Updating GeoSIMS for the Private Business Use Survey

GeoSIMS is the UW's space inventory management system. Authorized users can use the system to view and update room data using interactive building floor plans – *Map Viewer* – or a tabular data view – *Data Viewer*. The GeoSIMS webpage is: https://maps.uw.edu/geosims/geosims.html. Contact simshelp@uw.edu for user help.

Data update checklist

☐ **System access**
- GeoSIMS users have either read-only access or data update access. Data update access allows a user to update data in GeoSIMS for the specific organization code(s) they are responsible for – usually at the school/college or department level. Data update access requires supervisor confirmation.
- Send access and user help requests to simshelp@uw.edu.

☐ **Determine which buildings and rooms to review**
- Only the buildings or portions of buildings identified as the subject of the Private Business Use survey and indicated in Treasury's Debt Funded Buildings Map.
  - Follow the map link on the PBU page: http://finance.uw.edu/treasury/pbu.
  - For additional questions, please contact the Treasury Office.
- Only the rooms assigned to your group.
  - View which buildings have rooms assigned to your group in the *Space Data by Department* report & *College Space Data by Facility/OrgCode* reports in the GeoSIMS *Space Reports* section.

☐ **Check accuracy of floor plans**
- Send a description of corrections needed to flrplans@uw.edu.

☐ **Check that rooms are properly assigned to your group at the room organization (room owner) and room assignment organization (the group(s) that occupy the room)**
- Send a description of corrections needed to simshelp@uw.edu.

☐ **Update primary use for rooms assigned to your group**
- See primary use definitions here: https://maps.uw.edu/geosims/support.html

☐ **For rooms with research activity, also update:**
- P.I. name – If the room is used by more than one P.I. you can add another record.
- Budget numbers – If the preponderance of research activity for a budget takes place in this room, check the *Primary Room* box next to the budget number.