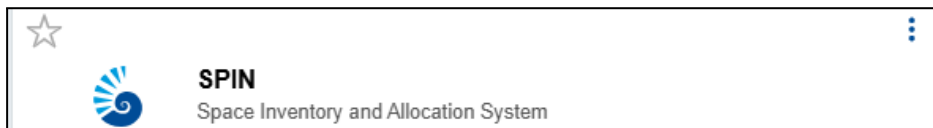
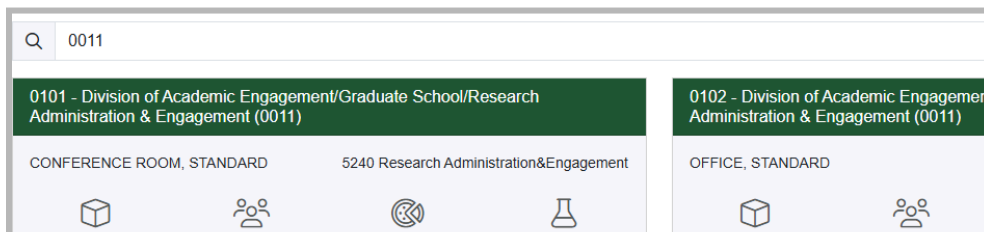


UWF SPIN Quick User Guide

UWF uses the Space Inventory and Allocation System (SPIN) to collect information on how buildings and rooms are utilized. The data requires annual verification and room updates as needed. The data collection is through the SPIN portal, available via MyUWF.



1. Each dean/director will delegate who will be the “**Authorizer**” for each department/center. An authorizer is a user who authorizes that the space is complete and accurate. The authorizer for a department is typically a director, department chair, or dean/assistant dean.
2. Each Authorizer will delegate one or more “**Certifiers**” for their department/center. A certifier is a user who makes space change requests and modifies occupant, project, and allocation data for rooms. In addition, certifiers can verify all room data and, once they are satisfied with the data entered, can certify that the space is accurate and ready for authorization. Certifiers are typically the Building Emergency Contact, Office Administrators, and/or Building Managers. An employee cannot have both certifier and authorizer access, even if it is for another department.
3. Depending on the job title, a verifier and certifier should automatically have access to certify/authorize. If not, please request access by emailing spin@uwf.edu.
4. Certifier(s) will update and verify the space, use, and equipment inventory in each room.
5. While logged in, you will have access to edit each room in your department. To quickly find each room, you may utilize the Search function on the home page using your building code (i.e., 0018 for Bldg 18, or 0011 for Bldg 11) or Department ID and browse through each room available.



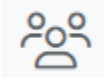
6. Once you find the room where you want to enter the data, click on that room block to update and verify the following information:



Room Information (details on *page 15* of the *UWF SPIN User Manual*)

- Room use.
- Responsible department (ORGN code).
- Functional allocation (see *page 32* of the *User Manual*).
- Assets- Assets over \$5,000 need to be up to date in the correct room. If the assets shown are incorrect, reach out to the UWF Property Manager by emailing propertydepartment@uwf.edu or calling (850) 474-2364.

- Data changes in Room Information will automatically generate a SPIN ticket for review of the changes. Certifiers may utilize the “Room Worksheet” in SPIN if they prefer to make notes on paper before going into SPIN to update and verify. This can be accessed by going to SPIN>Reports/Room Worksheets (Provides a filter for your specific building). Please contact spin@uwf.edu if you have questions.



People (details on *page 19* of the UWF SPIN *User Manual*)

- The employee, the employee’s Office Administrator, or Departmental Information Security Representative (DISRep) may update an employee’s listed location. The employee can update their location by accessing the Contact and Privacy app on MyUWF and updating their room address under the Employee Address tab. DISReps and office administrators for an employee’s primary department can update an employee's campus address on their behalf by following the instructions found in Confluence titled, [“Updating an Employee Campus Address”](#).



Allocations Percentages – (the definition for each allocation category is defined in the UWF SPIN *User Manual*, starting on *page 33*)

- Certifiers must consult with the department’s faculty to determine how labs and offices are utilized.
- Total allocation per room (the sum of percentage used) **must be equal to 100%**.

Allocations		
Administration - General	<input type="text"/>	Administration - Departmental 40
Administration - Sponsored Project	<input type="text" value="60"/>	Administration - Practice Plan
Auxiliary	<input type="text"/>	Administration - Student
Library	<input type="text"/>	Governance
Other Sponsored Activities (OSA)	<input type="text"/>	Operations & Maintenance
Recharge Centers	<input type="text"/>	Patient Care
Under Renovation	<input type="text"/>	Research - Departmental
		Research - Organized (OR)
		Union Activities
		Vacant

TOTAL 100 ✓

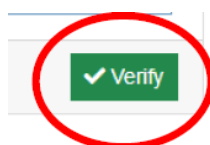
Save Save & Verify



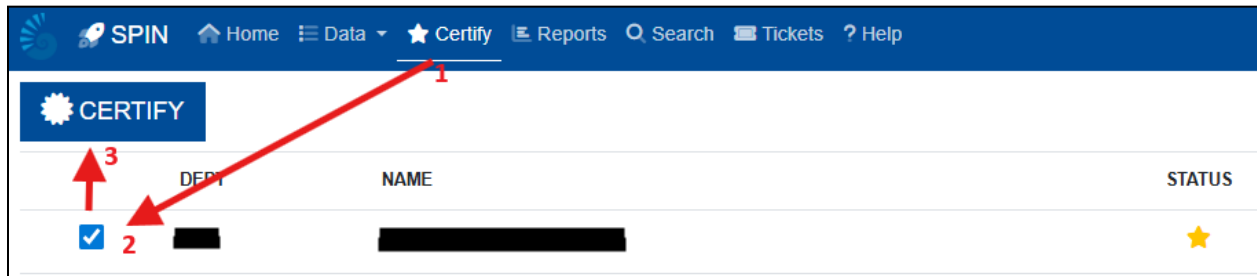
Projects & Accounts (details on *Page 26* of the UWF SPIN *User Manual*)

- The PI’s department is responsible for assigning sponsored and non-sponsored (departmental) projects to rooms within the space system. You may see the projects in your department by selecting “Projects” from the Data menu of SPIN. All sponsored research projects will need a room(s) assigned. Room allocations must be verified before projects can be verified. If you do not have access in SPIN to rooms being used in the project, please contact spin@uwf.edu, and they will be able to update the location(s) for you.

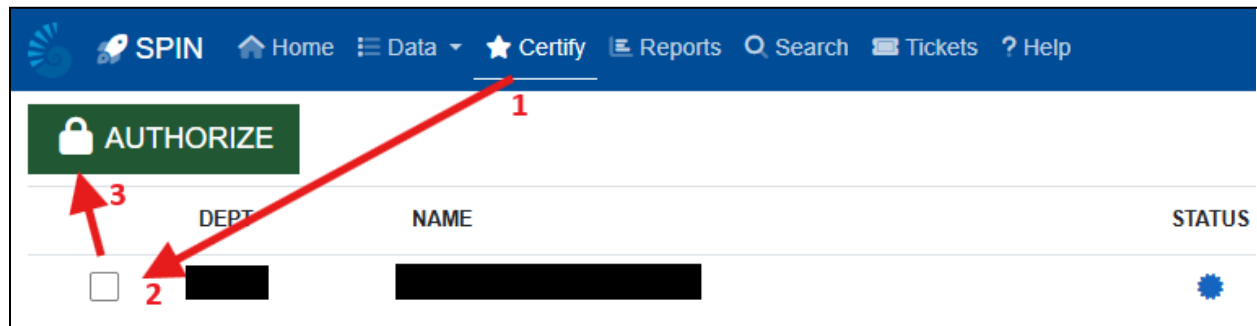
7. Once you have reviewed and updated each section of the room accordingly, you may click on the Verify button. The data will be documented for further review by Facility Planning & Construction. You must **save and verify** in the Allocations section. You must **verify** in all other sections of the inventory.



8. Certifier(s) will also update and verify personnel, funding sources, and room allocation for their department.
9. Once all projects and pending space requests have been cleared, a “Certify Space” link will be available in the status area under “Home”. The Certifier will select the department ID to be certified and select “Certify.”



10. The Authorizer will go into SPIN and select the department(s) they would like to authorize and select “Authorize.”



For any questions regarding room information, allocation, or research projects, please contact spin@uwf.edu. For any questions related to assets, please contact the UWF Property Manager via email at propertydepartment@uwf.edu.

For access to building floor plans, please go to MyUWF> Tableau> STARS Building List.