

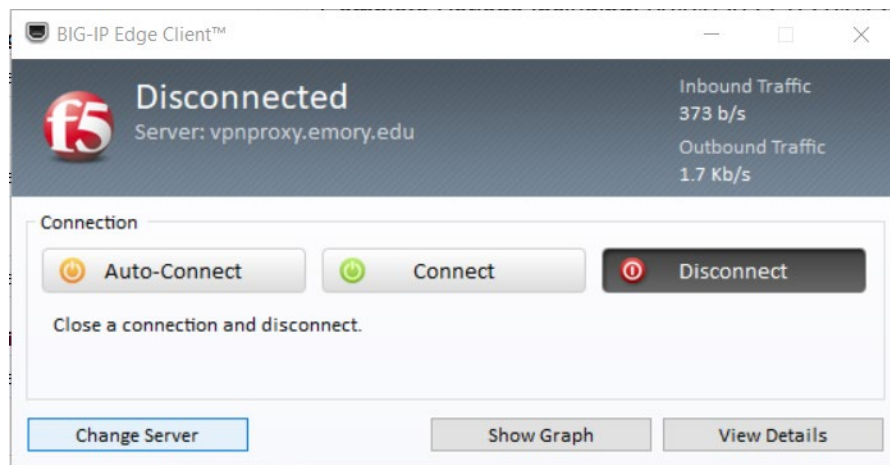
# EMORY SPACE TOOL INSTRUCTIONS – *Higher Education Survey*

## 1. Signing In

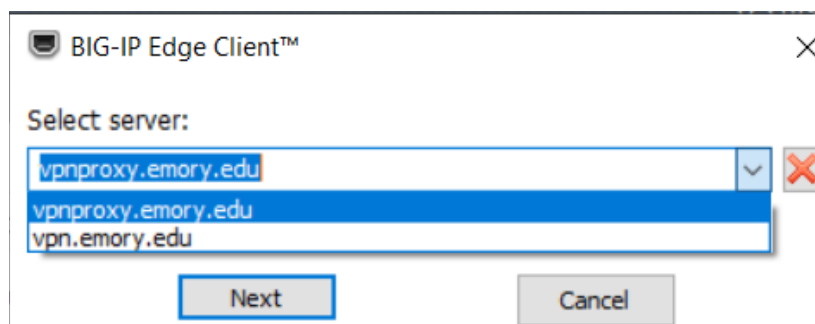
If you are ON CAMPUS, skip to section **2. Navigating the Space Tool**.

If you are OFF CAMPUS, signing in remotely requires VPN Proxy access. Initiate the vpn connection process so that you can access the correct server. Do not click on **Connect** yet.

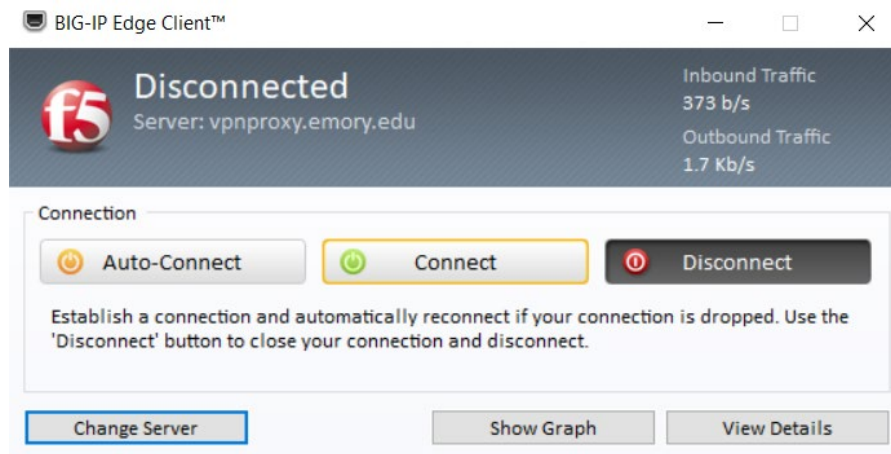
Since the standard/default server is **vpn.emory.edu** and you need to access **vpnproxy.emory.edu**, select the **Change Server** option in the lower left corner to verify your access:



Type/select (if it already shows up in the dropdown) **vpnproxy.emory.edu** and then select **Next**:



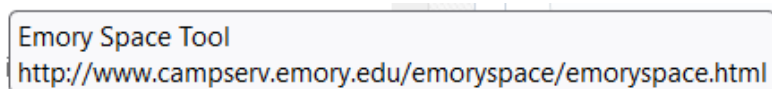
This action will return you to the main screen. Now you can click **Connect**:



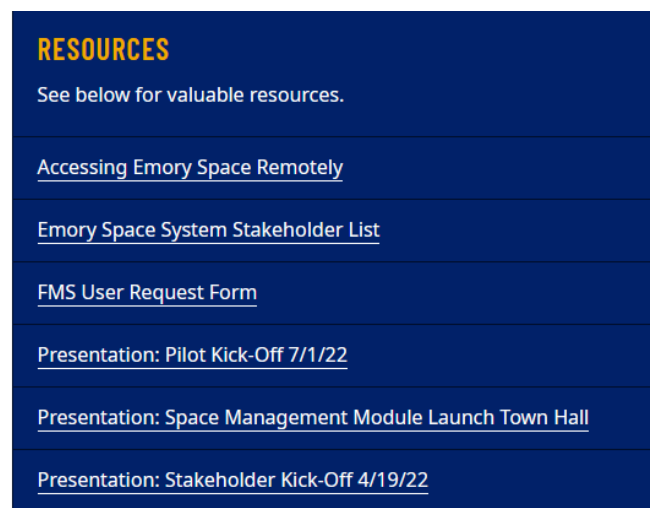
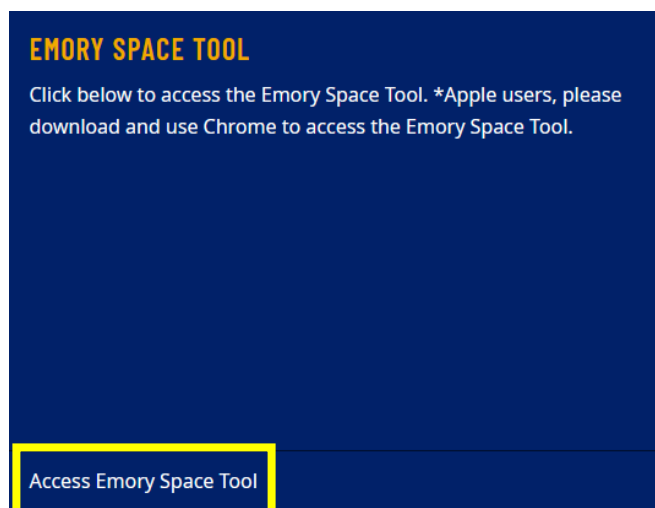
This will initiate the Duo verification process. After you accept the login request, you will be routed to the space tool.

