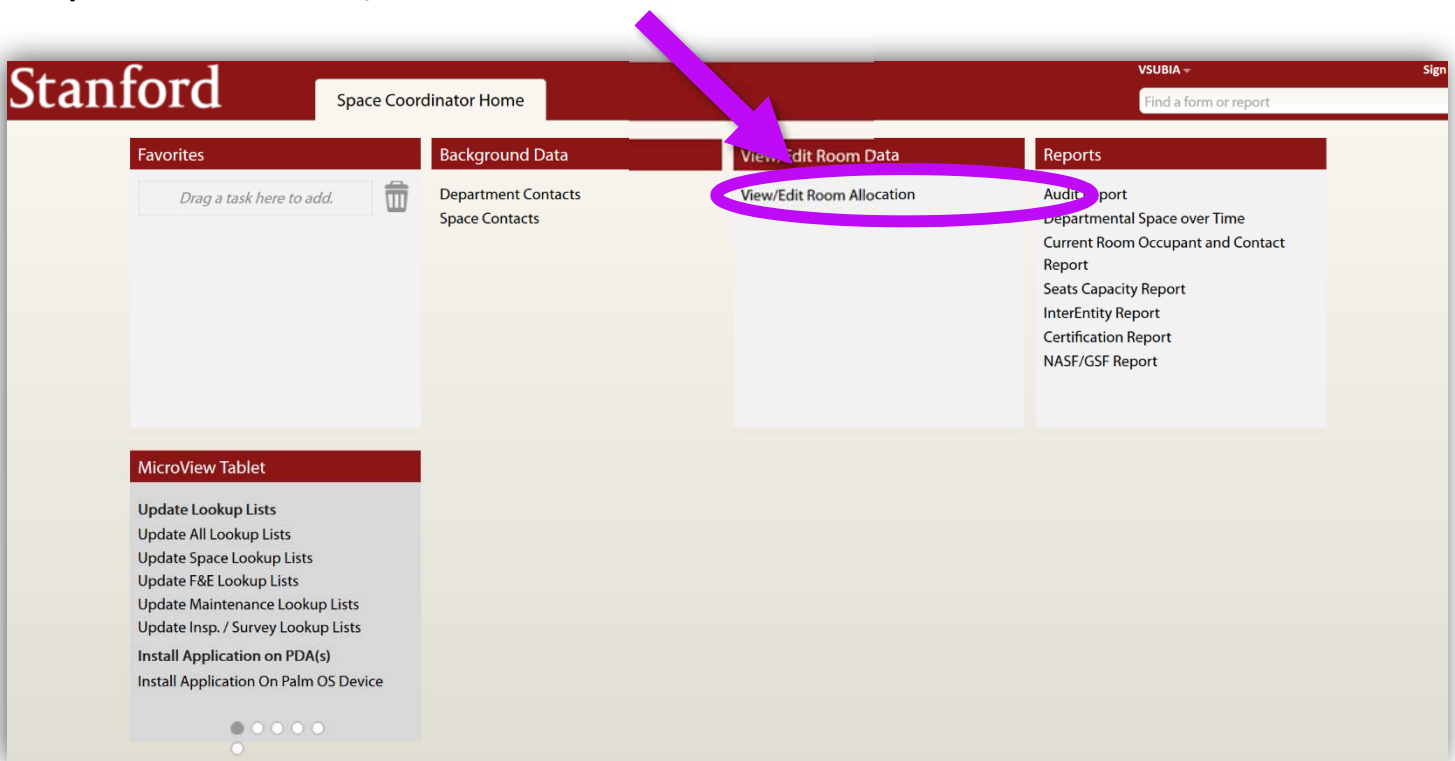


QUICK GUIDE: Space Coordinator

Viewing and Adding a Room Time Period

STANFORD UNIVERSITY | SPACE MANAGEMENT SYSTEM

- 1) Sign into Web Central to load the Space Coordinator Home dashboard
- 2) Click on the View/Edit Room Allocation link to access Room data.



- 3) This will take you to the Search/Results page containing multiple fields to find a Room.

