

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.

Contents

1. Confirm your form has everyone. If not, add them.
2. Add Campus Locations to People
3. People with Multiple Campus Locations
4. People from Other Departments not on RI Website
5. Shared spaces: NSH 1200, GHC 1101, etc. (and their Google Calendars)
6. Reviewing the Data in a Table

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/>

Carnegie Mellon University
The Robotics Institute

ABOUT PEOPLE RESEARCH EDUCATION NEWS EVENTS NREC Q

Viewing people associated with Brian L. Staszal.

Form Information/To Do List:

- BEFORE adding location info.
 - Review the list of people on this page.
 - If anyone is missing, use the options at the bottom of the page to add them.
 - This should be done BEFORE adding location information to the form.
- Enter Location information for anyone that needs access to campus.
- Space conflicts will be reported, but will not effect your ability to submit the form.
- OVR Approval will be displayed on this page once it has been granted.

If you have any issues with the form once so ever feel free to reach out to robotwebmaster@ri.cmu.edu

+ Add Non-RI Member

+ Add RI Member

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.

Carnegie Mellon University
The Robotics Institute

ABOUT PEOPLE RESEARCH EDUCATION NEWS EVENTS NREC Q

Viewing people associated with **Brian L. Staszel**.

Form Information/To Do List:

- **BEFORE** adding location info.
 - Review the list of people on this page.
 - If anyone is missing, use the options at the bottom of the page to add them.
 - This should be done **BEFORE** adding location information to the form.
- Enter Location Information for anyone that needs access to campus.
- Space conflicts will be reported, but will not effect your ability to submit the form.
- OVPB Approval will be displayed on this page once it has been granted.

If you have any issues with the form once so ever feel free to reach out to robotwebmaster@ri.cmu.edu

+ Add Non-RI Member

+ Add RI Member

Missing someone?

Add RI Member by Andrew ID
You can add multiple members as a comma separated list of Andrew IDs.

Andrew ID

NOTE: If you have already entered location information PLEASE SUBMIT THE FORM using the "Submit" button at the bottom of the page before adding a new member OR YOUR DATA WILL BE LOST.

Add RI Affiliate

Outreach at RI | Contact Us | Giving | RoboGuide

Submit All

The people will appear along with you on your form.

Add everyone before 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.

Carnegie Mellon University
The Robotics Institute

ABOUT PEOPLE RESEARCH EDUCATION NEWS EVENTS NREC Q

Affiliate Alex Krause is already affiliated with your record


Viewing people associated with **Brian L. Staszel**.

Form Information/To Do List:


- **BEFORE** adding location info.
 - Review the list of people on this page.
 - If anyone is missing, use the options at the bottom of the page to add them.
 - This should be done **BEFORE** adding location information to the form.
- Enter Location Information for anyone that needs access to campus.
- Space conflicts will be reported, but will not effect your ability to submit the form.
- OVPB Approval will be displayed on this page once it has been granted.

If you have any issues with the form once so ever feel free to reach out to robotwebmaster@ri.cmu.edu

Brian L. Staszel

 Email: staszel@andrew.cmu.edu
Assigned Office: NSH 3201
Remote

Alex Krause

 Email: akrause@andrew.cmu.edu
Assigned Office: NSH 4109
Remote

Submit All

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”**.

Carnegie Mellon University
The Robotics Institute

ABOUT PEOPLE RESEARCH EDUCATION NEWS EVENTS NREC Q

- **BEFORE** adding location info.
 - Review the list of people on this page.
 - If anyone is missing, use the options at the bottom of the page to add them.
 - This should be done **BEFORE** adding location information to the form.
- Enter Location information for anyone that needs access to campus.
- Space conflicts will be reported, but will not effect your ability to submit the form.
- OVPR Approval will be displayed on this page once it has been granted.

If you have any issues with the form once so ever feel free to reach out to robotwebmaster@ri.cmu.edu

Brian L. Staszal

Email: staszal@andrew.cmu.edu
Assigned Office: NSH 3201
Remote

Alex Krause

Email: akrause@andrew.cmu.edu
Assigned Office: NSH 4109
Remote

[+ Add Campus Location](#)

[+ Add Non-RI Member](#)
[+ Add RI Member](#)

Submit All

Carnegie Mellon University
The Robotics Institute

ABOUT PEOPLE RESEARCH EDUCATION NEWS EVENTS NREC Q

Brian L. Staszal

Email: staszal@andrew.cmu.edu
Assigned Office: NSH 3201
Remote

Alex Krause

Email: akrause@andrew.cmu.edu
Assigned Office: NSH 4109
Remote

New Location

Educational or Research Related?

Research
 Educational

Associated Lab

Select a Lab Area (if applicable)

Building

Select Building

Room Number

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

[Remove Campus Location](#)

[+ Add Campus Location](#)

Submit All

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.

Carnegie Mellon University
The Robotics Institute

ABOUT PEOPLE RESEARCH EDUCATION NEWS EVENTS NREC Q

Brian L. Staszal
Email: staszal@andrew.cmu.edu
Assigned Office: NSH 3201
Remote

Alex Krause
Email: akrause@andrew.cmu.edu
Assigned Office: NSH 4109
Remote

New Location

Educational or Research Related?
Research

Associated Lab
Select a Lab Area (if applicable)

Building: Newell Simon Hall Room Number: 3200

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

+ Add Campus Location

Remove Campus Location

Submit All

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.

