

FM:S USER GUIDE

Auxiliary Services-Space Administration

2/7/2025

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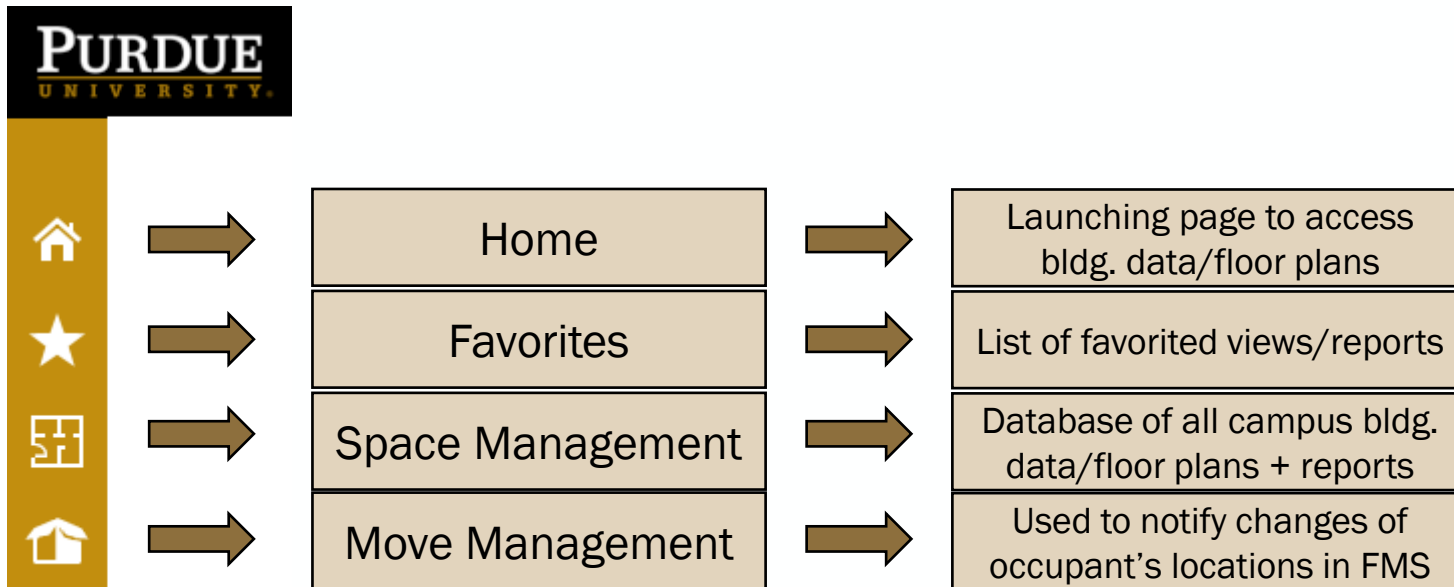
What is FM:S

Facility Management: System

1. The University's space data and occupancy planning portal.
2. Facilities management can be defined as the tools and services that support the functionality, safety, and sustainability of buildings, grounds, infrastructure, and real estate.
3. Users can view space, update occupancy, run reports and enter space requests.

Facility Management: System

www.purdue.edu/SpaceManagement



Home – Basic Navigation

Campus Locations

Purdue University West Lafayette
Purdue University Indianapolis
Purdue University Fort Wayne
Purdue University Northwest - Hammond
Purdue University Northwest - Westville

FM:Interact User Guide

[User Guide](#)

[Space Guidelines](#)

Space Requests

[Approve Space Request](#)

Published Reports:

[View Published Reports:](#) ▼



Purdue Research Centers

RC - Agronomy Center for Research and Education (ACRE)
RC - Animal Sciences Research and Education Center (ASREC)
RC - Aquaculture Research Lab (ARL)
RC - Cunningham Family Observational Forest (CFOF) *Under Development*
RC - William H. Daniel Turfgrass Research and Diagnostic Center (DANL)
RC - Entomology Field Operations Base (EFOB) *Under Development*
RC - Herrmann Reserve Habitat (HERR) *Under Development*
RC - Richard G. Lugar Forestry Farm (RLFF) *Under Development*
RC - Martell Memorial Forest (MMF) *Under Development*
RC - Palmer Research Center for Aquatic Resources (PALM) *Under Development*
RC - Purdue Student Farm (PSF) *Under Development*
RC - Purdue Veterinary Medicine Farm (PVMF) *Under Development*
RC - Purdue Wildlife Area (PWA)
RC - Ross Biological Reserve

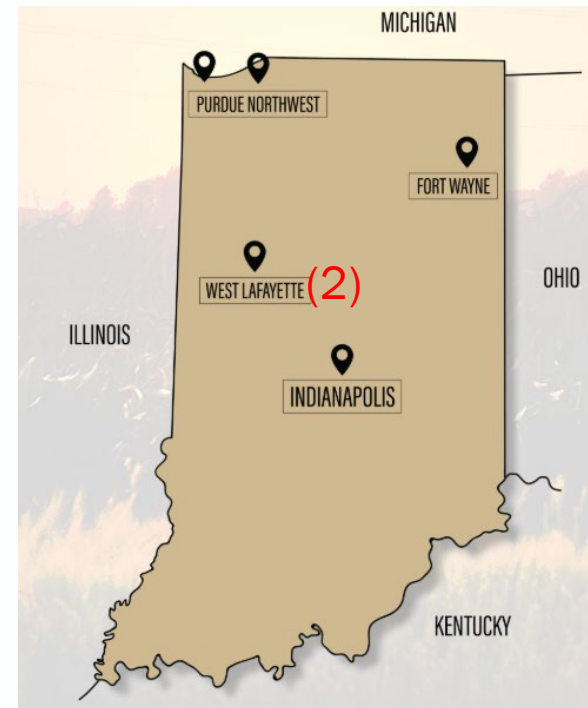
Purdue Research Centers - Purdue Agricultural Centers (PACs)

RC - Davis Purdue Agricultural Center (DPAC) *Under Development*
RC - Feldun Purdue Agricultural Center (FPAC) *Under Development*
RC - Northeast Purdue Agricultural Center (NEPAC) *Under Development*
RC - Pinney Purdue Agricultural Center (PPAC) *Under Development*
RC - Southeast Purdue Agricultural Center (SEPAC) *Under Development*
RC - Southern Indiana Purdue Agricultural Center (SIPAC) *Under Development*
RC - Southwest Purdue Agricultural Center (SWPAC) *Under Development*
RC - Throckmorton Purdue Agricultural Center (TPAC) *Under Development*

Home – Basic Navigation

1. Using the Global Search Tool

- a. Enter the building name, abbreviation, or SAP building number.
- b. This will bring up any information in one of three categories:
 - i. Space Inventory
 - ii. Employee and Space information
 - iii. Floor/Drawings
 - iv. If you do not see the floor you are looking for, please expand the list by clicking on the show all button at the bottom.



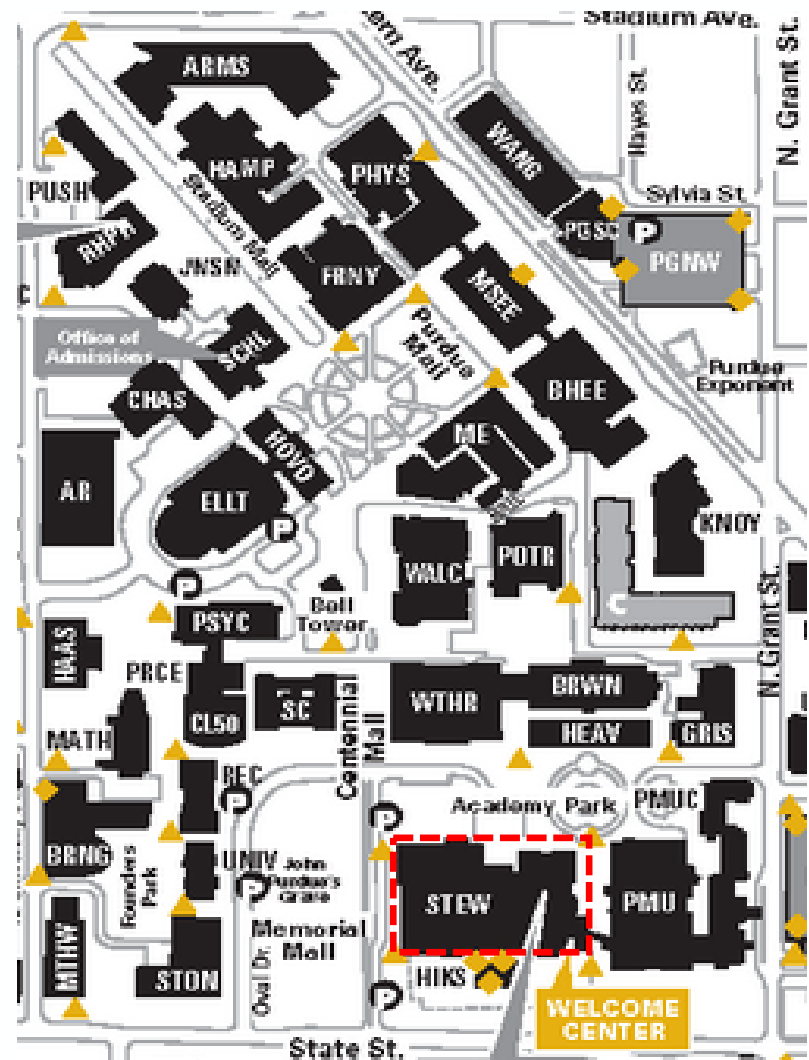
2. Using the Indiana Map

- a. Click on the site desired that is located on the Indiana map.
- b. A map of the campus selected is displayed.

Home – Basic Navigation


Using the Map









- Clicking on a campus site on the Indiana map will open a campus map for the selected campus.
- Selecting buildings on the campus is linked to floor plans and data for that building.
 - Example: Click on STEW



Home – Basic Navigation

1. Having selected STEW on the map, the building information screen will be displayed.
2. In the Floor Description area, there is a list of floors that are linked to floor plans. Clicking on a floor will take you to that building's selected floor plan.
 - a. Example: Click on First Floor





Building Code	1208
Building Name	Stewart Center (1)
Address	128 Memorial Mall
Address 2	
City	West Lafayette
State/Province	IN
Zip Code	47907-2034
County	Tippecanoe
Gross Area (SF)	569,953
Assignable Area (SF)	300,798
Building Photo	

Floor Description

01 First Floor (2)

02 Second Floor

03 Third Floor

04 Fourth Floor

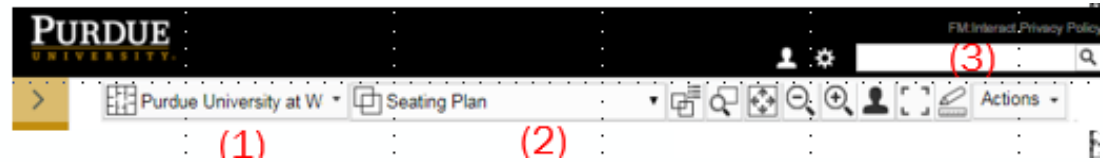
05 Fifth Floor

B Basement

GR Ground

Space Management

Floor Plan Tools

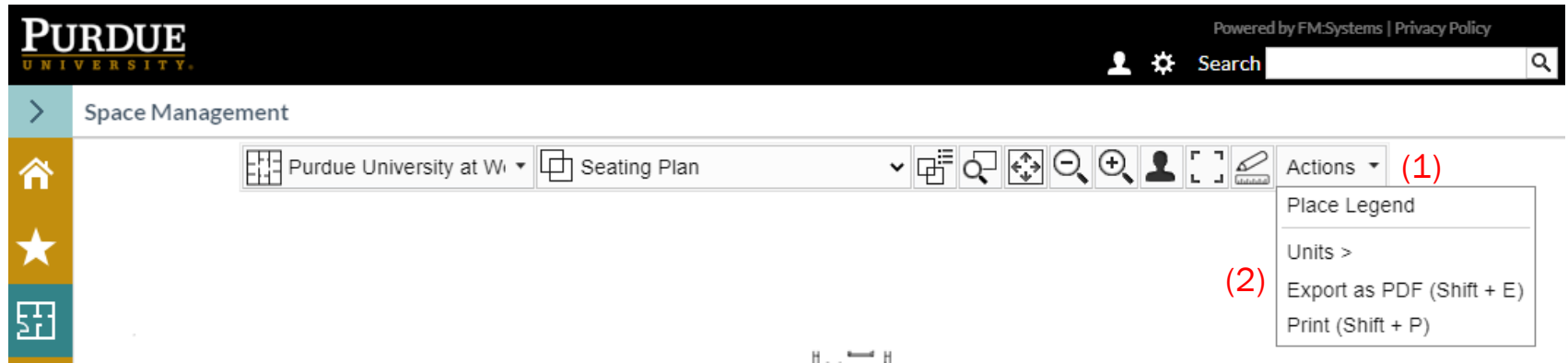


1. Using the first drop-down menu allows you to change floors, buildings, or sites without returning to the main menu.
2. The second drop down menu allows you to switch between Graphical Views such as FICM class (e.g., research, office, or instruction space), Organization view, or Graphical Views.
3. The Actions drop down menu is where you can either print the plan or export it as PDF.
 - a. Click on the inverted caret located next to Actions

Space Management

Floor Plan Tools (cont.)

To export the floor plan as a PDF.



1. Click on **Actions** inverted arrow.
2. Click on **Export as PDF**.

Space Management

Floor Plan Tools (cont.)

To export the floor plan as a PDF:



3. A drop- down window opens
4. Fill in the required * information
5. Click on **Export**
6. Pop up box will show that the PDF is processing
7. Downloaded PDF appears

(3) FMS:Workplace

(4) **Export as PDF**

Graphic report: Custom

(4) *Name:

Document header:

Document footer:

☐ Include Default Header
☐ Pagination
☐ Date and Time

Graphic view: Seating Plan

(4) *Floors: Select Floors
1208(Stewart Center) First Floor

Separate files by: None

Page size: Letter portrait

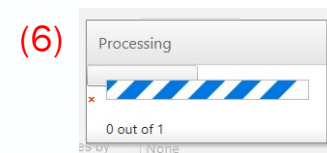
Margin size: Medium

Font size: Medium

*Required Field

Due to the complexity of certain CAD layers, queries, and objects, PDF export times may be extensive. If you are experiencing lengthy export times, we recommend setting up a scheduled Graphic Report through the report scheduler. Please see your system administrator if you need access to the report scheduler.

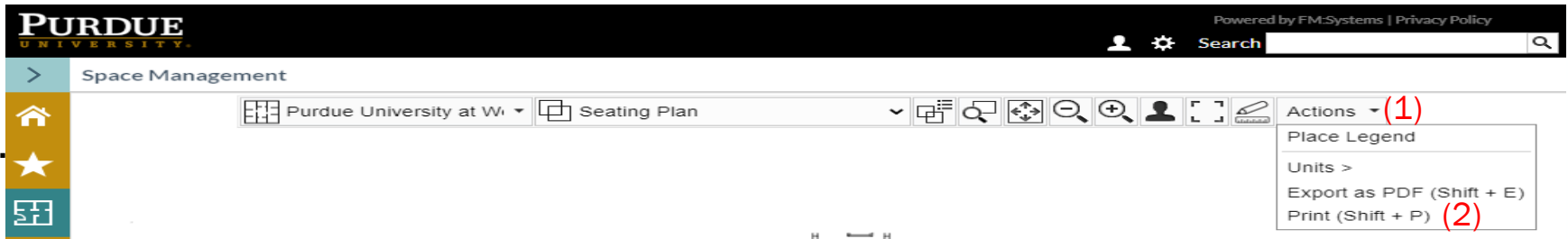
(5) **Export** Cancel



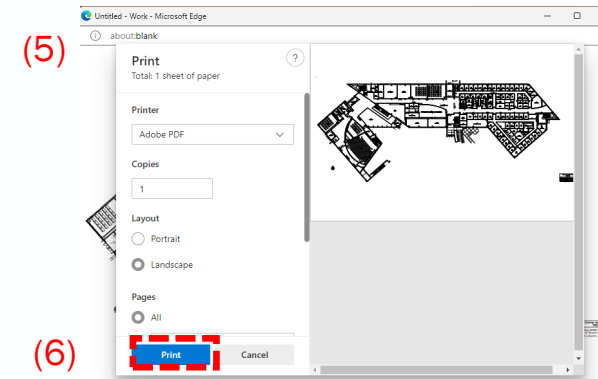
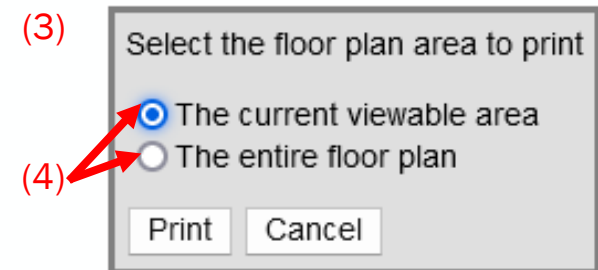
Space Management

Floor Plan Tools (cont.)

To print the floor plan:



1. Click on **Actions** inverted arrow
2. Click on **Print**
3. A drop- down window opens
4. Click on the selected view of floor plan to print
5. Pop-up window opens
6. Click on **Print**



Space Management

Floor Plan Tools (cont.)

At the top of the Floor Plan View is a tool bar with the following icons to select:



(1) (2) (3) (4) (5)

1. Zoom Rectangle
2. Fit to Window
3. Zoom Out
4. Zoom In
5. Full Screen

Space Management

Floor Plan View

- There are two panes in the floor plan view.
- The top pane is the floor plan (1).
- The lower pane is the information view which includes building and rooms information (2).

The screenshot displays the Purdue University Space Management interface. The top pane (1) shows a floor plan of a building. The bottom pane (2) contains three tables: Floor Information, Occupancy Data, and Area/Density Information.

Floor Information

Building Code	1208
Building Desc	Stewart Center
Floor Code	01
Floor Desc	First Floor

Occupancy Data

Org Occupied	13
Org Vacant	70
Squatter	0
Vacant	70
Occupancy Total	13

Area/Density Information

Gross Area (SF)	105,244
Structural Area (SF)	12,976
Nonassignable Area (SF)	24,793
Net Area (SF)	67,475
RSF/Head Count	8,096.00
RSF/Capacity	1,268.00

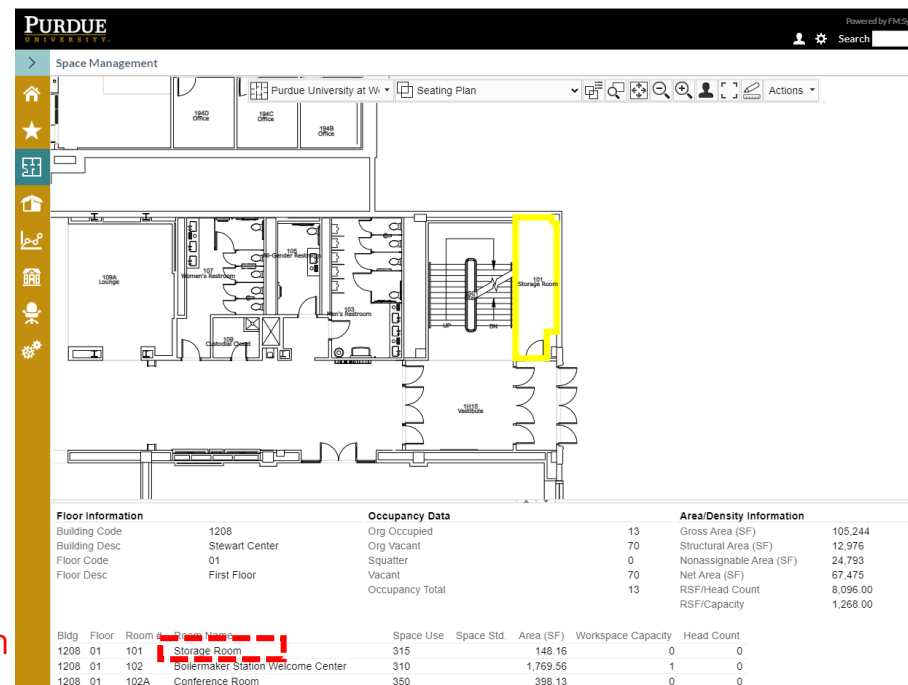
Room Information

Bldg	Floor	Room #	Room Name	Space Use	Space Std.	Area (SF)	Workspace Capacity	Head Count
1208	01	101	Storage Room	315		148.16	0	0
1208	01	102	Bollemaker Station Welcome Center	310		1,769.56	1	0
1208	01	103	Conference Room	360		296.48	9	0

Space Management

Floor Plan View (cont.)

Selecting a room in the lower pane will highlight that room in yellow in the floor plan on the top pane.



Rooms Information

Space Management

Floor Plan View (cont.)

- Selecting a room in the floor plan (1) will highlight that room on the layout and the room information (2) will show below in the room information pane.
- Left click on the room again to deselect.

Floor Plan (1)

The screenshot displays the Purdue University Space Management application. At the top, the Purdue University logo is visible on the left, and a search bar and user profile icon are on the right. Below the header, a navigation sidebar on the left contains icons for home, favorites, and various room types. The main area shows a floor plan of a building with several rooms. Room 109A, labeled 'Lounge', is highlighted with a yellow border. Below the floor plan, a red dashed box encloses the 'Room Information' pane. This pane is divided into several sections: 'Room Information' (with an 'Edit' link), 'Office Occupants' (with an 'Assign' link), 'Organization Information', 'Research', and 'Furniture'. Each section contains specific data fields related to the selected room.

Room Information Edit	
Room #	109A Zoom to room
Room Name	Lounge
Area (SF)	365
Space Class	600
Space Use	650
Space Type Desc	Lounge
Space Std. Code	
Space Std. Desc	
Workspace Capacity	0
Non-workspace Capacity	0
Est. Occupancy	0

Office Occupants Assign		
Employee	First Name	Last Name
Organization Information		
On Loan From Department		
On Loan Description		
Org Code	Org	Room
	Description	Percent
30000500	PMU	100
	Admin	
Org Override		

Research	
Amenity	No. of Amenity Notes
Fume Hoods	
Core Facility?	
Research Support?	
Environmentally-Controlled?	
Principal Investigator(s)	

Furniture	
Asset Tag #	Item Code

Room Information (2)

Space Management

Employee Career Stream Code/Position Location Status

- Selecting a room in the floor plan (1) will highlight that room on the layout and the employee information (2) will show below in the room information pane.



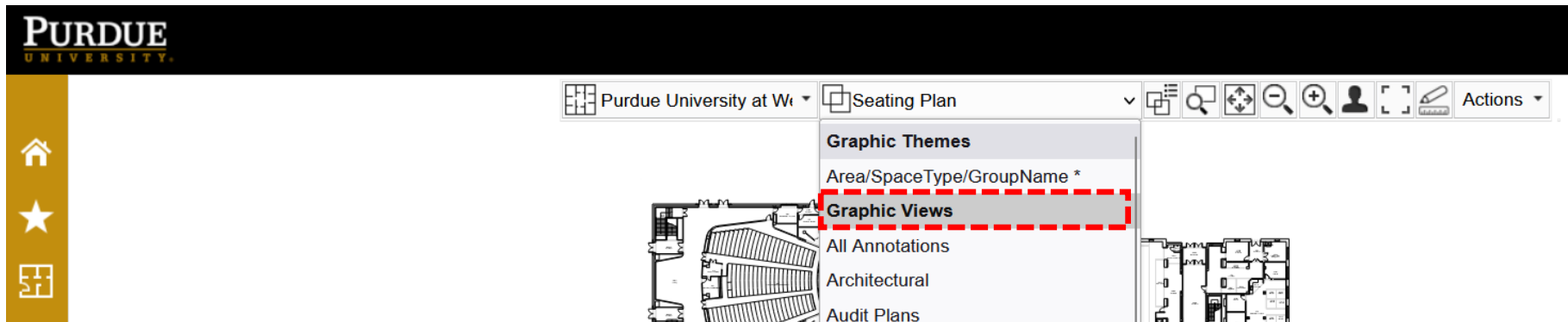
- Click on the blue hyperlink on the employee's name.
- Employee information will be displayed: name, phone, email, group code, group name, and room number.
- Additionally, the Career Stream Code and Position Location Status will display.

The screenshot shows two fields: 'Career Stream Code' with the value 'P3' and 'Position Location Status' with the value 'Completely On-Site'. Both values are in blue, indicating they are hyperlinks.
- This can be used to identify appropriate space requirements for employees.
- Based upon the space guidelines programming matrix, an employee with a P3 career stream and Completely On-Site should be provided a private workstation

Space Management

Graphic Views

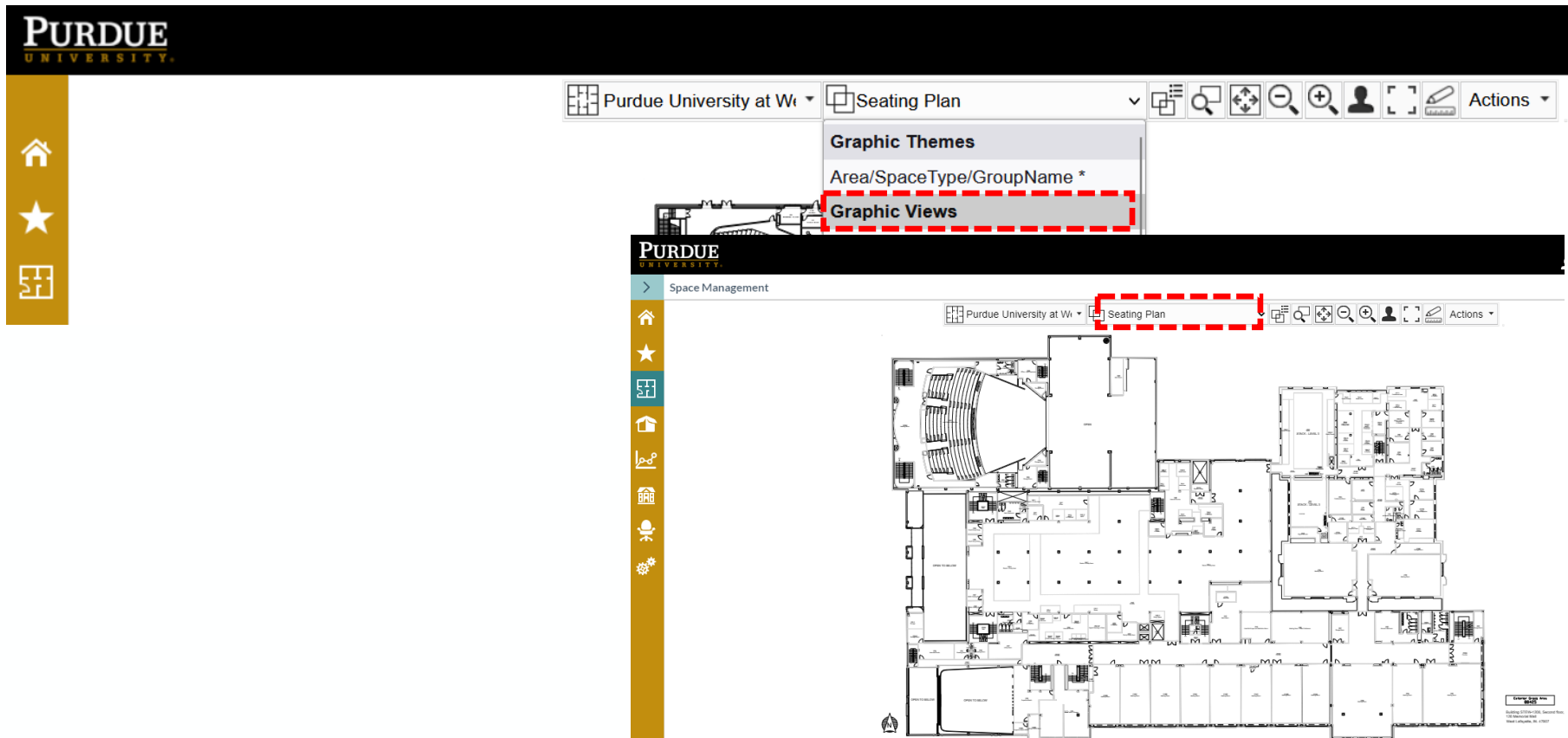
The **Graphic Views** tab contains different ways to view information on a floor plan.



Space Management

Graphic Views (cont.)

The default **Graphic Views** shows the **Seating Plan** and has the room/workstation assignments and room names.



Space Management

Graphic Views (cont.)

The **Graphic Views** include **Vacant Space** – this display highlights empty rooms and indicates the type, capacity etc. of the room. Also, grad student spaces appear as vacant because we do not assign offices/workstations to graduate students.

Note: if the workspace capacity is greater than the number of occupants listed, the room will be highlighted.

PURDUE UNIVERSITY

Space Management

Purdue University at W. Vacant Space

363.1 Office S Ryssel

364 Corridor

364A Office D Lin

365 Women's Restroom

366 Men's Restroom

367 Men's Restroom

368 Men's Restroom

369 Men's Restroom

370 Corridor

370.1 Office

370.2 Student WKSTs

370.3 Office J Smith

370.4 Office

370.5 Work Area + Storage

370.6 Office K Fargo

370.7 Office

370.8 WKSTs

371 Conference Room

372 Office K Purple

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Space Management


Graphic Views (cont.)

The **Graphic Views** also include **Conference Rooms**– this displays highlighted Conference rooms (blue) and indicates the type, capacity, etc.

PURDUE UNIVERSITY

Space Management

Purdue University at Wi Conference Rooms



Room Information [Edit](#)

Room #	363 7 room to room
Room Name	Conference Room
Area (SF)	230
Space Class	300
Space Use	350
Space Type Desc	Conference Room
Space Std. Code	
Space Std. Desc	
Workspace Capacity	0
Non-workspace Capacity	0
Rest Room Capacity	0
Meeting Room Capacity	8

Office Occupants [Assign](#)

Employee	First Name	Last Name
On Loan From Department		
On Loan Description		
Org Code	Org Description	Room Percent
24000000	Libraries Admin	100
Org Override		

Organization Information

Research

Amenity	No. of Fume Hoods	Amenity Notes
Core Facility?		
Research Support?		
Environmentally-Controlled?		
Principal Investigator(s)		

Furniture

Asset Tag #

Equipment

Asset Tag #

Move Information

Space Management

Graphic Views (cont.)

FICM Space Use Graphic View–color codes the spaces with the associated FICM code.



Space Management

Graphic Views (cont.)

FICM Space Use (Space Type Code)

The Postsecondary Education Facilities Inventory and Classification Manual (FICM), 2006 Edition manual describes standard practices for initiating, conducting, reporting, and maintaining a postsecondary institutional facilities inventory.

