Adding Occupants To Rooms in iSpace

- Entering Occupant Data in iSpace
- Viewing Occupant Floor Plans
- Getting a occupant report from OBI
1. Go to iSpace home page and select Occupants....
ADDTRACKING - Entering Occupant Data in iSpace

Occupant Information and Entry Application
This application is available only to individuals who have signed the iSpace confidentiality agreement. If you need to enter, or search for, occupant information in iSpace, and have not signed the agreement, please send a request to ispace-support@stanford.edu

A very small percentage of rooms currently have occupant information entered, but this new tool will allow the information to be added in a single step. Many Stanford groups have found this iSpace feature to be helpful in preparing contact lists, planning moves, and tracking staff locations. Users are also able to view these occupants displayed on floorplans for graphical viewing of the spaces.

This is an optional feature but will prove invaluable over time as it's uses could be expanded to determine a building's census, estimate counts of staff at Emergency Assembly Points, and assist with other administrative functions.

Thanks for your assistance with making iSpace a database which serves its clients.

To access the application click here:

2. Select Enter Application...
3. Select your building from the pick list, or enter the Quad-Bldg numbers, or enter part of the building name and click Search...
4. Click on the pencil for each room you want to add an occupant (or occupants)...
5. A new browser window opens. Click on Select Value and choose Space Occupant...
6. Add the name in the box. You can use the last name and then click Search to find the name as it is listed in the staff database…
7. Click on your staff person’s name and it populates the field…
8. Your staff person is now listed as an occupant. You can either repeat the process for the same room to add more occupants, or click on the browser window with the room list and select the next room....
9. The floor plans now also contain Occupant names in their rooms, along with a list for all occupants on the floor of that building (floor plans updates are available the following day).
10. You can report on all your occupants by searching for Org. Code or your Level 2 Parent code.
11. Select your Org Code(s) and enter today's date for the required field “Effective From”.

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**ADDING OCCUPANTS - Reporting and Downloading from OBI Reporting**
12. Search result contains all names that have been entered in iSpace.
13. Select the Export link, then choose Excel 2007.