

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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4. People from Other Departments not on RI Website
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6. Reviewing the Data in a Table

1. Confirm your form has everyone listed on your OVPR approved plan.

First, be sure everyone appears on your list.

If anyone is missing, please contact Alex Krause, Brian Staszal or Deb Tobin to have them added.

“Add RI Member” or **“Add Non-RI Member”** functionality will be limited to the site administrators but may be enabled for all in the future.

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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.
- 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

+ Add Non-RI Member

+ Add RI Member

When requesting to add people please provide their full name and Andrew ID.

If you need to add people not listed on your OVPR approved plan, the plan should be amended and resubmitted to keep them in sync.

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

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+ 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 back to a remote worker.

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• Affiliate Alex Krause is already affiliated with your record


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

Form Information/To Do List:


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 - Review the list of people on this page.
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 - 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. 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

Unchecking the remote box will reveal the last saved location for your convenience, but it can be removed or edited.

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”**

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- Enter Location information for anyone that needs access to campus.
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- OVRP 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

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”**.

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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?
Educational **Research**
Associated Lab
Select a Lab Area (if applicable)
Building Room Number
Select Building
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.

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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
Remove Campus Location

+ Add 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.

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

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.

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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.

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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
MechE Student

Andrew ID
mecheandrew

Remove Manual Member Add Campus Location

Add Non-RI Member

Add RI Member

Submit All

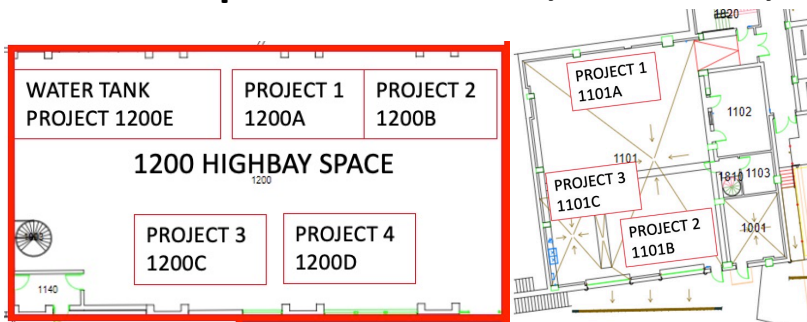
Non-RI Members (also known as “Manually Added Members”) have a button to add locations below them.

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.

The screenshot shows the Carnegie Mellon University Robotics Institute website. At the top, there are navigation links: ABOUT, PEOPLE, RESEARCH, EDUCATION, NEWS, EVENTS, NREC, and a search icon. Below the navigation is a header for "NSH 1200 Scheduling Calendars". The main content area features a Google Calendar interface for June 2020, with a yellow highlight on the 24th. Below the calendar is a list of "NSH 1200 Highbay Calendars" with three entries:

- 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

 To the right of the list is a floor plan of the "1200 HIGHBAY SPACE" with various rooms labeled: WATER TANK, PROJECT 1200E, PROJECT 1 1200A, PROJECT 2 1200B, PROJECT 3 1200C, PROJECT 4 1200D, 1208, 1207, 1202, 1201, and E-LAB.

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.

The top screenshot shows the Google Calendar event creation interface. The event is set for June 25, 2020, from 1:00pm to 4:00pm. The recurrence is set to "Weekly on Thursday". The "Guests" section is highlighted in blue. Below it, the "Guest permissions" section is visible, with checkboxes for "Modify event", "Invite others", and "See guest list".

The bottom screenshot shows the "SubT" event details page. The event is titled "SubT" and is scheduled for June 25, 2020, from 1:00pm to 4:00pm. The "Guests" section is highlighted in blue and shows a list of guests: "staszef@a" and "Brian Staszef (cmu) staszef@andrew.cmu.edu". Below the guest list, the "Guest permissions" section is visible, with checkboxes for "Modify event", "Invite others", and "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.

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Viewing location data for people associated with Brian L. Staszal

Name	Building	Room	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Floor	Corridor	Submitter	Designated For	Supervisor	Updated On	Approved
Alex Krause	N5H	3200			*		*			3	3200	Brian L. Staszal	Debra Tobin	Tobin, Debra Marie	Jun 17 1:06 pm	
Debra Tobin	N5H	3200				*	*	*		3	3200	Brian L. Staszal	Brian L. Staszal	Werner, Cheryl B	Jun 17 1:09 pm	
Debra Tobin	N5H	3201				*	*	*		3	3200	Brian L. Staszal	Brian L. Staszal	Werner, Cheryl B	Jun 17 1:09 pm	
Marcil Student	N5H	3200		*						3	3200	Brian L. Staszal	Brian L. Staszal		Jun 17 1:10 pm	

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f t v i

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>