



### SIGNING ON

1. Access U-Space from OSM web site at:  
<http://www.spacemanagement.umn.edu>
2. Type in your U of M Internet ID and Password.

### SEARCHING FOR A LOCATION

1. From the My Locations screen, click **Search Locations** to search for a location to update.
2. Search for the location using as many fields as needed in order to narrow your search and click **Submit**.
3. Click on the column headings to sort results (if applicable).

### UPDATING A ROOM RECORD

1. Select the room to edit and click the **Update Allocation** link.
2. In the **Percent, Group, Function** and **Use Code** fields make any updates and click the **Save** button. When creating prorations, each line needs to be saved.
3. Click **Submit and Approve** to submit the information contained on that page to the workflow process for approval.

**NOTE:** This change is **not** final until it has been approved by OSM.

### APPROVING OR REJECTING A CHANGE REQUEST

All changes initiated by any user other than OSM must follow the workflow approval process, which includes email notifications. In the event that a new department is assigned space in a room, or a change is made to an existing proration by one department that impacts another department, the change is routed for additional approvals.

1. A change is submitted and the approver opens the email request to view the change.

2. Click on the **Approve Request** link to approve the request directly from the email or sign in to U-Space to approve the request.
3. Click on the **Reject Request** link to reject the request directly from the email. A notification will be sent to any user that previously received an approval email for this change (including the initiating DSC).
4. Click on the **View Change Request** link to view the change request in the U-Space Survey Tool.

**NOTE:** A change to a room that is in a workflow process cannot be edited by another user until that change has completed the workflow process.

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### Recalling a Change Request

Once a change request is initiated, the change request can be recalled if the user discovers a mistake after submitting a request for approval. A change request can only be recalled by the user that initiated that request.

1. Access the **My Locations** screen.
2. Click the **Recall** link in the Actions column in the **Waiting On Others For Approval** section.

### CANCELING A SAVED RECORD

1. Click on **My Locations** to view all updates that have been started and all edits that have been saved in the **Edits In Progress** section.
2. Click on the **Cancel** link in the Actions column. This will cancel all changes that have been saved for that record.



## UPDATING OCCUPANT INFORMATION

Room occupants can be added by any user of the system who has permission to edit a room. There are no workflows or notifications associated with updating room occupants.

### *Searching for Occupants*

1. From the **My Locations** screen, click **Search Locations** to search for an occupant.
2. Search for the Occupant by using the last name, internet ID (x.500) or employee ID of the occupant.
3. Click the **Submit** button.

### *Deleting an Occupant*

1. In the Actions column, click the **Edit Room Occupants** link to add, edit or delete the occupants of this room.
2. Click the **Delete** button to remove an occupant from a room.

### *Adding an Occupant*

1. Enter the occupant's last name, internet ID (x.500), or employee ID in the **Occupant** field and click on the magnifying glass.
2. To add a generic resource as an occupant, search for one of the following:
  - Term (Non-Tenure Track) Faculty
  - Undergraduate Student
  - Graduate Assistant
  - Non-Employee
  - Community Partner
  - Vacant
3. Select the correct occupant from the list. The occupant's information will be entered into the table.
4. In the **Occupancy Type** field, select an Occupancy Type for the occupant. There are two types: Primary and Secondary. Occupants should only have one Primary office.
5. Click the **Save** button.

## EXPORTING SEARCH RESULTS

Each table in U-Space can be exported to an HTML file in order to export search results from the application. Use this function when a large number of search results are returned. When exporting information, the results are exported to an HTML format, which can then be imported to another program (e.g., Excel) for further analysis.

1. From the Search Results table to be exported, click **Export HTML Report**.
2. Print the report or save to another application (e.g., Excel) for further analysis.

## ACCESSING VISUAL MAP

Visual Map can be accessed directly from U-Space. Once you are signed in to U-Space, you can access Visual Map.

1. Sign on to U-Space (if not already signed on).
2. Search for the location.
3. In the **Actions** column, click **View Floor Plan**. If a floor plan is not available for a location, the link will not be active.

## GETTING HELP ON U-SPACE

1. Refer to the U-Space User Guide located at [www.spacemanagement.umn.edu](http://www.spacemanagement.umn.edu) for detailed procedures.
2. Contact Systems Support at 612-301-4357.