

New Mexico State University

Facilities and Services Office of Space Planning

ReADY Space Survey User Guide

Annual Space Survey [Web Page](#)

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Access Options to the Space Survey



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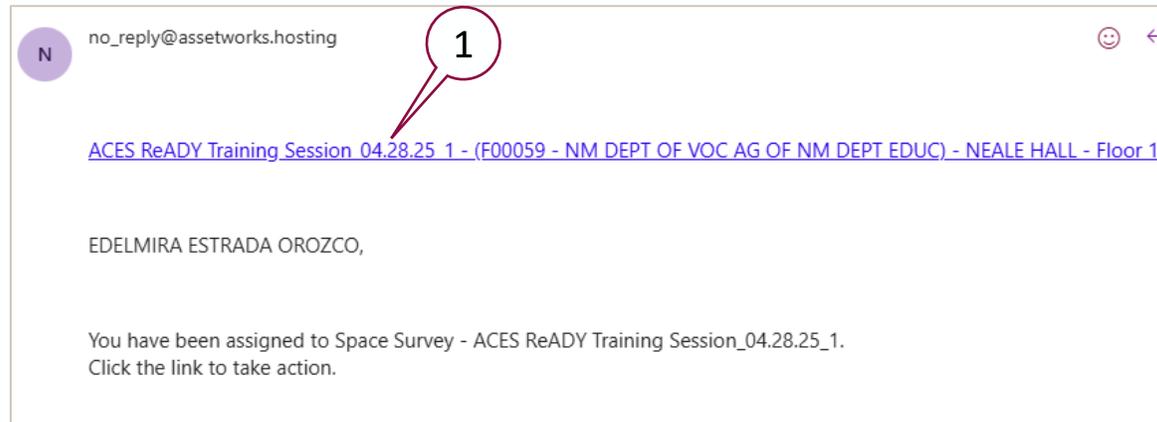
Option 1

Accessing ReADY Space Survey through the Email Link

ReADY Space Survey Link – You will receive an email with a link(s) to your space survey(s).

1. Click the email link.
 - The email link will take you to the space survey screen

The space survey listing screen is on [page 12 of this survey guide](#)

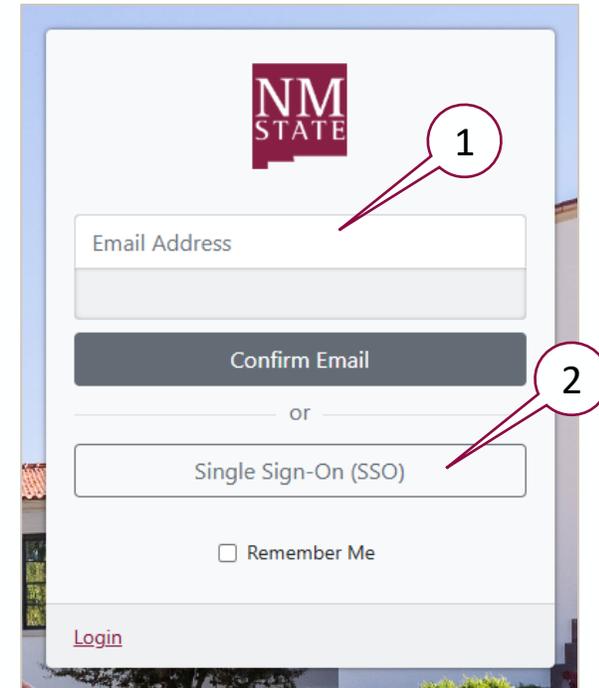


Option 2

Accessing ReADY Space Survey through the Website with SSO

ReADY Website Link - <https://nmsuready.assetworks.cloud/ready/auth/logout>

- Click on the website link, and the login screen will be displayed.
 1. Enter your NMSU **Email Address**.
 2. Click **SSO** to log in
 - The website link will take you to the ReADY Home Tab



The screenshot shows the NMSU login interface. At the top left is the NMSU logo. Below it is a text input field labeled "Email Address" with a red callout bubble containing the number "1" pointing to it. Underneath the input field is a dark grey button labeled "Confirm Email". Below that is the word "or" centered. Underneath "or" is a button labeled "Single Sign-On (SSO)" with a red callout bubble containing the number "2" pointing to it. At the bottom of the form is a checkbox labeled "Remember Me" and a "Login" link.



Home Tab Space Survey Screen



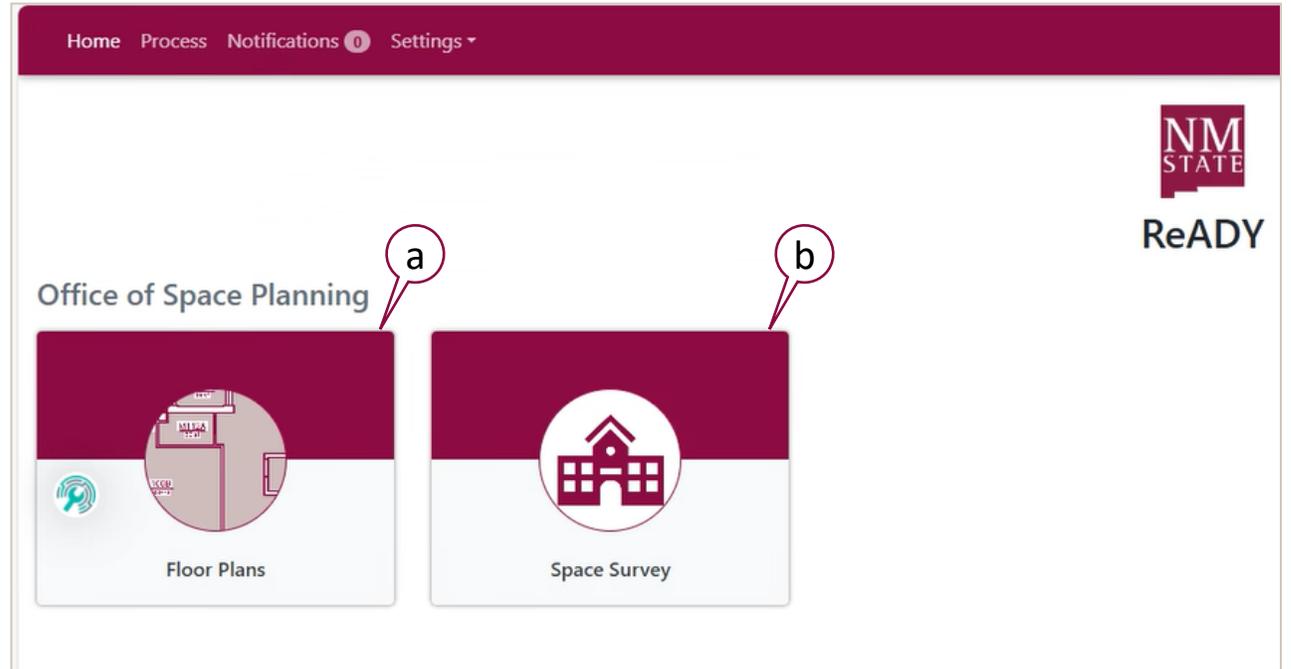
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Home Tab Ready Space Survey

General Navigation

Floor Plans and Space Survey Tiles are displayed

- a) **Floor Plans**
 - Select the tile to display the Space Viewer Interactive Property Floor Plans Toolbar screen.
- b) **Space Survey**
 - Select the tile to access the Survey Listings screen.



