

# ASPIRE Room Information Screen

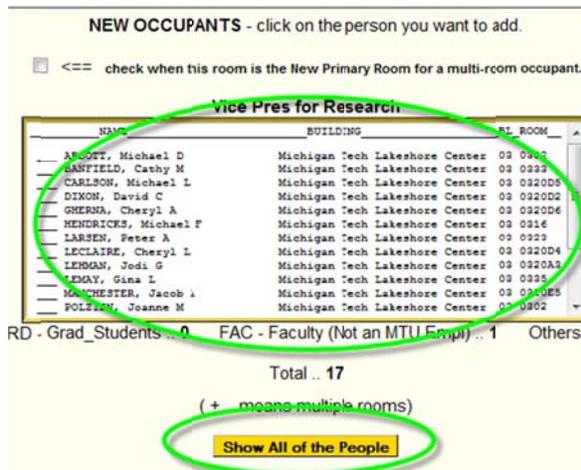
## Section 3 – Occupants

Occupants are vital information to the entire reporting structure within ASPIRE. Space Coordinators will receive automated emails when a new employee is hired, an employee changes into their department, or when an employee leaves the university. There are additional reports that can be run by departments to identify any unassigned employees. Not all rooms require occupants. Assign employees to the rooms that serve as their main workspaces (office, classroom, research lab, class lab, shop, etc.). In many cases, faculty will have one office and a couple research labs. Occasionally, faculty/staff will have more than one office in separate buildings. Do not assign faculty, department chairs, deans, etc. to laboratory space unless they are working on active research indexes. Refer to Section 1 if rooms need to be reserved for new faculty. Space Coordinators should not delay in adding occupants to the system.

From the room information screen, select “CHG OCCUPANTS” from the top section of the screen.



The change occupant screen will show all of the employees that are listed by Human Resources as being in the department that is indicated in the system as room owner. Scroll through the list and select the desired employee to be added. Repeat the process if multiple employees share the room. If the employee to be assigned is not listed, select the “show all of the people” button at the bottom of the screen. This will show all assignable campus employees.



When an occupant is assigned to multiple rooms, one room must be identified as primary. The system will automatically make the first room assigned as primary, and all additional rooms will be listed as secondary. Multiple room assignments are indicated with a plus (+) sign to the right of the employee name.



To change a primary room, select the occupant name in the current occupants section.



The occupant information screen will open in a new window. Select the desired primary room by clicking on the appropriate radio button. Hit the gold "update primary room" button.



To remove an occupant from a room, select the red "delete" button to the left of the occupant name in the change occupant screen. If the occupant has multiple rooms, the occupant cannot be removed from the primary room until a different room is chosen as primary. Follow the instructions noted above to change primary rooms. If the occupant only has one room, the occupant will be removed from the room.



Return to the Room Information screen by selecting "Room Info" near the top of the screen.

