Make Space Changes

Facilities & Services
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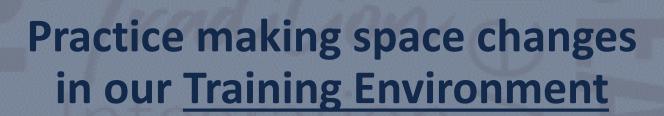
Make Space Changes (Data Only)

- With an Editing User Account, you can:
  - Change the occupant
    - Share a room
  - Change the room use
    - Split a room

- What cannot be changed:
  - Room Number
  - The room use to non-assignable space. Circulation (XXX), Building Service (YYY) or Mechanical Area (WWW)
  - Sq. Ft.
  - Layout of room (see Floor Plan Requests)

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Practice making space changes in our Training Environment

https://archibustrain.fs.illinois.edu/archibus/login.axvw

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