Roles and Responsibilities
10/8/09-v1 lmb, jbv

Application Managers:

Highest level of access in the system with full editing capabilities for all aspects of facilities inventory.

- Primary Overseer for the Space Inventory System
  - Allows system access for Organization Administrators, Department Users, and Read-Only Users
  - Manage and maintain the system
- Final approval for all space inventory updates each year
  - Includes re-setting of system after each annual space inventory update cycle.
- Oversee system as the Official University Record for space inventory
- Communications to University community including system documentation

Organization Administrators:

Organizational level of access in the system with editing capabilities for departments within your organization and Read-Only for other departments in facilities in which you have a presence.

Note: For Academic College Administrators you can also be given Read-Only access to space occupied by all other academic units if pre-approved by your College Business Officer.

- Responsible for requesting access changes for department users.
- Provide general guidance and direction on system to Department Users
- Responsible for training Department Users with the help of Contract College Partners and Facilities Inventory
- Responsible for org level review, approval, and submission of updated information for all subordinate departments
- Organizational representative to the Application Manager on various issues
  - Questions and Concerns
  - Suggesting Improvements/Enhancements
  - Problems with the system
- Member of the Space Inventory System User Group
  - Discuss possible Improvement/Enhancements
  - Determine what suggestions/improvements/enhancements should be moved forward to the governing group
  - Membership in the Inventory System Administrators list serve

Department Users:

Department level access to the system with editing capabilities for your department/s and Read-Only access for other departments in facilities in which you have a presence.

- Responsible for annual updating of all space inventory, occupant, and organized research data for spaces within your department/s
- Membership in the Inventory System Users list serve
Read-Only Users:
Read-Only access to the facilities and rooms within the system based on a predetermined range.
- Currently there are two predetermined ranges
  - University level Read-Only will have RO access to all facilities/rooms
  - College Business Officers will have RO access to all academic facilities/rooms and/or any other units who agree with the “Statler Accord”.