## 2. Navigating the Space Tool

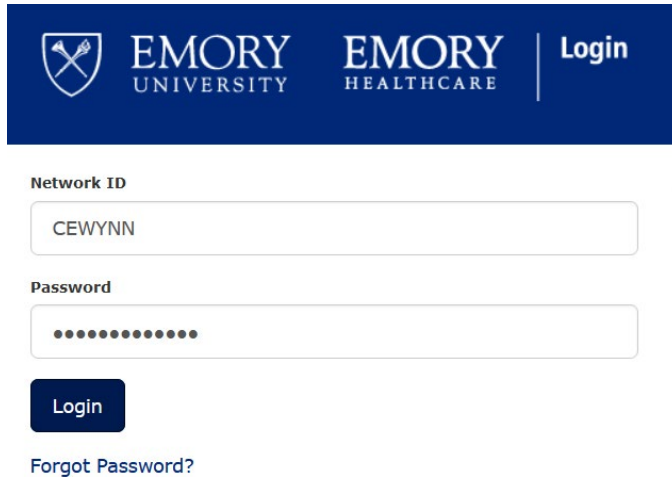
Type in the following website to access the Emory Space Tool:



The Emory Space home page will appear and will reference the Space Tool in the lower left section. At the bottom of that section, click on **Access Emory Space Tool**:



You'll be prompted to login again with your Network ID and Password:



The login form features a dark blue header with the Emory University and Emory Healthcare logos, and a 'Login' button. Below the header, there are two input fields: 'Network ID' with the text 'CEWYNN' and 'Password' with masked characters. A 'Login' button is positioned below the password field, and a 'Forgot Password?' link is located at the bottom left.

Network ID

CEWYNN

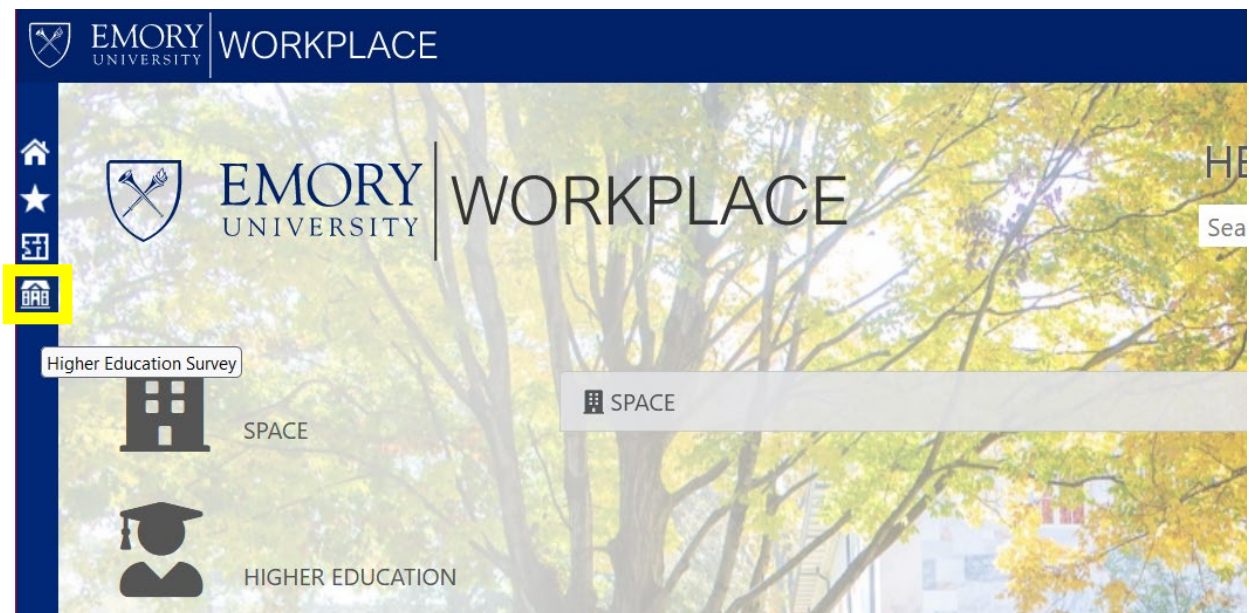
Password

.....

Login

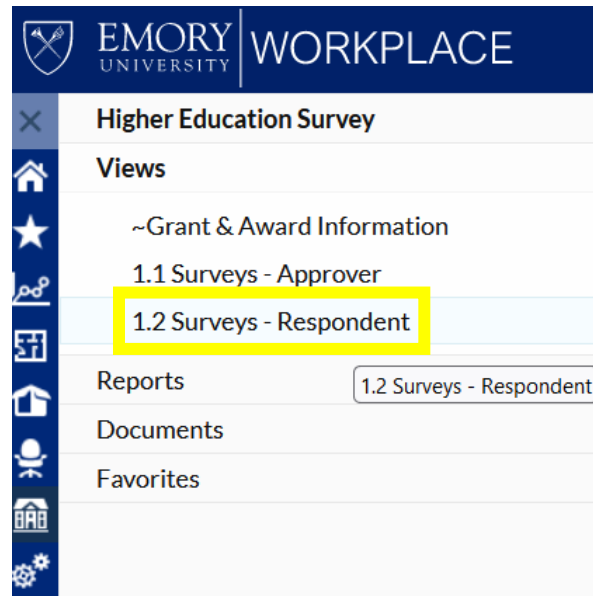
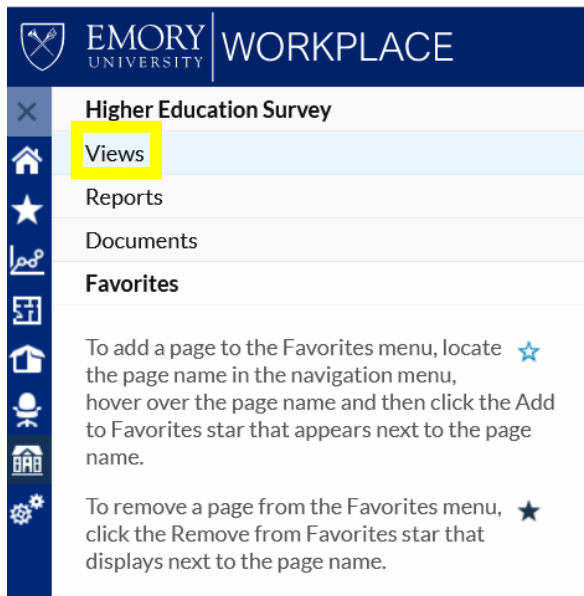
[Forgot Password?](#)

