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

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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.
- **Populate** the form with relevant information to request an update.

- **Employee to Move**
  - Click **Select** to search for employee
  - Type in Employee’s Name and Search
  - Highlight correct employee name and click **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
### Update Employee Location Information

#### To Room
- Click on **Select**
- **Campus**
  - Use drop down arrow to select *Purdue University at West Lafayette*

#### Buildings
- Click on **Select One**
- Type name of building or building code
- Click on **Search**
- Highlight the appropriate **building**
- Click **Select**

#### Floor
- Click on **Select One**
- Highlight appropriate **floor level**

#### Space
- Click on **Select One**
- Highlight appropriate **room** (by using campus map or typing in room number)

#### Reason for Move
- Select and highlight an appropriate **Reason** for the Move

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## Update Employee Location Information

### Move Type
- Select an appropriate Type for the Move

### Move Date
- Must be at least two weeks in advance.
- Use the format **xx/xx/xxxx** or the **Calendar icon** to populate the date.

### 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.