

Space Management Quick Reference Card

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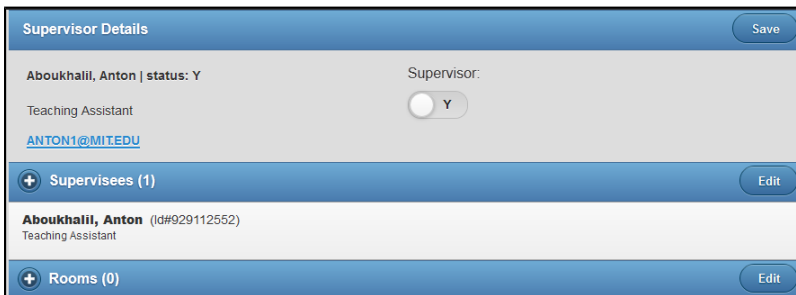
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How to add a supervisor

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**.

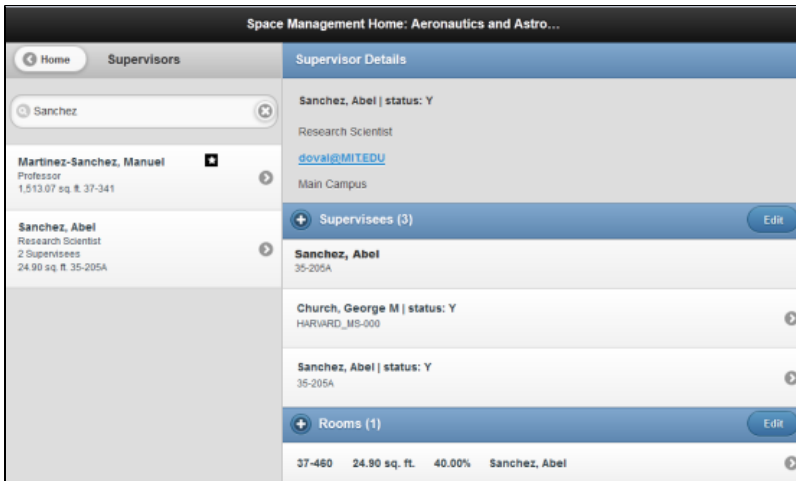


The screenshot shows a web form titled "Supervisor Details" with a "Save" button in the top right corner. The form contains the following fields and sections:

- Supervisor:** A section with a toggle switch set to "Y".
- Teaching Assistant:** A text field containing "Aboukhalil, Anton" with a status of "Y".
- ANTON1@MIT.EDU**: A blue link.
- Supervisees (1)**: A section with a plus icon and an "Edit" button.
- Aboukhalil, Anton** (Id#929112552): A text field with "Teaching Assistant" below it.
- Rooms (0)**: A section with a plus icon and 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

37-460
62.24 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

Home Unsupervised

Enter Person Name...

Barile, Kristina Marie
ID#99982872
Grad Student Fellow

Boyer, Mark William
ID#916853677
Research Assistant

Li, Hanzheng
ID#9900047803
Research Scientist
31-261E

Unsupervised Details

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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