Quick Guide to the Covid-19 RI Resource Management Form

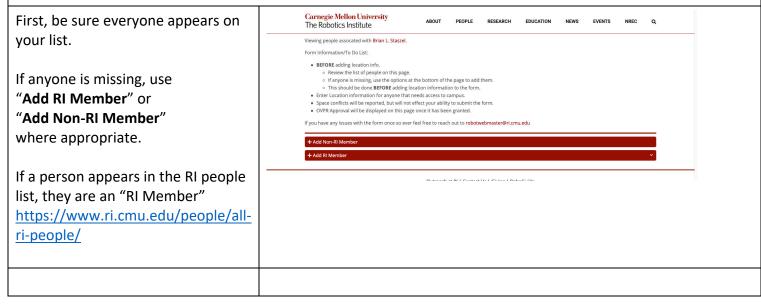https://www.ri.cmu.edu/resource-management-form

This form helps track which people are assigned to use spaces on specific days. Please visit and update the information each time a scheduling change is made.
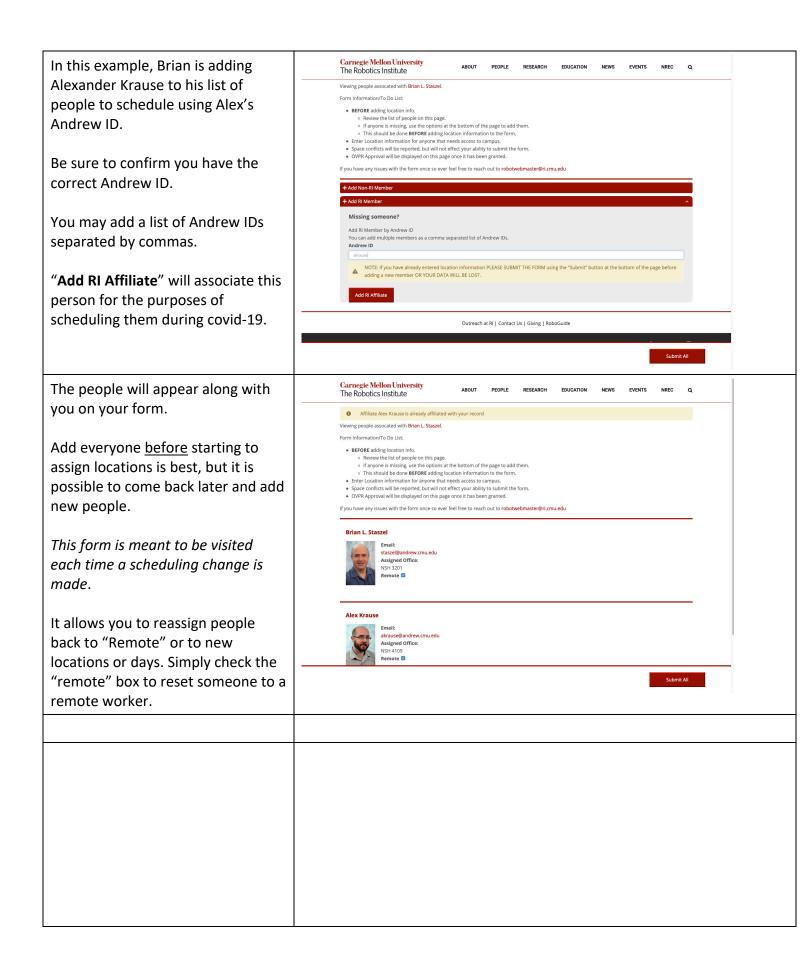
Location use is being tracked on the level of *days*. In the case of highbay and shared spaces, Google Calendars are being used (in addition) to track more specific space usage.
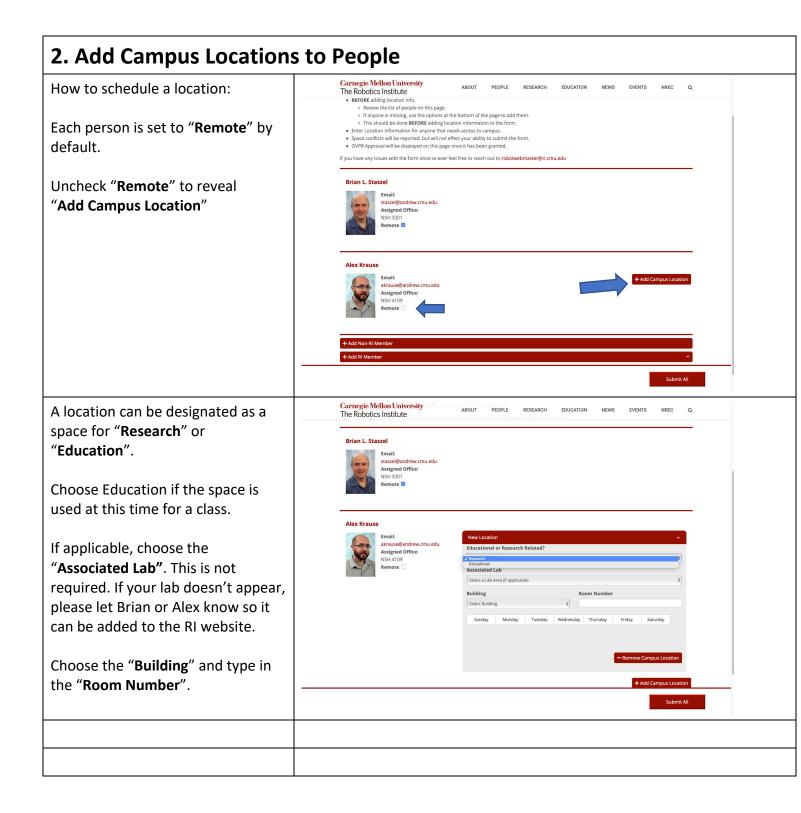
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1. Confirm your form has everyone. If not, add them.