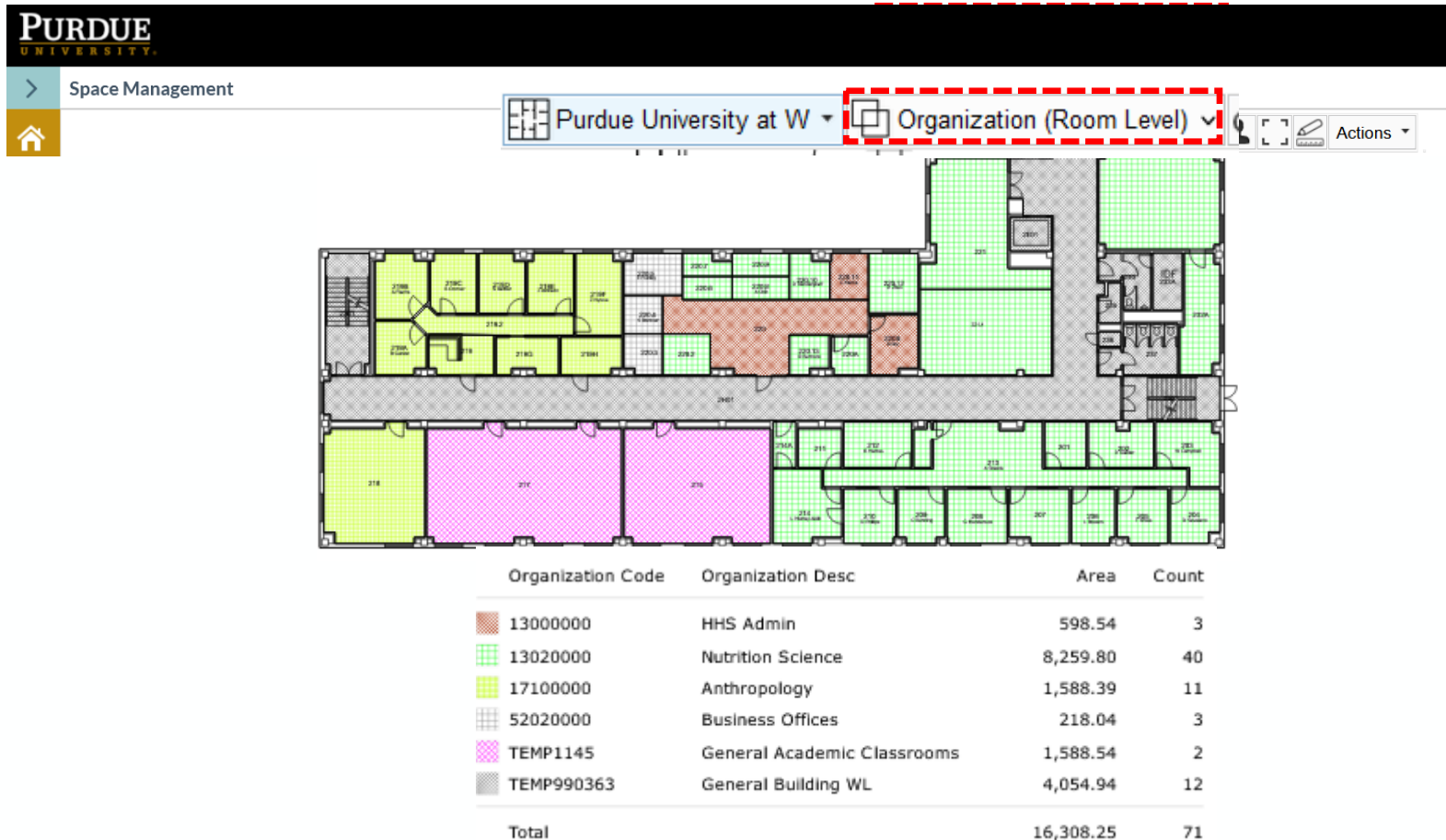
Ex: 110 = Classroom, 250 = Research/Non class Laboratory, 310 = Office, 350 = Conference Room, etc.

It provides updated definitions for building area measurements, space and room use codes, and other data elements that are useful for including in a facilities inventory. It describes the basic principles for developing a facilities database, provides guidance on required and optional data elements for inclusion in a facilities inventory, suggests analytic, administrative and comparative uses for facilities data and presents issues that are emerging in the collection, maintenance and reporting of facilities data.

Space Management

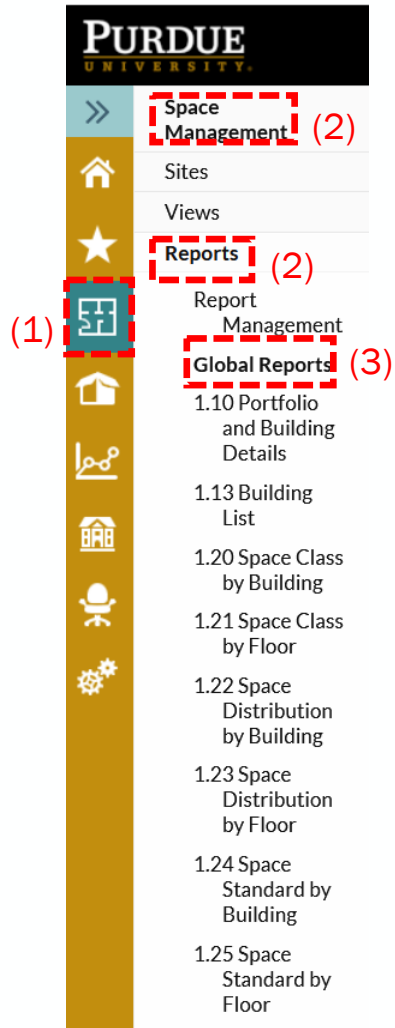
Graphic Views (cont.)

Organization (Room Level) Graphic View- displays rooms by the group using the space and its associated square footage.



Space Management

Space Management Reports



1. Click on the **Space Management** icon located on the navigation tree.
2. Select **Reports** from the list of options under **Space Management**.
3. You can view the list of possible reports under **Global Reports**.

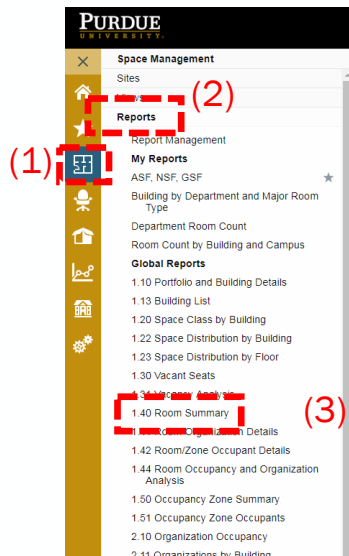
Reports

1.40 Room Summary

The 1.40 report provides details for each room including room name, department using the room, department the room is on loan from (if needed), space use code and category, organizational level, occupant capacity, assignable square feet (ASF) and employee's name.

If many updates are needed to be made to a building or floor, you can also use this format to submit to occupancy planning a large quantity of changes.

To access this report, follow the steps shown below:



1. Click on the **Space Management** icon located on the navigation tree.
2. Select **Reports** from the list of options under **Space Management**.
3. Select **1.40 Room Summary** from the dropdown list under **Global Reports**.

Reports

1.40 Room Summary (cont.)

4. Select filtering options as shown in the red boxes below by using the dropdown menus for Campus, Building, and Floors you need. (Please note: Purdue Indianapolis is now included in the West Lafayette report).
5. Select the View Report button to display the 1.40 Room Summary Report.
6. Select the Export button to transfer the data to your preferred application (e.g. Excel, Word, PDF, CSV, etc.). Exporting in 11" X 17", landscape orientation is recommended for best legibility.

(4) (5)

Select Site(s) Purdue University at West Lafayette

Select Floor(s) Basement - (1003) Agricultural Admin

Select Building(s) Blank, 1003 - Agricultural Administration

Room Org Level(s) Org Level 1, Org Level 2, Org Level 3

View Report

Unit of Measure Square Feet Show Field(s) Property Type, Proration Info, Actual Area

1 of 2 ? Find | Next Export (6)

1.40 Room Summary Report

Site Description	Building Description	Floor Code	Room ID	Room Name	Room Organization Code	Department User
Purdue University at West Lafayette	Agricultural Administration Building	02	202	R. Merzdorf + T. Thompson + K. Smith + C. Wineland	00000039	Agricultural Comm
Purdue University at West Lafayette	Agricultural Administration Building	02	202.2	R. Merzdorf + T. Thompson + K. Smith + C. Wineland	00000039	Agricultural Comm
Purdue University at West Lafayette	Agricultural Administration Building	02	202A	Kitchenette	00000039	Agricultural Comm
Purdue University at West Lafayette	Agricultural Administration Building	02	203	H. Wang	00000578	Youth Development
Purdue University at West Lafayette	Agricultural Administration Building	02	204			
Purdue University at West Lafayette	Agricultural Administration Building	02	205	S. Danford	00000039	Agricultural Comm
Purdue University at West Lafayette	Agricultural Administration Building	02	205.2	S. Danford	00000039	Agricultural Comm
Purdue University at West Lafayette	Agricultural Administration Building	02	205A	M. Manier	00000039	Agricultural Comm
Purdue University at West Lafayette	Agricultural Administration Building	02	206	Reception - C. Frederick + D. Mullen +		

Reports

Cognos Reports

Click the hyperlink to view the Quick Reference Guide.

- Cognos is the authoritative reporting tool for the University.
- Access Cognos at <https://onepurdue.edu/task/all/cognos>
- Click on the following path to navigate to FMS reports:
 - Content > Departmental Content > PWL > President > Administrative Operations > Auxiliary Services > FMS
- FM:S reports will display

Building Details (1.10 1.13) Last Accessed 9/16/2024, 1:01 PM	Building Vacancy (1.30 1.31) Last Accessed 9/16/2024, 1:02 PM	Divisions and Organizations by Building and Floor (2.11, 2.12) Last Accessed 9/16/2024, 1:05 PM
Organization Occupancy (2.10) Last Accessed 9/16/2024, 1:06 PM	Research Lab Report Last Accessed 6/26/2024, 12:45 PM	Room Summary Details (1.40) Last Accessed 12/19/2024, 1:10 PM
Space Class Distribution Standard by Building and Floor (1.20 1.21 1.22 1.23) Last Accessed 9/18/2024, 12:05 PM	White Paper Attachment (2.85) Last Accessed 10/29/2024, 4:54 PM	Employee List (3.10.1) Last Accessed 10/24/2024, 11:35 AM

Reports

Cognos Reports (cont.)

- Filter as needed to achieve desired results.

Campus

Building

Space Use Code

Campus(Optional)
Select the Campus Location

<input type="checkbox"/>	Purdue University Fort Wayne
<input checked="" type="checkbox"/>	Purdue University Indianapolis
<input type="checkbox"/>	Purdue University Northwest
<input checked="" type="checkbox"/>	Purdue University at West Lafayette

Space Use Code (Optional)
Select the Space Use Code

<input checked="" type="checkbox"/>	310
<input type="checkbox"/>	315
<input checked="" type="checkbox"/>	350
<input type="checkbox"/>	355
<input type="checkbox"/>	410

Building(Optional)
Search for Building Code, Name, or Abbreviation

Keywords:
Type one or more keywords separated by spaces.

Agricultur

[Options](#)

Results:

1004-ABE-Agricultural and Biological Engineering	<input type="button" value="Insert"/>
1008-WSLR-Roy L. Whistler Hall of Agricultural Rsh	<input type="button" value="Remove"/>
1043-PFEN-David C. Pfendler Hall of Agriculture	

Choice:

1008-WSLR-Roy L. Whistler Hall of Ag

- Submit request.
- Export to Excel, CSV, PDF, etc.

Move Management

Submitting a Move Request

NOTE

Please be aware that this “Move Request” form is used to notify the Occupancy Planning Team of **employee location changes** that will be updated in FM:S only.

Using the “Move Request” function of FM:S alerts Occupancy Planning that an employee is changing locations, for updating FM:S purposes. Departments will need to coordinate the actual physical move of the faculty/staff/students being moved.

Move Management

How to Move an Individual from One Room to Another (cont.)

4. From the FM:S home page- Select the **floor**.
5. Click on the **room** where the employee is to be removed (the room will be outlined in yellow).
6. Right click on the **room** (pop-up will appear) select **Move Management**.
7. Click on **Create Individual Moves**.
8. A pop up will open **Assign Rooms & Zones**.
9. The name of the occupant will appear in the lower box. Click on the name in the box.

The screenshot displays the FM:S interface. On the left, a sidebar contains navigation icons. The main area shows a floor plan with room 156 highlighted in yellow. A context menu is open over room 156, with 'Move Management' selected. The right-hand panel, titled 'Assign Rooms & Zones', shows 'Uncommitted Moves' and 'Room assignments'. The occupant 'Melissa Chomintra' is listed under 'Room assignments'.

Building Code: 1208
Building Name: Stewart Center
Address: 128 Memorial Mall
Address 2:
City: West Lafayette
State/Province: IN
Zip Code: 47907-2034
County: Tippecanoe
Gross Area (SF): 482,471
Assignable Area (SF): 306,660
Building Photo

Floor Description
01 First Floor
02 Second Floor
03 Third Floor
04 Fourth Floor
05 Fifth Floor
0B Basement
0G Ground

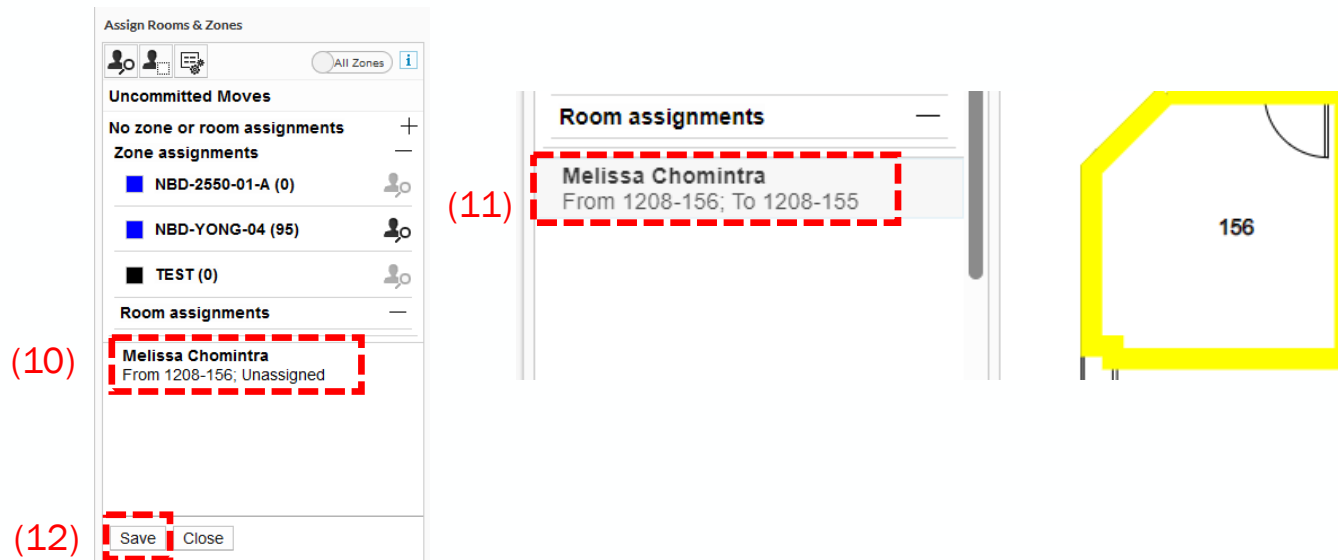
Assign Rooms & Zones
All Zones
Uncommitted Moves
No zone or room assignments
Zone assignments
■ NBD-2550-01-A (0)
■ NBD-YONG-04 (95)
■ TEST (0)
Room assignments
Melissa Chomintra
From 1208-156, Unassigned

Edit
Room Splits
Zone Types & Zones
Move Management
Add to Move Project
Create Individual Moves

Move Management

How to Move an Individual from One Room to Another (cont.)