Next, you'll reach the main page of the Emory Space Tool. On the far left, select the schoolhouse icon (your icon list might differ from the screenshot's) in order to access the **Higher Education Survey**:




### 3. Assigning the Space

Select the first option of the survey which is **Views**. Since you're actually completing this survey as a respondent, you'll then select **1.2 Surveys - Respondent**:



You should now see a list of the depts you've been granted access to:

Note: If the list of departments is partially blocked by the **Higher Education Survey** menu on the far left, keep clicking on the arrow icon until the menu is hidden.



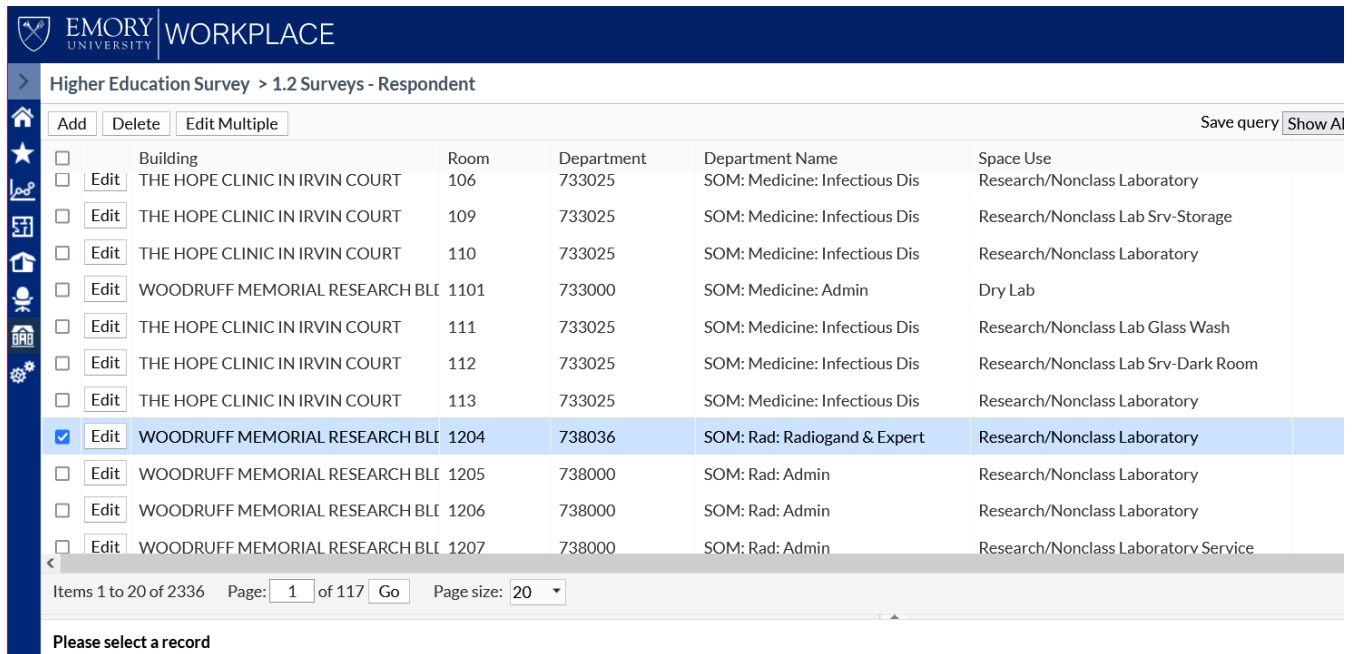
EMORY UNIVERSITY   WORKPLACE						
Higher Education Survey > 1.2 Surveys - Respondent						
<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Edit Multiple"/> <span style="float: right;"><input type="button" value="Save query"/></span>						
<input type="checkbox"/>	Building	Room	Department	Department Name	Space Use	
<input type="checkbox"/>	<input type="button" value="Edit"/> WOODRUFF MEMORIAL RESEARCH BLDG	1002	720000	SOM: Dean's Office	Research/Nonclass Lab Glass Wash	
<input type="checkbox"/>	<input type="button" value="Edit"/> WOODRUFF MEMORIAL RESEARCH BLDG	1002A	720000	SOM: Dean's Office	Research/Nonclass Lab Glass Wash	
<input type="checkbox"/>	<input type="button" value="Edit"/> THE HOPE CLINIC IN IRVIN COURT	101	733025	SOM: Medicine: Infectious Dis	Research/Nonclass Lab Srv-Storage	
<input type="checkbox"/>	<input type="button" value="Edit"/> THE HOPE CLINIC IN IRVIN COURT	104	733025	SOM: Medicine: Infectious Dis	Research/Nonclass Laboratory Service	
<input type="checkbox"/>	<input type="button" value="Edit"/> THE HOPE CLINIC IN IRVIN COURT	105	733025	SOM: Medicine: Infectious Dis	Research/Nonclass Lab Srv-Storage	
<input type="checkbox"/>	<input type="button" value="Edit"/> THE HOPE CLINIC IN IRVIN COURT	106	733025	SOM: Medicine: Infectious Dis	Research/Nonclass Laboratory	
<input type="checkbox"/>	<input type="button" value="Edit"/> THE HOPE CLINIC IN IRVIN COURT	109	733025	SOM: Medicine: Infectious Dis	Research/Nonclass Lab Srv-Storage	
<input type="checkbox"/>	<input type="button" value="Edit"/> THE HOPE CLINIC IN IRVIN COURT	110	733025	SOM: Medicine: Infectious Dis	Research/Nonclass Laboratory	
<input type="checkbox"/>	<input type="button" value="Edit"/> WOODRUFF MEMORIAL RESEARCH BLDG	1101	733000	SOM: Medicine: Admin	Dry Lab	
<input type="checkbox"/>	<input type="button" value="Edit"/> THE HOPE CLINIC IN IRVIN COURT	111	733025	SOM: Medicine: Infectious Dis	Research/Nonclass Lab Glass Wash	

