Open Lab Sessions will include navigation, basic trouble shooting, and data entry to assist you with completing your FY12 F&A Space Usage Survey.

These labs are designated as working sessions; bring your work with you:
- The F&A Space Usage Instructions from the mandatory F&A Training
- Information on space to be certified:
  - Functional Use of Space
  - Org Code for the space
  - Employee who is in the space
  - Restricted indices of any space coded as:
    - 1.1 (SI) Sponsored Instruction
    - 2.0 (ORR) Organized/Sponsored Research
    - 3.2 (OSA) Other Sponsored Activities

These open labs do NOT take the place of required F&A Mandatory Session nor are they set up as instructional.

Upcoming Open Labs:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time-Morning</th>
<th>Time-Morning</th>
<th>Time-Afternoon</th>
<th>Time-Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>June 8, 2012</td>
<td>8:30 to 10:00</td>
<td>10:30 to Noon</td>
<td>1:00 to 2:30</td>
<td>3:00 to 4:30</td>
</tr>
<tr>
<td>Tuesday</td>
<td>June 12, 2012</td>
<td>8:30 to 10:00</td>
<td>10:30 to Noon</td>
<td>1:00 to 2:30</td>
<td>3:00 to 4:30</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 14, 2012</td>
<td>8:30 to 10:00</td>
<td>10:30 to Noon</td>
<td>1:00 to 2:30</td>
<td></td>
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<tr>
<td>Friday</td>
<td>June 15, 2012</td>
<td>8:30 to 10:00</td>
<td>10:30 to Noon</td>
<td>1:00 to 2:30</td>
<td>3:00 to 4:30</td>
</tr>
</tbody>
</table>

Labs are available in Learning Central. There is no charge for these labs; if you register and cannot attend your department will NOT be charged. We ask that you register through Learning Central so that we can staff accordingly.

If you have any questions, please contact:
Lorrie Black, Space Survey Project Manager
277-4560
F-and-A-Rate-Proposal@salud.unm.edu