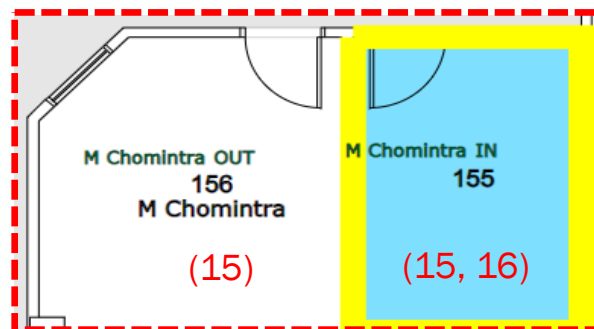
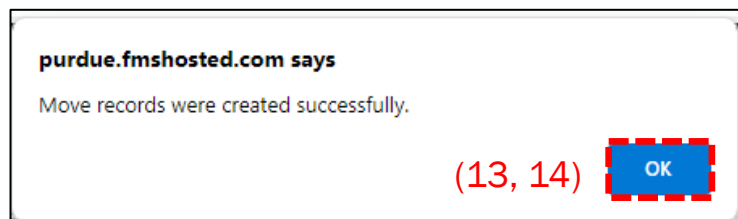
10. Drag the name to the new location (release your finger to drop the name in the room).
11. The From and To location appears under the name (the room will be yellow).
12. Click **SAVE**.



Move Management

How to Move an Individual from One Room to Another (cont.)

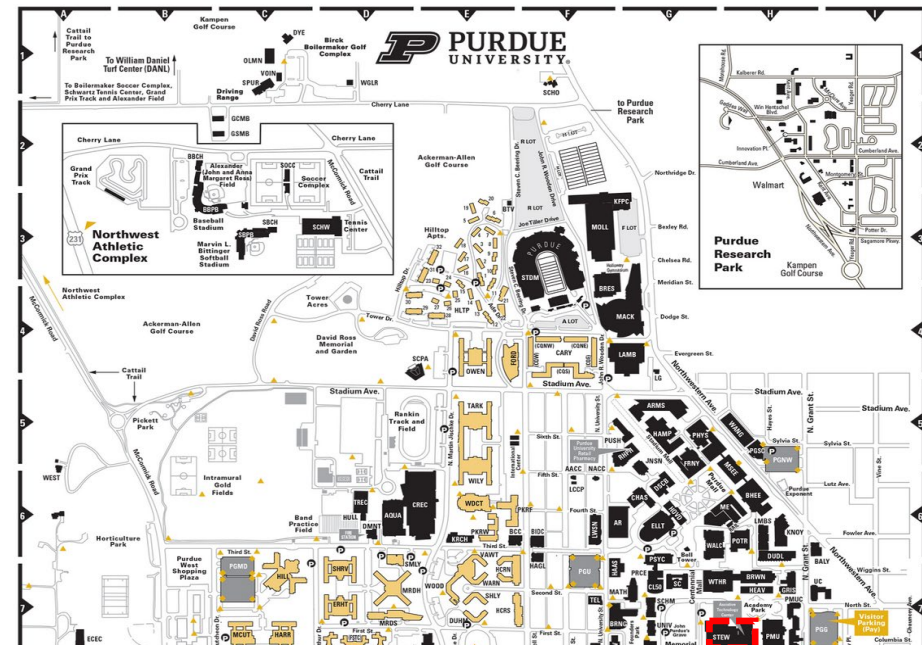
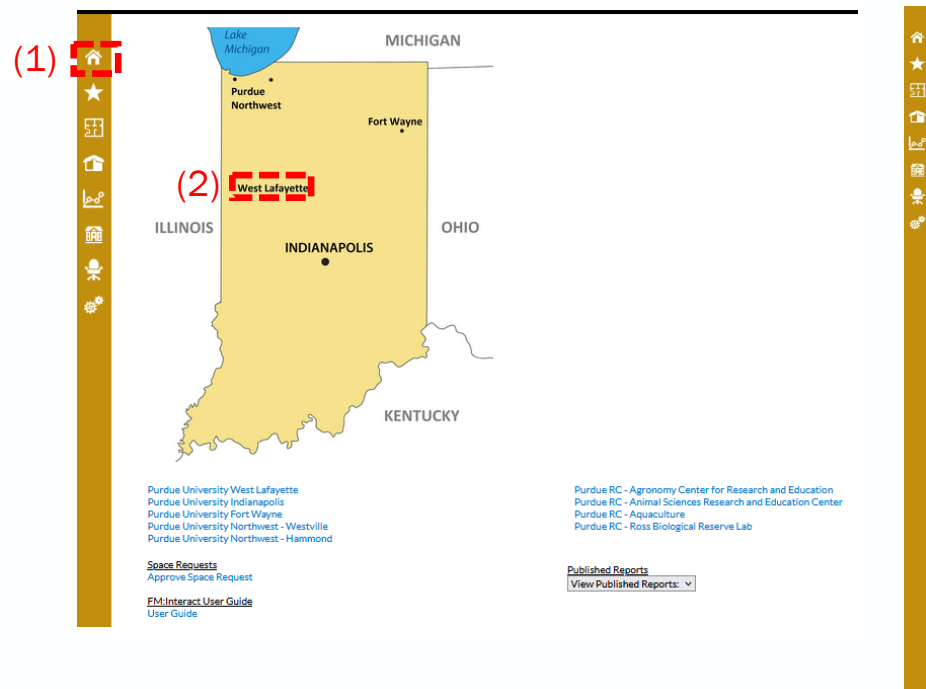
13. Pop up appears (you have successfully created a move request).
14. Click OK.
15. M. Chomintra is out of 156 and moved to 155.
16. The new room assignment appears in blue until the move request has been approved by Occupancy Planning. An email will be sent to the requestor confirming the move request has been submitted.
17. Once the move is completed, the room will no longer show as blue. The system does not generate a notice.



Move Management

How to Remove an Individual from a Room

1. Select the Home page.
2. Select a campus site on the Indiana map to open that campus map.
3. Select the building on the map that you wish to make a change in.



Move Management

How to Remove an Individual from a Room (cont.)

- From the FM:S home page- Select the **building** and **floor** first.
- Click on the **room** where the employee is to be removed (the room will be outlined in yellow).
- Right click on the **room** (pop-up will appear) select **Move Management**.
- Click **Create Individual Moves**.
- A pop up will open **Assign Rooms & Zones**.
- The individual's name is removed from the room and is displayed in the bottom of the pop-up on the left-hand side of the screen.
- Click **Save** in the bottom left-hand corner.
- Then click **OK**.

The screenshot displays the FM:S interface for Move Management. On the left, a sidebar shows a list of floors: 01 First Floor, 02 Second Floor, 03 Third Floor, 04 Fourth Floor, 05 Fifth Floor, 0B Basement, and 0G Ground. The Fourth Floor is highlighted with a red circle (4). The main area shows a floor plan with room 115B highlighted in yellow (5). A context menu is open over room 115B, with 'Move Management' selected (6) and 'Create Individual Moves' highlighted with a red dashed box (7). The 'Assign Rooms & Zones' pop-up is open on the right, showing 'Uncommitted Moves' and 'Zone assignments'. The individual 'Melissa Chomintra' is listed at the bottom of the pop-up (9). The 'Save' button is highlighted with a red dashed box (10). A confirmation dialog box at the bottom center shows 'Move records were created successfully.' with an 'OK' button highlighted with a red dashed box (11).