Items 1 to 20 of 2336    Page:  of 117    Go    Page size: 20

Please select a record

To assign the correct space, be sure to review all provided information including the **Building**, **Room Number**, **Department**, **Department Name**, and **Space Use** type.

You can scroll down the list on the right. When you find the space you want to assign, you can click on that row or check the box at the beginning of that row. Either method will work:



Higher Education Survey > 1.2 Surveys - Respondent

Add Delete Edit Multiple Save query Show All

	Building	Room	Department	Department Name	Space Use
<input type="checkbox"/> Edit	THE HOPE CLINIC IN IRVIN COURT	106	733025	SOM: Medicine: Infectious Dis	Research/Nonclass Laboratory
<input type="checkbox"/> Edit	THE HOPE CLINIC IN IRVIN COURT	109	733025	SOM: Medicine: Infectious Dis	Research/Nonclass Lab Srv-Storage
<input type="checkbox"/> Edit	THE HOPE CLINIC IN IRVIN COURT	110	733025	SOM: Medicine: Infectious Dis	Research/Nonclass Laboratory
<input type="checkbox"/> Edit	WOODRUFF MEMORIAL RESEARCH BLI	1101	733000	SOM: Medicine: Admin	Dry Lab
<input type="checkbox"/> Edit	THE HOPE CLINIC IN IRVIN COURT	111	733025	SOM: Medicine: Infectious Dis	Research/Nonclass Lab Glass Wash
<input type="checkbox"/> Edit	THE HOPE CLINIC IN IRVIN COURT	112	733025	SOM: Medicine: Infectious Dis	Research/Nonclass Lab Srv-Dark Room
<input type="checkbox"/> Edit	THE HOPE CLINIC IN IRVIN COURT	113	733025	SOM: Medicine: Infectious Dis	Research/Nonclass Laboratory
<input checked="" type="checkbox"/> Edit	WOODRUFF MEMORIAL RESEARCH BLI	1204	738036	SOM: Rad: Radiogand & Expert	Research/Nonclass Laboratory
<input type="checkbox"/> Edit	WOODRUFF MEMORIAL RESEARCH BLI	1205	738000	SOM: Rad: Admin	Research/Nonclass Laboratory
<input type="checkbox"/> Edit	WOODRUFF MEMORIAL RESEARCH BLI	1206	738000	SOM: Rad: Admin	Research/Nonclass Laboratory
<input type="checkbox"/> Edit	WOODRUFF MEMORIAL RESEARCH BLI	1207	738000	SOM: Rad: Admin	Research/Nonclass Laboratory Service

Items 1 to 20 of 2336 Page: 1 of 117 Go Page size: 20

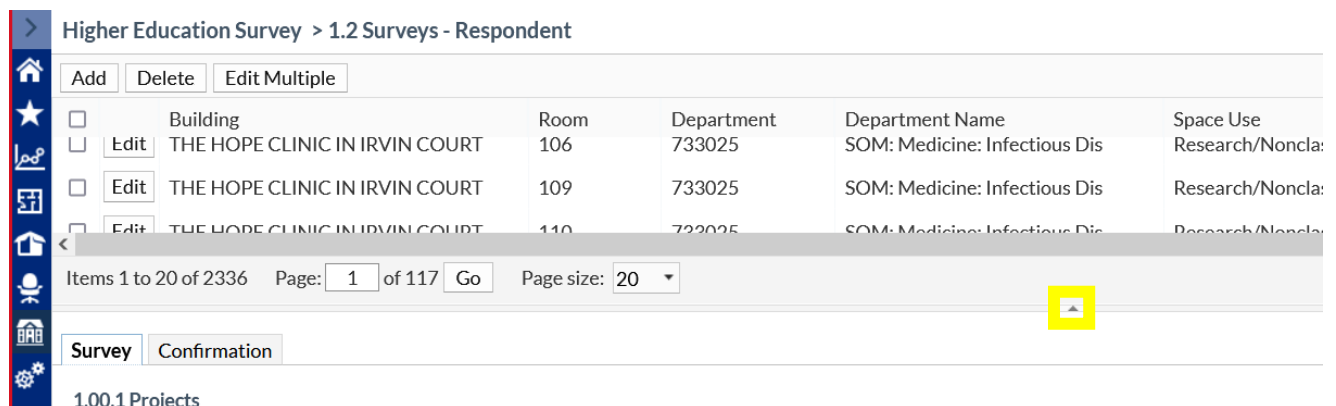
Please select a record

### 3.1. Assigning the Space - Subgroups

Once you've made your selection, the lower section of the page will reveal three subgroups that you need to complete (**Projects**, **Functional Usage**, and **PIs to Rooms**):

- Projects – *This is where the projects space is being assigned to are listed.*
- Functional Usage – *This is where the space is allocated by purpose (i.e., Patient Care).*
- PIs to Rooms – *This is where the Principal Investigators are assigned to rooms.*

In the middle of the screen, a small arrow separates the department listings from the three subgroups. Hover slightly to the left or right of it and drag it upward to more easily view the subgroups:



Higher Education Survey > 1.2 Surveys - Respondent

Add Delete Edit Multiple

	Building	Room	Department	Department Name	Space Use
<input type="checkbox"/> Edit	THE HOPE CLINIC IN IRVIN COURT	106	733025	SOM: Medicine: Infectious Dis	Research/Noncla:
<input type="checkbox"/> Edit	THE HOPE CLINIC IN IRVIN COURT	109	733025	SOM: Medicine: Infectious Dis	Research/Noncla:
<input type="checkbox"/> Edit	THE HOPE CLINIC IN IRVIN COURT	110	733025	SOM: Medicine: Infectious Dis	Research/Noncla:

