Multi-Agent Sys	

Filter List by PI: **C**
Assign PI to Room: **D**

You may search for projects associated with PI's by scrolling down the list shown in **(A)**. In order to place the projects in the room, click on arrows

You may select the same projects as another room by selecting a master room **(B)**. This option will copy projects from master room to current room. Master rooms will be limited to your ARSP to reduce scrolling efforts.

You may subset (filter) your project lists by PI name **(C)**. This option will list all the projects associated with the PI selected, therefore reducing the scrolling necessary to find specific projects.

(D): Please use this drop-down menu to assign a PI to rooms. The Room PI is the PI responsible for the activities that occur in a particular room. The Room PI will often be the same as the Project PI; however that will not always be the case. The PI cannot be an occupant and should be removed from this field. This is a critical field, please contact us with questions.

In order to enter the percentages, click on

How To Enter Room Activity Percentages

Here is the screen you will view after you click on the "Save and Proceed to Functional Use" button:

The University of
KANSAS

JaySpace Study
Multidisciplinary Research Bld-RM:157A (313sf)

Space Functional Use Update

Please complete the function-use distribution table. Your answers should be in the form of a whole percentage (e.g. 20 - for 20%). Please do not include the percentage character in your answer.

Refer to the instructions if you are uncertain of the space definitions. Contact Beth Ridenour at 4-3157 for further inquiries.

Instruction	<input type="text"/>		
* Sponsored Instruction	<input type="text" value="0"/>		
Dept Admin	<input type="text"/>		
Dept Research	<input type="text"/>		
* University Research	<input type="text" value="0"/>		
* Sponsored Research	<input type="text"/>		See list of selected SR projects
* Other Sponsored Activity	<input type="text" value="0"/>		See list of selected SR projects
Other Institutional Activity	<input type="text"/>		
Total	<input type="text"/>		

Additional Comments? **C**

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

You may enter whole percentages in the function boxes according to room activity **(A)**. This section will be smart-coded according to which projects you selected in the previous screen. Activity percentages must be entered in increments of 5% and must add up to 100%. Each room will total 100% activity, regardless of the number of hours it is used.

Drop down boxes will show up to the right of the table according to each selected project **(B)**. For example, if you select Sponsored Research project numbers, a drop down box listing those selections will show up for your reference to the right of the Sponsored Research function box. Similarly, certain fields will be disabled based on your selection.

You may enter additional comments related to the activity usage survey in **(C)**. Your Inventory Survey (Phase I) comments will be available in read-only format right below this field.

Click on [\[Save Changes & Close Window\]](#)

Please contact us if you have questions or need assistance:

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