Updating Space Manager for the Private Business Use Survey

Space Manager is the UW's space inventory management system. Authorized users can use the system to update room data using interactive building floor plans. Space Manager is found in the InVision application portal at https://maps.uw.edu/gis. Contact uwftech@uw.edu for access requests and assistance.

Data update checklist

☐ **System access**

- Data update access allows a user to update data in Space Manager 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 uwftech@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 InVision Application Portal's *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 space organization (room owner) and room allocation organization (the group(s) that occupy the room)**

- Send a description of corrections needed to uwftech@uw.edu.

☐ **Update primary use for rooms assigned to your group**

☐ **For rooms with research activity, also update:**

- P.I. name – If the room is used by more than one P.I. you can add multiple names.
- 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. A budget can be assigned to multiple rooms, but it should have only one primary room.