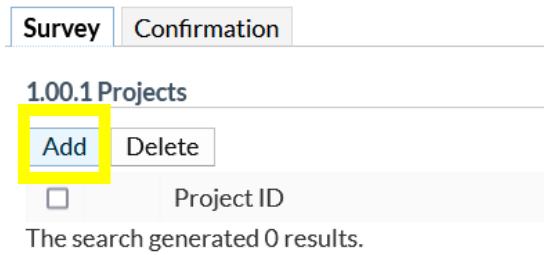
Items 1 to 20 of 2336 Page: 1 of 117 Go Page size: 20

Survey Confirmation

1.00.1 Projects

### 3.1.a. Subgroups - Projects - Known project number/description

To assign projects, within that subgroup select **Add**:



Survey Confirmation

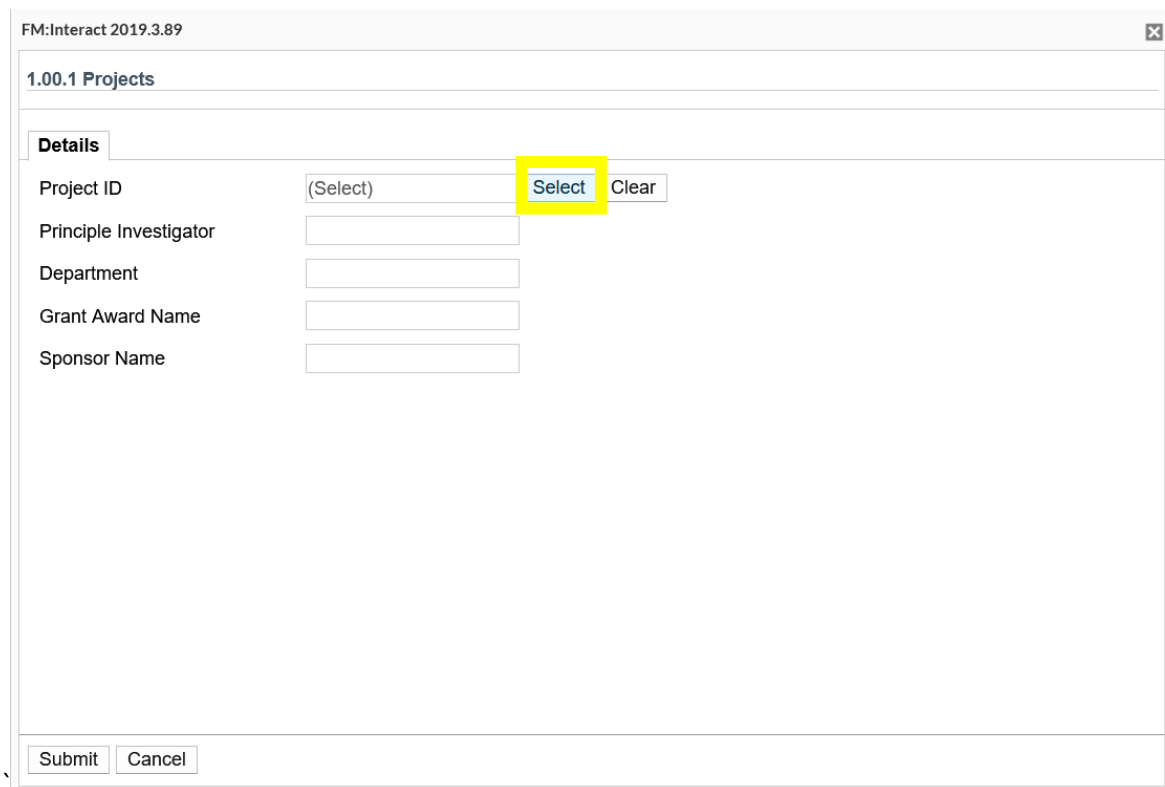
1.00.1 Projects

Add Delete

Project ID

The search generated 0 results.

Although the prompt that pops up appears to ask for entries to be made in the column of blank boxes, just choose the **Select** that is not in parenthesis and then type in any project information you have.



FM:Interact 2019.3.89

1.00.1 Projects

Details

Project ID (Select) Select Clear

Principle Investigator

Department

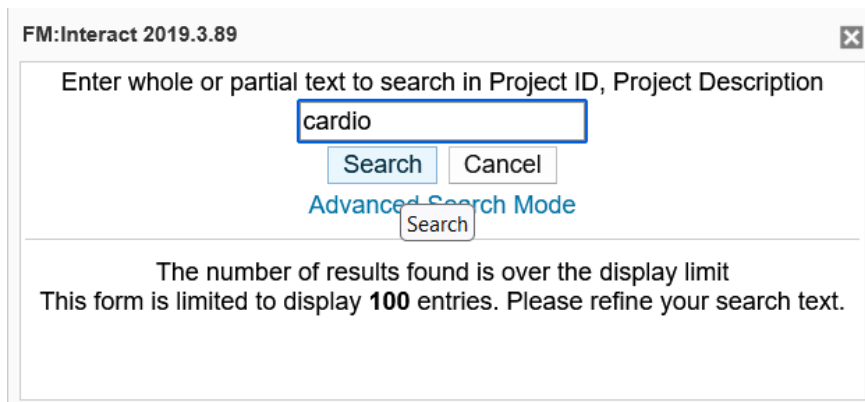
Grant Award Name

Sponsor Name

Submit Cancel

Note: If you don't have any of the required project information, go to section **3.1.b. Subgroups - Projects - Unknown project number/description**.

A search box will be displayed and will require you to enter the project number or a portion of the project description. After entering either, click **Search**:



FM:Interact 2019.3.89

Enter whole or partial text to search in Project ID, Project Description

cardio

Search Cancel

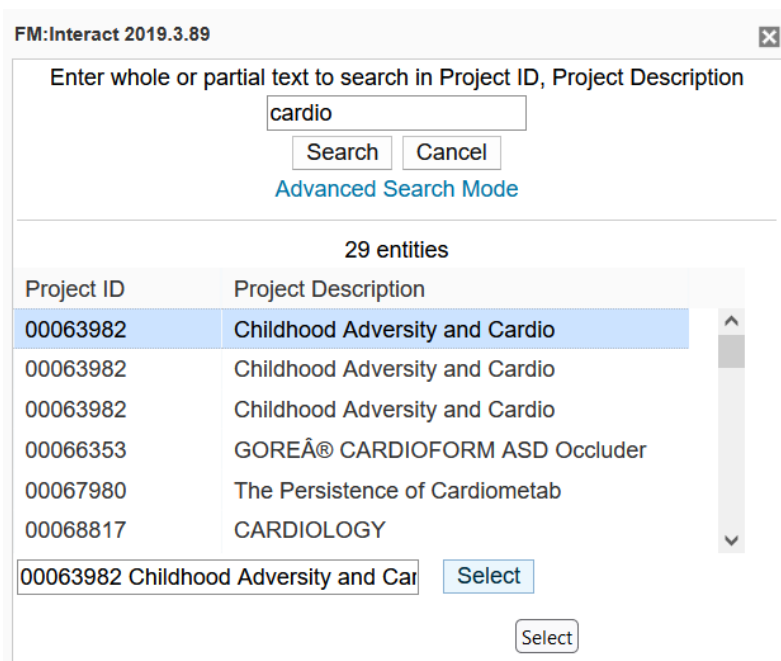
Advanced Search Mode

Search

The number of results found is over the display limit  
This form is limited to display **100** entries. Please refine your search text.

Note: You can ignore **Advanced Search Mode** because it provides the same options as the **Search** feature.

The results of your search will be listed. Scroll to view all related listings and choose **Select** once you find what you're looking for:



FM:Interact 2019.3.89

Enter whole or partial text to search in Project ID, Project Description

cardio

Search Cancel

Advanced Search Mode

29 entities

Project ID	Project Description
00063982	Childhood Adversity and Cardio
00063982	Childhood Adversity and Cardio
00063982	Childhood Adversity and Cardio
00066353	GOREÂ® CARDIOFORM ASD Occluder
00067980	The Persistence of Cardiometab
00068817	CARDIOLOGY

00063982 Childhood Adversity and Car

Select

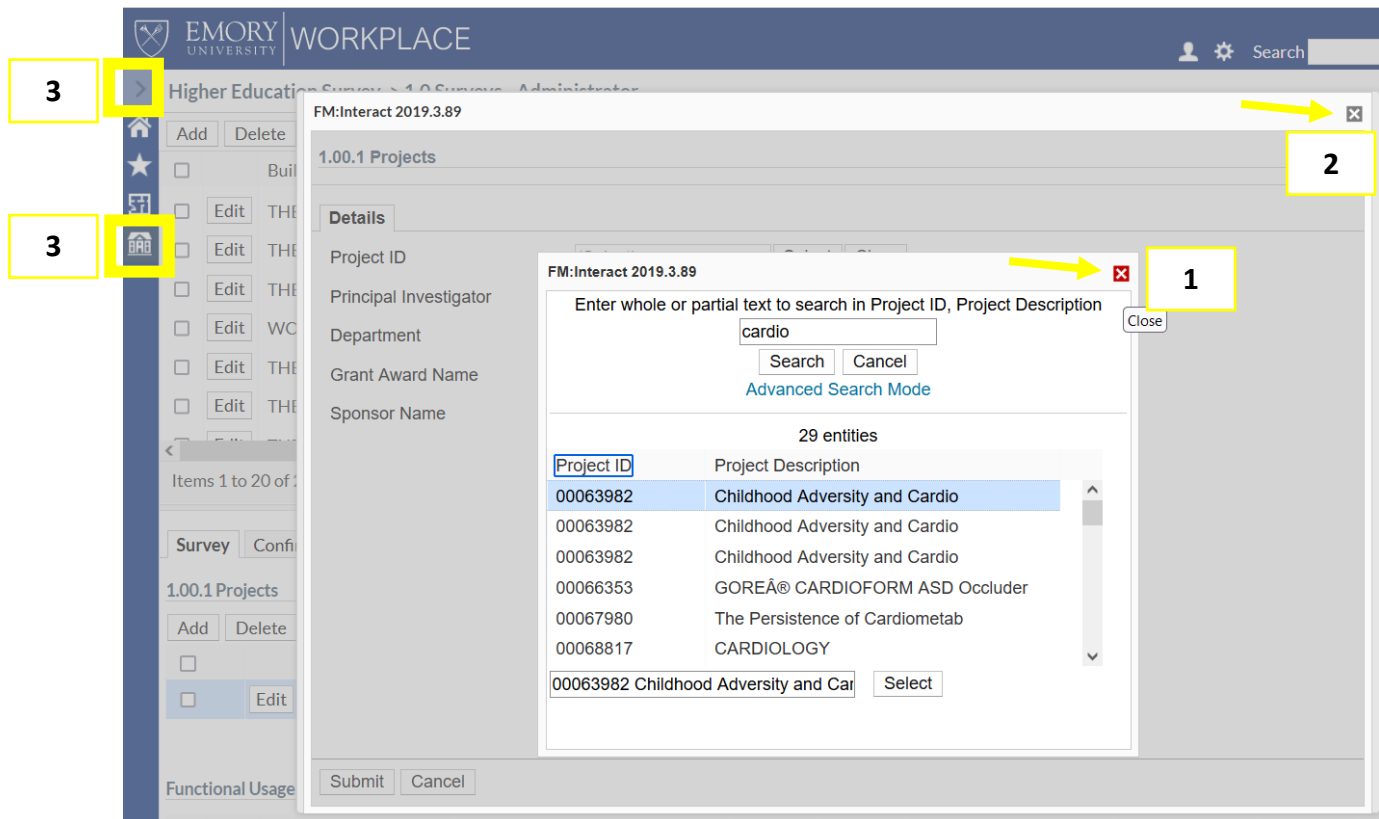
Select

Go to section **3.1.c.** of these instructions if you found and selected the desired project.

