

Update Employee Location Information in the Facility Management System
Last Updated: 06/2022

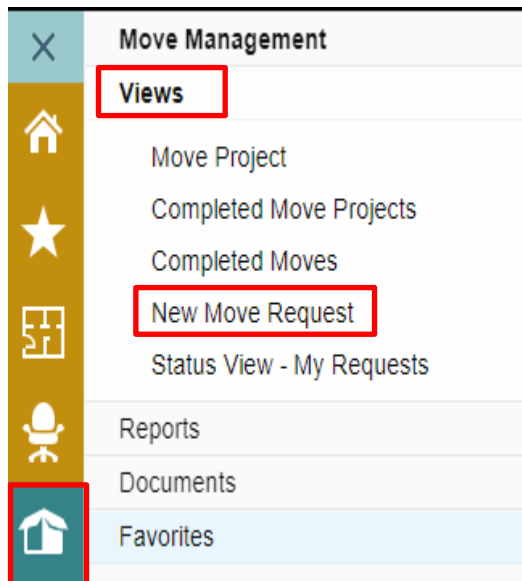
This QRG provides the steps to update employee location information in the Facility Management System. This is critical information to maintain as they impact various initiatives.

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 [v]

* Move Type: Select One [v]

* 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 [X]

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 N:
	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 [X]

[] 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

<ul style="list-style-type: none">• To Room• Click on Select• Campus• Use drop down arrow to select Purdue University at West Lafayette	<div>To Room<div>(Select)</div><div>Select</div></div> <div>Campuses<div>Purdue University at West Lafayette</div></div>						
<ul style="list-style-type: none">• Buildings• Click on Select One• Type name of building or building code• Click on Search• Highlight the appropriate building• Click Select	<div>Buildings<div>Select One</div></div> <div><div>FMS:Workplace</div><div>Beering</div><div>SearchCancel</div><div>Advanced Search Mode</div><div>1 entries</div><table><thead><tr><th>Building Abbreviation</th><th>Building Code</th><th>Building Description</th></tr></thead><tbody><tr><td>BRNG</td><td>1308</td><td>Steven C. Beering Hall of Lib Arts & Ed</td></tr></tbody></table><div>BRNG 1308 Steven C. Beering Hall of Lib Arts & Ed</div><div>Select</div></div>	Building Abbreviation	Building Code	Building Description	BRNG	1308	Steven C. Beering Hall of Lib Arts & Ed
Building Abbreviation	Building Code	Building Description					
BRNG	1308	Steven C. Beering Hall of Lib Arts & Ed					
<ul style="list-style-type: none">• Floor• Click on Select One• Highlight appropriate floor level	<div>Floors<div>Select One</div></div> <div>01 First Floor</div> <div>02 Second Floor</div> <div>03 Third Floor</div> <div>04 Fourth Floor</div>						
<ul style="list-style-type: none">• Space• Click on Select One• Highlight appropriate room (by using campus map or typing in room number)	<div>Spaces<div>Select One</div></div> <div><div>264 Office</div></div>						
<ul style="list-style-type: none">• Reason for Move• Select and highlight an appropriate Reason for the Move	<div><div>Select One</div><div>BO Box Only Move</div><div>DC Data Change</div><div>DE Departing Employee</div><div>DM Department Move</div><div>EO Equipment Only</div><div>IR Internal Relocation</div><div>IT Internal Transfer</div><div>MF Move with furniture changes</div><div>MO Move Out</div><div>NE New Employee</div><div>PM Project Move</div><div>SM Self Move</div><div>SS Site to Site Move</div></div>						

<ul style="list-style-type: none"> • Move Type • Select an appropriate Type for the Move 	<div> <div>Select One</div> <div> <div>BB Building to Building</div> <div>BX Box Move</div> <div>CC Campus to Campus</div> <div>NH New Hire</div> <div>OC Off Campus</div> <div>TR Termination</div> </div> </div>																																																								
<ul style="list-style-type: none"> • Move Date • Must be at least two weeks in advance. • Use the format xx/xx/xxxx or the Calendar icon to populate the date. 	<div> <div>4/27/2022</div> <div> <div>April 2022</div> <table border="1"> <thead> <tr> <th></th> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>14</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>15</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>16</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>18</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>19</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> </div>		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							
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<ul style="list-style-type: none"> • Submit the Request • Once the information is accurate, click Submit which appears at the bottom left-hand corner of the page. 	<div> <div>Submit</div> </div>																																																								