First, be sure everyone appears on your list. If anyone is missing, use "**Add RI Member**" or "**Add Non-RI Member**" where appropriate. If a person appears in the RI people list, they are an "RI Member" https://www.ri.cmu.edu/people/all-ri-people/	

In this example, Brian is adding Alexander Krause to his list of people to schedule using Alex's Andrew ID.

Be sure to confirm you have the correct Andrew ID.

You may add a list of Andrew IDs separated by commas.

"**Add RI Affiliate**" will associate this person for the purposes of scheduling them during covid-19.

The people will appear along with you on your form.

Add everyone <u>before</u> starting to assign locations is best, but it is possible to come back later and add new people.

This form is meant to be visited each time a scheduling change is made.

It allows you to reassign people back to "Remote" or to new locations or days. Simply check the "remote" box to reset someone to a remote worker.

2. Add Campus Locations to People

How to schedule a location: Each person is set to "**Remote**" by default. Uncheck "**Remote**" to reveal "**Add Campus Location**"	
A location can be designated as a space for "**Research**" or "**Education**". Choose Education if the space is used at this time for a class. If applicable, choose the "**Associated Lab"**. This is not required. If your lab doesn't appear, please let Brian or Alex know so it can be added to the RI website. Choose the "**Building**" and type in the "**Room Number**".	

Choose the days of the week that this person will use this *specific* space.

In the example, Alex will use NSH 3200 on Tuesdays and Thursdays.

You may click "**Submit All**" at the bottom of the screen at any point to save work. Adding several location boxes at a time is possible before submitting.

In this example, Deb is assigned to NSH 3200 on Wednesday, Thursday and Friday.

The alert will appear letting you know that Alex will also be in this space on Thursdays.

This information doesn't prevent the assignment, but rather brings the situation to your, Alex and Deb's attention.

This form is meant to be visited with regularity. It allows you to reassign people back to "Remote" or to new locations based on the most current scheduling information. Daily snapshots of the location data are being saved.

Clicking the "Remote" checkbox will save previously used locations, but, from that point forward, the person will be understood to be working remotely only. Previous saved locations can easily be reset.

Click "Remove Campus Location" to disassociate a location with that person completely.

3. People with Multiple Campus Locations

It is possible to assign multiple locations to one person.

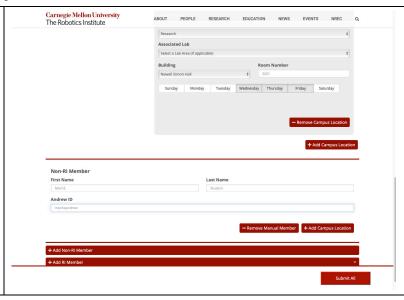Click "**Add Campus Location**" to generate another box.

This example says that Deb will use NSH 3200 on Wednesday, Thursday and Friday and *also* need access to NSH 3201 on those same days.

4. People from Other Departments not on RI Website

A person who doesn't have a courtesy appointment with RI and/or is not on the RI website is labeled on this form "non-RI" or "manually added".
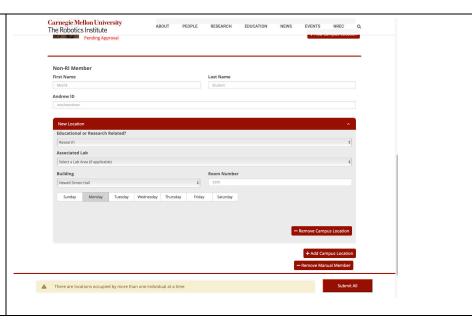
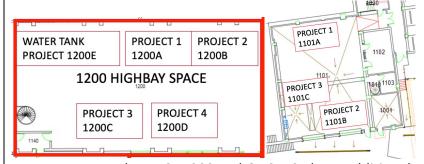Add them using the "**Add Non-RI Member**" area.

Non-RI Members (also known as "Manually Added Members") have a button to add locations below them.

Click "Add Campus Location" below your manually added person to fill in the same information: research/education, lab, building, room number and days to be on campus.

Be sure to click "Submit All" to be sure all of your information is saved.

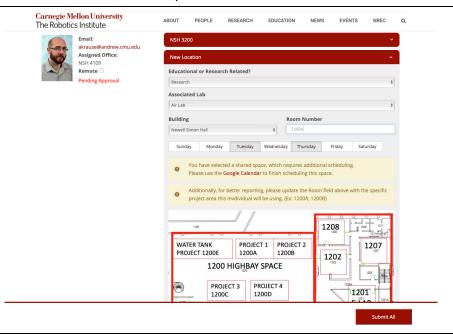# 5. Shared spaces: NSH 1200, GHC 1101, etc. and their Google Calendars

Larger spaces such as NSH1200 and GHC1101 have additional required information.

Each designated project space has its own unique Google Calendar.

This example shows Alex being assigned to Project 1 (SubT) which has been labeled 1200A.

Be sure to Submit the data on this form before doing the Google Calendar data entry.
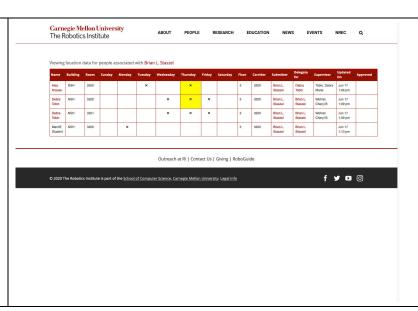
Subscribe to the appropriate Google Calendar after requesting permission from robotwebmaster@ri.cmu.edu Given there are more than 20 of them, when adding to a Google Calendar, be sure to be editing the correct shared calendar. It is usually visible in the left sidebar.	 NSH 1200 Highbay Calendars • **NSH 1200 – Project 1** Sebastian Scherer – DARPA SUBT View – Subscribe • **NSH 1200 – Project 2** Red Whittaker – Lunar View – Subscribe • **NSH 1200 – Project 3** George Kantor – Agriculture
Google Calendar timeblocks can be set to be reoccurring. When adding to the shared google calendars, include the Andrew ID email addresses for the people assigned to that timeslot under "Guests". The "Guests" area is highlighted in the screenshot. In this example, Alex and Brian have been assigned to work on Project 1 on Tuesdays and Thursdays from 1pm – 4pm.	

6. Reviewing the Data in a Table

https://www.ri.cmu.edu/resource-manager-tool

The link above shows the active locations from your form on the manager tool.

Locations with more than 1 person on that day are highlighted.

Viewing location data for people associated with Brian L. Staszel

Name	Building	Room	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Floor	Corridor	Submitter	Delegate for	Supervisor	Updated On	Approved
Alex Krause	NSH	3200			✕		✕			3	3200	Brian L. Staszel	Debra Tobin	Tobin, Debra Marie	Jun 17 1:06 pm	
Debra Tobin	NSH	3200				✕	✕	✕		3	3200	Brian L. Staszel	Brian L. Staszel	Wehrer, Cheryl B	Jun 17 1:09 pm	
Debra Tobin	NSH	3201				✕	✕	✕		3	3200	Brian L. Staszel	Brian L. Staszel	Wehrer, Cheryl B	Jun 17 1:09 pm	
MechE Student	NSH	3200		✕						3	3200	Brian L. Staszel	Brian L. Staszel		Jun 17 1:10 pm	

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Everyone can visit the following link to see what locations and days they've specifically been assigned to. Please share this link with whoever you see fit. It will display only the information based on the Andrew credentials of the person viewing the link.

https://www.ri.cmu.edu/resource-user-tool