

Directions on How to Run the Space Assignment Layout in FileMaker Pro

Pull down the Layout menu and click on Space Assignment.

1. When you open the report it should show your staff (make sure the “Employee Status Filter” in the top right corner is set to “Current”).
2. You can make changes in FileMaker Pro and then export to Excel or just export the information to Excel and then make your changes.
3. To export the information to Excel: Go to File ---- Save/Send Record As ----- Excel. Please note the layout is not set up to save changes.
4. Add a filter to the report and enter your changes.

In the event that it doesn't show your staff when you open up the layout, then there is a “Show Your staff” button in the top right corner.

Again, make sure the “Employee Status Filter” button in the top upper right corner is set to “Current”. Then export the report to Excel, add a filter to the spreadsheet and make your notations for those folks exiting and arriving.

How to Complete the Space Assignment Excel Spreadsheet Report

- Meet with your faculty to review and discuss the room assignments.
- Confirm the “Office Room #” and “Room Section” assigned to your staff. If the room number is wrong then add the correct room number in **Red** in the “OfficeRoom#” and “Room Section” column.
- If there will be **no change** to the current assignment then mark an “X” in the “NoChange” column and add comments, if necessary.
- If there will be a **change** to the room assignment then mark an “X” in the “Change” column. Add the suggested room number in the “NewRoom” column. Include comments as necessary.
- If you have incoming staff, then add their information to the bottom of the chart in **Red**. Leave the “OfficeRoom#” blank and put the date of arrival in the “ArrivalDate” column. If there is a suggested room number then add the room number in the “NewRoom” column. In the Notes section, include relevant information on spacing needs for the new arrival.

The Space Assignment exercise is done to help with planning office and desk assignments. In addition, we also use it to confirm the information in the database. Any updates or corrections to the OfficeRoom#, Title, Administrative Contact, or Employment Status should be sent to the Human Resources Administrator in a separate so the appropriate edit to the database can be made.