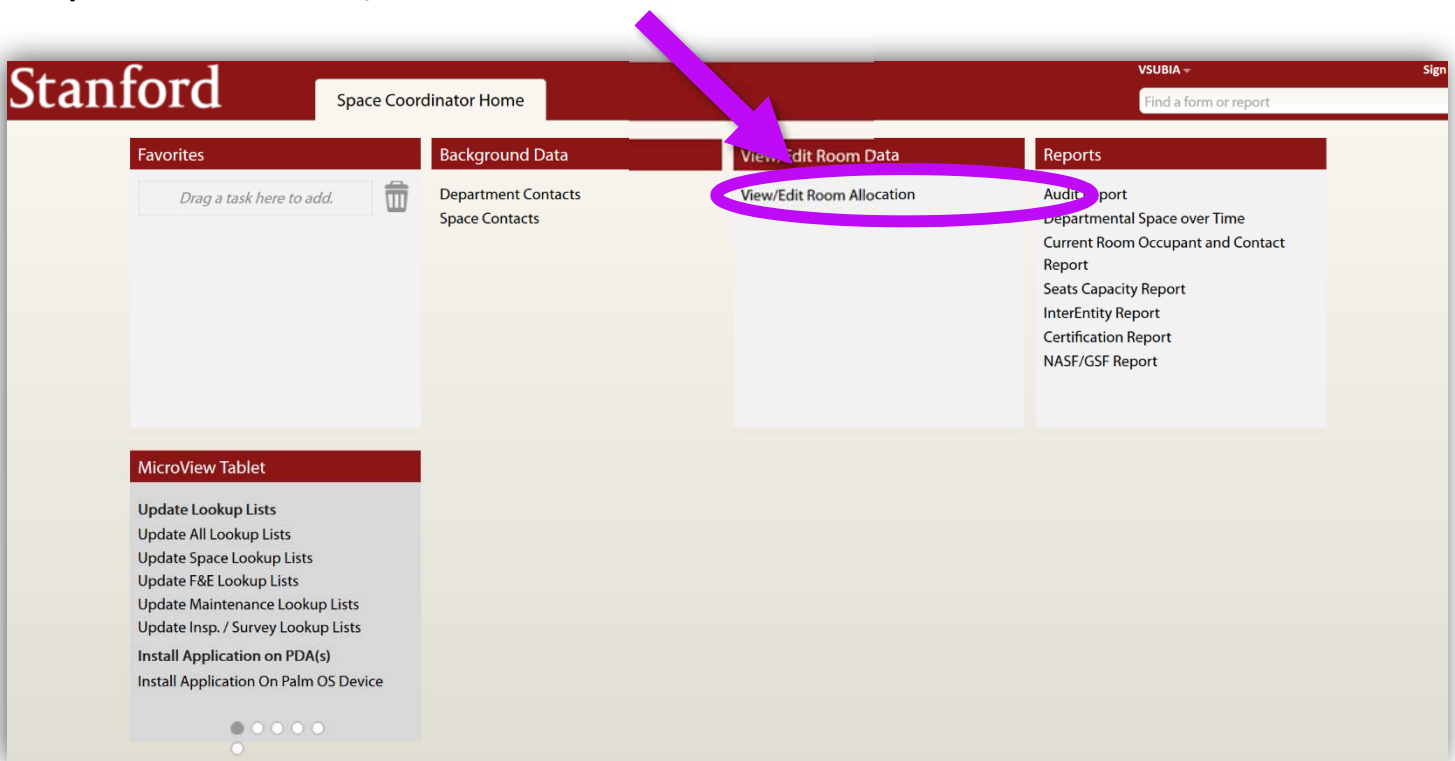# QUICK GUIDE: Space Coordinator
Viewing and Adding a Room Time Period

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.**

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.

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.*

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/Results | **Room Details** | Floorplan |

Building and Room Attributes   **A**

Building Attributes   **Room Attributes**

Room ID	08-050B-02-B201	Room Name	
Building Name	BASS CENTER	Room Area ft²	71
Address 1	645 KNIGHT WAY	Room Status	OPEN

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 ft²	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   **C**

Core Attributes   **Other Attributes**

Date Period Start*	9/1/2015	Official Room Name	
Date Period End		Common Room Name	Hunter Interview and Study Rooms
Room Type	111	Room Use	
Type Description	CLASSROOM: SEMINAR RM	Loaned By Department Code	
Comments		Non Stanford Entity?	
		Unrelated Business Activity?	
		Used by Corporation?	
Room Area ft²	71		
Period Type	Current		

Room Type Attributes   **Change Record**

	Entered By	DITRAPAN
	Date Entered	9/29/2016
	Modified By	
	Date Modified	

Time Period Details - CURRENT - 2015-09-01 to Present   XLS   **D**

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.

