

Ready Space – Guide to Submit Survey

Space Management- What It Is and Why We Need Your Help

Space management is the process of tracking how university spaces are assigned and used to ensure that facilities fully support Texas State’s mission of teaching, research, and service.

Ready Space is an online system that lets departments manage and update their own space information, making Texas State’s space data more accurate, efficient, and collaborative

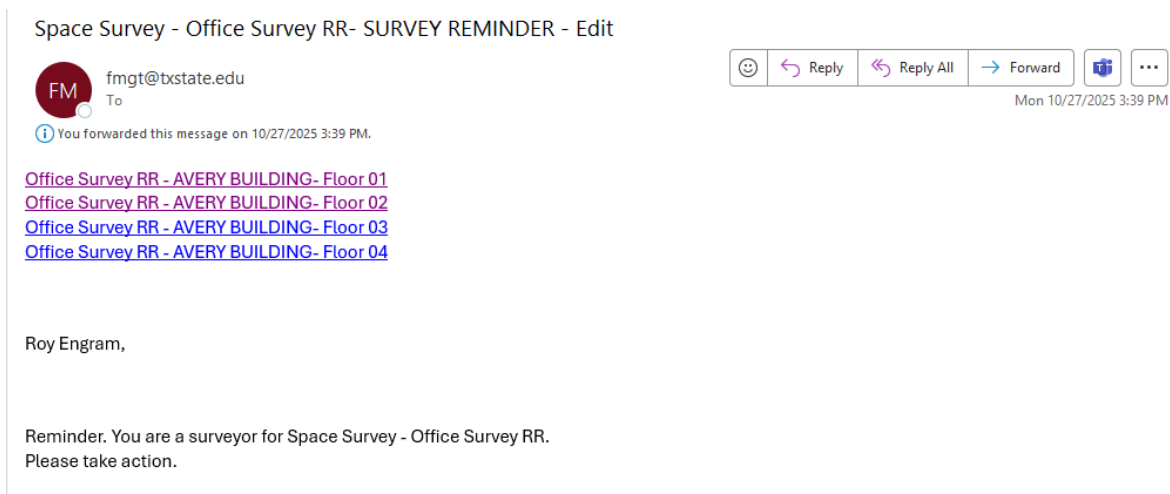
Accurate, up-to-date space data helps the university:

- Make informed decisions about how office space is distributed and used.
 - Support planning for future renovation, construction, and relocation needs.
 - Ensure equitable space allocation across departments and divisions.
 - Meet state reporting requirements by keeping our facilities inventory current.
-

Step 1: Email Notification

Participants will receive an email from fmgt@txstate.edu titled like:
“Ready Space Survey: Office Occupancy Verification...”

The message will include a link to the Ready Space portal:



Step 2: Login to Ready Space

1. Click the survey link in your email.
2. You’ll be directed to the Texas State University authentication page.
3. Log in using your **NetID** and **password**.

You'll automatically be redirected to your assigned Ready Space dashboard.

AVERY BUILDING - Floor 02

Show Details

Room(s) AnalysisAdd RoomSubmit

Show10entries

Start typing to search

Q

StatusLocation TypeLockedOrganizationDepartmentEmployee OccupancyUsageUsage Function

Property	Location	Status	Action
☐ 9122 - AVERY BUILDING	201 - ONE STOP CTR	Pending	Finalize
☐ 9122 - AVERY BUILDING	201A - ADVISING	Pending	Finalize
☐ 9122 - AVERY BUILDING	201B - ADVISING	Pending	Finalize
☐ 9122 - AVERY BUILDING	201C - OFFICE OF UNDERGRADUATE ADMISSIONS LINDI PARSHALL	Pending	Finalize
☐ 9122 - AVERY BUILDING	201D - VETERANS UPWARD BOUND JUAN SOTO	Pending	Finalize
☐ 9122 - AVERY BUILDING	201E - ASSOCIATE DIRECTOR ACADEMIC STUDENT SERVICES	Pending	Finalize
☐ 9122 - AVERY BUILDING	201F - ADVISING	Pending	Finalize
☐ 9122 - AVERY BUILDING	201H - BREAK ROOM	Pending	Finalize
☐ 9122 - AVERY BUILDING	208 - OFFICE SERVICE	Pending	Finalize
☐ 9122 - AVERY BUILDING	208C - NURSING MOTHER ROOM	Pending	Finalize

Showing 1 to 10 of 27 entries

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Step 3: Locating the Survey

On this screen, you'll see:

- Building Number
- Building Name
- Room Number
- Room Description
- Department

Select an office facility under the **Location** column

AVERY BUILDING - Floor 02

Show Details

Room(s) AnalysisAdd RoomSubmit

Show10entries

Start typing to search

Q

StatusLocation TypeLockedOrganizationDepartmentEmployee OccupancyUsageUsage Function

Property	Location	Status	Action
☐ 9122 - AVERY BUILDING	211 - EMT STORAGE	Pending	Finalize
☐ 9122 - AVERY BUILDING	214 - STORAGE	Pending	Finalize
☐ 9122 - AVERY BUILDING	219 - PAPER STORAGE	Pending	Finalize
☐ 9122 - AVERY BUILDING	250 - OFFICE	Pending	Finalize
☐ 9122 - AVERY BUILDING	250A - OFFICE	Pending	Finalize
☐ 9122 - AVERY BUILDING	263 - LIBRARY STORAGE	Pending	Finalize
☐ 9122 - AVERY BUILDING	264 - OFFICE	Pending	Finalize
☐ 9122 - AVERY BUILDING	265 - OFFICE SERVICE	Pending	Finalize
☐ 9122 - AVERY BUILDING	265A - OFFICE	Pending	Finalize
☐ 9122 - AVERY BUILDING	265B - OFFICE	Pending	Finalize

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Step 4: Completing the Survey

Location Facts

1. Verify ROOM TYPE GROUP (refer to Space Management web page)

2. Capacity should reflect the number of work stations

Location Facts

Room Type Group

(Select One)

Room Type Group

310 OFFICE

Room Description

OFFICE

Capacity

1.00

Organization Occupancy

- 1. Select **Add**
- 2. Select Department or Organization of occupant
- 3. Fill in percentage of occupancy for shared space, 100% if not shared
- 4. Add additional occupants and percentage if shared space

Organization Occupancy

Department / Organization

(1410000000) Assoc VP for Financial Services

(1410130000) Materials Mgmt & Logistics

(1410140000) Procurement and Strategic Sourcing

(1410160000) Office of Payroll & Tax Compliance

(1410190000) Accounts Payable & Travel

(1612000000) Alumni Relations

%

Start Date

End Date

10/27/2025

%

Start Date

End Date

Usage

- 1. This will be deleted from your survey

Occupying Employee

- 1. Type name, choose from drop-down menu
- 2. Select name and complete percentage
- 3. Add additional users if shared space

Occupying Employee

ROY ENGR

Roy Engram (****1591)

%

Start Date

End Date

10/27/2025

Save

Finalize

Cancel

Save

Select **Rooms Listing** to continue

Step 5: Submitting the Survey

After reviewing all office entries:

1. Finalize your entries
2. Navigate to the top of the survey window.
3. Click **Submit**

AVERY BUILDING - Floor 02
[Show Details](#)

[Room\(s\) Analysis](#) [Add Room](#) [Submit](#)

Show

10

 entries

Start typing to search

Q

Status Location Type Locked Organization Department Employee Occupancy Usage Usage Function

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Showing 1 to 10 of 27 entries

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Next

Support Contact:

If you encounter issues or questions at any step, please contact:

- SpaceManagement@txstate.edu

Thank You

Thank you for your time and for supporting this important university initiative. Accurate office occupancy data allows us to maintain efficient, fair, and transparent use of campus space.