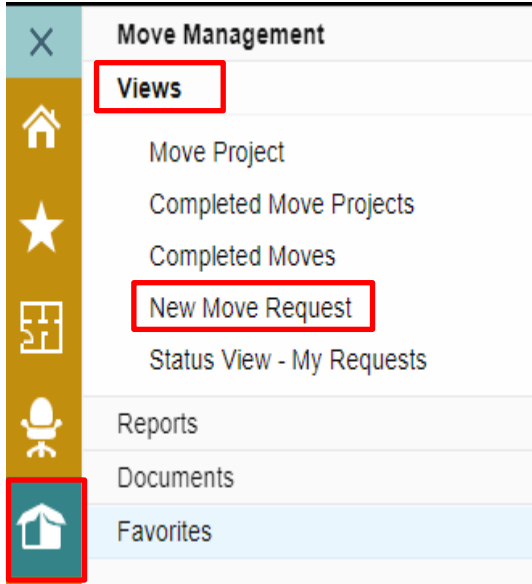**Update Employee Location Information in the Facility Management System**

Last Updated: 06/2022

This QRG provides the steps to update employee location information in the Facility Management System. This is critical information to maintain as they impact various initiatives.

Jump Links: www.purdue.edu/spacemanagement

Access the Facility Management System – Move Management Page	
• Access FM:S system at www.purdue.edu/spacemanagement • Use your Login and Boilerkey.	
• Click on the **Move Management** icon located on navigation tree. • Select **Views** from the list of options under Move Management. • Select **New Move Request** from the list of items under Views.	

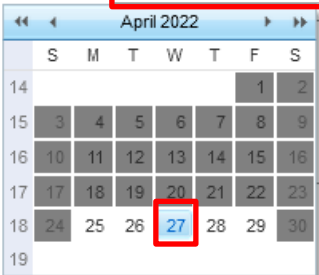| **Submit a Move Request**	
• **Populate** the form with relevant information to request an update.	Move Management > New Move Request **Move Details** Requestor Name: Sandra Schaffer [Select] [Clear] Requestor Email: seharvey@purdue.edu Requestor Phone: Requestor Alternate Phone: Employee to Move: (Select) [Select] [Clear] *If employee is not found in search, leave blank, but ensure to populate as much information you can in the 'Additional Notes' section below* Employee Phone: Employee Email: From Room: (Select) [Select] [Clear] To Room: (Select) [Select] [Clear] * Reason for Move: Select One * Move Type: Select One * Move Date: Additional Notes:
• **Employee to Move** • Click **Select** to search for employee • Type **in Employee's Name** and **Search** • Highlight correct **employee name** and click **Select**	Employee to Move (Select) [Select] **FMS:Workplace** Enter whole or partial text to search in EMail, Employee, Group Code, Zone Name schaffer [Search] [Cancel] Advanced Search Mode 5 entities EMail Employee Group Code Zone Na Perman Schaffer, Lily Schaffer, Jacklyn Schaffer, Ralph seharvey@purdue.edu Schaffer, Sandra 22010000 Schaffer, Scott seharvey@purdue.edu Schaffer, Sandr [Select]
• **From Room** • If the employee is currently assigned a room in the FM:S system, you will be prompted to "**Replace existing**…." • Click on **OK** • This action will auto-populate the "**From Room**" field	**FMS:Workplace** occupies the following locations. Please select the location to move from; or, to assign an additional location, select "Add New". Room ○ Add New Room Assignment ● Replace Existing Room Assignment ● 1741 1120.11 (PRIMARY) [OK] [Cancel] From Room 1741 1120.11 WKST 44 1

• **To Room**	To Room (Select) Select
• Click on **Select**	Campuses Purdue University at West Lafayette
• **Campus**	
• Use drop down arrow to select **Purdue University at West Lafayette**	
• **Buildings**	Buildings Select One ⌄
• Click on **Select One**	**FMS:Workplace** ✕
• Type **name of building** or **building code**	Beering
	Search Cancel
• Click on **Search**	Advanced Search Mode
	1 entries
• Highlight the appropriate **building**	Building Abbreviation Building Code Building Description
	BRNG 1308 Steven C. Beering Hall of Lib Arts & Ed
• Click **Select**	BRNG 1308 Steven C. Beering Hall of	Select
• **Floor**	01 First Floor
• Click on **Select One**	02 Second Floor
	03 Third Floor
• Highlight appropriate **floor level**	Floors Select One ⌄ 04 Fourth Floor
• **Space**	
• Click on **Select One**	264 Office
• Highlight appropriate **room** (by using campus map or typing in room number)	Spaces Select One ⌄
	Select One
	BO Box Only Move
	DC Data Change
	DE Departing Employee
	DM Department Move
	EO Equipment Only
• **Reason for Move**	IR Internal Relocation
	IT Internal Transfer
• Select and highlight an appropriate **Reason** for the Move	MF Move with furniture changes
	MO Move Out
	NE New Employee
	PM Project Move
	SM Self Move
	SS Site to Site Move

• **Move Type** • Select an appropriate **Type** for the Move	Select One **BB Building to Building** BX Box Move CC Campus to Campus NH New Hire OC Off Campus TR Termination
• **Move Date** • Must be at least two weeks in advance. • Use the format **xx/xx/xxxx** or the **Calendar icon** to populate the date.	4/27/2022 April 2022 S M T W T F S 14 — — — — 1 2 15 3 4 5 6 7 8 9 16 10 11 12 13 14 15 16 17 17 18 19 20 21 22 23 18 24 25 26 **27** 28 29 30 19
• **Additional Notes** • Use the **text area** to provide more details.	
• **Submit the Request** • Once the information is accurate, click **Submit** which appears at the bottom left-hand corner of the page.	Submit