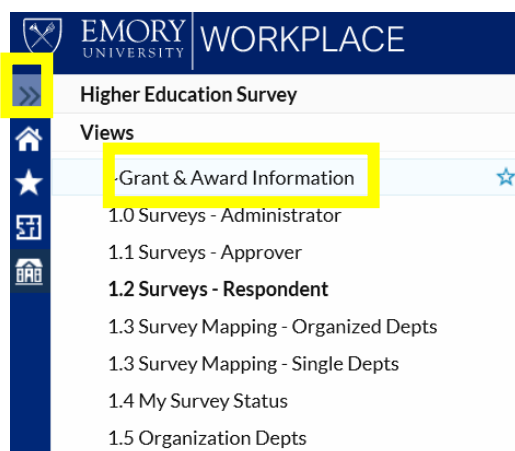
### 3.1.b. Subgroups - Projects - Unknown project number/description

If you don't know the project number or a component of the project description, you'll need to navigate back to the home page:

1. Close the project list window.
2. Close the project details window.
3. Select the schoolhouse icon or click on the arrow in the top left corner in order to navigate back to the Higher Education Survey.



Click on the arrow in order to expand the **Views** options. Select **~Grant & Award Information**:





Multiple fields will be displayed. Type in the **Project ID**, **Project Description**, **Grant Award ID**, **Grant Award Name**, **Principle (sp?)**, **Sponsor ID**, **Sponsor Name**, or **Speedchart\_key** to find the project ID:

#### Higher Education Survey > ~Grant & Award Information

<input type="checkbox"/>	Project ID	Project Description	Grant Award ID	Grant Award Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: In the example below, the PI's name was typed into the **Principle (sp?)** section in order to find the project ID:


#### Higher Education Survey > ~Grant & Award Information

<input type="checkbox"/>	Project ID	Project Description	Grant Award ID	Grant Award Name	Principle
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	00017576	CFAR Core A ADMIN (Yerkes)	0000014972	Center for AIDS Research at Emory University	Del Rio,Carlos
<input type="checkbox"/>	00017576	CFAR Core A ADMIN (Yerkes)	0000014972	Center for AIDS Research at Emory University	Del Rio,Carlos
<input type="checkbox"/>	00017576	CFAR Core A ADMIN (Yerkes)	0000014972	Center for AIDS Research at Emory University	Del Rio,Carlos
<input type="checkbox"/>	00017576	CFAR Core A ADMIN (Yerkes)	0000014972	Center for AIDS Research at Emory University	Del Rio,Carlos
<input type="checkbox"/>	00017576	CFAR Core A ADMIN (Yerkes)	0000014972	Center for AIDS Research at Emory University	Del Rio,Carlos
<input type="checkbox"/>	00017576	CFAR Core A ADMIN (Yerkes)	0000014972	Center for AIDS Research at Emory University	Del Rio,Carlos
<input type="checkbox"/>	00017576	CFAR Core A ADMIN (Yerkes)	0000014972	Center for AIDS Research at Emory University	Del Rio,Carlos
<input type="checkbox"/>	00017576	CFAR Core A ADMIN (Yerkes)	0000014972	Center for AIDS Research at Emory University	Del Rio,Carlos
<input type="checkbox"/>	00017576	CFAR Core A ADMIN (Yerkes)	0000014972	Center for AIDS Research at Emory University	Del Rio,Carlos
<input type="checkbox"/>	00017577	CFAR Core B Dev (SPH)	0000014972	Center for AIDS Research at Emory University	Del Rio,Carlos
<input type="checkbox"/>	00017577	CFAR Core B Dev (SPH)	0000014972	Center for AIDS Research at Emory University	Del Rio,Carlos
<input type="checkbox"/>	00017578	CFAR Core C PREVSCI (SPH)	0000014972	Center for AIDS Research at Emory University	Del Rio,Carlos
<input type="checkbox"/>	00017579	CFAR Core D CRC	0000014972	Center for AIDS Research at Emory University	Del Rio,Carlos

Items 1 to 20 of 284    Page:  of 15    Go    Page size:

Please select a record

Once you have the project ID you can click on the arrow again and select **1.2 Surveys - Respondent**:


**EMORY UNIVERSITY** | **WORKPLACE**

>>

Home

Star

Calendar

App

**Higher Education Survey**

Views

~Grant & Award Information

1.0 Surveys - Administrator

1.1 Surveys - Approver

1.2 Surveys - Respondent

You will return to the **Projects** subgroup. Select **Add**:

Survey

Confirmation

1.00.1 Projects

Add

Delete

☐ Project ID

The search generated 0 results.

The **Details** tab will resurface. Choose **Select** and key in the project ID. Choose **Search**.

The project you want will already be highlighted. Scroll to the bottom of that window and click **Select**:

FM:Interact 2019.3.89

Enter whole or partial text to search in Project ID, Project Description

Search

Cancel

[Advanced Search Mode](#)

3 entities

Project ID	Project Description
00063982	Childhood Adversity and Cardio
00063982	Childhood Adversity and Cardio
00063982	Childhood Adversity and Cardio

00063982 Childhood Adversity and Car

Select

Select

Note: If there are duplicates, disregard them for now. You can confirm the project details once you return to the **Projects** subgroup. If the details don't match what you need and you have no other description information, you will have to:

- conduct a project search with the same project ID
- select the next one on the list and validate whether it's the one you want
- repeat these steps until you've found the desired project

### 3.1.c. Subgroups - Projects - Adding Project Details

You will be taken back to the **Details** tab and the details will be auto-populated. Click **Submit**:

FM:Interact 2019.3.89

1.00.1 Projects

Details

Project ID

00063982 Childhood Adv

Select

Clear

Principle Investigator

Suglia,Shakira

Department

SPH: Epidemiology

Grant Award Name

Childhood Adversity and

Sponsor Name

NIH NATL HEART LUNG

Submit

Cancel

The **Projects** subgroup will now reflect the chosen project and its details:

Survey Confirmation

1.00.1 Projects

Add

Delete

<input type="checkbox"/>	Project ID	Principle Investigator	Department	Grant Award Name
<input type="checkbox"/>	<div>Edit</div> 00063982	Suglia,Shakira	SPH: Epidemiology	Childhood Adversity and Cardiovascu

Repeat this process as often as necessary to list multiple projects within the **Projects** subgroup:

Survey Confirmation

1.00.1 Projects

Add

Delete

<input type="checkbox"/>	Project ID	Principle Investigator	Department	Grant Award Name
<input type="checkbox"/>	<div>Edit</div> 00066353	Kim,Dennis Wonchul	SOM: Peds: Children's Hrt Ctr	GOREÂ® CARDIOFORM ASD Occluder Clir
<input type="checkbox"/>	<div>Edit</div> 00063982	Suglia,Shakira	SPH: Epidemiology	Childhood Adversity and Cardiovascular Hez

## 3.2. Subgroups - Functional Usage

Next, you will need to complete the second subgroup. Under **Functional Usage**, choose **Edit**:

### Functional Usage

<input type="checkbox"/>	Organized Research	Instruction / Dept Research	OSA
<input type="checkbox"/>	<a href="#">Edit</a>	0%	0%

Enter the usage percentages by group as listed below.