The screenshot shows the Stanford Room Allocation Search/Results page. The top navigation bar includes the Stanford logo, 'Space Coordinator Home', and a search bar. Below the navigation bar, there are three tabs: Search/Results, Room Details, and Floorplan. The 'Search/Results' tab is selected. The page is divided into four main sections: Search by Location, Search by Allocation, Search by Person, and Time Periods and Status. The 'Search by Location' section includes fields for Building, Floor, Room, Room Type, and Building Alias. The 'Search by Allocation' section includes fields for Department, Parent Dept., Primary Individual, and Function. The 'Search by Person' section includes fields for Department Contact, Type, Name, Room Contact, Type, Name, and Occupant. The 'Time Periods and Status' section includes a 'Show Time Periods' section with radio buttons for Current and In Process, Current, In Process, Latest (by Date Start), All Periods, and Select Fiscal Year. There is also a 'Room Status' field.

- 4) Enter Search criteria in any field/s to filter results and update the Show Time Periods selection as needed. Once you have entered/selected the criteria click “Show” to search or “Clear” to start over.

Filter

Search by Location

Building

Floor

Room

Room Type

Building Alias

Search by

Depart

Parent

Primary Indiv

Fur

Show

Clear



Time Periods and Status

Show Time Periods ☒ Current and In Process

☐ Current

☐ In Process

☐ Latest (by Date Start)

☐ All Periods

☐ Select Fiscal Year

Room Status

- 5) In the search results, find the desired Room Time Period and click on any text in that row to view Room Details.

*** Tip:** Each search result column has a red sort button and filter field box at the top to limit results. To clear the column filters click on the black circle button at end of row.

Search Results

Screen Report

Room Details Report



Room Identifier: 0[31] All[31]

Room Identifier	Time Period	Building Name	Room Type	Room Type Description	Room Area	Department Code	Department Name	Primary Individual	Function	Room Status
08-050B-02-B200	CURRENT - 04-01-2011 to (No End Date)	BASS CENTER	411	LIBRARY SEATING: UNCONTRLLD	1,530	UEBY	LIBRARY	DEAN, GSB	U	OPEN
08-050B-02-B201	CURRENT - 09-01-2015 to (No End Date)	BASS CENTER	111	CLASSROOM: SEMINAR RM	71	UADY	DEAN'S OFFICE	DEAN, GSB	I	OPEN
08-050B-02-B202	CURRENT - 09-01-2015 to (No End Date)	BASS CENTER	111	CLASSROOM: SEMINAR RM	72	UADY	DEAN'S OFFICE	DEAN, GSB	I	OPEN
08-050B-02-B203	CURRENT - 09-01-2015 to (No End Date)	BASS CENTER	111	CLASSROOM: SEMINAR RM	123	UADY	DEAN'S OFFICE	DEAN, GSB	I	OPEN
08-050B-02-B204	CURRENT - 09-01-2015 to (No End Date)	BASS CENTER	111	CLASSROOM: SEMINAR RM	123	UADY	DEAN'S OFFICE	DEAN, GSB	I	OPEN
08-050B-02-B205	CURRENT - 09-01-2015 to (No End Date)	BASS CENTER	111	CLASSROOM: SEMINAR RM	116	UADY	DEAN'S OFFICE	DEAN, GSB	I	OPEN
08-050B-02-B206	CURRENT - 04-01-2011 to	BASS CENTER	680	MEETING ROOM	110	UADY	DEAN'S OFFICE	DEAN, GSB	A	OPEN

6) The Room Details tab will load information for your selected Room Time Period into (4) main windows as listed and shown below. Each window is scrollable and size-adjustable using the frame grips between each window.

- A. Current Building and Room Info
- B. List of Time Periods for selected Room
- C. Available Period Attributes of selected Time Period
- D. Department allocation details of selected Time Period

Search/ResultsRoom DetailsFloorplan

Building and Room Attributes

Building Attributes

Room ID08-050B-02-B201

Building NameBASS CENTER

Address1645 KNIGHT WAY

Room Attributes

Room Name

Room Area ft²71

Room StatusOPEN

Room 08-050B-02-B201 - Time Periods

Add New Blank Period

XLS

B

	Date Period Start	Date Period End	Room Type	Type Description	Comments	Room Area ft ²	Period Type
	9/1/2015		111	CLASSROOM: SEMINAR RM		71	CURRENT
	4/1/2011	8/31/2015	413	LIBRARY STUDY ROOM		71	CLOSED

Period Attributes

Core Attributes

Date Period Start*9/1/2015

Date Period End

Room Type111

Type DescriptionCLASSROOM: SEMINAR RM

Comments

Room Area ft²71

Period TypeCurrent

Other Attributes

Official Room Name

Common Room NameHunter Interview and Study Rooms

Room Use

Loaned By Department Code

Non Stanford Entity?

Unrelated Business Activity?

Used by Corporation?

Room Type Attributes

Change Record

Entered ByDITRAPAN

Date Entered9/29/2016

Modified By

Date Modified

Time Period Details - CURRENT - 2015-09-01 to Present



XLS

i

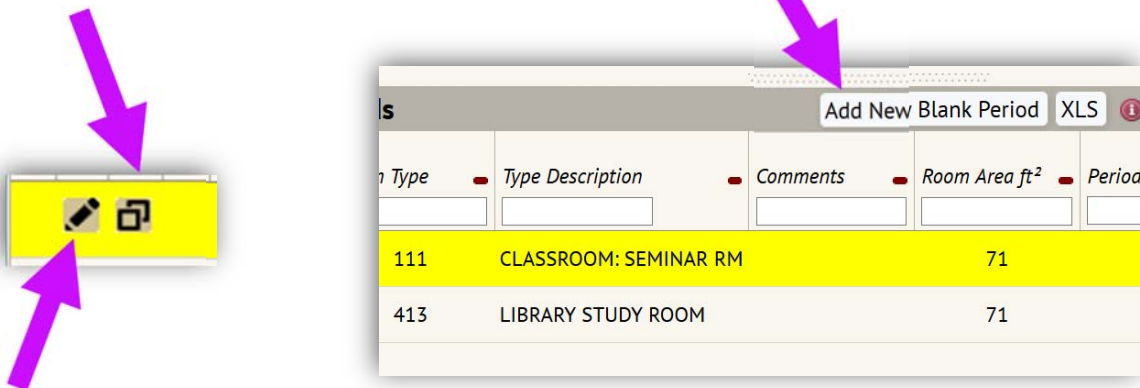
Department %	Department Code	Department Name	Primary Investigator %	Name - Full	Function %	Function Code	Function Description	Research Explanation
100	UADY	DEAN'S OFFICE	100	DEAN, GSB	100	I	INSTRUCTION	

* Tip: Double click on the frames surrounding a window to quickly collapse (hide) or show a collapsed window.

- 7) In the Time Periods window, the selected Time Period is highlighted yellow. Click on the Time Period row to view information in the Period Attributes and Time Period Details windows.



Room 08-050B-02-B201 - Time Periods							Add New Blank Period	XLS	
	Date Period Start	Date Period End	Room Type	Type Description	Comments	Room Area ft ²	Period Type		
	9/1/2015		111	CLASSROOM: SEMINAR RM		71	CURRENT		
	4/1/2011	8/31/2015	413	LIBRARY STUDY ROOM		71	CLOSED		

- 8) Create new Time Period by clicking “Add New Blank Period” at the top of the window or the Copy button found next to a Time Period.




An Edit button is also available if only making changes to existing Time Period.

- 9) Once a new blank or copied Time Period is created, an “In Process” Time Period row will be visible.

		9/1/2016				71	IN PROCESS		
		9/1/2015	111	CLASSROOM: SEMINAR RM		71	CURRENT		
		4/1/2011	8/31/2015	413	LIBRARY STUDY ROOM	71	CLOSED		

10) Fill out the Room attributes in the Period Attributes window. Some fields need to be selected from a pop-up list of values.

Required Fields



Period Attributes

Core Attributes

Date Period Start* 9/1/2016

Date Period End

Room Type 312

Type Description OFFICE: ADMIN STAFF

Comments

Room Area ft² 71

Other Attributes

Loaned By

Unrelated


Us

11) Allocation detail information is also required. In the Time Period Details window, click on the highlighted row to add allocation details.