Carnegie Mellon University
The Robotics Institute

ABOUT PEOPLE RESEARCH EDUCATION NEWS EVENTS NREC Q

Alex Krause
Email: akrause@andrew.cmu.edu
Assigned Office: NSH 4109
Remote
Pending Approval

Debra Tobin
Email: dmz@andrew.cmu.edu
Assigned Office: NSH 3201
Remote

New Location

Educational or Research Related?
Research

Associated Lab
Select a Lab Area (if applicable)

Building: Newell Simon Hall Room Number: 3200

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

NSH 3200

+ Add Campus Location

Remove Campus Location

Alex Krause is pending approval to occupy this space on Thursdays
Request submitted by Brian L. Staszal

Submit All

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.

Carnegie Mellon University
The Robotics Institute

ABOUT PEOPLE RESEARCH EDUCATION NEWS EVENTS NREC Q

New Location

Educational or Research Related?
Research

Associated Lab
Select a Lab Area (if applicable)

Building Room Number
Newell Simon Hall 3200

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Alex Krause is pending approval to occupy this space on Thursdays
Request submitted by Brian L. Staszal

Remove Campus Location

New Location

Educational or Research Related?
Research

Associated Lab
Select a Lab Area (if applicable)

Building Room Number
Newell Simon Hall 3201

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Submit All

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.

Carnegie Mellon University
The Robotics Institute

ABOUT PEOPLE RESEARCH EDUCATION NEWS EVENTS NREC Q

Research

Associated Lab
Select a Lab Area (if applicable)

Building Room Number
Newell Simon Hall 3201

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Remove Campus Location

Add Campus Location

Non-RI Member

First Name Last Name
Machi Student

Andrew ID
macheandrew

Remove Manual Member Add Campus Location

Add Non-RI Member

Add RI Member

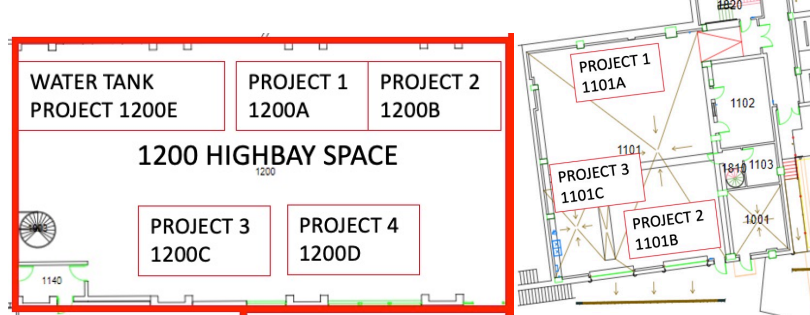
Submit All

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.

Carnegie Mellon University
The Robotics Institute

ABOUT PEOPLE RESEARCH EDUCATION NEWS EVENTS NREC

Home / NSH 1200 Scheduling Calendars NSH 1200 Scheduling Calendars

Today June 2020

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.

Jun 25, 2020 1:00pm to 4:00pm Jun 25, 2020 Time zone

All day Does not repeat

Daily

Event Details Weekly on Thursday

Add Google Monthly on the fourth Thursday

Add location Monthly on the last Thursday

Add notification NSH 1200 Annually on June 25

NSH 1200 Custom...

Busy Default visibility

Guests

Add guests

Guest permissions

Modify event

Invite others

See guest list

SubT

Jun 25, 2020 1:00pm to 4:00pm Jun 25, 2020 (GMT-04:00) Eastern Time - New York Time zone

All day Weekly on Thursday

Event Details Find a Time

Join with Google Meet

meet.google.com/km-dszq-dh Up to 100 participants

Add location

Add notification NSH 1200 - Project 1

Busy Default visibility

Guests

stasz@

Brian Stasz (cmu)
stasz@andrew.cmu.edu

Alexander Krause *

* Calendar cannot be shown

Guest permissions

Modify event

Invite others

See guest list

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.

Carnegie Mellon University
The Robotics Institute

ABOUT PEOPLE RESEARCH EDUCATION NEWS EVENTS NREC Q

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			X		X			3	3000	Brian L. Staszel	Debra Tobin	Tobin, Debra Marie	Jun 17 1:08 pm	
Debra Tobin	NSH	3200				X	X	X		3	3000	Brian L. Staszel	Brian L. Staszel	Werner, Cheryl B	Jun 17 1:09 pm	
Debra Tobin	NSH	3201				X	X	X		3	3000	Brian L. Staszel	Brian L. Staszel	Werner, Cheryl B	Jun 17 1:09 pm	
Machi Student	NSH	3200		X						3	3000	Brian L. Staszel	Brian L. Staszel		Jun 17 1:10 pm	

Outreach at RI | Contact Us | Giving | RoboGuide

© 2020 The Robotics Institute is part of the School of Computer Science, Carnegie Mellon University. Legal Info

f t y d

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>