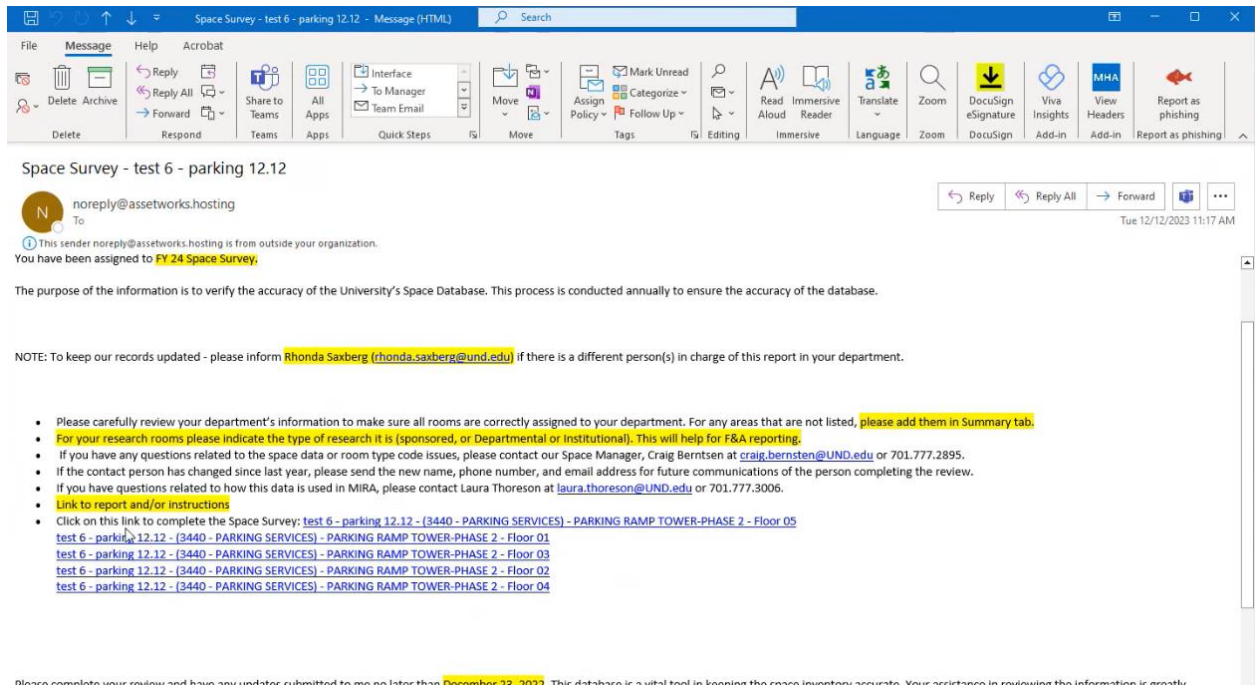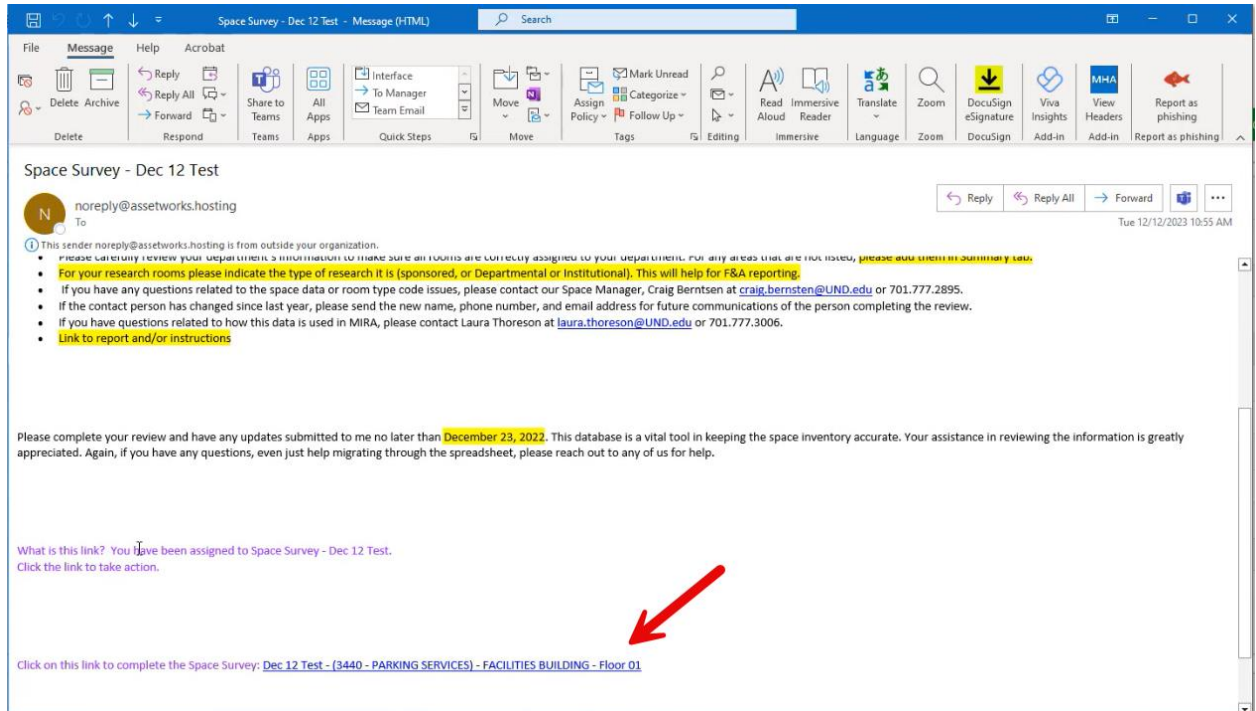# Space Surveyor & Approvals

