



Space Validation: Manage Lab Users

PURPOSE: Use this job aid to learn how to manage Lab Users when performing Space Validation activities.

1

From the **Space Details** screen for a selected space:

1a Scroll down the screen 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

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.

Space: 05757

Space Details History

Activate Save Save & Close Space Update Request x

Building / Space Details

Building ID 8791 Building Description Tarry Building Floor 05 Wing Room Number 05757

Area 236.78 Status Revision In Progress

Description Bevan Lab

Program Class 20 - Research

Capacity 0

Space Information

Space Class 240 - Dry Lab Research Office

Department Assignments

Find Clear

Important | **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.

2

From the **Space Details** screen for a selected space:

2a Scroll down the screen to the **Lab Users** section

2b Select **Lab Type** based on the usage of the space

Space: 05757

Space Details History

Activate Save Save & Close Space Update Request x

Lab Users

Select One

Lab Users

Recharge Facility

Shared by ALL Departmental Research Staff

Active Save Save & Close Space Update Request x

- **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 Department 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



Space Validation: Manage Lab Users

3

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

- 3a** Scroll down the screen to the **Lab Users** section

To Remove a Lab User:

- 3b** Use the **Checkbox** to select the current lab user(s) to be removed
- 3c** Click the **Remove** button to remove the lab user(s)

To Add a Lab User:

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

Space Level Allocations: 1030064

Allocation Details | Graphic | Notes & Documents

Lab Users

Export 7 total found Apply Filters Clear Filters Show More Filters

Lab User ID	Lab User Name
2655422	Mclver,Eileen
2777599	Lahiri,Asha Kristine
1055145	Bevan,Mark
1056714	Wokosin,David
1078455	Kovaleski,Ryan Francis
1080965	Chu,Hongyuan
1065382	Schowalter,Danielle

Function Code

Find Remove

OK Export Cancel

Important | 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** immediately above.

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

4

To complete Lab User changes:

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

Space Level Allocations: 1030064

Allocation Details | Graphic | Notes & Documents

Lab Users

Export 7 total found Apply Filters Clear Filters Show More Filters

Lab User ID	Lab User Name
Contains	Contains

Find Remove

Save Save & Close Verify Change Department Assignment