QUICK GUIDE: Space Coordinator

Viewing and Adding a Room Time Period

STANFORD UNIVERSITY | SPACE MANAGEMENT SYSTEM

1) Sign into Web Central to load the Space Coordinator Home dashboard

2) Click on the View/Edit Room Allocation link to access Room data.

3) This will take you to the Search/Results page containing multiple fields to find a Room.
4) Enter Search criteria in any field/s to filter results and update the Show Time Periods selection as needed. Once you have entered/selected the criteria click “Show” to search or “Clear” to start over.

5) In the search results, find the desired Room Time Period and click on any text in that row to view Room Details.

*Tip: Each search result column has a red sort button and filter field box at the top to limit results. To clear the column filters click on the black circle button at end of row.
6) The Room Details tab will load information for your selected Room Time Period into (4) main windows as listed and shown below. Each window is scrollable and size-adjustable using the frame grips between each window.

A. Current Building and Room Info  
B. List of Time Periods for selected Room  
C. Available Period Attributes of selected Time Period  
D. Department allocation details of selected Time Period

* Tip: Double click on the frames surrounding a window to quickly collapse (hide) or show a collapsed window.
7) In the Time Periods window, the selected Time Period is highlighted yellow. Click on the Time Period row to view information in the Period Attributes and Time Period Details windows.

8) Create new Time Period by clicking “Add New Blank Period” at the top of the window or the Copy button found next to a Time Period.

An Edit button is also available if only making changes to existing Time Period.

9) Once a new blank or copied Time Period is created, an “In Process” Time Period row will be visible.
10) Fill out the Room attributes in the Period Attributes window. Some fields need to be selected from a pop-up list of values.

11) Allocation detail information is also required. In the Time Period Details window, click on the highlighted row to add allocation details.

12) Add allocation details by clicking on the Add a Department, Add a PI, Add a Function buttons.
13) A “Select Value” list will pop-up showing available values. Click on the value to add.

![Select Value - Department](image1)

14) The value will populate in the New Allocation window. Update the Allocation % as needed and click Save.

![New Department Allocation](image2)
15) Repeat steps 13 and 14 when adding either a Department, Primary Individual, or Function Code. Each Department requires both PI and Function information.

16) If a second Department is added, you must click on it before adding PI and Function/s. Once selected, the Department will be highlighted tan. Remember, the combined Department allocation % must total to 100%.

*Tip: The above Time Period Details are highlighted yellow indicating blank/required information.
17) Once all the Department, PI and Function allocation information has been added click “Back to Room Details” to save changes to the pending Time Period.

If changes still need to be made, either click on the row to edit or click on the nearest “X” button to delete.

18) After clicking “Back to Room Details”, the added Time Period information will be visible in the (3) windows. To submit and save the In Process Time Period as the current period, click the “✓” button.

To save it as a temporary In Process record, leave it as is and close window. To delete the In Process record, click on the “X” button.
19) Once submitted, the Time Period is validated and saved. The period type is changed from “In Process” to “Current”. Since the Time Period is no longer an In Process record, submit and delete buttons are no longer available. The previous Time Period is automatically set to “Closed”.

Additional Tips:

- Click the tabs (“Search/Results”, “Room Details” and “Floorplan”) and links to navigate. Using your browser back/forward buttons will restart the Space Management System.

Helpful Links: