



SPACE INFORMATION

# CHANGE OCCUPANTS

Provides guidance on how to add and remove occupants in Responsible Spaces

### ▼ GETTING STARTED

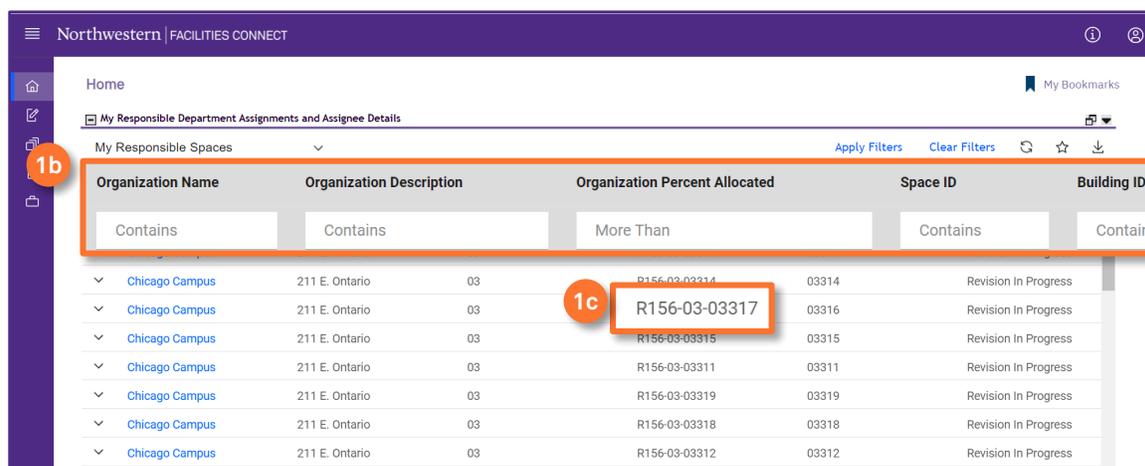
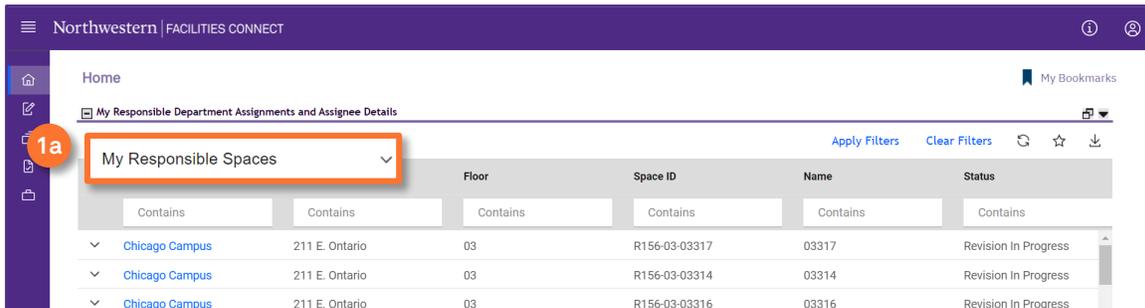
Performing updates to space occupants and other space information maintenance activities is demonstrated in the Facilities Connect eLearning course **Managing and Updating Space Information**.

For more information, visit myHR Learn or the Facilities Connect website.

### DIRECTIONS:

**1** From the **My Responsible Departments and Assignee Details** page:

- 1a** Click the drop down arrow and select **My Responsible Spaces**.
- 1b** Locate a desired space by using the available **Search Fields** to filter the list of Responsible Spaces.
- 1c** Click on the **Space ID**.





