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

1. **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.

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.
To **Remove** an Occupant:

1. Use the **Checkbox** to select the current occupant(s) to be removed
2. Click the **Remove** button to remove the occupant(s)
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

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

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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To complete occupant changes:

5a Click the **Save** button

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