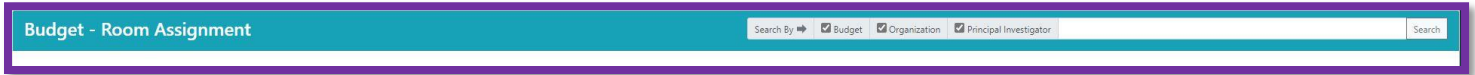


# BUDGET ROOM ASSIGNMENT “BRA” TOOL

## A GETTING STARTED GUIDE

Start by accessing the Budget Room Assignment tool from the InVision Home screen

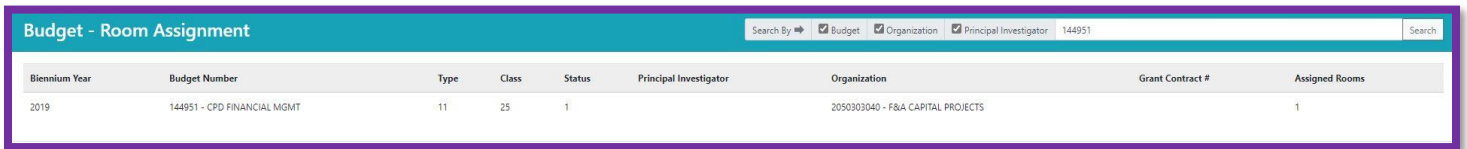
1. The application will open in a new window



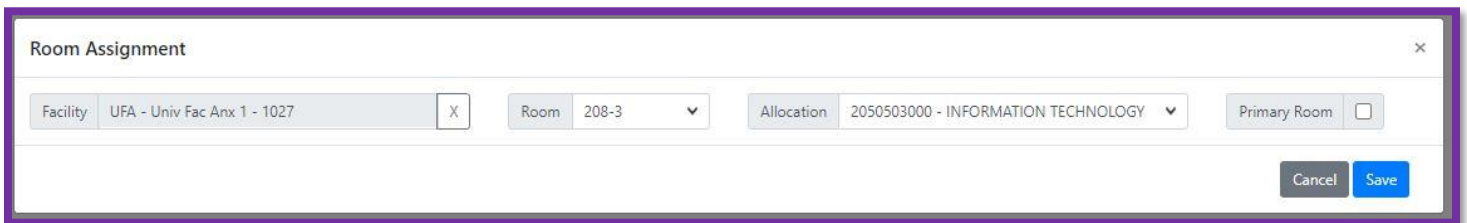
2. Start by entering information into the “Search Bar”
  - a. Searching can be done by 3 categories
    - i. Budget
    - ii. Organization
    - iii. Principal Investigator
  - b. Click “Search”



3. Select the desired Budget/Organization/PI by clicking

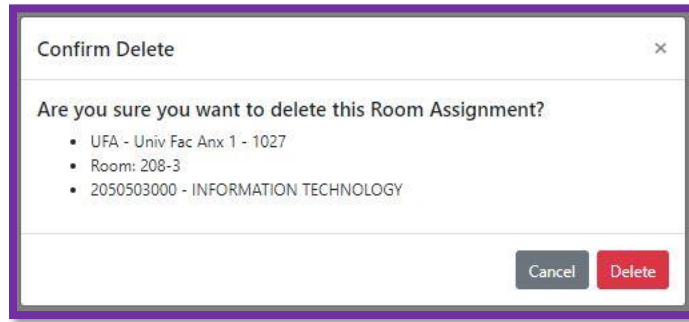


4. From here you can **Edit/Delete** an existing record, or you can “**Add Assignment**”
  - a. Edit or Deleting an existing record
    - i. To Edit a record, click the blue “**Edit**” button
      1. A pop-up box will appear
        - a. Enter the required information
        - b. Select “Primary Room” check box, if it is a primary room
        - c. Click “**Save**”
      - ii. Process complete



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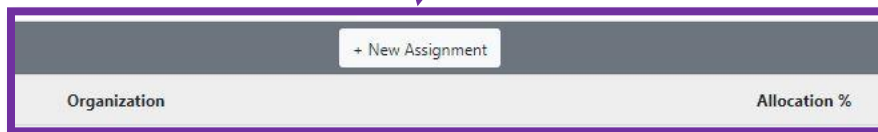
- iii. To Delete a record, click the red “Delete” button
  1. A pop-up box will appear
    - a. To confirm you want to delete the record click the red “Delete” button
    - b. If you do not want to delete the record click the grey “Cancel” button



- iv. Process complete

## b. Add Assignment

- i. To Add an Assignment, click “+New Assignment” Button in middle of dark grey bar



- ii. A pop-up box will appear

1. Fill in “Facility” information
  2. Select a Room from the drop down menu
  3. Select an Allocation from the drop down menu
  4. If this is a primary room, then check the “Primary Room” box
  5. Click “Save”
- iii. Process complete