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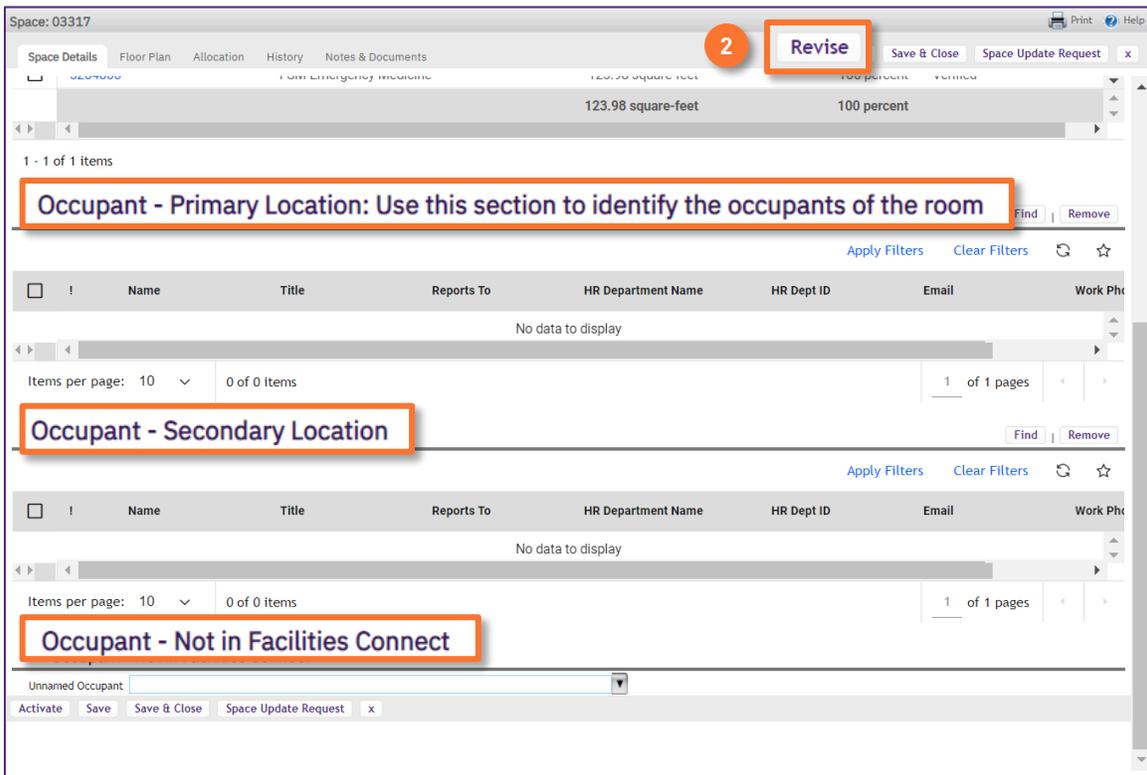
# CHANGE OCCUPANTS

DIRECTIONS:

2 Upon clicking, a new **Space Record** window will open. To **edit** a Space Record:

2 Click the **Revise** button

The **Occupant – Primary Location**, **Secondary Location**, and **Not in Facilities Connect** sections allow you to manage space occupancy and display current **Occupants**.



▼ IMPORTANT

An individual can only have one (1) primary location on campus; any primary location assignment will automatically remove an individual from an existing primary location.

To add an additional location(s), the individual should be added under **Occupant – Secondary Location**.



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DIRECTIONS:

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To **Remove** an Occupant:

- 3a Use the **Checkbox** to select the current occupant(s) to be removed
- 3b Click the **Remove** button to remove the occupant(s)

The screenshot shows the 'Space: 03316' interface. At the top, there are tabs for 'Space Details', 'Floor Plan', 'Allocation', 'History', and 'Notes & Documents'. Below these are buttons for 'Activate', 'Save', 'Save & Close', and 'Space Update Request'. The main section is titled 'Occupant - Primary Location: Use this section to identify the occupants of the room'. It features a table with columns: Name, Title, Reports To, HR Department Name, HR Dept ID, Email, and Work Phone. Two rows are visible: 'Lareau, Erin' and 'McGee, Danielle M'. Both rows have their checkboxes checked. A 'Remove' button is highlighted in the top right corner of the table area. Below the table, there are pagination controls showing '1 - 2 of 2 items' and '1 of 1 pages'. The 'Occupant - Secondary Location' section is empty, showing 'No data to display'. At the bottom, there is a section for 'Occupant - Not in Facilities Connect' with an 'Unnamed Occupant' input field.



