



# SPACE VALIDATION

## SPONSORED GRANT CHARTSTRINGS

Provides guidance on how to view and apply Sponsored Grant Chartstrings when performing Space Validation activities.

### ▼ IMPORTANT

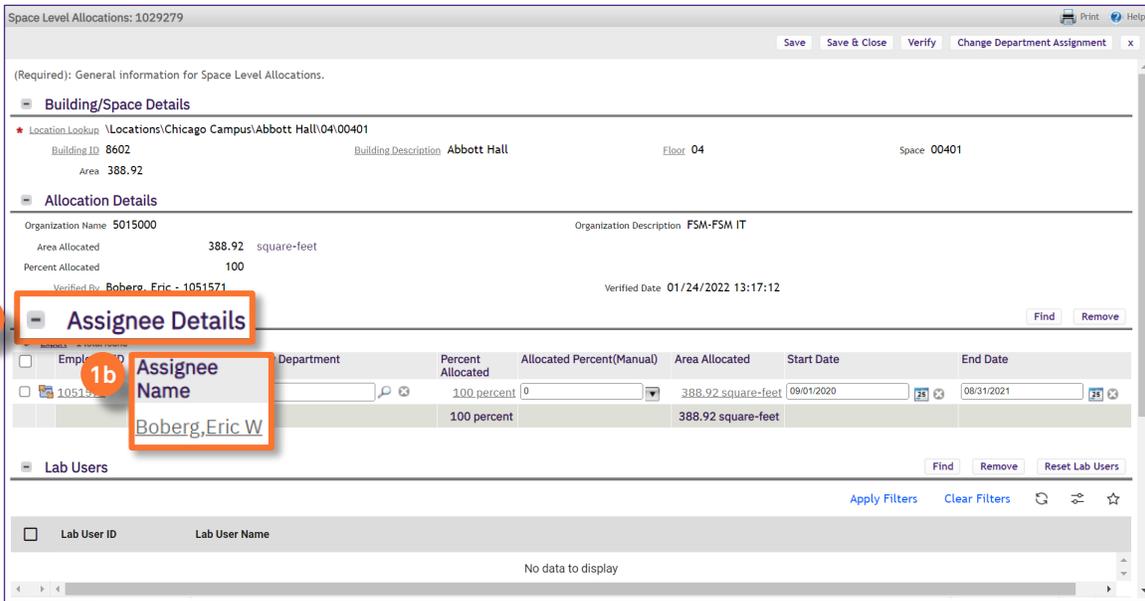
The space record must be in **Revision In Progress** status to follow the steps outlined in this job aid; see the **Space Validation: Update Space Status** job aid for more details.

### DIRECTIONS:

**1** From the **Space Level Allocations** screen for a selected space:

**1a** Scroll down to the **Assignee Details** section.

**1b** Click on a listed **assignee's name**.



**1c** Assignee Details Record will open as a new window





# SPACE VALIDATION

## SPONSORED GRANT CHARTSTRINGS

### DIRECTIONS:

**2** To view and apply their associated **Sponsored Grant Chartstrings**:

- 2a** Locate **Grant Chartstrings – Select Active Grant Chartstrings for this Assignee** section.
- 2b** Review the list of **Grant Chartstrings** (incl. total found).
- 2c** Use the **Show** drop down to expand the list if needed.
- 2d** Select applicable **Grant Chartstrings** using checkboxes in the **Active** column.
- 2e** Click on **Save** or **Save & Close** to apply.

The screenshot shows the 'Assignee Details' interface for Mark A. Ratner. It includes sections for 'Building/Space Details' (Building ID: 8791, Area: 116.6, Status: Active) and 'Allocation Details' (Organization: FSM-Neuroscience FSM, Area Allocated: 116.6 square-feet, Percent Allocated: 100). Below these is a table of 'Grant Chartstrings' with a search bar containing 'Contains'. The table has columns for 'Grant Chartstrings' and 'Active'. Callout 2a points to the table header, 2b to the list of chartstrings, 2c to the 'Show: 10' dropdown, 2d to the 'Active' checkboxes, and 2e to the 'Save' and 'Save & Close' buttons at the top right.

Grant Chartstrings	Active
620-4001500-60038432	<input type="checkbox"/>
620-4001500-60038435	<input checked="" type="checkbox"/>
620-4001500-60038438	<input checked="" type="checkbox"/>
620-4001500-60038470	<input checked="" type="checkbox"/>
620-4001500-60038468	<input type="checkbox"/>
110-1303001-60038432	<input checked="" type="checkbox"/>
110-1303001-60038435	<input type="checkbox"/>
110-1303001-60038438	<input type="checkbox"/>
110-1303001-60038468	<input checked="" type="checkbox"/>

### ▼ INFORMATION

Please see the **Space Validation eLearning Course** and **FAQs** for more information on the **Start Date / End Date** fields in the **Assignee Details** sections



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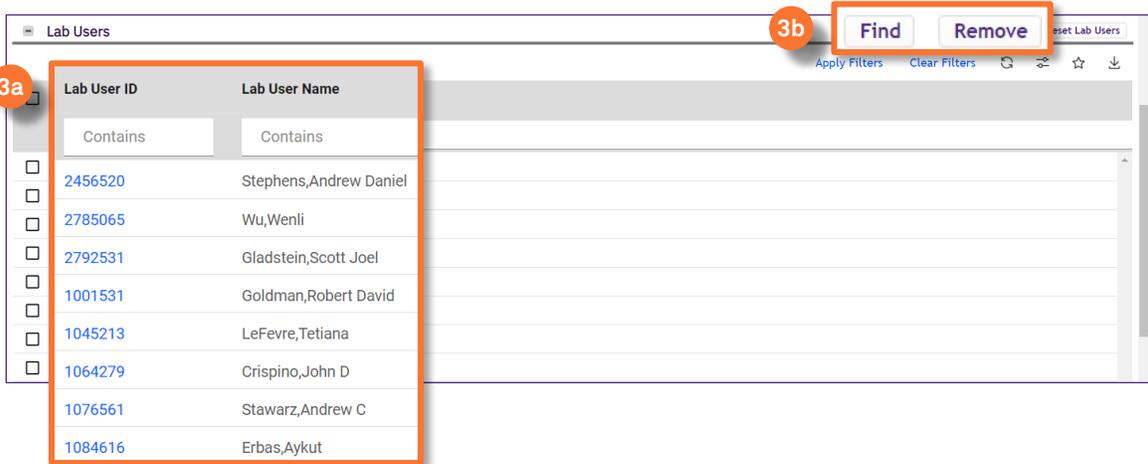
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DIRECTIONS:

**3** Once the **Sponsored Grant Chartstrings** have been applied, return to the **Space Level Allocations** screen:

**3a** Review **Lab Users** automatically populated based on association with **Sponsored Grant Chartstrings**.

**3b** Use the **Find** and **Remove** buttons to manage this list of lab users (use the check boxes in to select names for removal).



**▼ IMPORTANT**

If the **Space Level Allocations** screen does not automatically update with lab users following application of Sponsored Grant Chartstrings, press the **F5 Key** to refresh this screen.

**▼ INFORMATION**

For more details on managing lab users in Facilities Connect, please see the **Space Validation: Manage Lab Users** job aid on myHR Learn or the Facilities Connect website