Time Period Details - IN PROCESS - 2016-09-01 to Present

Department %	Department Code	Department Name	Primary Investigator %	Name - Full
		BLANK - REQUIRED - Please Enter		BLANK - REQUIRED

12) Add allocation details by clicking on the Add a Department, Add a PI, Add a Function buttons.



Department(s) Add a Department

Primary Individual(s) Add a PI

Function(s) Add a Function

No records to display.

No records to display.

No records to display.

13) A “Select Value” list will pop-up showing available values. Click on the value to add.

Select Value - Department

Department Code	Department Name
<input type="text"/>	<input type="text"/>
AADW	PRESIDENT'S OFFICE OPERATIONS
ABLA	STANFORD LIVE
ABMC	UNIVERSITY COMMUNICATIONS
ABMN	NEWS SERVICE
ABMV	STANFORD VIDEO
ABOK	PUBLIC AFFAIRS ADMINISTRATION
ABUP	STANFORD EVENTS
ACRG	GOV'T AND COMMUNITY RELATIONS
AETD	LEGAL SERVICES
AFXW	STANFORD MANAGEMENT COMPANY
AGFO	HOOVER INSTITUTION OPERATIONS
AHSA	HOOVER LIBRARY/ARCHIVES
BADR	VP FOR BUS AFFAIRS/CFO OPS
BDJS	AUDIT, COMPL, RISK & PRIV OPS
BDMA	RISK MANAGEMENT

14) The value will populate in the New Allocation window. Update the Allocation % as needed and click Save.

New Department Allocation

Department Code*

Department Name

Allocation %

15) Repeat steps 13 and 14 when adding either a Department, Primary Individual, or Function Code. Each Department requires both PI and Function information.

Department(s)			Primary Individual(s)		Function(s)		
Add a Department			Add a PI		Add a Function		
Alloc%	Department Code	Department Name	Alloc %	Primary Individual	Allocation %	Function Code	Function Description
X	50	BADR	VP FOR BUS AFFAIRS/	X	100	JUDY, AMY	
					X	100	G
							GENERAL & ADMINISTRATIVE

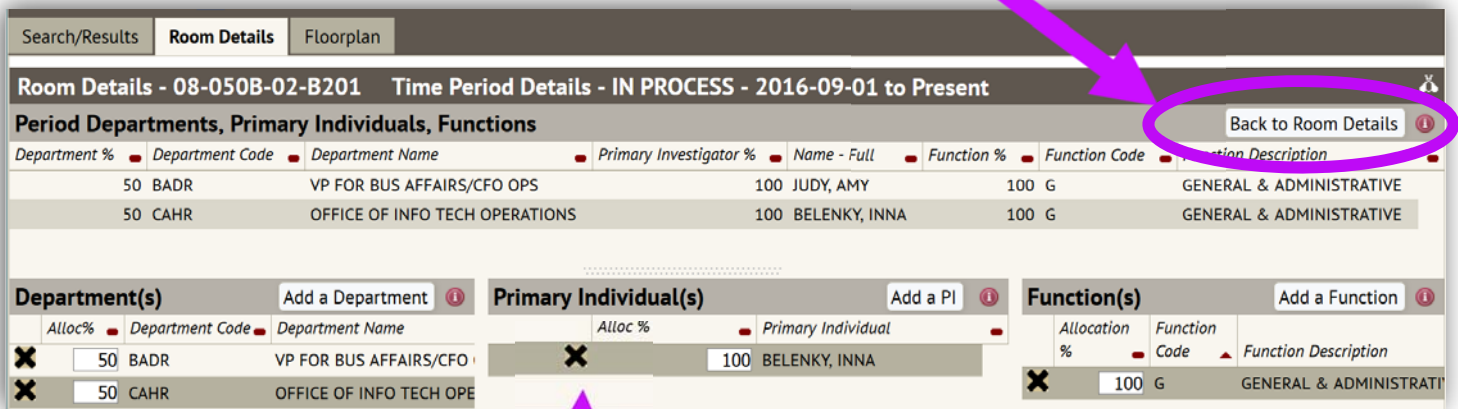
16) If a second Department is added, you must click on it before adding PI and Function/s. Once selected, the Department will be highlighted tan. Remember, the combined Department allocation % must total to 100%.