Floor Plans and Space Survey Screens



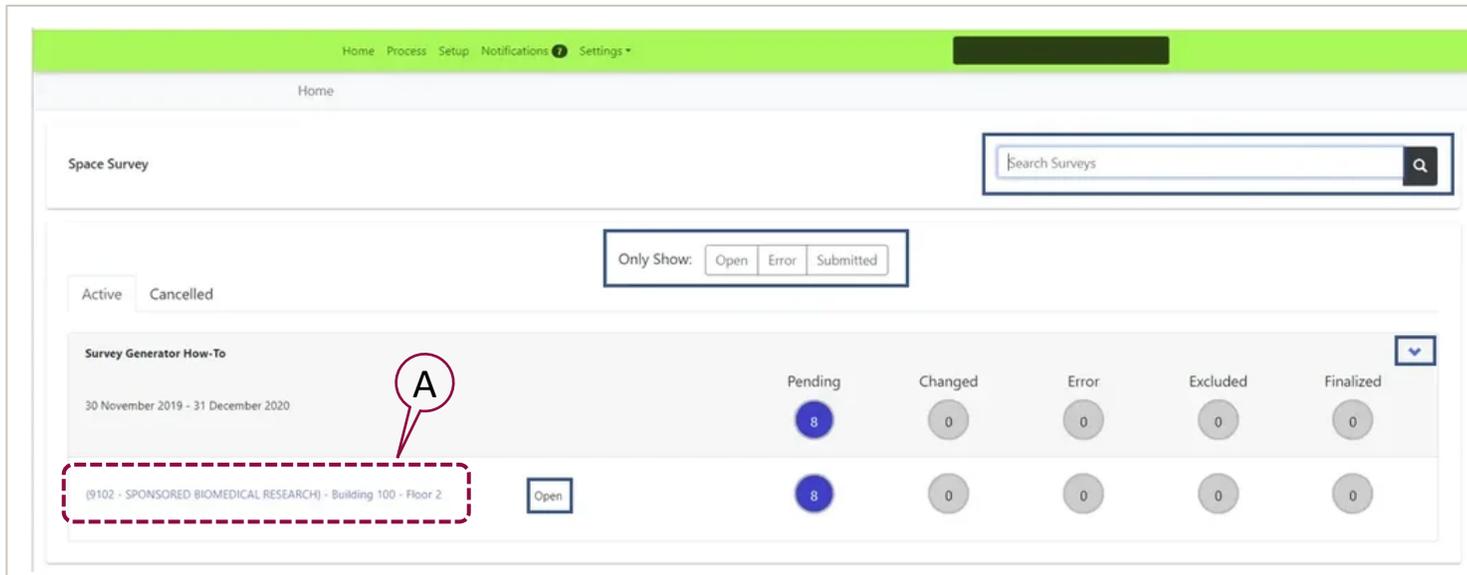
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Space Survey Screen ReADY

General Navigation

Survey Listings – Viewing as Surveyor

A surveyor will not see the Surveyor Proxy search bar. Their view is limited to Surveys they have been identified as a surveyor on.



1. Search Surveys

- Search for a survey in the listing

2. Only Show

- Filters the segments by status

3. Pending

- Rooms that have not been modified

4. Changed

- Rooms that have been changed

5. Error

- Rooms that have validation errors

6. Excluded

- Rooms that have been excluded from the survey

7. Finalized

- Rooms that have been reviewed, passed validation, and are ready to be submitted

A. [Space Survey Links](#)

- Click the space survey link to take you to your space survey listing.
- Once in the survey listing, you can start surveying.

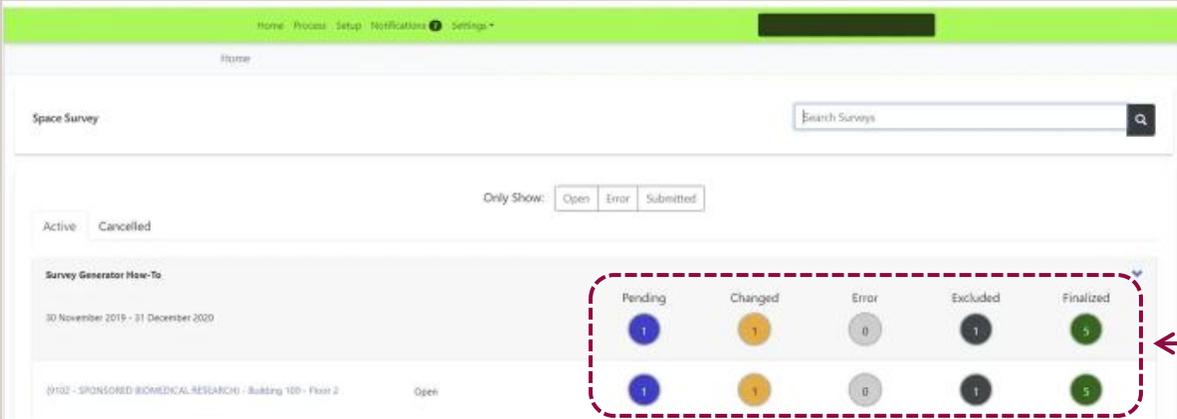
The space survey listing screen is on [page 12 of this survey guide](#)

Continued on next page →

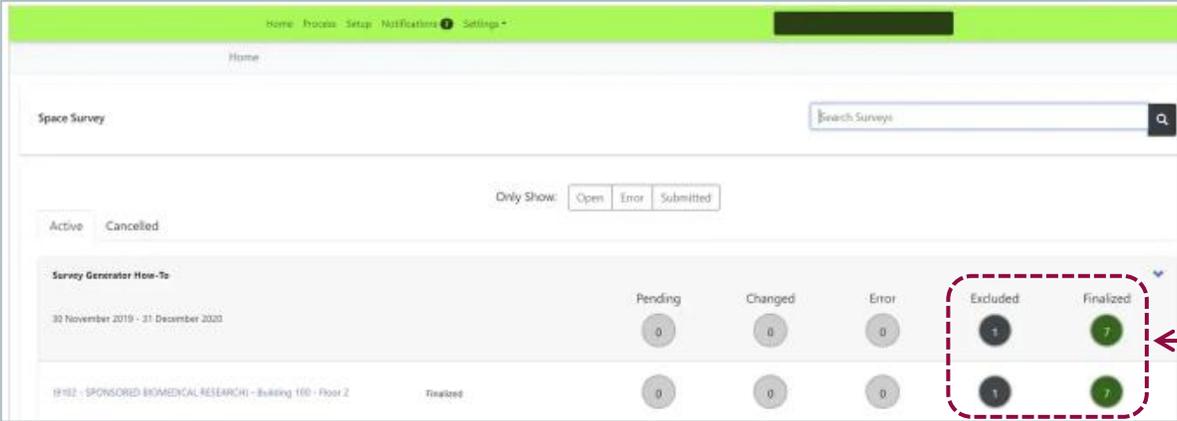
Survey Listings Ready Space Survey

General Navigation

Survey Listings – Viewing as Surveyor



➤ As a surveyor progresses through their survey, the counts will update to reflect the status of the rooms.



➤ When a survey is ready to be submitted or has been submitted, all rooms will have **Excluded** or **Finalized** statuses.



Space Survey Listing Screen



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Space Survey Listing ReADY Screen

General Navigation

The screenshot shows the 'Space Survey Listing' interface. At the top, there is a navigation bar with 'Home', 'Process', 'Setup', 'Notifications', and 'Settings'. Below this, the breadcrumb 'Home / Survey Listing' is visible. The main content area displays the title '(F00441 - ENVIRONMENTAL HEALTH SAFETY & RISK) - ACADEMIC RESEARCH C - Floor 1' and a 'Show Details' link. To the right of the title are buttons for 'Room(s) Analysis', 'Add Room', and 'Submit'. Below the title, there is a 'Show' dropdown menu set to '10' entries, a search bar with the placeholder 'Start typing to search', and a filter search tab with various dropdown options: Status, Location Type, Locked, Organization, Department, Employee Occupancy, Usage, and Usage Function. The main part of the screen is a table with columns for Property, Location, Status, and Action. The table lists 10 entries, all with a status of 'Pending' and an action of 'Finalize'. At the bottom, there is a pagination control showing 'Showing 1 to 10 of 22 entries' and buttons for 'Previous', '1', '2', '3', and 'Next'.

- A. Space Survey Description
 - Organization Number and Name, Building Name, and Floor Level are displayed in this section.
 - B. Show Details
 - Click to show or hide details: Title, Survey Template, Date Created, Space Surveyors, Workflow Approvers, Start and End Date, Survey Type, Properties, & Organizations.
 - C. Show Entries
 - Select to see 25 or 50 entries on the screen. 10 is the default.
 - D. Search Bar
 - Type to search by Location Description or room number
 - E. Filter Search Tab
 - Select the different tab sections and use the checkboxes to filter as needed.
 - F. Check Boxes
 - Check one or more rooms
- Continued on next page →

Space Survey Listing ReADY Screen

General Navigation

The screenshot displays the 'Space Survey Listing ReADY Screen' for '(F00441 - ENVIRONMENTAL HEALTH SAFETY & RISK) - ACADEMIC RESEARCH C - Floor 1'. At the top right, there are buttons for 'Room(s) Analysis', 'Add Room', and 'Submit'. Below this, a dark bar indicates '1 Room Selected' and contains buttons for 'Exclude from Survey', 'Apply Action', and 'Cancel'. A search bar with '10 entries' and a search icon is also present. A table below shows a list of rooms with columns for Property, Location, Status, and Action. The first row is selected, and a circled 'F' points to the checkbox in the first column. Three numbered callouts (1, 2, 3) point to the 'Exclude from Survey', 'Apply Action', and 'Cancel' buttons respectively.

Property	Location	Status	Action
<input checked="" type="checkbox"/> 412C - ACADEMIC RESEARCH C	101A - CONFERENCE ROOM	Pending	Finalize
<input type="checkbox"/> 412C - ACADEMIC RESEARCH C	102 - OFFICE	Pending	Finalize
<input type="checkbox"/> 412C - ACADEMIC RESEARCH C	103 - OFFICE	Pending	Finalize

F. Check Boxes

- Check one or more rooms.
- When one or more check boxes are selected, a bar appears at the top with the Exclude from Survey, Apply Action, and Cancel buttons. The bar also shows the number of rooms checked.
 - 1. Exclude from Survey**
 - Allows you to exclude room(s) from the survey. (Please **do not use** this selection; all rooms should be surveyed.)
 - If you see a room in your space survey that doesn't belong to your organization, contact our office.
 - 2. Apply Action**
 - By clicking the button, the check room(s) **status** will change to **Finalized** without updates.
 - You may apply the criteria after running a [Room\(s\) Analysis](#) only after reviewing the space data of each room and knowing that no space updates are needed for the room(s).
 - 3. Cancel**
 - It will uncheck all the boxes and cancel the selection.

Space Survey Listing ReADY Screen

General Navigation

(F00441 - ENVIRONMENTAL HEALTH SAFETY & RISK) - ACADEMIC RESEARCH C - Floor 1
Show Details

Room(s) Analysis Add Room Submit

Show 10 entries Start typing to search

Status Location Type Locks Organization Department Employee Occupancy Usage Usage Function

Property	Location	Status	Action
412C - ACADEMIC RESEARCH C	101A - CONFERENCE ROOM	Pending	Finalize
412C - ACADEMIC RESEARCH C	102 - OFFICE	Pending	Finalize
412C - ACADEMIC RESEARCH C	103 - OFFICE	Pending	Finalize
412C - ACADEMIC RESEARCH C	105 - OFFICE	Pending	Finalize
412C - ACADEMIC RESEARCH C	107 - OFFICE	Pending	Finalize

G. Property

- Number and Name of the building

H. Location

- Room Number and Location Description

I. Status

1. Pending

- Room not yet surveyed

2. Changed

- Room surveyed with updates

3. Finalized

- Room surveyed with or without updates

J. Action

- Click Finalize to update the status if the room doesn't need updates.

K. Room(s) Analysis

L. Add Room

M. Submit

Continued on next page →

Room(s) Analysis Add Room Submit

Start typing to search

Status	Action
Pending	Finalize
Changed	Finalize
Finalized	

Previous 1 Next

Space Survey Listing ReADY Screen

General Navigation

The screenshot shows a detailed view of a room survey. Callout 1 points to the room title '412C - ACADEMIC RESEARCH C - 101A - CONFERENCE ROOM'. Callout 2 points to the 'Original' tab in the comparison view. Callout 3 points to the 'Changes' tab. Callout K points to the 'Room(s) Analysis' button in the top navigation bar. Callout L points to the 'Add Room' button. Callout M points to the 'Submit' button. On the right side of the room details, there are 'Print' and 'Lock' buttons.

K. Room(s) Analysis

- Click the button to display the Original and the Change space information for all the rooms in the space survey.
- You can print the room analysis.
- The Lock button temporarily blocks the room space data from being edited until it is unlocked. It only works for the Space Approver when a survey is returned for corrections to the surveyor. *For now, we don't recommend using this feature.*

1. Room Information

- Building Number and Description
- Room Number and Location Type

2. Original Room space data

- Location Information, Organization, Primary Usage, and Occupant(s)

3. Changes to the room space data

L. Add Room

M. Submit

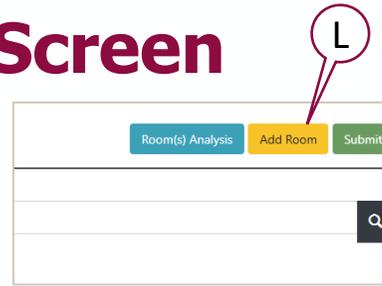
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Space Survey Listing ReADY Screen

General Navigation



Please Select a Room to Add

× (412C) ACADEMIC RESEARCH C

× (1)

Search Location

Add Room

Please Select a Room to Add

× (412C) ACADEMIC RESEARCH C

× (1)

× (101) OFFICE

Add Room

Add Room

Add Cancel

Status Location Type Locked Organization

L. Add Room

- Click Add Room; the page will expand to reveal a section to add a room
 1. Property will default to the current property
 2. Click to select the Floor Level
 3. Click to select the Location Number
 4. Click Add Room
 5. Click **Add** to confirm
 - A new room will be added to your space survey room(s) list.
 - *Once a room is added, it can't be removed from your space survey.*
 - Contact our office if you added the wrong room.
 6. To cancel adding a room, click **Cancel** instead of Add.

Notes:

1. Once a room has been **Added to a survey**, it cannot be removed. If you have made an error and **added** the incorrect room, the only option is to **exclude** it, but this must be done before **submitting** the Survey to the Approver.
2. Once the Surveyor **submits** the survey to the approver, the functions of **adding or excluding** rooms are no longer available.

Please double-check before submitting it.

Space Survey Listing ReADY Screen

General Navigation

The screenshot shows the Space Survey Listing ReADY Screen. At the top, there are three buttons: "Room(s) Analysis" (blue), "Add Room" (yellow), and "Submit" (green). Below these is a search bar with a magnifying glass icon. A dropdown menu labeled "Usage Function" is visible. The main table has columns for "Location", "Status", and "Action". The "Status" column contains the word "Finalized" for all rows. The "Action" column contains a red exclamation mark icon in the last row. At the bottom, there are two buttons: "Room(s) Analysis" (blue) and "Awaiting responses" (grey). Callouts 1 through 5 and M are placed around the interface to highlight specific elements.

Location	Status	Action
102 - OFFICE SERVICE	Finalized	
102G - CONFERENCE ROOM	Finalized	
104A - CLASSROOM	Finalized	
104B - CLASSROOM SERVICE	Finalized	!

M. Submit

1. Once all rooms have a **Finalized** or **excluded** Status, the **Submit** button will become Available
 - All rooms should be surveyed. Contact our office before excluding rooms.
2. The action section should not show errors
3. Click **Submit** survey is now sent to the Space Approver for Review
4. The Space Approver will receive a new link or can review the surveys directly at the Process Tab (Space – Awaiting Your Review)
5. The surveyor must see the Room Analysis button and the Awaiting Responses section to know the survey has been sent correctly.

Location Screen Space Survey



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Space Survey Listing ReADY Screen

Location Navigation

Home Process Setup Notifications 0 Settings

Home / Survey Listing

(F00441 - ENVIRONMENTAL HEALTH SAFETY & RISK) - ACADEMIC RESEARCH C - Floor 1
Show Details

Room(s) Analysis Add Room Submit

Show 10 entries Start typing to search

Status Location Type Locked Organization Department Employee Occupancy Usage Usage Function

Property	Location	Status	Action
412C - ACADEMIC RESEARCH C	101A - CONFERENCE ROOM	Pending	Finalize
412C - ACADEMIC RESEARCH C	102 - OFFICE	Pending	Finalize
412C - ACADEMIC RESEARCH C	103 - OFFICE	Pending	Finalize
412C - ACADEMIC RESEARCH C	105 - OFFICE	Pending	Finalize
412C - ACADEMIC RESEARCH C	107 - OFFICE	Pending	Finalize

A. Location

- Select a room to work on by clicking on the location.
 - If you don't recognize or have trouble finding a particular room, visit the Floor Plan Tile to [create a viewer report](#).
 - If you are missing a room or have one that doesn't belong to your organization, contact our office.

Continued on next page →



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Location Space Survey ReADY Screen

Location Navigation

The screenshot shows a web interface for room management. At the top, a breadcrumb trail reads 'Home / Survey Listing / Rooms Listing'. Below this, there are navigation links: 'Room Analysis', 'Row 2 of 13', 'Previous', and 'Next'. A callout 'A' points to the breadcrumb trail. A callout 'B' points to 'Room Analysis', 'C' to 'Row 2 of 13', and 'F' to a green 'Finalize without Update' button. A callout 'D' points to a dashed red box containing room details: 'Property: 412A - ACADEMIC RESEARCH A', 'Room: 101B - OFFICE', and dates '07/01/2024 - 06/30/2025'. A callout 'E' points to the 'Status: Pending' text. A callout 'G' points to a red 'Cancel' button and 'H' to a grey 'Save' button. Below the room details is a 'Comments' section with a text input field and a 'Save' button. Callout 'I' points to the input field and 'J' to the 'Save' button. At the bottom, a 'Location Information' section is highlighted with a dashed red box. It contains a warning: 'If you notice the Location Type (FICM) needs to be changed, please submit an AIM space request'. Below this are three rows of data: 'Location Type (FICM)' with value '310 OFFICE', 'SqFt' with value '158', and 'Stations' with value '1'. Callout 'J' points to this section.

J. Location Information

- It is not editable

Continued on next page →

A. Rooms Listing

- Click, and it will take you back to the space survey screen, where all rooms are.

B. Room Analysis

- Click, and it will show the original and the changes for the room
- Click Room Detail to go back to the room

C. Room(s) quantity in the space survey

D. Room Detail Information

E. Status

- Show the diverse statuses: Pending, Changed, Error, Excluded, Finalized

F. Finalized without Update

- If there are no updates to the room, click this button and select next to continue with the following room.

G. Cancel

- Click to go back to the room listing

H. Save

- Click to save updates to the room and select next to continue with the following room.

I. Comments

- Add a comment if needed, click save

Location Space Survey ReADY Screen

Location Navigation

K. Organizational Occupancy

1. **DO NOT** edit the **Start Date and Percentage information** (original information from the system)

Organization Occupancy Add

Update the organization(s) based on who occupied the location most of the Fiscal Year (07/01/24 to 06/30/25).

- If the organization(s) listed are no longer correct, end date the organization(s) and add the new organization(s).
- If there are multiple organization(s), add each and ensure the percentage totals 100% among the organization(s).

Department / Organization	%	Start Date	End Date
530340 - BUSINESS OPERATIONS SUPPORT F00602 - BUSINESS OPERATIONS SUPPORT	100	06/30/2015	

[Copy From](#)

L. Usage

i. **DO NOT** edit the **Start Date and Percentage information** (original information from the system)

Usage Add

Update the usage(s) based on how the room was used for most of the Fiscal Year (07/01/24 to 06/30/25).

- If the usage(s) listed are no longer correct, end date the old usage(s) and add the new usage(s).
- If the organization(s) has multiple usages, add each and ensure the percentage totals 100% among the usages.

Usage	%	Start Date	End Date
GA - GENERAL ADMINISTRATION: INCLUDES ALL SPACE DEVOTED TO GENERAL EXECUTIVE AND ADMINISTRATIVE OFFICES THAT SERVE OR BENEFIT THE ENTIRE UNIVERSITY. THIS INCLUDES EXECUTIVE MANAGEMENT, FISCAL OPERATIONS, PERSONNEL, PURCHASING, BUSINESS OFFICE, ETC.	100	06/30/2018	



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Location Space Survey ReADY Screen

Location Navigation

M. Employee Occupancy

1. **DO NOT** edit the **Start Date and Percentage** (original information from the system)
2. **Workstation Count**
 - Add the cubicle number if it applies (To see the cubicle number, [create a viewer report](#))

Employee Occupancy Add

Occupants can occupy the following Location Types (FICM)

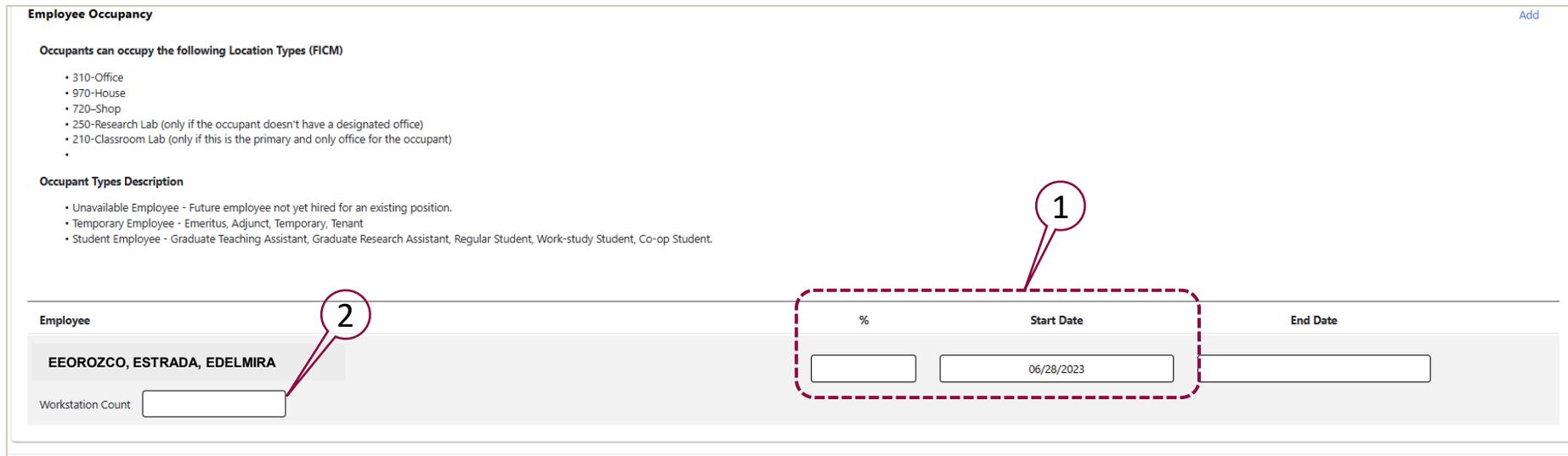
- 310-Office
- 970-House
- 720-Shop
- 250-Research Lab (only if the occupant doesn't have a designated office)
- 210-Classroom Lab (only if this is the primary and only office for the occupant)
-

Occupant Types Description

- Unavailable Employee - Future employee not yet hired for an existing position.
- Temporary Employee - Emeritus, Adjunct, Temporary, Tenant
- Student Employee - Graduate Teaching Assistant, Graduate Research Assistant, Regular Student, Work-study Student, Co-op Student.

