Space Management Quick Reference Card

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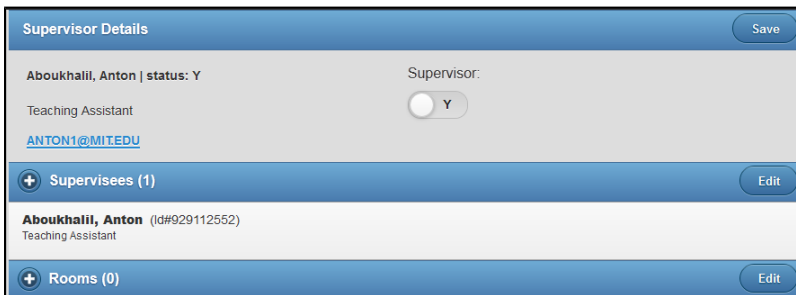
On this page:

Return to Main Page

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.**
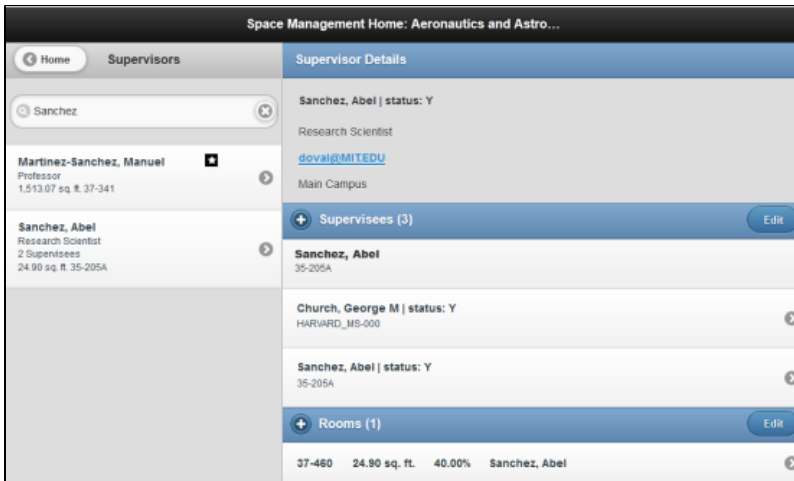5. Click **Save**.

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**.

Add a person to Department Personnel w/no space @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.

Return to Main Page