** Tip: The above Time Period Details are highlighted yellow indicating blank/required information.*

Room Details - 08-050B-02-B201		Time Period Details - IN PROCESS - 2016-09-01		Present	
Period Departments, Primary Individuals, Functions					
Department %	Department Code	Department Name	Primary Investigator %	Name - Full	Function %
50	BADR	VP FOR BUS AFFAIRS/CFO OPS	100	JUDY, AMY	100 G
50	CAHR	OFFICE OF INFO TECH OPERATIONS	BLANK - REQUIRED - Please Enter		

Department(s)			Primary Individual(s)		Function(s)	
Add a Department			Add a PI		Add a f	
Alloc%	Department Code	Department Name				
X	50	BADR	No records to display.		No records to display.	
X	50	CAHR				

- 17) Once all the Department, PI and Function allocation information has been added click “Back to Room Details” to save changes to the pending Time Period.



Room Details - 08-050B-02-B201 Time Period Details - IN PROCESS - 2016-09-01 to Present

Period Departments, Primary Individuals, Functions

Department %	Department Code	Department Name	Primary Investigator %	Name - Full	Function %	Function Code	Function Description
50	BADR	VP FOR BUS AFFAIRS/CFO OPS	100	JUDY, AMY	100	G	GENERAL & ADMINISTRATIVE
50	CAHR	OFFICE OF INFO TECH OPERATIONS	100	BELENKY, INNA	100	G	GENERAL & ADMINISTRATIVE

Department(s) Add a Department ⓘ

Alloc %	Department Code	Department Name
✗	50	BADR
✗	50	CAHR

Primary Individual(s) Add a PI ⓘ

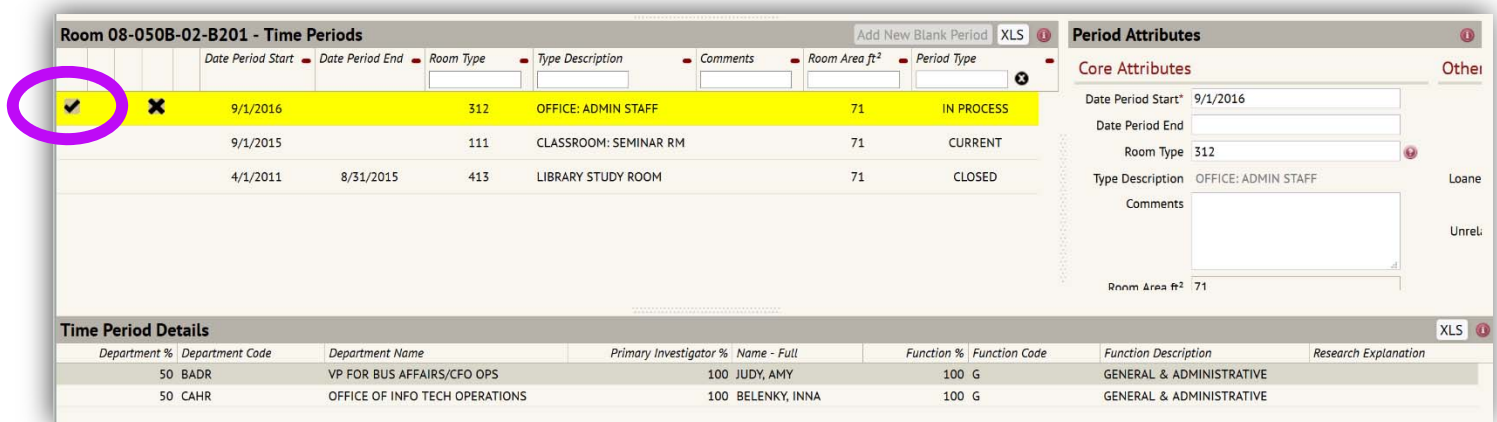
Alloc %	Primary Individual
✗	100
	BELENKY, INNA

Function(s) Add a Function ⓘ

Allocation %	Function Code	Function Description
✗	100	G
		GENERAL & ADMINISTRATIVE

If changes still need to be made, either click on the row to edit or click on the nearest “X” button to delete.