Employee	%	Start Date	End Date
EOROZCO, ESTRADA, EDELMIRA	<input type="text"/>	<input type="text" value="06/28/2023"/>	<input type="text"/>

Workstation Count



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Space Survey Examples

Example 1 – No update needed at the location

Example 2 – Update the Usage(s)

Example 3 – Update to Multiple Usages

Example 4 – Ending and Adding a New Employee(s)

Example 5 – End Date one of the Organization in a Location



Example 1, Ready Space Survey

No update needed at the location

Usage Function ▾ 1

Location
101A - CONFERENCE ROOM
102 - OFFICE
103 - OFFICE

1. Location
 - Select a room to start surveying
2. Organization Occupancy
 - Check that the current Organization(s) & percentage(s) are correct
3. Usage
 - Check that the current Usage(s) & percentage(s) are correct
4. Employee
 - Check that the current employee(s) is correct
5. Since this three-space information is correct
 - Click **Finalized without Update**
 - Status will be updated to Finalized
6. Click Next to survey the next location

Room Analysis Row 3 of 22 Previous Next
Room Analysis Row 3 of 5 Previous Next 6

5
Finalize without Update
Status: Finalized

Edit

Location Information

If you notice the Location Type (FICM) needs to be changed, please submit an [AIM space request](#)

Location Type (FICM)	310 OFFICE		
SqFt	147		
Stations	1		

Organization Occupancy

Update the organization(s) based on who occupied the location most of the Fiscal Year (07/01/24 to 06/30/25).

- If the organization(s) listed are no longer correct, end date the organization(s) and add the new organization(s).
- If there are multiple organization(s), add each and ensure the percentage totals 100% among the organization(s).

Department / Organization	%	Start Date	End Date
500200 - ENVIRONMENTAL HEALTH SAFETY & RISK	100	07/01/2015	
F00441 - ENVIRONMENTAL HEALTH SAFETY & RISK			

[Copy From](#) Add

Usage

Update the usage(s) based on how the room was used for most of the Fiscal Year (07/01/24 to 06/30/25).

- If the usage(s) listed are no longer correct, end date the old usage(s) and add the new usage(s).
- If the organization(s) has multiple usages, add each and ensure the percentage totals 100% among the usages.

Usage	%	Start Date	End Date
POM - PLANT O&M: ALL SPACE USED FOR THE ADMINISTRATION, SUPERVISION, OPERATION, PRESERVATION AND PROTECTION OF THE PHYSICAL PLANT. THIS INCLUDES JANITORIAL SERVICES, GROUNDS MAINTENANCE, UTILITY SERVICES AND OTHER PHYSICAL PLANT FACILITIES.	100	07/01/2018	

[Copy From](#) Add

Occupants can occupy the following Location Types (FICM): 310-Office, 970-House, 720-Shop, 250-Research Lab (only if the occupant doesn't have a designated office), 210 - Classroom Lab (only if this is the primary and only office for the occupant).

Occupant Types Description

- Unavailable Employee - Future employee not yet hired for an existing position.
- Temporary Employee - Emeritus, Adjunct, Temporary, Tenant
- Student Employee - Graduate Teaching Assistant, Graduate Research Assistant, Regular Student, Work-study Student, Co-op Student.

Employee	%	Start Date	End Date
JFLEMING FLEMING, JERRY		08/02/2021	

Workstation Count:

Example 2, Ready Space Survey

Update the Usage(s)

Usage Function ▾

Location
101A - CONFERENCE ROOM
102 - OFFICE

- Location
 - Select a room to start surveying
- Usage
 - Enter an **End Date** for the old Usage(s), must be after the listed start date
- Click **"Add"** to insert a new Usage(s)
 - A new Usage tab will be displayed
- Expand the drop-down menu
- Select/Type a new Usage(s) from the drop-down list.
- Enter a **Percentage** for the new Usage(s)
- Enter a **Start Date** for the new Usage(s)
 - Must be after the end date of the old usage(s)
- Click Save
 - Status will be updated to Changed

Option 1

- Click Finalized
- Click Next to survey the next location

Option 2

- Click Next to survey the next location
- You can finalize it later at the Room Listing

Organization Occupancy

Update the organization(s) based on who occupied the location most of the Fiscal Year (07/01/24 to 06/30/25).

- If the organization(s) listed are no longer correct, end date the organization(s) and add the new organization(s).
- If there are multiple organization(s), add each and ensure the percentage totals 100% among the organization(s).

Department / Organization	%	Start Date	End Date
500200 - ENVIRONMENTAL HEALTH SAFETY & RISK	100	07/01/2015	
F00441 - ENVIRONMENTAL HEALTH SAFETY & RISK			

Usage

Update the usage(s) based on how the room was used for most of the Fiscal Year (07/01/24 to 06/30/25).

- If the usage(s) listed are no longer correct, end date the old usage(s) and add the new usage(s).
- If the organization(s) has multiple usages, add each and ensure the percentage totals 100% among the usages.

Usage	%	Start Date	End Date
POM - PLANT O&M: ALL SPACE USED FOR THE ADMINISTRATION, SUPERVISION, OPERATION, PRESERVATION AND PROTECTION OF THE PHYSICAL PLANT. THIS INCLUDES JANITORIAL SERVICES, GROUNDS MAINTENANCE, UTILITY SERVICES AND OTHER PHYSICAL PLANT FACILITIES.	100	07/01/2018	07/24/2024
DA - DEPARTMENTAL ADMINISTRATION: INCLUDES ALL SPACE USED FOR THE ADMINISTRATIVE AND SUPPORTING SERVICES THA...	100.00	07/25/2024	

Usage

Usage	%	Start Date	End Date
POM - PLANT O&M: ALL SPACE USED FOR THE ADMINISTRATION, SUPERVISION, OPERATION, PRESERVATION AND PROTECTION OF THE PHYSICAL PLANT. THIS INCLUDES JANITORIAL SERVICES, GROUNDS MAINTENANCE, UTILITY SERVICES AND OTHER PHYSICAL PLANT FACILITIES.	100	07/01/2018	
AUX - AUXILIARIES: ALL OF HOUSING, FOOD SERVICES, SNACK BARS, SPECIAL EVENTS, CONFERENCE SERVICES AND CERTAIN ATHLETIC FACILITIES.		07/01/2024	

Quick Tip: Click Edit if you need to correct what you surveyed



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Example 3, Ready Space Survey

Update to Multiple Usages

To add multiple Usages instead of one

- Follow steps 3 to 7 from the previous example page.
- Once all usages are added, continue with steps 8 to 10

1. The Percentage among all new Usages should total **100%**
2. To delete a **Usage(s)** for corrections, click the trash icon and adjust them as needed

