



SPACE VALIDATION

MANAGE LAB USERS

Provides guidance on how to manage Lab Users when performing Space Validation activities.

▼ IMPORTANT

The space record must be in **Revision In Progress** status to follow the steps outlined in this job aid; see the **Space Validation: Update Space Status** job aid for more details.

DIRECTIONS:

1 From the **Space Details Record** for a selected space:

1a Scroll down to the **Space Information** section.

1b Confirm that the **Space Class** is a **Laboratory Facility**; only these types will have **Lab Users** associated with the space

Space: 03341

Space Details | Floor Plan | Allocation | History | Notes & Documents

Activate | Save | Save & Close | Space Update Request | x

Building / Space Details

Building ID	R156	Building Description	211 E. Ontario	Floor	03	Wing	
Area	193.09	Status	Revision In Progress				Room Number 03341
Description	Conference Room						
Space Class	200 LABORATORY FACILITIES						

Space Information

Find | Clear

▼ INFORMATION

Lab Users are only applicable to **Laboratory Facilities (200 level)**. If the space selected is not assigned a laboratory facilities space class, the Lab Users sections and functionality will not appear.



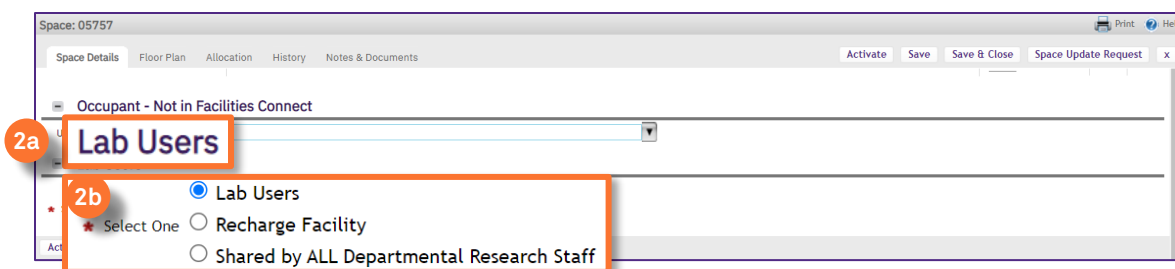
SPACE VALIDATION

MANAGE LAB USERS

DIRECTIONS:

2 To set up or edit Lab Users:

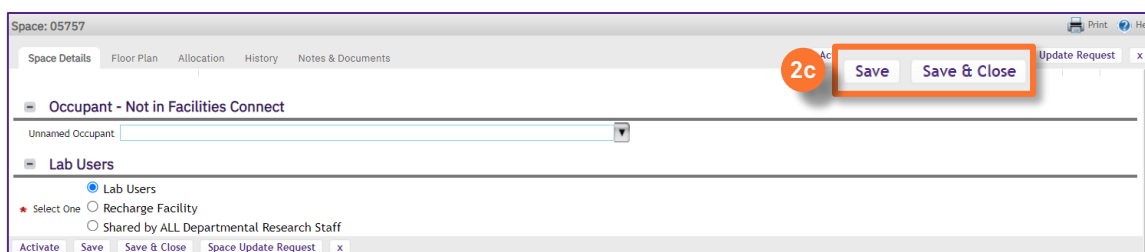
- 2a Scroll down the screen to the **Lab Users** section.
- 2b Select **Lab Type** based on the usage of the space.



▼ INFORMATION

- **Lab Users** are individuals present in the lab and use the lab resources for activities such as research. These individuals may include faculty, staff, students, unpaid researchers, and visitors. A lab may not have any occupants if no employees have permanent desks in the lab. However, individuals who are present in the lab to engage in activities should be identified as lab users. (If selected, proceed to the back side of this job aid to add / remove lab users)
- **Recharge Facility** is a unit within Northwestern which provides goods and/or services of a specialized nature to other Northwestern users on a recurring basis and charges a fee for those goods/services. Operations that are set up as recharge/service centers are designed to recover the costs of their operations primarily through charges to internal (NU) users. (If selected, no further steps related to Lab Users are required)
- **Shared by ALL Departmental Research Staff** is a research resource used by multiple PI's across a school/unit (e.g. autoclave, cold room, etc.). (If selected, no further steps related to Lab Users are required)

- 2c Click on **Save** or **Save & Close** to apply.





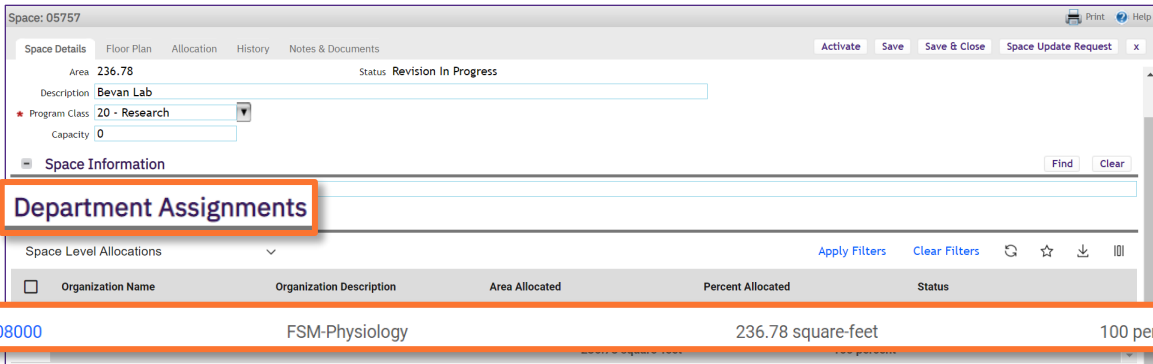
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DIRECTIONS:

3

In the **Department Assignments** section:

3a Click on the **Space Level Allocation**



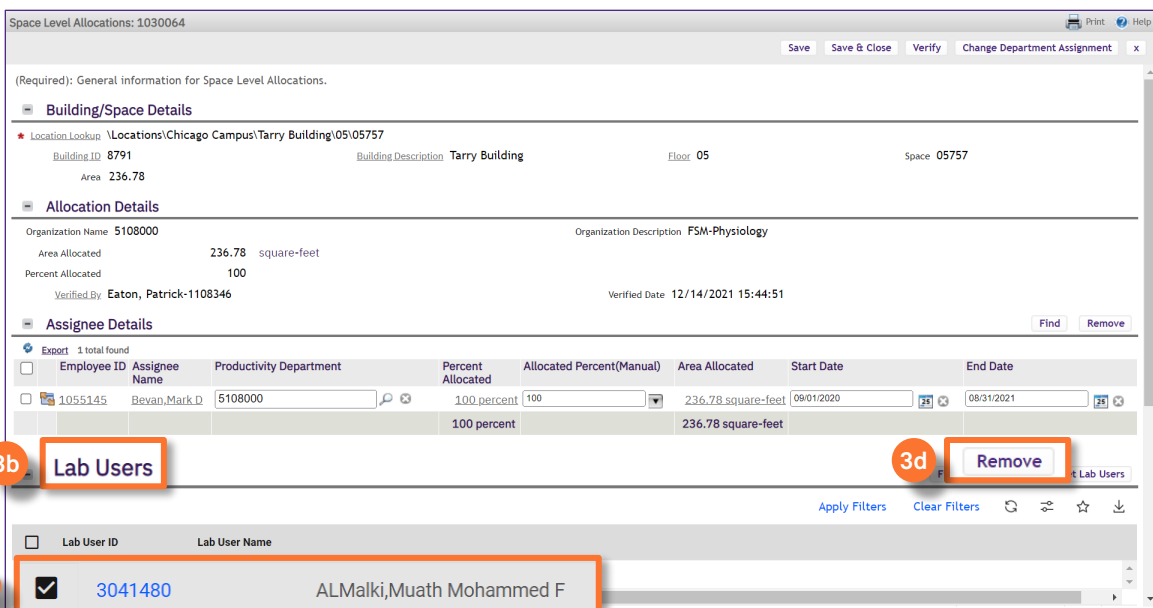
Upon clicking, the **Space Level Allocations** Record will open in a new window.

To **Remove** a Lab User:

3b Locate the **Lab Users** section

3c Use the **Checkbox** to select the current lab user(s) to be removed

3d Click the **Remove** button to remove the lab user(s)





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DIRECTIONS:

3

Continued. To Add a Lab User:

- 3e Click the **Find** button: a popup window will open to search
- 3f Use the **Search Fields** to locate the desired individual(s)
- 3g Click the **Checkboxes** to select the desired individual(s)
- 3h Click the **OK** button to confirm the selection

Space Level Allocations: 1030064

(Required): General information for Space Level Allocations.

Building/Space Details

- Location Lookup: \Locations\Chicago Campus\Tarry Building\05\05757
- Building ID: 8791
- Building Description: Tarry Building
- Floor: 05
- Space: 05757
- Area: 236.78

Allocation Details

- Organization Name: 5108000
- Organization Description: FSM-Physiology
- Area Allocated: 236.78 square-feet
- Percent Allocated: 100
- Verified By: Eaton, Patrick-1108346
- Verified Date: 12/14/2021 15:44:51

Assignee Details

Export: 1 total found

Employee ID	Assignee Name	Productivity Department	Percent Allocated	Allocated Percent	Allocated	Start Date	End Date
<input type="checkbox"/>	ALMalik, Muath Mohammed F						
<input type="checkbox"/>	AN, Si YOUNG						
<input checked="" type="checkbox"/>	Aaby, David Alton				312/503-3507		
<input type="checkbox"/>	Aadam, Abdul Aziz						
<input type="checkbox"/>	Aagaard, James				847/491-8301		
<input type="checkbox"/>	Aagaard, Mary-Louise						
<input type="checkbox"/>	Aagard, Sarah G						
<input type="checkbox"/>	Aalsburg, Alan Michael				312/503-3702		

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▼ INFORMATION

In Facilities Connect, **Lab Users** are also automatically populated when **Sponsored Grant Chartstrings** are applied to a space. All lab users associated with the applied chartstring(s) will be added, however you may remove any lab users which do not belong by performing the steps in **To Remove a Lab User**.

Please see the **Space Validation: Sponsored Grant Chartstrings** job aid for more details.



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DIRECTIONS:

4 When you have added/removed all necessary Lab Users:

4 Click on **Save** or **Save & Close**.

Space Level Allocations: 1030064

(Required): General information for Space Level Allocations.

Building/Space Details

Location Lookup: \Locations\Chicago Campus\Tarry Building\05\05757
 Building ID: 8791 | Building Description: Tarry Building | Floor: 05 | Space: 05757
 Area: 236.78

Allocation Details

Organization Name: 5108000 | Organization Description: FSM-Physiology
 Area Allocated: 236.78 square-feet
 Percent Allocated: 100
 Verified By: Eaton, Patrick-1108346 | Verified Date: 12/14/2021 15:44:51

Assignee Details

Export 1 total found

Employee ID	Assignee Name	Productivity Department	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date	End Date
1055145	Bevan,Mark D	5108000	100 percent	100	236.78 square-feet	09/01/2020	08/31/2021
			100 percent		236.78 square-feet		

Lab Users

Lab User ID	Lab User Name
3041480	ALMalki,Muath Mohammed F