SUA Process

Getting Started

Accessing SUA

1) SUA Site:  http://is.operations.ttu.edu/odmip/default.aspx
2) Click on SUA Manager.

SUA Front Page Interface

1) SUA Team
   a. You can create a team to complete SUAs. Please let us know if we will need to grant someone access to the team.

2) SUA Status
   a) You can change the status of your SUA from In-process, Completed or Cancelled.
3) SUA Team Buildings
   a) Buildings that have space assigned to the SUA User’s Department space.
      i) Each building will have high level building information available.
         (1) Campus, Building Number, Building Name, Address, Gross Square Footage,
             Assignable Square Footage, E&G Square Footage, E&G Percentage, number of
             Classrooms (110s), Classroom Utilization Score, Classroom Percent Fill, Classroom
             Percent Fill Score, number of Class Labs (210s), Class Lab Utilization, Class Lab
             Utilization Score, Class Lab Percent Fill, Class Lab Percent Fill Score, Teaching
             Space E&G Square Footage, Library E&G Square Footage, Research Space E&G
             Square Footage, Office Space E&G Square Footage & Support Space E&G Square
             Footage

Create a New Survey

1) Select the appropriate Team.
   a. Select create SUA for appropriate building.

2) SUA will come up under “In-Process” SUA Status.
   a) This is also where you can rename an SUA if you would like to.
3) Select Open button.

**Room List Interface**

1) MIP Main Link: Will open up a new tab with the floorplan
2) SUA Manager Link: Will take you back to the main SUA page
3) Basic analysis information will be in the top section.
4) Floor level: This is where you will change the floor levels
**SUA Process**

**Room Information**

1) Room Information: shows basic room information such as space use, room areas and capacity.

2) Room Number: link to open a new tab with the floorplan.
SUA Process

Room Details

1) Room details: shows how ODPA has the room coded as
2) CIPDesc: what classification is in the room (Subject)
3) FC: how is the room being used (research, instruction, services, etc.)
4) Percentage of each usage (FC) if there are multiple uses
5) KMS access assignments: shows who has access to that room.
   a) Please keep in mind that this area may show old occupants.
1) SUA Feedback: area where comments about any needed changes can be made.
2) Space Use Category:
3) Space use desc: if you don’t know the category, space to tell or describe
4) Capacity: capacity is required for teaching and conference spaces
5) Functional Category: what is the room being used for. Instruction, research, services
6) CIP Group: Classification/subject matter
7) Percentage of use: rooms can be prorated up to three times for different uses (FC)
8) Research Type:
9) Research PIs: area to insert PIs names for any research in that room
10) Organization Use: Department using that space
11) Comments: Space for additional comments about changes
12) Save Button: Select this to save changes and comments
13) Facilities Inventory Response: Space for comments from ODPA Facilities team.
SUA Process

Making Changes

1) Fill out necessary fields on SUA Feedback side (far right side of screen)

2) Add comments about the changes
3) Select Save button

*note: all rooms with changes will be put towards the bottom of the list and highlighted yellow.

4) Continue this process for all floor levels or space that your department occupies.
5) Once you have done this for all of your space, return to the top of the page and select the SUA Manager link.

6) Change SUA status to complete and select save

7) The SUA is now complete. A notification will be sent to our office and we will start to work on making all necessary corrections. If we have any questions, we may reach out to verify any changes.
SUA Process