Usage	%	Start Date	End Date	
POM - PLANT O&M: ALL SPACE USED FOR THE ADMINISTRATION, SUPERVISION, OPERATION, PRESERVATION AND PROTECTION OF THE PHYSICAL PLANT. THIS INCLUDES JANITORIAL SERVICES, GROUNDS MAINTENANCE, UTILITY SERVICES AND OTHER PHYSICAL PLANT FACILITIES.	<input type="text" value="100"/>	<input type="text" value="07/01/2018"/>	<input type="text" value="07/24/2024"/>	
AUX - AUXILIARIES: ALL OF HOUSING, FOOD SERVICES, SNACK BARS, SPECIAL EVENTS, CONFERENCE SERVICES AND CERTAIN ATHLETIC FACILITIES.	<input type="text" value="30"/>	<input type="text" value="07/25/2024"/>	<input type="text"/>	
DA - DEPARTMENTAL ADMINISTRATION: INCLUDES ALL SPACE USED FOR THE ADMINISTRATIVE AND SUPPORTING SERVICES THAT BENEFIT COMMON OR JOINT DEPARTMENTAL ACTIVITIES IN THE ACADEMIC DEANS' OFFICES, ACADEMIC DEPARTMENTS AND DIVISIONS.	<input type="text" value="40"/>	<input type="text" value="07/25/2024"/>	<input type="text"/>	
GA - GENERAL ADMINISTRATION: INCLUDES ALL SPACE DEVOTED TO GENERAL EXECUTIVE AND ADMINISTRATIVE OFFICES THAT SERVE OR BENEFIT THE ENTIRE UNIVERSITY. THIS INCLUDES EXECUTIVE MANAGEMENT, FISCAL OPERATIONS, PERSONNEL, PURCHASING, BUSINESS OFFICE, ETC.	<input type="text" value="30"/>	<input type="text" value="07/25/2024"/>	<input type="text"/>	

1

2



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Example 4, Ready Space Survey Ending and Adding a New Employee(s)

1. Location
 - Select a room to start surveying
 2. Employee
 - Enter an **End Date** for the Current Employee
 3. Click **"Add"** to insert a new Employee
 - A new Employee tab will be displayed
 4. Expand the drop-down menu
 5. Type the new Employee **Name, Last Name, or User ID** to search and select it from the drop-down list.
 6. Leave the Percentage blank
 7. Enter a **Start Date** for the new Employee, which must be after the end date of the previous Employee.
 8. Add a Workstation Count (**Cubicle**) if applies
 9. Click Save
 - Status will be updated to Changed
- Option 1**
10. Click Finalized
 11. Click Next to survey the next location
- Option 2**
11. Click Next to survey the next location
- You can finalize it later at the Room Listing

Usage Function ▾

Location
101A - CONFERENCE ROOM
102 - OFFICE

Room Analysis Row 3 of 22 Previous Next

Finalize without Update

Cancel Save

Status: Changed

Room Analysis Row 1 of 5 Previous Next

Finalize

Edit

Employee Occupancy

Occupants can occupy the following Location Types (FICM)

- 310-Office
- 970-House
- 720-Shop
- 250-Research Lab (only if the occupant doesn't have a designated office)
- 210-Classroom Lab (only if this is the primary and only office for the occupant)

Occupant Types Description

- Unavailable Employee - Future employee not yet hired for an existing position.
- Temporary Employee - Emeritus, Adjunct, Temporary, Tenant
- Student Employee - Graduate Teaching Assistant, Graduate Research Assistant, Regular Student, Work-study Student, Co-op Student.

Employee	%	Start Date	End Date
UNAVAILABLE EMPLOYEE, UNAVAILABLE		07/01/2018	07/24/2024
EDELMIRA ESTRADA OROZCO (****OZCO)	1.00	07/25/2024	

Employee	%	Start Date	End Date
UNAVAILABLE EMPLOYEE, UNAVAILABLE		07/01/2018	
LESLIE [REDACTED] (*****1:00)		07/01/2024	
BRIANNA [REDACTED] (*****6515)			

Quick Tip: Click **Edit if you need to correct what you surveyed**

Note: To add more than one employee **Add tabs as needed**



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Example 5, Ready Space Survey

End Date one of the Organization in a Location

When you End Date one of the Shared Occupancy Organization at a location it is,

- Because you are adding that Percentage to one of the other Current Organizations
- Because you are Adding a New Organization.

1. The Percentage among all Organizations should total **100%**

On the next **three pages** find an Example,

A. On the Space Survey for the F00057/303900 IRD Organization

- An End Date will be added to the Organization and the Usage

B. On the Space Survey for the F00524/310021 PGM Organization

- The adjustment will be completed

Note:

- Key is **communication** between the *Surveyors*, because you can only Edit the survey(s) you were assigned. If you end the organization at your survey, make sure it is added to a different organization.
- **All locations must have an Organization, Usage, Start Date and Percentage**

Continued on next page →

Shared Occupancy
Shared occupancies if applicable.

Department / Organization	%	Start Date	End Date
311000 - EXTENSN ANIMAL RESOURCES F00094 - EXTENSN ANIMAL RESOURCES	33	07/01/2022	
310021 - EXTENSN HOME EC PGM UNIT F00524 - EXTENSN HOME EC PGM UNIT	34	07/01/2022	

Organization Occupancy
Update the organization(s) based on who occupied the location most of the Fiscal Year (07/01/24 to 06/30/25).
• If the organization(s) listed are no longer correct, end date the organization(s) and add the new organization(s).
• If there are multiple organization(s), add each and ensure the percentage totals 100% among the organization(s).

Department / Organization	%	Start Date	End Date
303900 - INDIAN RESOURCE DEVELOPMENT PGM F00057 - INDIAN RESOURCE DEVELOPMENT PGM	33	07/01/2022	

Primary Usage
Update the usage(s) based on how the room was used for most of the Fiscal Year (07/01/24 to 06/30/25).
• If the usage(s) listed are no longer correct, end date the old usage(s) and add the new usage(s).
• If the organization(s) has multiple usages, add each and ensure the percentage totals 100% among the usages.

Usage	%	Start Date	End Date
PS - OTHER SPONSORED ACTIVITIES (PUBLIC SERVICE): NON-INSTRUCTIONAL AND NON-RESEARCH ACTIVITIES RELATED TO PROGRAMS AND PROJECTS SPONSORED BY FEDERAL OR NON-FEDERAL SOURCES.	100	07/01/2022	



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Example 5, Ready Space Survey

A. End Date one of the Organization in a Location

F00057/303900 IRD Organization

Quick Tip: Click **Edit** if you need to correct what you surveyed

Usage Function ▾

Location
101A - CONFERENCE ROOM
102 - OFFICE

Finalize without Update

Cancel Save

Status: Changed

Finalize

Edit

1. Location
 - Select a room to start surveying
2. Department/Organization
 - Enter an **End Date** for the old Organization(s), must be after the listed start date
3. Usage
 - Enter an **End Date** for the old Usage(s), must be after the listed start date
4. Click Save
 - Status will be updated to Changed

Option 1

5. Click Finalized
6. Click Next to survey the next location

Option 2

6. Click Next to survey the next location
- You can finalize it later at the Room Listing

Continued on next page →

Shared Occupancy
Shared occupancies if applicable.

Department / Organization	%	Start Date	End Date
311000 - EXTENS ANIMAL RESOURCES	33	07/01/2022	
F00094 - EXTENS ANIMAL RESOURCES			
310021 - EXTENS HOME EC PGM UNIT	34	07/01/2022	
F00524 - EXTENS HOME EC PGM UNIT			

Organization Occupancy
Update the organization(s) based on who occupied the location most of the Fiscal Year (07/01/24 to 06/30/25).

- If the organization(s) listed are no longer correct, end date the organization(s) and add the new organization(s).
- If there are multiple organization(s), add each and ensure the percentage totals 100% among the organization(s).

Department / Organization	%	Start Date	End Date
303900 - INDIAN RESOURCE DEVELOPMENT PGM	33	07/01/2022	09/01/2024
F00057 - INDIAN RESOURCE DEVELOPMENT PGM			

Primary Usage
Update the usage(s) based on how the room was used for most of the Fiscal Year (07/01/24 to 06/30/25).

- If the usage(s) listed are no longer correct, end date the old usage(s) and add the new usage(s).
- If the organization(s) has multiple usages, add each and ensure the percentage totals 100% among the usages.

Usage	%	Start Date	End Date
PS - OTHER SPONSORED ACTIVITIES (PUBLIC SERVICE): NON-INSTRUCTIONAL AND NON-RESEARCH ACTIVITIES RELATED TO PROGRAMS AND PROJECTS SPONSORED BY FEDERAL OR NON-FEDERAL SOURCES.	100	07/01/2022	09/01/2024

Note: The End Date for the Organization & Usage needs to match



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Example 5, Ready Space Survey

B. Correct the Organization Percentage in a Location – Step 1

F00524/310021 PGM Organization

Usage Function ▾

Location
101A - CONFERENCE ROOM
102 - OFFICE

1. Location
 - Select a room to start surveying
2. Department/Organization
 - Enter an **End Date** for the old Organization(s), must be after the listed start date
3. Usage
 - Enter an **End Date** for the old Usage(s), must be after the listed start date
4. Click **“Add”** to insert a new **Organization**
 - A new Organization Occupancy section will be displayed

Note: The End Date for the Organization & Usage needs to match

Department / Organization	%	Start Date	End Date
303900 - INDIAN RESOURCE DEVELOPMENT PGM F00057 - INDIAN RESOURCE DEVELOPMENT PGM	33	07/01/2022	
311000 - EXTENSN ANIMAL RESOURCES F00094 - EXTENSN ANIMAL RESOURCES	33	07/01/2022	

Organization Occupancy
Update the organization(s) based on who occupied the location most of the Fiscal Year (07/01/24 to 06/30/25).
• If the organization(s) listed are no longer correct, end date the organization(s) and add the new organization(s).
• If there are multiple organization(s), add each and ensure the percentage totals 100% among the organization(s).

Department / Organization	%	Start Date	End Date
310021 - EXTENSN HOME EC PGM UNIT F00524 - EXTENSN HOME EC PGM UNIT	34	07/01/2022	09/01/2024

Primary Usage
Update the usage(s) based on how the room was used for most of the Fiscal Year (07/01/24 to 06/30/25).
• If the usage(s) listed are no longer correct, end date the old usage(s) and add the new usage(s).
• If the organization(s) has multiple usages, add each and ensure the percentage totals 100% among the usages.

Usage	%	Start Date	End Date
PS - OTHER SPONSORED ACTIVITIES (PUBLIC SERVICE); NON-INSTRUCTIONAL AND NON-RESEARCH ACTIVITIES RELATED TO PROGRAMS AND PROJECTS SPONSORED BY FEDERAL OR NON-FEDERAL SOURCES.	100	07/01/2022	09/01/2024

- a) Percentage example,
➤ $33+34=67\%$

Continued on next page →



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Example 5, Ready Space Survey

B. Correct the Organization Percentage in a Location – Step 2

F00524/310021 PGM Organization

At the new **Organization Occupancy** Tab,

5. Enter a new **Percentage** for the Organization
 - a) For this example, 33+34= 67%
6. Enter a **Start Date** for the new Organization
 - Must be after the **End Date** of the old Organization (within a day difference)
 - The 07/01/2024, is a default Start Date
 - Adjust accordingly
7. Click **“Add”** to insert a new **Usage**
 - A new Usage section will be displayed
8. Expand the drop-down menu
 - Select/Type a new Usage(s) from the drop-down list.
9. Enter a **Percentage** for the new Usage(s)
10. Enter a **Start Date** for the new Usage(s)
 - Must be after the end date of the old usage(s) (within a day difference)
 - The 07/01/2024, is a default Start Date
 - Adjust accordingly

Follow the steps from the previous examples to **Save** and to complete the process

Usage Function ▾

Location
101A - CONFERENCE ROOM
102 - OFFICE

Organization Occupancy

Update the organization(s) based on who occupied the location most of the Fiscal Year (07/01/24 to 06/30/25).

- If the organization(s) listed are no longer correct, end date the organization(s) and add the new organization(s).
- If there are multiple organization(s), add each and ensure the percentage totals 100% among the organization(s).

Department / Organization	%	Start Date	End Date
310021 - EXTENSN HOME EC PGM UNIT F00524 - EXTENSN HOME EC PGM UNIT		07/01/2024	
310021 - EXTENSN HOME EC PGM UNIT F00524 - EXTENSN HOME EC PGM UNIT	67.00	09/02/2024	

Primary Usage

Update the usage(s) based on how the room was used for most of the Fiscal Year (07/01/24 to 06/30/25).

- If the usage(s) listed are no longer correct, end date the old usage(s) and add the new usage(s).
- If the organization(s) has multiple usages, add each and ensure the percentage totals 100% among the usages.

Usage	%	Start Date	End Date
		07/01/2024	
	100.00	09/02/2024	

OF THE PHYSICAL PLANT, THIS INCLUDES JANITORIAL SERVICES, GROUNDS MAINTENANCE, UTILITY SERVICES AND OTHER PHYSICAL PLANT FACILITIES.

PS - OTHER SPONSORED ACTIVITIES (PUBLIC SERVICE); NON-INSTRUCTIONAL AND NON-RESEARCH ACTIVITIES RELATED TO PROGRAMS AND PROJECTS SPONSORED BY FEDERAL OR NON-FEDERAL SOURCES.



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Submit the Space Survey to the Space Approver



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Survey Listing ReADY Screen

Submit

Submit

- All the rooms in the space survey must have a Finalized Status to be **Submit** to the Space Approver
 1. Click Submit
- The Space Approver will receive a new link
 - After a survey is submitted it will be sent to the **Process screen** where **Approvers** to the survey will be able to review and take action on the survey

Home / Survey Listing

(F00033 - AGRICULTURAL,CONSUMER & ENV SCI COL) - GERALD THOMAS HALL - Floor 1
[Show Details](#)

Room(s) Analysis Add Room **Submit**

Show 10 entries Start typing to search

Status Location Type Locked Organization Department Employee Occupancy Usage Usage Function

Property	Location	Status	Action
<input type="checkbox"/> 244 - GERALD THOMAS HALL	02 - OFFICE SERVICE	Finalized	
<input type="checkbox"/> 244 - GERALD THOMAS HALL	116A - AV/MEDIA PRODUCTION SERVICE	Finalized	
<input type="checkbox"/> 244 - GERALD THOMAS HALL	136A - OFFICE SERVICE	Finalized	
<input type="checkbox"/> 244 - GERALD THOMAS HALL	194B - STORAGE FACILITIES	Finalized	

Showing 1 to 4 of 4 entries Previous 1 Next



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Space Approver Review



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Survey Listing ReADY Screen

Space Approver Review - Access

Two Options to Access the Submitted Space Survey

- The Space Approver will receive a new Email Link
 - Click on the email Link
 - The Process Screen will be display
- Log In to ReADY
 - Select the Process Tab, in the **Space** section
 - Click on the **Awaiting Your Review Space** section
 - The Survey(s) you are assigned to Review will be display at the **Filter Awaiting Your Review**
 - Click on the one you want to start Reviewing and in the *Workflow* section the Space Survey Information is shown

The screenshot shows the ReADY interface for a Space Approver. The top navigation bar includes Home, Process, Setup, Notifications, and Settings. The main content is divided into several sections:

- Request**: A table listing requests with filters for 'Awaiting Your Review' and 'Filter Awaiting Your Review'. Callout A points to the 'Process' tab, B to the 'Awaiting Your Review' filter, and C to the 'Filter Awaiting Your Review' dropdown.
- Space**: A table listing spaces, with callout B pointing to the 'Awaiting Your Review' filter.
- Workflow**: A section with buttons for 'Submit to Space Planning for Review' and 'Return to Surveyor for corrections'. Callout D points to the 'Workflow' section.
- Summary Report**: A detailed view of a survey, including 'Survey Details' (Title, ID, Period, Segment, Room(s) Analysis) and 'Summary Report' (Number of Properties, Rooms, Changes, Errors).
- Workflow History**: A list of actions, such as 'Organization Space Approver' and 'Organization Space Surveyor'.
- Comments**: A section for adding comments, with a 'Save' button.



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Survey Listing ReADY Screen

Space Approver Review – Process Screen

1. Stop Watching

- **Don't Click** this button, the survey will disappear, and you will not be able to see it

2. Summary Tab

- Shows all the Space Survey Details
 - a) Survey Title, Segment/Organization Number and Description, Floor Plan Level, Surveyors, Submitted by, etc.
 - b) Room(s) Analysis
 - Click the button to **display** and **reviewed** the Original and the Change space information for the entire rooms in the space survey.
 - c) Workflow History
 - Can be expanded to see the users in the given workflow task
 - d) Comments
 - Comments pertaining to the workflow History
 - Room Comments are reflected in the respective room

The screenshot displays the 'Stop Watching' button at the top left, circled with a red '1'. Below it is the 'Workflow' section with two buttons: 'Submit to Space Planning for Review' (green) and 'Return to Surveyor for corrections' (yellow). A red '2' is circled around the 'Summary' tab, which is selected. The 'Summary' tab shows a 'Summary Report' with 'Survey Details' and 'Surveyors' information. The 'Survey Details' section includes: Survey Title: TEST FY25 SPACE SURVEY - ADMINISTRATION AND FINANCE, Survey ID: 1033, Survey Period: 1 July 2024 - 30 June 2025, Segment: (F00441 - ENVIRONMENTAL HEALTH SAFETY & RISK) - FLAMMABLE STORAGE - Floor 1, and a link for 'Room(s) Analysis'. The 'Surveyors' section lists: EDELMIRA ESTRADA OROZCO, POLLY SAENZ, REBECCA TORRES, and Submitted By: Edelmira Estrada Orozco - 05/28/2025 03:57 PM. The 'Workflow History' section shows two tasks: 'Organization Space Approver' and 'Organization Space Surveyor'. The 'Comments' section has a text input field with a placeholder 'Click to enter comment' and a 'Save' button.

Survey Listing ReADY Screen

Space Approver Review – Process Screen

3. Changes Tab

- Click to see rooms that have changes
- Displays the **Original** and the **Changes** space information for one room
- Click Next to review the next room changes

4. No Changes Tab

- Click to see rooms that have no changes

5. Added Tab

- Rooms that were added by the surveyor after the Space Admin generated the survey

6. Excluded Tab

- Rooms that have been excluded from the survey
- *Excluded rooms will not be sent to AiM when the Survey is approved*

7. Error Tab

- Rooms that have current validation errors
- If Rooms with errors are found after the Space Approver **Submit to Space Planning for Review** the Space Survey will be **Returned** by the Space Admin for corrections

Workflow 3 4 5 6 7

Submit to Space Planning for Review Return to Surveyor for corrections

Summary Changes 4 No Changes 5 Added 6 Excluded 6 Error 7

Survey: (1032) AF Ready Training Session - (F00479 - EMPLOYMENT & COMPENSATION SVCS) - HADLEY HALL - Floor B
 Segment: (F00479 - EMPLOYMENT & COMPENSATION SVCS) - HADLEY HALL - Floor B
 Survey Period: 1 July 2024 - 30 June 2025
 Submitted By: Edelmira Estrada Orozco - 05/01/2025 04:02 PM

Room 1 of 2
 Refresh Edit Previous Next

172 - HADLEY HALL - 017F - OFFICE SERVICE

Original				Changes			
Location Information							
Location Type (FICM)	315 - OFFICE SERVICE						
SqFt	93						
Stations	1						
Organizational Occupancy				Organizational Occupancy			
Department/Organization	%	Start	End	Department/Organization	%	Start	End
510038 - EMPLOYMENT & COMPENSATION SVCS				510038 - EMPLOYMENT & COMPENSATION SVCS			
F00479 - EMPLOYMENT & COMPENSATION SVCS	100.00	07/01/2021		F00479 - EMPLOYMENT & COMPENSATION SVCS	100.00	07/01/2021	05/28/2024
Primary Usage				Primary Usage			
GA - GENERAL ADMINISTRATION: INCLUDES ALL SPACE DEVOTED TO GENERAL EXECUTIVE AND ADMINISTRATIVE OFFICES THAT SERVE OR BENEFIT THE ENTIRE UNIVERSITY. THIS INCLUDES EXECUTIVE MANAGEMENT, FISCAL OPERATIONS, PERSONNEL, PURCHASING, BUSINESS OFFICE, ETC.	100.00	07/01/2021		GA - GENERAL ADMINISTRATION: INCLUDES ALL SPACE DEVOTED TO GENERAL EXECUTIVE AND ADMINISTRATIVE OFFICES THAT SERVE OR BENEFIT THE ENTIRE UNIVERSITY. THIS INCLUDES EXECUTIVE MANAGEMENT, FISCAL OPERATIONS, PERSONNEL, PURCHASING, BUSINESS OFFICE, ETC.	100.00	07/01/2021	

Comments
 This is a stream of comments about this room.

EE Click to enter comment Save

Survey Listing ReADY Screen

Space Approver Review – Process Screen

The **Edit** and **Refresh** Button can be used at

- The Changes, No Changes, Added, Excluded, or Errors Tabs that have rooms included.
 - This will allow the Space Approver to **Edit** the room's space information
 - Instead of correcting a Room(s) you may want to
 1. Return to Surveyor for Corrections
- A. Edit Button**, as a Space Approver, you can edit the room's information
- Click edit
 - This will open a new window where the room edits can be made.
 - Follow the **instructions** and **examples** on the pages above to survey correctly
 - After Editing, Save, **Close** the window, & return to the **Process Screen**
- B. Refresh Button**
- Click to refresh the room's recent updates
- C. Submit to Space Planning for Review**
- After a complete review of each room
 - All rooms should have an **Organization, Usage, Start Date, and Percentage**.
 - If a room is *transferred* to a different Organization, the organization & usage must have an End Date and be added to the correct organization.
2. Enter a **comment** and **save** to **submit to Space Planning**

Workflow

Submit to Space Planning for Review Return to Surveyor for corrections

Summary Changes No Changes Added Excluded Error

Survey: (1032) AF Ready Training Session - (F00479 - EMPLOYMENT & COMPENSATION SVCS) - HADLEY HALL - Floor B
Segment: (F00479 - EMPLOYMENT & COMPENSATION SVCS) - HADLEY HALL - Floor B
Survey Period: 1 July 2024 - 30 June 2025
Submitted By: Edelmira Estrada Orozco - 05/01/2025 04:02 PM

Refresh Edit Previous Next Room 1 of 2

172 - HADLEY HALL - 017F - OFFICE SERVICE

	Original	Changes
Location Information		
Location Type (FICM)	315 - OFFICE SERVICE	
SqFt	93	
Stations	1	

Workflow

Submit to Space Planning for Review Return to Surveyor for corrections

Click to enter comment

Cancel Save

Summary Changes No Changes Added Excluded Error

Summary Report

Thank You!



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