		Date Period Start	Date Period End	Room Type	Type Description	Comments	Room Area ft²	Period Type
✏ 🗗		9/1/2015		111	CLASSROOM: SEMINAR RM		71	CURRENT
🗗		4/1/2011	8/31/2015	413	LIBRARY STUDY ROOM		71	CLOSED

Room 08-050B-02-B201 - Time Periods   Add New Blank Period XLS ⓘ

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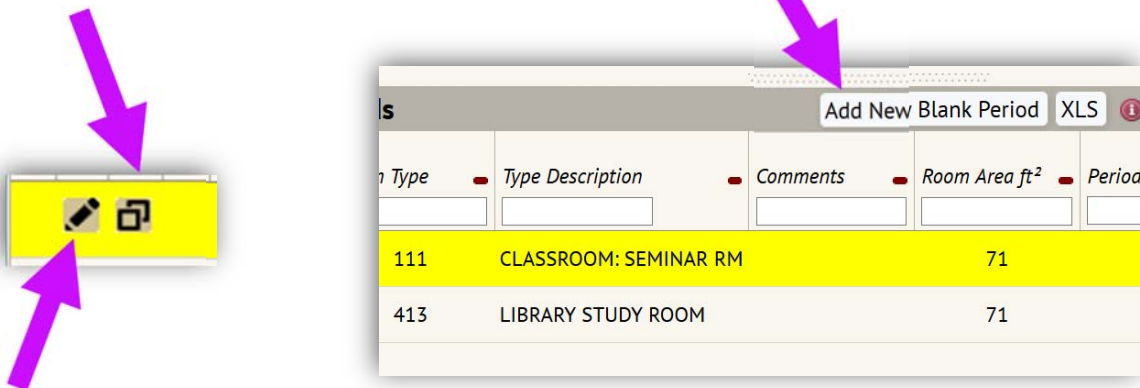
An Edit button is also available if only making changes to existing Time Period.

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

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

		Other Att
Date Period Start*	9/1/2016	C
Date Period End		Co
Room Type	312	
Type Description	OFFICE: ADMIN STAFF	Loaned By
Comments		N
		Unrelated
		Us
Room Area ft²	71	

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 ⓘ

No records to display.

Primary Individual(s) Add a PI ⓘ

No records to display.
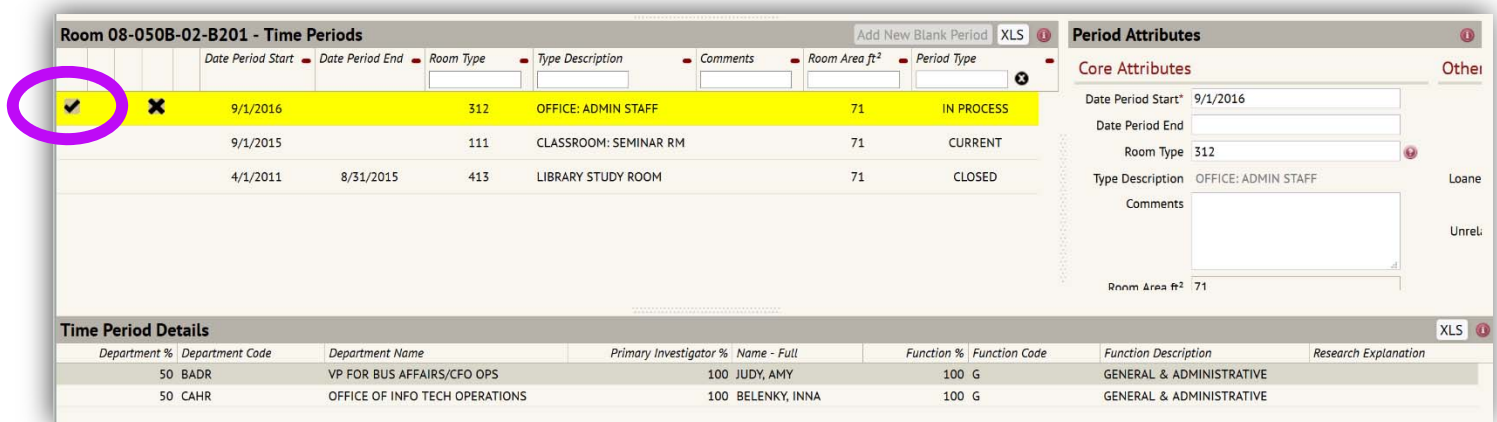
Function(s) Add a Function

No records to display.

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

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

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

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.

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.

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.

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".

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: