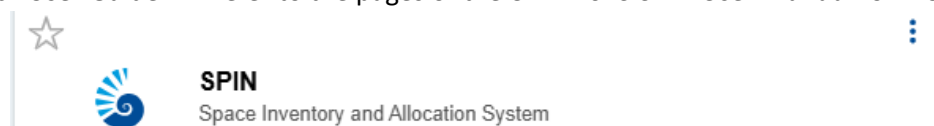


UWF SPIN Quick User Guide

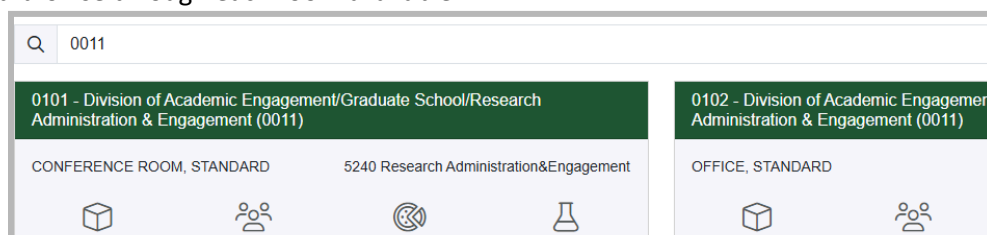
UWF uses the Space Inventory and Allocation System (SPIN) to collect information on how buildings and rooms are utilized. The data require annual verification and room updates as needed. The data collection is through the SPIN portal, available via MyUWF.

1. Each dean/director will delegate who will be the **“Authorizer”** for each department/center. An authorizer is a user that 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 that 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.
3. Depending on 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. Certifier(s) will also update and verify personnel, funding sources, and room allocation for their department.
6. 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”.
7. The Authorizer will go into SPIN and select the department(s) they would like to authorize and select “Authorize”.

This Quick User Guide will refer to the pages of the *UWF 2025 SPIN User Manual* for more details.



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.



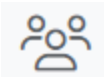
Once you find the room that you want to enter the data, click on that room block to update and verify the following information:



Room Information (details on *page 15* of the *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 Regina Bell at rbell@uwf.edu or call 850.474.3113.

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 filter for your specific building). Please contact spin@uwf.edu if you have questions.



People (details on *page 19* of the *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 update 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 – (the definition for each allocation category is defined in the *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
Administration - Sponsored Project	<input type="text"/>	Administration - Student
Auxiliary	<input type="text"/>	Governance
Library	<input type="text"/>	Operations & Maintenance
Other Sponsored Activities (OSA)	<input type="text"/>	Patient Care
Recharge Centers	<input type="text"/>	Research - Departmental
Under Renovation	<input type="text"/>	Union Activities
Administration - Practice Plan	<input type="text"/>	Agricultural Extension
		Instruction
		Other Institutional Activities
		Public Service
		Research - Organized (OR)
		Vacant

TOTAL 0 Room Under Allocated

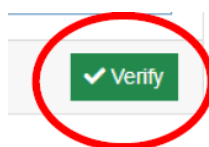
Save Save & Verify



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

- The department is responsible for assigning sponsored and departmental (non-sponsored) projects to rooms in 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.

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.



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

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