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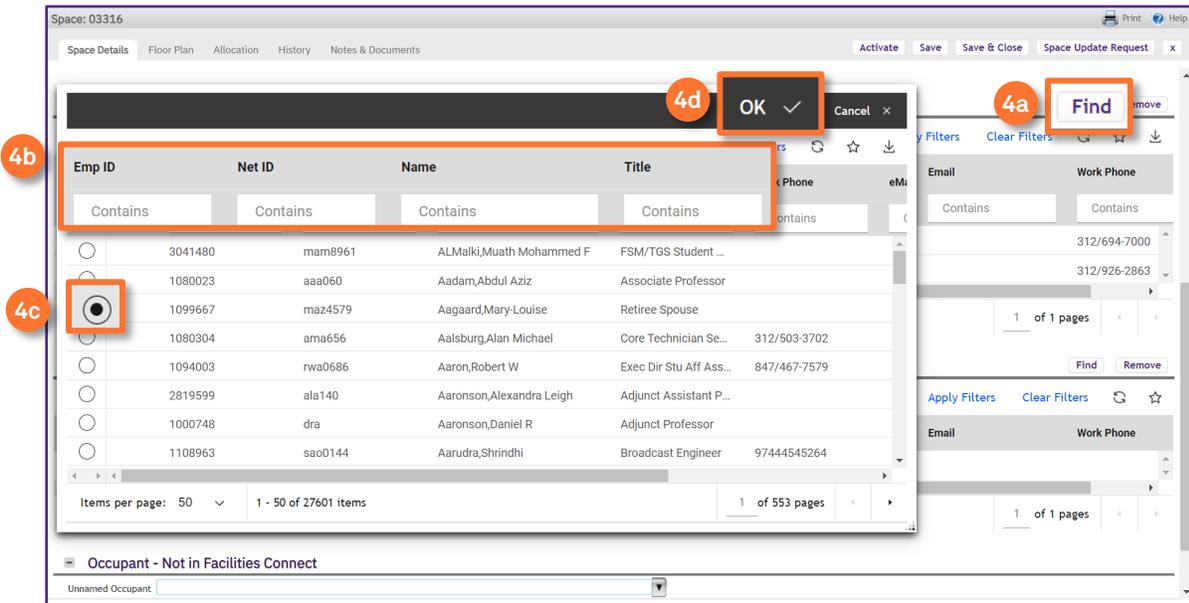
# CHANGE OCCUPANTS

DIRECTIONS:

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### To Add an Occupant:

- 4a Click the **Find** button; a popup window will open to search
- 4b Use **Search Fields** to locate the desired individual
- 4c Click the **Radio Button** to select the desired individual
- 4d Click the **OK** button to confirm the selection



#### ▼ INFORMATION

The **Occupant – Not in Facilities Connect** section contains dropdown menu categories for adding occupants.

#### ▼ IMPORTANT

If you do not add **Occupants (Primary, Secondary, or Not in Facilities Connect)**, the space will default to **No Occupant** without any further action.



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DIRECTIONS:

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To complete occupant changes:

5a Click the **Save** button

5b Click **Activate** to return the record to active status

The screenshot shows the 'Space: 03316' interface. At the top right, there are buttons for 'Print', 'Help', and 'Update Request'. Below these, there are three buttons: 'Activate' (highlighted with a red box and labeled '5b'), 'Save' (highlighted with a red box and labeled '5a'), and 'Update Request'. The main content area is titled 'Occupant - Primary Location: Use this section to identify the occupants of the room'. It features a table with columns: Name, Title, Reports To, HR Department Name, HR Dept ID, Email, and Work Phone. The table contains two rows of data:

<input type="checkbox"/>	!	Name	Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone
<input type="checkbox"/>		Lareau,Erin	Assistant Professor	Schmitz,Travis W	MED-Emergency Medicine	407895		312/694-7000
<input type="checkbox"/>		McGee,Danielle M	Assistant Professor	Schmitz,Travis W	MED-Emergency Medicine	407895		312/926-2863

Below the table, there are pagination controls: 'Items per page: 10', '1 - 2 of 2 items', and '1 of 1 pages'. Below this is the 'Occupant - Secondary Location' section, which is currently empty with the message 'No data to display'. At the bottom, there is a section for 'Occupant - Not in Facilities Connect' with a dropdown menu labeled 'Unnamed Occupant'.