- 18) After clicking “Back to Room Details”, the added Time Period information will be visible in the (3) windows. To submit and save the In Process Time Period as the current period, click the “✓” button.



Room 08-050B-02-B201 - Time Periods

	Date Period Start	Date Period End	Room Type	Type Description	Comments	Room Area ft²	Period Type
✓	9/1/2016		312	OFFICE: ADMIN STAFF		71	IN PROCESS
✗	9/1/2015		111	CLASSROOM: SEMINAR RM		71	CURRENT
	4/1/2011	8/31/2015	413	LIBRARY STUDY ROOM		71	CLOSED

Period Attributes

Core Attributes

Date Period Start* 9/1/2016

Date Period End

Room Type 312 ⓘ

Type Description OFFICE: ADMIN STAFF

Comments

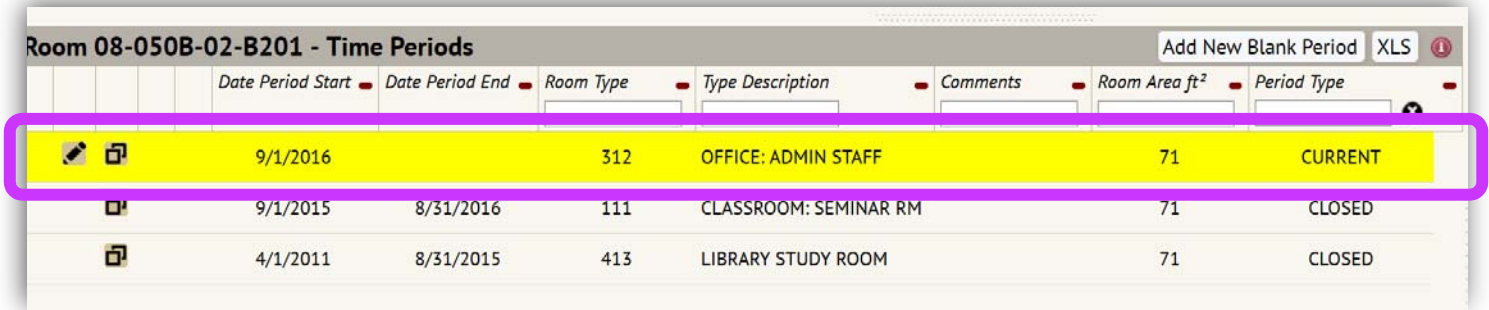
Room Area ft² 71





Time Period Details

Department %	Department Code	Department Name	Primary Investigator %	Name - Full	Function %	Function Code	Function Description	Research Explanation
50	BADR	VP FOR BUS AFFAIRS/CFO OPS	100	JUDY, AMY	100	G	GENERAL & ADMINISTRATIVE	
50	CAHR	OFFICE OF INFO TECH OPERATIONS	100	BELENKY, INNA	100	G	GENERAL & ADMINISTRATIVE	

To save it as a temporary In Process record, leave it as is and close window. To delete the In Process record, click on the “X” button.

19) Once submitted, the Time Period is validated and saved. The period type is changed from “In Process” to “Current”. Since the Time Period is no longer an In Process record, submit and delete buttons are no longer available. The previous Time Period is automatically set to “Closed”.



Room 08-050B-02-B201 - Time Periods									
		Date Period Start	Date Period End	Room Type	Type Description	Comments	Room Area ft ²	Period Type	
		9/1/2016		312	OFFICE: ADMIN STAFF		71	CURRENT	
		9/1/2015	8/31/2016	111	CLASSROOM: SEMINAR RM		71	CLOSED	
		4/1/2011	8/31/2015	413	LIBRARY STUDY ROOM		71	CLOSED	

Additional Tips:

- Click the tabs (“Search/Results”, “Room Details” and “Floorplan”) and links to navigate. Using your browser back/forward buttons will restart the Space Management System.

Helpful Links: