# ASPIRE Room Information Screen
Section 6 – Comments, Basic Attributes,
Workstations & Room Condition

Comments

Comments can be added to the room information screen to provide additional information on the room. Comments such as laboratory names, explanations of room use (such as "storage" or "testing room"), and other such notes are beneficial not only for the department, but for other areas of the university that review space. Redundant comments, such as occupant name when the occupant has already been assigned to the room, are not necessary.

In the room information screen, enter the desired comments in the comment box. Hit the gold UPDATE button to save the change.
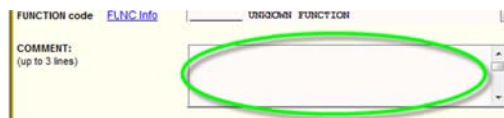

Basic Attributes

Attributes provide all users greater flexibility for searching for specific types of information such as rooms associated with centers, graduate student offices, mixed use conference room/classrooms, and more. Review the different attributes and assign as many as apply to each room.
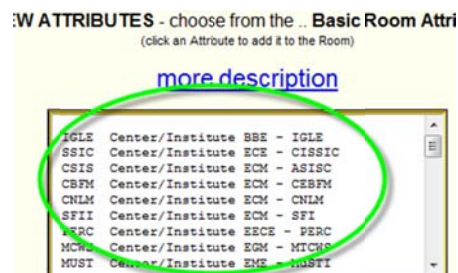
In the room information screen select "change basic attributes" near the top of the screen.
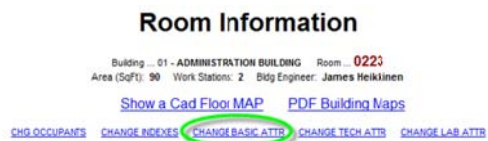
Review the full description of the attributes by selecting "more description" above the selection box.
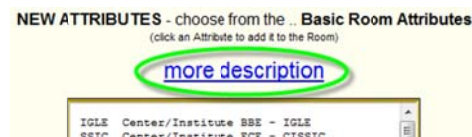
After reviewing, select the appropriate attributes (there is no limit to the number of attributes that can be assigned to a room) by clicking on the attribute in the selection box.

To return to the room information screen, select "room info" at the top of the change basic attributes screen.
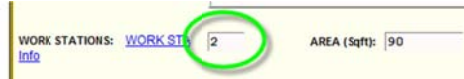
Workstations

Workstation numbers reflect 2 different things depending on the room USE code. Use the following as a guideline to assigning workstation numbers:

USE Code	Workstation Guide
110-Classroom	list the maximum number of students that would be placed in the room
310- Office	list the number of employees that have a workspace in the room
350 –Conference Room	list the maximum number of people that the room would comfortably seat
720 – Shops	machine shops should list the number of machines

In the room information screen, fill in the appropriate number of workstations in the designated field. Hit the gold UPDATE button to save the change.
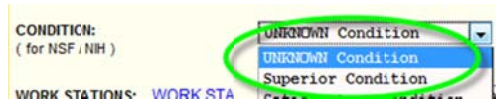

Room Condition

Room condition is required for all rooms that have 1% or greater functional percent assigned to the functional categories of departmental or organized research. A pull down menu will appear in the room information screen under the comment box to capture this data. This data is necessary for university reporting to the National Science Foundation.

In the room information screen, select the condition pull-down menu and select the appropriate room condition. Hit the gold UPDATE button to save the change.