Techspace Quick Card

Below basic instructions for going on techspace.mit.edu and changing data related to the Space Survey. For additional information or specific questions on techspace or the space survey, please email osp-space-survey@mit.edu

1. **Go to website techspace.mit.edu & Log on with your credentials (requires Kerberos authentication)**
2. **This will bring you to your home department based on your roles and verification with Cost analysis**

Survey Status	Room	Room Use	Area (sf)	ICR - Rsrch %	ICR - Oth Rsrch %	ICR - ADMIN			
Done (No Changes)	17-010	RESEARCH LAB	369	90.00	0.00 .		Edit Room	No Change	Floor Plan
Done (No Changes)	17-104	RESEARCH LAB	621	10.00	.		Edit Room	No Change	Floor Plan
Done (Changed)	17-104A	RESEARCH LAB	3,312	90.00	5.00 .		Edit Room	No Change	Floor Plan
Done (No Changes)	17-104B	RSCH LAB-OFFICE	33	10.00	.		Edit Room	No Change	Floor Plan
Locked (No Changes)	31-115	RESEARCH LAB	453	0.00	.		Edit Room	No Change	Floor Plan
Pending Change	31-122A	RESEARCH LAB	724	0.00	.		Edit Room	No Change	Floor Plan
Pending	33-009A	OFFICE	145		.		Edit Room	No Change	Floor Plan
Pending	33-017A	OFFICE	154		.		Edit Room	No Change	Floor Plan
Done (Changed)	33-115	OFFICE	1,353		.		Edit Room	No Change	Floor Plan
Pending	33-115A	OFFICE	145		.		Edit Room	No Change	Floor Plan
Pending	33-115B	OFFICE SERVICE	3		.		Edit Room	No Change	Floor Plan
Done (Changed)	33-115C	OFFICE	94		.		Edit Room	No Change	Floor Plan
Done (Changed)	33-115CA	OFFICE SERVICE	10	50.00	.		Edit Room	No Change	Floor Plan
Done (No Changes)	33-115CB	OFFICE	110		.		Edit Room	No Change	Floor Plan
Pending	33-115D	OFFICE	149		.		Edit Room	No Change	Floor Plan
Pending	33-115F	OFFICE	160		.		Edit Room	No Change	Floor Plan
Pending	33-115G	CONFERENCE ROOM	160		.		Edit Room	No Change	Floor Plan
Done (Changed)	33-140	OFFICE	147		.		Edit Room	No Change	Floor Plan
Pending	33-202	OFFICE SERVICE	72		.		Edit Room	No Change	Floor Plan
Pending	33-202A	OFFICE	201		.		Edit Room	No Change	Floor Plan
Pending	33-202B	OFFICE	130		.		Edit Room	No Change	Floor Plan
Pending	33-205	OFFICE	414		ICR Admin		Edit Room	No Change	Floor Plan

48,149

* All data is pre-loaded with prior space survey information. New space (or space with room use changed) to your respective department will have nothing pre-loaded. All space needs to be validated and loaded with research/OSA % usage.

3. **Filter for the space you would like to review by clicking on the tab on the upper right of the page. For example if you click on "Sponsored Research Lab" you will then be shown all the space coded as a research lab and research lab/office, which then needs to be quantified with a percentage.**

Show ALL Rooms	Headquarters Admin	Sponsored Research Lab	Clear Form	ⓘ

Floor [   ]

	Submit Survey	DOCX	XLS	View Instructions ▾	ⓘ

4. **Filter function: To focus/filter on space you can use the filter functions on the top of the data.**

Survey Status	Room	Room Use	Area (sf)	ICR – Rsrch %	ICR – Oth Rsrch %	
[▾]	[ ]	[ ]	[ ]	[ ]	[ ]	
Done (No Changes)	17-010	RESEARCH LAB	369	90.00	0.00	Edit Room
Done (No Changes)	17-104	RESEARCH LAB	621	10.00		Edit Room

5. **Survey Status: This is the status of the survey in terms of completion for each space.**
   a. Pending = No information has been updated and needs to be completed
   b. Pending Change = Information has been updated and saved, but not finalized.
   c. Done (Changed/No Change) = Marked completed
   d. Locked (Changed/No Changed) = Completed & Submitted to OSP
   e. Closed = Approved by OSP

Done (Changed)
Done (No Changes)
Locked (No Changes)
Pending Change
Pending
Pending

6. **To change the % of research click on "edit" on each record. Clicking on "edit" will open a pop up box. ***

Edit Room ICR Information: 17-1-104   [Complete] [Save] ⓘ

Sponsored Research %	10.00
Other Sponsored Activities %	5.0
Room Area ft²	620.90
Room Use	RESEARCH LAB
Major Use	LABORATORIES
Room Name	
Organization	AERO & ASTRO
Group	
ICR Survey Status	Done (Changed) ▾
Timestamp	6/15/2017 4:00:47 PM

[Close]

All data shown on the original record is included in the pop up box. To change the Sponsored Research % or the Other Sponsored %, click in the box and type in the percentage.

- To save changes but to be able to change later, click save. This will show as a status of "Pending Change" in orange.
- To save changes that are complete and will not change later, click complete. This will show a status of "Done (Changed)" in green.
- The ICR Survey Status will change based on what you do in the above two examples. The timestamp will also be automatic.
- Click "Close" on bottom right, to close the window.

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7. **If there is truly no change in the usage of space in any given record, there is a quick "No Change" button to validate such a determination. The "No Change button is to the right, on each record.**

Done (No Changes)	17-010	RESEARCH LAB	369	90.00	0.00 .	Edit Room	No Change	Floor Plan

8. **When completed with Survey and all space is shaded green in the survey status column, you can submit by clicking "Submit Survey"**

Select Room to Update						Submit Survey	DOCX	XLS	View Instructions ▾	ⓘ

- **Other useful functions include:**
  - Being able to export the current viewed listing to a docx or xls document. By clicking on DOCX or XLS buttons
  - Being able to view instructions on how to quantify space usage percentage.
  - If there is truly no change in the usage of space in any given record, there is a quick "No Change" button to validate such a determination.

* All data is pre-loaded with prior space survey information. New space (or space with room use changed) to your respective department will have nothing pre-loaded. All space needs to be validated and loaded with research/OSA % usage.