SECTION #1 – OWN, USE & RESERVE

CHANGE OWNER OF A ROOM
- Dean/Chair/Director holding current ownership of the room sends email to aspire@mtu.edu requesting the change.
  - Email includes:
    o Building and room number to be changed
    o What department the room is being transferred to

CHANGE USER OF A ROOM
- Space Coordinator holding current ownership of the room sends email to aspire@mtu.edu requesting the change.
  - Email includes:
    o Building and room number to be changed
    o What department will be using the room
    o What is the estimated length of time the room will be used by another department (if applicable)

RESERVING A ROOM FOR A NEW OCCUPANT
- Space Coordinator holding current ownership of the room sends email to aspire@mtu.edu requesting the room reservation.
  - Email includes:
    o Building and room number to be reserved
    o What is the anticipated date of occupancy
    o Name of occupant (if available)
    o Indicate if the space is being reserved for a newly created position

All requests will be centrally updated within 1-2 business days for all requested changes submitted to aspire@mtu.edu. Appropriate parties will be notified when requests have been completed.

SECTION #2 – CIP & USE Codes

ASSIGNING A CIP CODE
(Classification of Instructional Programs)
- Required for ALL Academic departments
- Using the pull-down menu, select the appropriate CIP Code
- Hit the gold UPDATE button

ASSIGNING A USE CODE
- ALL rooms must have a USE Code
- Using the pull-down menu, select the appropriate USE Code
- Hit the gold UPDATE button

SECTION #3 - OCCUPANTS

ADDING AN OCCUPANT
- Select “change occupants” in the room information screen
- Select the desired occupant from the list provided
  o If the desired occupant does not appear on the list – select the “show all of the people” button and choose from the new list that is generated
- The occupant will appear in the “current occupants” section

DELETING AN OCCUPANT
- Select “change occupants” in the room information screen
- Select the “delete” button next to the name of the occupant to be removed in the “current occupants” section
• The occupant will be removed (unless the occupant has more than one room and the room that is currently selected is marked as “primary” – a warning message will appear stating “the delete was..NOT COMPLETED”) Follow the procedure below for changing the primary room (noted below) – then come back to this process to delete the occupant.

CHANGING A PRIMARY ROOM FOR AN OCCUPANT
• Select “change occupants” in the room information screen
• Select the occupants name in the “current occupants” section
• Select the appropriate “primary” room by using the radio buttons
• Select the “update primary room” button
• If you need further clarification on “primary rooms” select “primary rooms explained” for a detailed explanation (located under the “update primary room” button)

SECTION #4 - INDEXES

ASSIGNING AN INDEX
• Select “change indexes” in the room information screen
• Select the index to be added from the list
  o If the desired index does not appear on the list – select the “sort...ALL indexes by index only” button and choose from the new list that is generated
• The added index will appear in the “current indexes” section

DELETING AN INDEX
• Select “change indexes” in the room information screen
• Select the “delete” button next to the index to be removed in the “current indexes” section
• The index will be removed

SECTION #5 – FUNC Codes & Functional Percent

ASSIGNING A FUNCTION CODE
• ALL rooms must have a FUNC code
• Identify the program code(s) associated with the indexes assigned to the room
• Using the Program Code resource page, identify the functional category for the room using the program code(s)
• Using the FUNC Code resource page, identify the FUNC Code based on the functional category
• Using the pull-down menu in the room information screen, select the appropriate FUNC Code
• Hit the gold UPDATE button

ASSIGNING A FUNCTIONAL PERCENT
• ALL rooms must have a functional percent assigned
• Examine the Salary & Wages of occupied rooms for 365 days or more and determine potential splits in percentage
• Using the Functional Percent resource page and keeping in mind the program codes and FUNC Code assigned, determine the functional percent(s)
• Enter the desired percent(s) into the appropriate field(s).
• Hit the gold UPDATE button

SECTION #6 – Comments, Basic Attributes, Workstations & Room Condition

ENTERING COMMENTS
• Enter the desired text in the “comment” box
• Select the “update” button

ADDING AN ATTRIBUTE
• Select “change basic attr” in the room information screen
• Select the attribute desired for the room from the list provided
• The added attribute will appear in the “current attributes” section
DELETING AN ATTRIBUTE
- Select “change basic attr” in the room information screen
- Select the “delete” button next to the attribute to be removed in the “current indexes” section
- The index will be removed

WORKSTATION THEORY BY AREA
- Classrooms – Office Student Records and Registration (OSRR) should list the maximum number of students you would like in the room (number of seats).
- Offices – list the normal amount of people who are usually in that office. If an office usually has one person, but also has a small table with chairs, just list one person.
- Conference rooms – list the maximum occupancy for the room
- Machine shops – list the number of machines.

WORKSTATION DATA ENTRY
- Enter the desired number of workstations in the appropriate box
- Hit the “update” button

ASSIGNING ROOM CONDITION
- Using the condition pull-down menu, select the appropriate condition for the room
- Hit the “update” button