Options include **Organized Research**, **Instruction/Dept Research**, **Other Sponsored Activities**, **Other Instructional Activities**, **Emory Primate Center**, **Patient Care**, **Service Center**, **General Administration**, **Departmental Administration**, **Sponsored Project Administration**, **Operations & Management**, **Library**, and **Inactive** (scroll all the way down to see everything).

The total should be 100% so make edits if necessary. Select **Save Changes**:

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### Functional Usage

#### Details

Note: Values must total 100%

Organized Research (%)	60
Instruction / Dept Research (%)	20
Other Sponsored Activities (%)	20
Other Instructional Activities (%)	0
Emory Primate Center (%)	0
Patient Care (%)	0
Service Center (%)	0
General Administration (%)	0
Departmental Administration (%)	0

[Save Changes](#)

[Cancel](#)

The **Functional Usage** section should now be green which means its total is accurate at **100%**:

Functional Usage

<input type="checkbox"/>	Organized Research	Instruction / Dept Research	OSA	OIA	Emory Primate Center	Patient Care	SSF	General Administration
<input checked="" type="checkbox"/>	Edit 60%	20%	20%	0%	0%	0%	0%	0%

Departmental Administration	Sponsored Project Administration	Operations & Managment	Library	Common Space	Inactive	Total Percent of Fields
0%	0%	0%	0%	0%	0%	100%

If your total is **less than 100%** (the total is 90% in this example), the section will be flagged in yellow:

Functional Usage

<input type="checkbox"/>	Organized Research	Instruction / Dept Research	OSA	OIA	Emory Primate Center	Patient Care	SSF	General Administration
<input checked="" type="checkbox"/>	Edit 60%	20%	10%	0%	0%	0%	0%	0%

Departmental Administration	Sponsored Project Administration	Operations & Managment	Library	Common Space	Inactive	Total Percent of Fields
0%	0%	0%	0%	0%	0%	90%

If your total is **more than 100%** (the total is 110% in this example), the section will be flagged in red:

Functional Usage

<input type="checkbox"/>	Organized Research	Instruction / Dept Research	OSA	OIA	Emory Primate Center	Patient Care	SSF	General Administration
<input checked="" type="checkbox"/>	Edit 60%	20%	30%	0%	0%	0%	0%	0%

Departmental Administration	Sponsored Project Administration	Operations & Managment	Library	Common Space	Inactive	Total Percent of Fields
0%	0%	0%	0%	0%	0%	110%

### 3.3 Subgroups - PIs to Rooms

Lastly, you will need to complete the final subgroup. Under **PIs to Rooms**, choose **Add**:

PIs to Rooms

☐ Employee ID

The search generated 0 results.

The **Details** tab lists categories you can select in order to enter specific information. When searching for PIs, follow the same approach used when searching for projects.

Choose the **Select** (not the one in parenthesis) on the same row as the category you want to search within and then type in any PI information you have:

FM:Interact 2019.3.89

PIs to Rooms

**Details**

Project ID	(Select)	Select	Clear
* Employee ID	(Select)	Select	Clear
Department	(Select)	Select	Clear
Grant Award ID	(Select)	Select	Clear
* PI Room Percent			
Research Type	Select One		
Lab Type	Select One		

\* Required Field

Note:

- The **Employee ID** and **PI Room Percent** sections are mandatory.
- The **Department** option implies that you can enter partial text but that is not the case.
- Ignore the **Research Type** and **Lab Type** dropdowns.

The main goal is to get both a PI and % assigned to a room.

A search box will be displayed and will require you to enter the employee ID or a portion of the last or first name. After typing in one of those three options, click **Search**:

FM:Interact 2019.3.89

Enter whole or partial text to search in Employee #, Last Name, First Name

Wells

Search Cancel

Advanced Search Mode

60 entities

Employee #	Last Name	First Name
0441853	Manu-Wells	Patience
0435508	Sowells	Jestine
0441493	Towells	Patty
0461192	Wells	Alexis
0421168	Wells	Ann

0441853 Manu-Wells Patience Select

Note: You can ignore **Advanced Search Mode** because it provides the same options as the **Search** feature.

The results of your search will be listed. Scroll to view all employees and choose **Select** once you find the PI who you're looking for. Once completed, select **Submit** in the lower left corner.

You'll be taken back to the page that shows the three subgroups. The **Survey** tab is the default tab:

Higher Education Survey > 1.2 Surveys - Respondent

Add Delete Edit Multiple

	Building	Room	Department	Department Name	Space Use
<input type="checkbox"/> Edit	THE HOPE CLINIC IN IRVIN COURT	110	733025	SOM: Medicine: Infectious Dis	Research/Nonclass Laboratory
<input type="checkbox"/> Edit	WOODRUFF MEMORIAL RESEARCH BLDG	1101	733000	SOM: Medicine: Admin	Dry Lab

Items 1 to 20 of 2336 Page: 1 of 117 Go Page size: 20

Survey Confirmation

1.00.1 Projects

Go to the **Confirmation** tab. Notice the [warning](#) advising the total must equal 100%.

Check the **Complete?** box and then select **Save Changes**:

---

Survey

Confirmation

---

Warning: Usage Total must equal 100 to submit as completed.

Notes

Complete? ☒

Save Changes

Cancel

Now that you know how to enter all required information, you can move on to the next room and repeat the same steps.