1. You will receive an email somewhat like the one below.

2. Click on the link to log into READY to review the survey by building and by room.

3. Here is what the survey will look like in READY.

4. If there is no change to the room you can just click on Finalize. This action will finalized the room.

5. If you have a change to the room, click on the location link.

6. If you need to make a change to a room you need to fill out the following three items.
    a. Put a comment at the top for the approver on what is being changed.
    b. In the location Note, you need to state what is the percentage change and the end date of the old percentage. If you know who is occupying the change you can state that as well.
    c. Fill in the end date of the current percentage.

7. Once all the rooms are finalized and you have no more changes you can select all rooms and click apply action.

8. You will need to click submit once all rooms are finalized.

Approvers steps

1. The approver will receive an email like the one below. Click the link to start the survey.

2. This is what the screen looks like when you click the link.
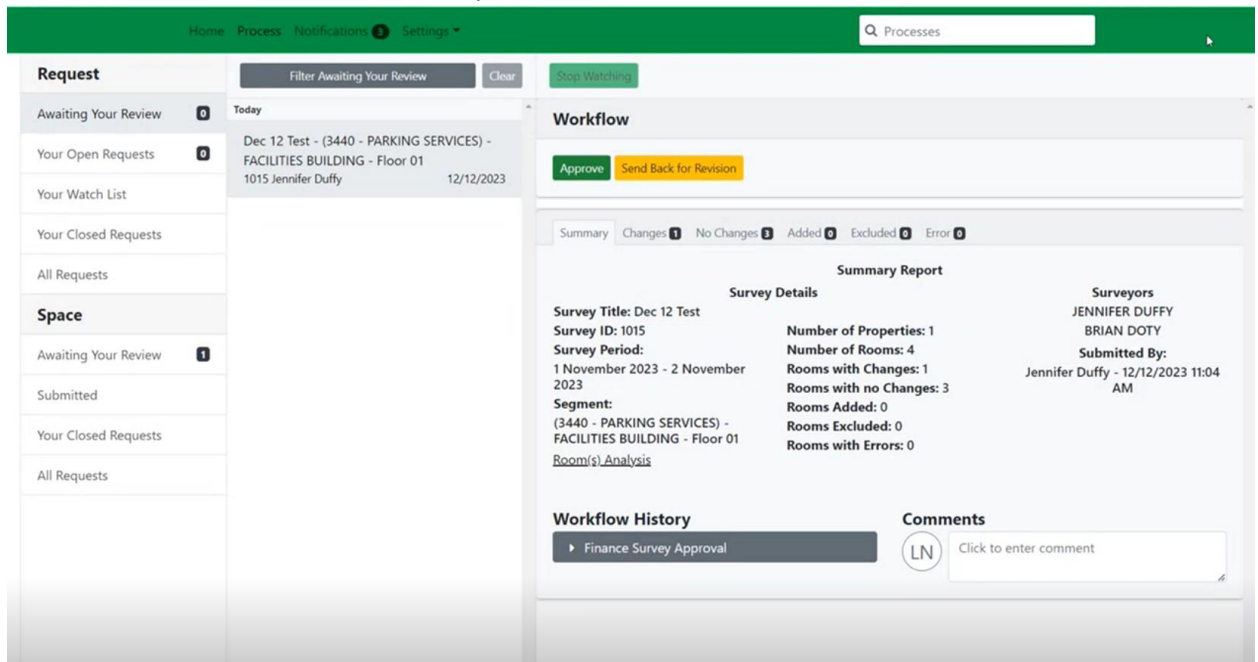
3. Each tab will show you what is happening to each item in the survey. You will need to click on each tab to view each room. The changes are going to be rooms that the surveyor changes. The No Changes are rooms with no changes.

4. If you want to edit a room you will need to click on edit.

5. If you need to make a change to a room you need to fill out the following three items.
   a. Put a comment at the top for the approver on what is being changed.
   b. In the location Note, you need to state what is the percentage change and the end date of the old percentage. If you know who is occupying the change you can state that as well.
   c. Fill in the end date of the current percentage.

6. WARNING:

7. Once you have made the change and the comment is saved, you can click on save.

8. To get back to the survey, you can click on notifications.

9. Then click on view request on the survey you are trying to complete.

10. Then click on the survey.

11. After reviewing all the rooms and making any changes you can click on approve.

12. The surveyor will receive an email when it is completed.

13. If you decide to send the survey back to the surveyor, you will click Send Back for Revision, add a comment on why it is being sent back, and click save.

14. The surveyor will receive an email like below with the comment and a link to go back into the survey for review.

15. The comments on the summary page will come to surveyor or approver.

16. The comments below on an initial room, are not emailed to anyone, you will need to look to see if there are any comments.