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:

![BIG-IP Edge Client](image)

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:

```
Emory Space Tool
http://www.campserv.emory.edu/emoryspace/emoryspace.html
```

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:

![Login Screen]

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:

![Main Page]

### 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.

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:

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

To assign projects, within that subgroup select Add:

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.

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:**

![Search Box](image)

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:

![Search Results](image)

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":

![Diagram of the interface showing the expandable Views options and selected "Grant & Award Information" option.]
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

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Project Description</th>
<th>Grant Award ID</th>
<th>Grant Award Name</th>
<th>Principle</th>
</tr>
</thead>
<tbody>
<tr>
<td>00017576</td>
<td>CFAR Core A ADMIN</td>
<td>0000014972</td>
<td>Center for AIDS Research at Emory University</td>
<td>Del Rio, Carlos</td>
</tr>
<tr>
<td>00017576</td>
<td>CFAR Core A ADMIN</td>
<td>0000014972</td>
<td>Center for AIDS Research at Emory University</td>
<td>Del Rio, Carlos</td>
</tr>
<tr>
<td>00017576</td>
<td>CFAR Core A ADMIN</td>
<td>0000014972</td>
<td>Center for AIDS Research at Emory University</td>
<td>Del Rio, Carlos</td>
</tr>
<tr>
<td>00017576</td>
<td>CFAR Core A ADMIN</td>
<td>0000014972</td>
<td>Center for AIDS Research at Emory University</td>
<td>Del Rio, Carlos</td>
</tr>
<tr>
<td>00017576</td>
<td>CFAR Core A ADMIN</td>
<td>0000014972</td>
<td>Center for AIDS Research at Emory University</td>
<td>Del Rio, Carlos</td>
</tr>
<tr>
<td>00017576</td>
<td>CFAR Core A ADMIN</td>
<td>0000014972</td>
<td>Center for AIDS Research at Emory University</td>
<td>Del Rio, Carlos</td>
</tr>
<tr>
<td>00017576</td>
<td>CFAR Core A ADMIN</td>
<td>0000014972</td>
<td>Center for AIDS Research at Emory University</td>
<td>Del Rio, Carlos</td>
</tr>
<tr>
<td>00017576</td>
<td>CFAR Core A ADMIN</td>
<td>0000014972</td>
<td>Center for AIDS Research at Emory University</td>
<td>Del Rio, Carlos</td>
</tr>
<tr>
<td>00017576</td>
<td>CFAR Core A ADMIN</td>
<td>0000014972</td>
<td>Center for AIDS Research at Emory University</td>
<td>Del Rio, Carlos</td>
</tr>
</tbody>
</table>

Please select a record

Once you have the project ID you can click on the arrow again and select 1.2 Surveys - Respondent:
You will return to the **Projects** subgroup. Select **Add**:

> **Survey**  **Confirmation**

### 1.00.1 Projects

<table>
<thead>
<tr>
<th>Add</th>
<th>Delete</th>
</tr>
</thead>
</table>

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**:

![Image of search results](image-url)

**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:

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

Repeat this process as often as necessary to list multiple projects within the Projects subgroup:
3.2. Subgroups - Functional Usage

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

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

<table>
<thead>
<tr>
<th></th>
<th>Organized Research</th>
<th>Instruction / Dept Research</th>
<th>OSA</th>
<th>OIA</th>
<th>Emory Primate Center</th>
<th>Patient Care</th>
<th>SSF</th>
<th>General Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit</strong></td>
<td>60%</td>
<td>20%</td>
<td>20%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Organized Research</th>
<th>Instruction / Dept Research</th>
<th>OSA</th>
<th>OIA</th>
<th>Emory Primate Center</th>
<th>Patient Care</th>
<th>SSF</th>
<th>General Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit</strong></td>
<td>60%</td>
<td>20%</td>
<td>10%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Organized Research</th>
<th>Instruction / Dept Research</th>
<th>OSA</th>
<th>OIA</th>
<th>Emory Primate Center</th>
<th>Patient Care</th>
<th>SSF</th>
<th>General Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit</strong></td>
<td>60%</td>
<td>20%</td>
<td>30%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Organized Research</th>
<th>Instruction / Dept Research</th>
<th>OSA</th>
<th>OIA</th>
<th>Emory Primate Center</th>
<th>Patient Care</th>
<th>SSF</th>
<th>General Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit</strong></td>
<td>60%</td>
<td>20%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Organized Research</th>
<th>Instruction / Dept Research</th>
<th>OSA</th>
<th>OIA</th>
<th>Emory Primate Center</th>
<th>Patient Care</th>
<th>SSF</th>
<th>General Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit</strong></td>
<td>60%</td>
<td>20%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Organized Research</th>
<th>Instruction / Dept Research</th>
<th>OSA</th>
<th>OIA</th>
<th>Emory Primate Center</th>
<th>Patient Care</th>
<th>SSF</th>
<th>General Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit</strong></td>
<td>60%</td>
<td>20%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>
3.3 Subgroups - PIs to Rooms

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

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:

**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**:

![Search Box](image)

**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:
Go to the **Confirmation** tab. Notice the **warning** advising the total must equal 100%.

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

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