

Enable the Room/Cube Field for Full Users

Company:	360Facility Select	Department:	ADD
		Position:	
First Name:	360	Last Name:	zAdmin2
Address 1:	990 Grove St	Cube Number:	
Address 2:			

With Configuration Options, the Room/Cube field will appear for Guest Users, but it will not appear for Full Users. To Enable the Room/Cube field for a Full User, there will need to be a configuration workaround on the Edit User page.

Note: Only System Administrators will be able to perform the actions below.

1. Select the **Admin** menu in the top right corner of the browser window.
2. From the **ADMIN** menu, select **Edit a User**.
3. Search for and select a Full User.
4. In the field labeled Cube Number (Figure 1), click inside the text box, and press the Space Bar on your keyboard to enter a "space" in the Cube Number field.
5. Enter a **Date Closed** and **Time** if desired to reflect a date/time prior to the current date. If you leave this field blank, the **Date Closed** will default to the current date/time.
6. Click UPDATE to save your changes.

This work around enable the Room/Cube field for this user only when on Create Request.

Note: Any text other than a "space" will appear as a Default entry for the Room/Cube field for the user when they access Create Request. The Logbook Configuration option applies only to Guest Users.