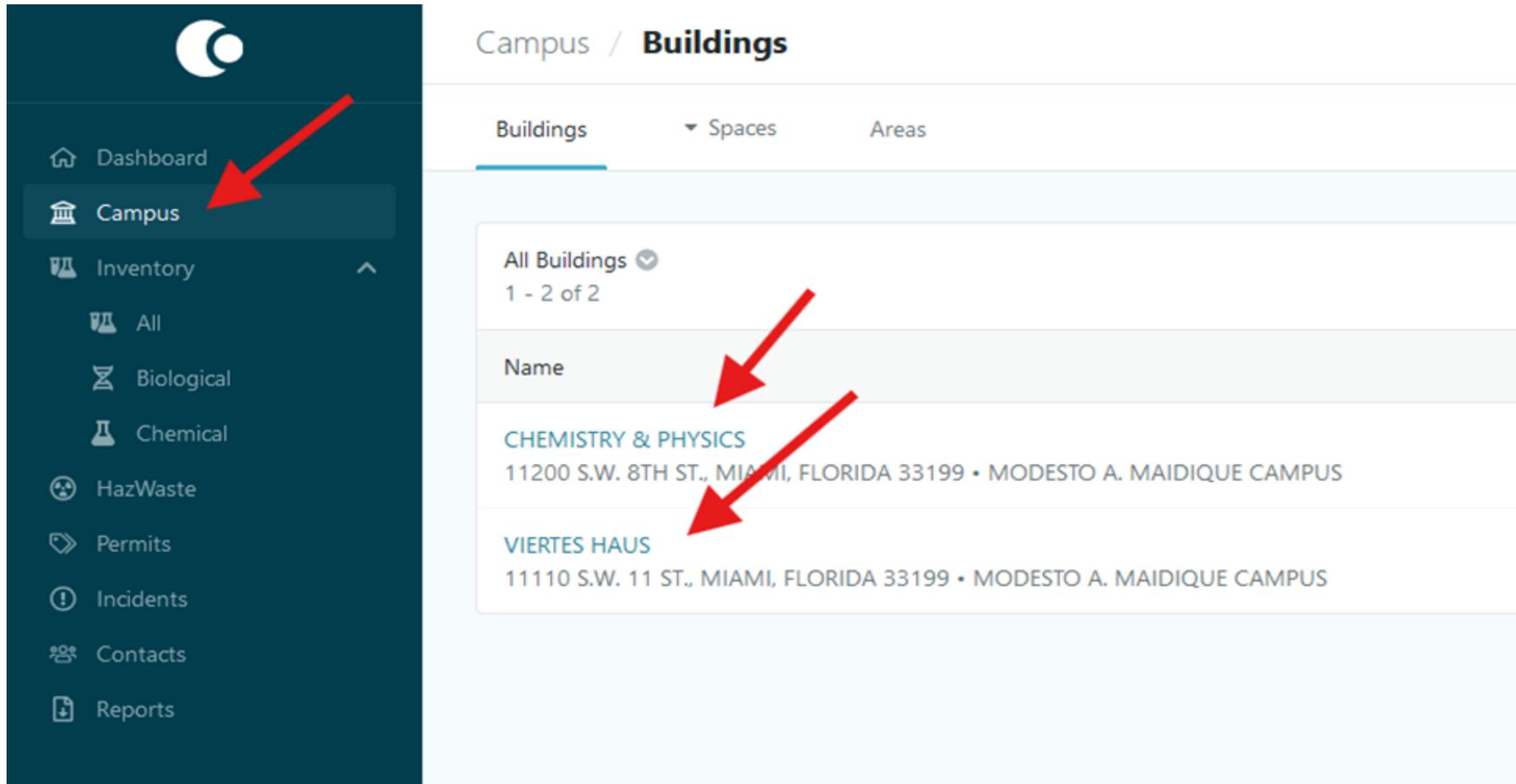


CampusOptics Quick Guide – Spaces Member Management

Lab Spaces and membership overview



The screenshot shows a web application interface. On the left is a dark teal sidebar with a white logo at the top. Below the logo are several menu items: 'Dashboard', 'Campus', 'Inventory', 'All', 'Biological', 'Chemical', 'HazWaste', 'Permits', 'Incidents', 'Contacts', and 'Reports'. A red arrow points to the 'Campus' menu item. The main content area has a breadcrumb trail 'Campus / Buildings' and three tabs: 'Buildings', 'Spaces', and 'Areas'. The 'Buildings' tab is active. Below the tabs is a table with the following data:

Name
CHEMISTRY & PHYSICS 11200 S.W. 8TH ST., MIAMI, FLORIDA 33199 • MODESTO A. MAIDIQUE CAMPUS
VIERTES HAUS 11110 S.W. 11 ST., MIAMI, FLORIDA 33199 • MODESTO A. MAIDIQUE CAMPUS

Two red arrows point to the building names in the table.

➤ Click '**Campus**' > to access **building** listings where assigned spaces/labs are located.

➤ Select a building to view associated lab spaces to the user

Lab Spaces and membership overview

Campus / Spaces

Buildings Space Types **All Spaces** Areas

All Spaces 1 - 5 of 5

Search by building or space name

Space	Primary Members	Type
Lab CP-347 MODESTO A. MAIDIQUE CAMPUS • CHEMISTRY & PHYSICS	Christopher Dares	Lab
Lab CP-354 MODESTO A. MAIDIQUE CAMPUS • CHEMISTRY & PHYSICS	Konstantinos Kavallieratos	Lab
Lab CP-356 MODESTO A. MAIDIQUE CAMPUS • CHEMISTRY & PHYSICS	Konstantinos Kavallieratos	Lab
Lab CP-376A MODESTO A. MAIDIQUE CAMPUS • CHEMISTRY & PHYSICS	Christopher Dares	Lab
Lab CP-397 MODESTO A. MAIDIQUE CAMPUS • CHEMISTRY & PHYSICS	Yong Cai	Lab

- To manage Lab Members
Navigate to:
Campus > All Spaces tab
- For each lab selected the user can view:
 - Confirm assigned labs
 - Select a space for detailed inventory or member management

Lab Spaces and membership overview

Campus / Spaces / **Lab CP-347**

Overview Members Chemical Amounts

Lab CP-347
11200 S.W. 8TH ST., MIAMI, FLORIDA 33199 • MODESTO A. MAIDIQUE...

Basic Information

Space Type	Lab
Building	CHEMISTRY & PHYSICS
Areas	1
Space Memberships	4

Primary Members

Name	Christopher Dares
------	-------------------

Inventory Details

Inventory Method	All Items
Reconciliation Status	Not Specified
Reconciliation Due	None

NFPA Information

No NFPA information is set for this space.

Safety Icons

No safety icons are assigned to this space.

163 Chemical Containers

0 Safety Data Sheets

0 HazWaste Containers

0 Assets

0 Open Issues

Door Sign

A door sign has not been created for this space.

Custom Fields

BSL2 APPROVAL #	-
ACL2 APPROVAL #	-
ABSL2 APPROVAL #	-

Documents

No documents have been added to this space. Open the documents sidebar from the page header to attach documents.

- This screen provides a full overview of a specific lab space.
- Key sections include:
 - **Basic Information** – Space type, building, and PI name
 - **Inventory Details** – Inventory method, reconciliation status, due dates
 - **Linked Data** – Number of chemical containers, SDSs, HazWaste containers, and assets
 - **Door Sign** – Option to generate a lab door sign
 - **Custom Fields** – Approvals and other lab-specific fields
- Use this view to:
 - Monitor space-specific data at a glance

Spaces and membership overview

Campus / Spaces / **Lab CP-373**

Overview Members Chemical Amounts Reconciliation

Lab CP-373
11200 S.W. 8TH ST., MIAMI, FLORIDA 33199 • MEDOSTO A. MAIDIQUE...

Actions

Basic Information

Space Type Lab

Building CHEMISTRY & PHYSICS

Areas 1

Space Memberships 2

Primary Members

Name Yong Cai

Inventory Details

Inventory Method All Items ⓘ

Reconciliation Status Not Specified

Reconciliation Due None ⓘ

NFPA Information

No NFPA information is set for this space.

8 Chemical Containers

0 Biological Items

0 Safety Data Sheets

0 HazWaste Containers

0 Assets

0 Open Issues

0 Incidents

Door Sign ⓘ

A door sign has not been created for this space. [Create a door sign now.](#)

Custom Fields

BSL2 APPROVAL #
-

ACL2 APPROVAL #
-

ABSL2 APPROVAL #
-

- Once a space (e.g., Lab CP-373) is selected, the **Overview** tab appears.
- You can:
 - View **Chemical Containers, Biological Items, and HazWaste Containers.**
 - Click **Actions** to access management options.
 - See **Inventory Details, Reconciliation Status, and Space Memberships.**
- Under **Door Sign**:
 - Click **Create a door sign now** to generate a printable lab sign.

Lab Spaces membership management

Campus / Spaces / Lab CP-347

Overview **Members** Chemical Amounts

Name	Job Title	Contact Info	Status
Primary Members			
Christopher Dares		cdares@fiu.edu 305-348-3970	✓
Standard Members			
Alberto Ruiz Reyes		aruizrey@fiu.edu 305-348-3970	✓
Marisel Morales Duque		moralema@fiu.edu 305-348-3970	✓
Marlom Martinez		mjmartin@fiu.edu 305-348-3970	✓

- Navigate to the **Members** tab within the selected lab space.
- This section shows all personnel assigned to the lab.
- Divided into two categories:
 - **Primary Members** – Typically the PI
 - **Standard Members** – Lab Managers and Lab Users
- ⚠ **Note:** Only PI can manage members in this view.

Spaces and membership overview

- Use the **Members** tab to:
 - Click **Manage Members** to add or remove lab personnel.
 - ⚠️ Only **PIs** have permission to manage members.
- All of this is accessible under the **Campus** menu option.

Campus / Spaces / **Lab CP-373** Manage Members 0

Overview Members Chemical Amounts Reconciliation

<input type="checkbox"/>	Name	Job Title	Contact Info	Status
Primary Members				
<input type="checkbox"/>	Yong Cai		cai@fiu.edu 305-348-6210	✓
Standard Members				
<input type="checkbox"/>	Guangliang Liu		liug@fiu.edu 305-348-6235	✓