

AttainSpace Steps

1. Verify your space

- Print or export the Room Supporting Information report under the REPORTS/EXPORTS tab.
- If you have any rooms on your list that should not be assigned to you remove them from your list of assigned rooms by:
 - Finding the room on the list on the View Rooms tab and clicking on the room number.
 - Answering “No” to the responsible department question.
- If you find that you are missing rooms, email the Survey Administrator and request that they be assigned to your department. You can find the survey administrators email address on the Contacts page under the HELP tab.
- This is also a good time to confirm that the room type listed is correct.

2. Survey the rooms

- Gather room usage information from Principle Investigators. Remember that the P.I. **must be involved in the process!**

3. Enter information into <https://www.attainspace.com/v2>.

- Do the easy rooms first. You can do these while you are waiting on the information to come back from the PIs:
 - Non-Assignable space: corridors, stairwells, restrooms, etc.
 - Any Vacant space (reminder: vacant space must be vacant for all twelve months of the survey period).
 - Any rooms that will be 100% of one function. For example: classrooms (100% Instruction), administrative space (100% Departmental Administration), offices, conference rooms and other applicable joint use areas (100% Joint Use), completed by clicking the “Joint Use” checkbox in each applicable room’s respective survey form.
- Enter the information gathered from the PIs.
 - It may be easier to focus on one PI’s space at a time. You can create “clusters” for a group of rooms that are used in a similar manner. This will allow you to enter the information one time for all of the rooms.
 - Be sure to reflect ALL accounts that are worked on in labs, including discretionary accounts.
 - Remember to account for ALL people that used lab space during the survey period. Add any unpaid occupants (volunteers, visiting scientists, etc.) using the “Add Unpaid Person” button on the room survey form.

4. Review the Unassigned Accounts and Unassigned Occupants reports. If any of the people or accounts on these lists should be assigned to lab space go back and assign them to the correct rooms. Make notes as to why any accounts or people do not belong to a room.

- Run the Unassigned Accounts under the REPORTS/EXPORTS menu.
- Run the Unassigned People report under the REPORTS/EXPORTS menu.

5. Review the information you entered for accuracy.

a. Run the Room Supporting Information report under the REPORTS/EXPORTS menu. If you find errors, correct them.

<https://www.attainspace.com/v2>