



Quick Steps to USpace Survey

The following summarizes the USpace Survey review and update process covered during training.

1. **Log into** USpace Survey <https://USpace.miami.edu>
2. **Download** your cost center (CC) spreadsheet.
3. **Review** spreadsheet together with the graphic report for:
 - a. Rooms listed that do not belong to your cost center
 - b. Rooms not listed that belong to your cost center
4. **Walkthrough** all of your rooms to review, validate, and collect information pertaining to the items below using the graphic report to identify changes including the date they occurred:
 - a. Errors in room numbering (plans, spreadsheet, and reality need to match)
 - b. Errors in room layout, including cubicles
 - c. Space Type

For any rooms with the above issues please contact the Office of Space Planning & Analysis at (uspace@miami.edu). Reference the FAQ for guidance.

Continue to collect data for these rooms, but do not update them until you receive an updated graphic report or notification from us.

- *Once these issues have been resolved return to step 2.*
 - *For all other rooms proceed with steps below.*
- d. Cost center assigned to room and percentage(s).
 - e. Function
 - I. This will generally be "Joint Use" at 100%.
 - f. Occupant(s) of the room, including those from other units.
 - I. Primary Occupant locations can only be updated through Workday. They are shown in USpace for reference and validation purposes only. Contact your department's HR Representative or Workday Support if you require assistance.
 - II. Secondary Occupant locations can only be updated through USpace on the Occupancy Tab.
 - III. Grouped occupants such as Graduate Students, Visiting Faculty, or Student Employees, etc. are updated on the UDF/Grouped Occupants section and only require a count for the maximum amount within the space at any given time.
5. **Enter** data using USpace Survey for each room. Save and Submit for approval.
 - a. Correct any rejected rooms and resubmit.

Maintain your cost center space data by updating rooms in USpace Survey at least quarterly.

