1. Click the link provided by the Space Management team to the Building Supervisor Self-Audit website.
2. If possible, please click on “Step 1, Instructional Video” and watch the process
3. Click on the “Step 2, Audit Link”
4. A webpage will appear, in the dropdown box under section 1. Please locate and select your name. Click Submit. You will receive a “Thanks”. You can now close that window.
5. You will receive both a teams message and an email containing the link to your associated data. Please click the link. DO NOT CLICK SUBMIT FOR APPROVAL.
6. Once the link is clicked a web based excel sheet containing all of the rooms associated with the building supervisor will open. You cannot make edits in the wed based spreadsheet. Please click the viewing options, and open the spreadsheet in the Desktop App and follow the steps below. If there are no changes that need to be made you will still need to follow the steps below.
7. Once the spreadsheet is opened within your Excel Desktop Application,
	1. Columns A through L are to be filled in.
	2. Columns M through AA are not to be touched. These columns are existing information and will be ignored when integrated into the database. Only the data within Columns A through L will be used. (DO NOT MOVE COLUMNS OR DELETE EXISTING DATA) The formatting and information is used for integration.
	3. Review the room data given.
	4. If there are no changes to the data within that row, please type your initials withing the NoUpdatesRequired column (column L).
	5. If there are any changes that need to be made please use the columns on the left to do so.
		1. For example, if you would like to change the name of the occupant’s name from John Doe to Jane Smith you would use column F. In the same row as the room containing John Doe you would type Jane Smith in column F.
		2. If a C or D parent needs changed. Please click “Step 3, C & D Parents” from the original webpage. This will download an excel spreadsheet containing all of the allowable C & D parents. The columns are already in the correct order to copy and paste into the self-audit.
		3. Be sure the C & D parents are exactly as provided. And discrepancy and the audit integration will fail and be rejected.
8. Once every room has either been verified with an initial or the requested changes typed in their respective column, please click the save button and then send to the appropriate business officer for review and initialing of column “K”.
9. After the business officer reviews the audit, Insert the business officer’s initials to column “K” in the original spreadsheet (There may be more than one business officer per building), save, and now you can go back to the original email/message with the link provided by the space management team. Please click Submit for review.

The Space Management team will review your request and return for corrections or submit for integration.