

AttainSpace Common Tasks

The purpose of this document is to demonstrate the steps need to perform common tasks in AttainSpace (<https://www.attainspace.com/v2>). They all assume that you are starting from the home page.

1. View/Print/Download the rooms assigned to your department

- Click on the REPORTS/EXPORTS tab.
- Click the ROOM SUPPORTING INFORMATION link.
- Leave all filters as they are, select the format of the report, and click VIEW REPORT.

2. Survey a room

- Click on the VIEW ROOMS tab.
- Use the filters to locate the room you want to survey. You can also search by room number.
- Select the room you want to survey by clicking on the room number from the list.
- If the room should not be surveyed by your department please answer “No” to the responsible department question.
- Confirm that the room type of the room is correct. If it is not, change it by selecting the correct room type in the drop down menu next to the Room Type.
- If the room is a joint use room type check the Joint Use box on the room survey form and save. *You do not need to enter a functional percentage for these spaces.*
- If the room is part of a Core Research Facility check the Service Center box on the room survey form and select the Core Research Facility that it belongs to.
- Enter any comments or notes that help explain or clarify the activities in this room in the comments section at the bottom of the page.
- Assign a responsible person by using the search field or clicking the triangle and then clicking “Find” to view a list of people paid from your department. You can also add unpaid people by using the “Add Unpaid Person” button. If multiple responsible persons are added pick which one will be the primary by selecting the “Set Primary” button.
- Add room occupants by using the search field or clicking the triangle and then clicking “Find” to view a list of people paid from your department. You can also add unpaid people by using the “Add Unpaid Person” button.
- Once people are added to the room the accounts that they are paid from will appear. Put a check next to every account that each person works on when in that room.
- Enter the functional usage percentages.
- Click the “Save” button at the bottom of the form. If any errors appear you need to modify the data entered to satisfy the data entry rules.
- Once you are done with the room click the “Sign-Off” button.

3. Create a cluster

- Click the TOOLS tab then click CLUSTERS.
- Click the CREATE button.
- Enter the name that you want cluster to be called and click SAVE.
- Click the ADD ROOMS TO CLUSTER button next to the cluster name.
- Select the rooms to add to the cluster by clicking the check box next to the rooms you want.
- Click the CLUSTER button and select the name of the cluster that you want to assign the rooms to.

4. Link Research Lab Service areas (Room Type 255) to Research Labs (Room Type 250)

- Select a research lab service area you'd like to link to a single research lab or multiple research labs by clicking on the room number for the research lab service area.
- Assign a responsible person by using the search field or clicking the triangle and then clicking "Find" to view a list of people paid from your department.
- Under the Functional Usage Calculation section select the radio button for "Automatic" and choose which lab(s) this service area supported by using the filters provided and clicking the checkbox next to the appropriate research lab(s)
- Click the "Save" button at the bottom of the form. If any errors appear you need to modify the data entered to satisfy the data entry rules.
- Once you are done with the room click the "Sign-Off" button.