

# Space Management Quick Reference Card

## Space Management Quick Reference Card

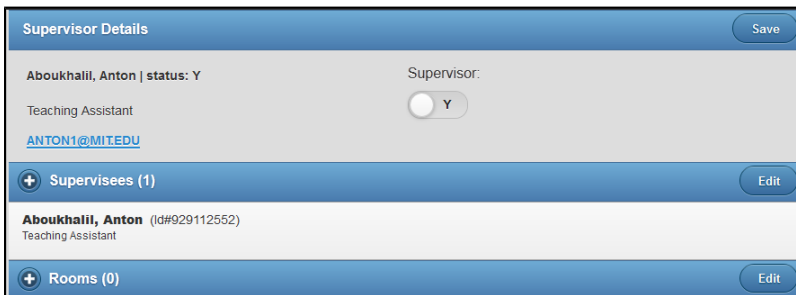
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### How to add a supervisor

1. Click on the **People** button.
2. From the People view, click the **Department Personnel** tab. Type the last name of the supervisor and select the supervisor name.
3. Choose the **Edit** button next to Supervisor.
4. Set the supervisor option to **Y** for **Supervisor** and **Y** for **Department**.
5. Click **Save**.

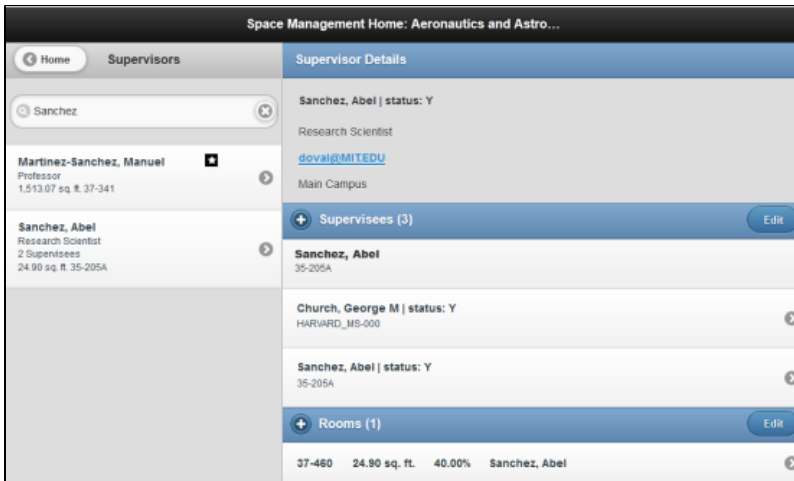


The screenshot shows a web form titled "Supervisor Details" with a "Save" button in the top right corner. The form contains the following information:

- Supervisor:** A section with a toggle switch set to "Y".
- Supervisees (1):** A section with an "Edit" button. It lists one supervisee: **Aboukhalil, Anton** (Id#929112552), Teaching Assistant, with a blue link [ANTON1@MIT.EDU](#) below the name.
- Rooms (0):** A section with an "Edit" button.

### How to connect a supervisee to a supervisor

1. Click the **People** button.
2. From the People view click the **Supervisors** tab. Type the last name of the supervisor and select the Supervisor.
3. From the **Supervisor** tab choose the **plus** symbol next to **Supervisees**.
4. Type the last name of the supervisee and check the box next to their name.
5. Click the **Save** button.



## How to connect a supervisor to a room and edit the room allocation

1. Click **Rooms** button.
2. From the Rooms view, click the **Default Room Search** tab. Type the room number and **ENTER**.
3. Click the **Edit** button next to Supervisors.
4. Type the percentage room allocation in the text box for the supervisor.  
**Note:** you can type the number or drag the bar to set the correct percentage.
5. Click **Save**.



## How to add additional fields to a room

1. Click **Rooms** button.
2. From the Rooms view, click the **Default Room Search** tab. Type the room number and **ENTER**.
3. Click the **Edit** button next to Room Details.
4. Enter the name for each field you want to track.
5. Click **Save**.

Room Details
Save

37-46062.24 sq. ft.

Room Code: Broad

Room Use: OFFICE SERVICE

User Field 1:

User Field 2:

User Field 3:

User Field 4:

User Field 5:

[Contact MIT Space Accounting about room use questions](#)

[Floorplan](#)

## Add a person to Department Personnel w/no space @MIT

Supervisee Details

https://space-econ-dev.mit.edu/mib-dev/html/unsupervised-details.html

Space Management Home: Aeronautics and Astronautics

Departments

HomeUnsupervised

Unsupervised Details

Enter Person Name...

Barile, Kristina Marie  
ID#99982872  
Grad Student Fellow

Boyer, Mark William  
ID#916853677  
Research Assistant

Li, Hanzheng  
ID#990047803  
Research Scientist  
31-261E

Barile, Kristina Marie | status: Y  
Grad Student Fellow

Departments  
Central Fellowships  
Aeronautics and Astronautics

Add Supervisor(s)

No Space in this Department

No Space at MIT

1. Go to the **Unsupervised** list.
2. Select a person that is part of your department, but does not have any designated space on campus.
3. Choose **Department Personnel w/no space @MIT**.

## Add a person to Department Personnel w/no space in Department

1. Go to the **Unsupervised** list.
2. Select a person that is part of your department, but does not have any designated space on campus.
3. Choose **Department Personnel w/no space in Department**.

## Remove a person from Department Personnel w/no space @MIT

1. Go to the list **Department Personnel w/no space @MIT**.
2. Select the person that now has space on campus.
3. Choose **Has Space at MIT**.
4. Go to the **Unsupervised** list.
5. Choose the person and add the supervisor for their new space.

## Remove a person from Department Personnel w/no space in Department

1. Go to the list **Department Personnel w/no space in Department**.
2. Select the person that now has space on campus.
3. Choose **Has Space in this Department**.
4. Go to the **Unsupervised** list.
5. Choose the person and add the supervisor for their new space.

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