Floor	Description
01	First Floor
02	Second Floor
03	Third Floor
04	Fourth Floor
05	Fifth Floor
0B	Basement
0G	Ground

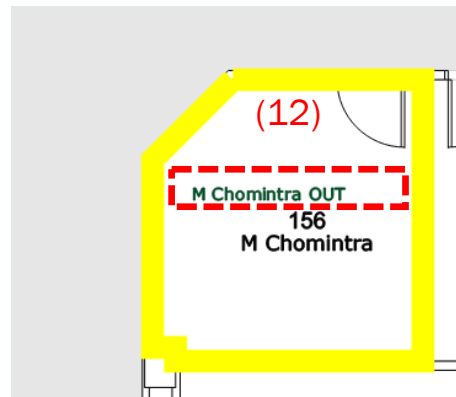
Building Code: 1208
Building Name: Stewart
Address: 128 Mer
Address 2:
City: West La
State/Province: IN
Zip Code: 47907-2
County: Tippecan
Gross Area (SF): 482,471
Assignable Area (SF): 306,660
Building Photo

purdue.fmshosted.com
Move records were created successfully.

Move Management

How to Remove an Individual from a Room (cont.)

12. In this example, M. Chomintra is being moved out, pending approval by Occupancy Planning. An email will be sent to the requestor confirming the remove request has been submitted, but the system does not confirm when the actual change takes place.
13. When the name removal request is approved by Occupancy Planning, the room will no longer include the person's name.

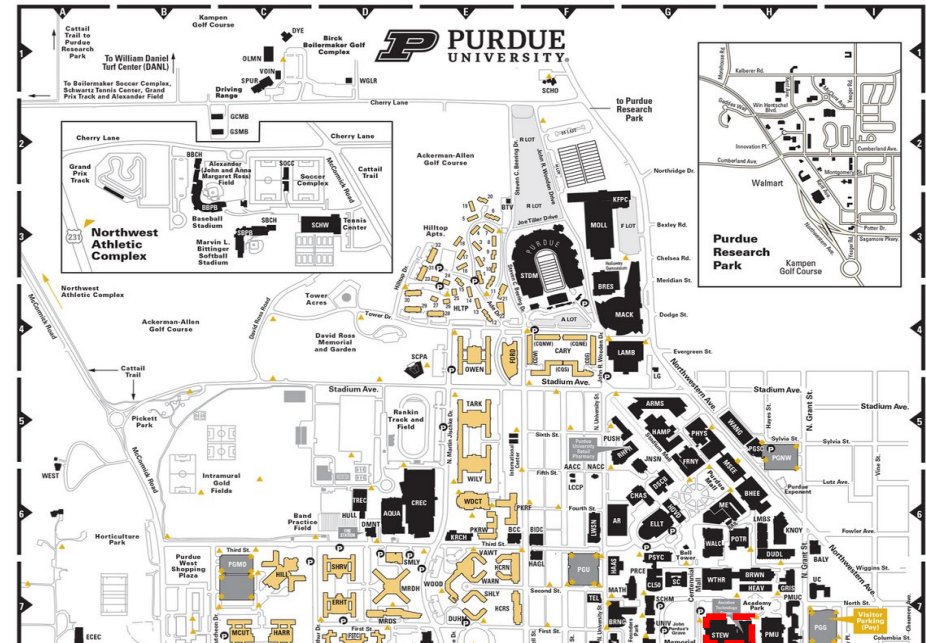
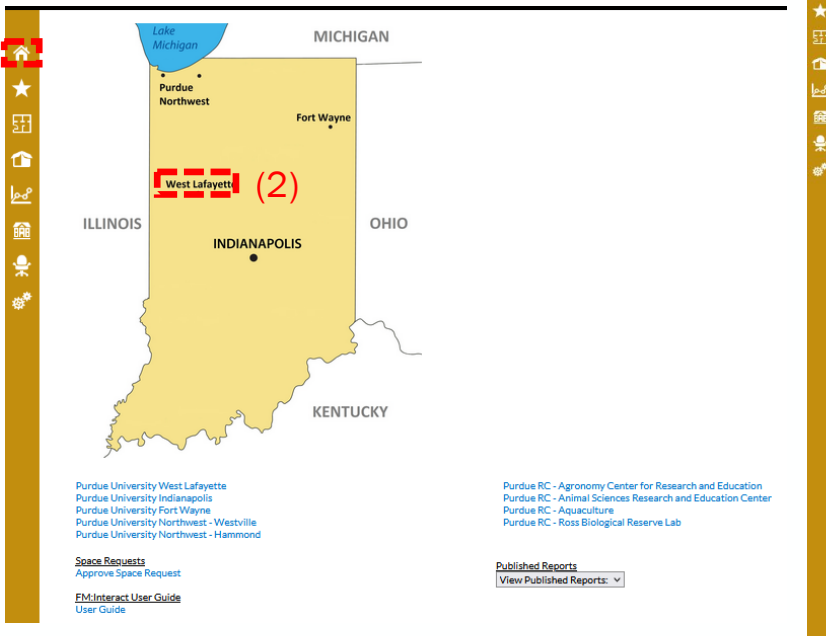


Move Management

How to Assign an Individual to a Room for the First Time

1. Select the Home page.
2. Click on a campus site on the Indiana map to open a campus map for the selected campus.
3. Select the building on the map that you wish to make a change in.

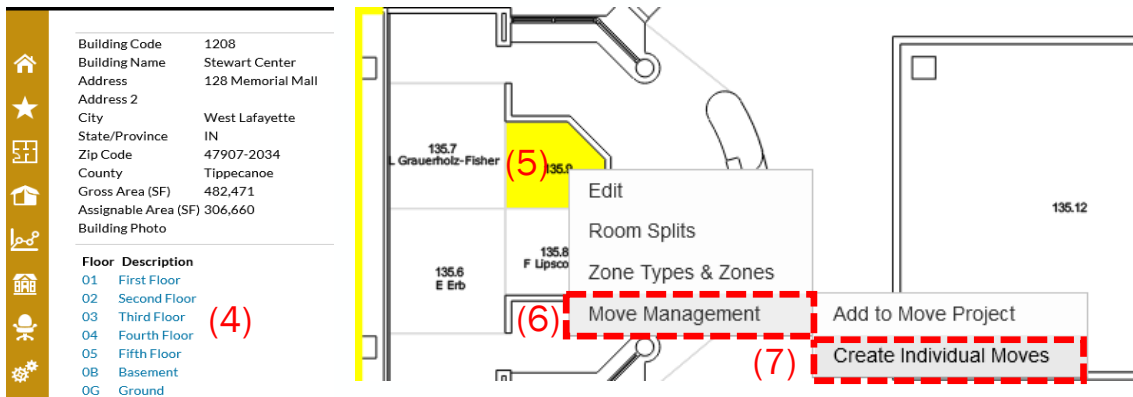
(1)



Move Management

How to Assign an Individual to a Room for the First Time

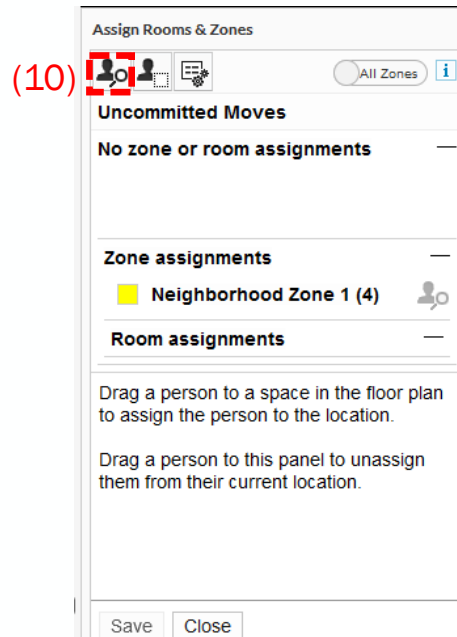
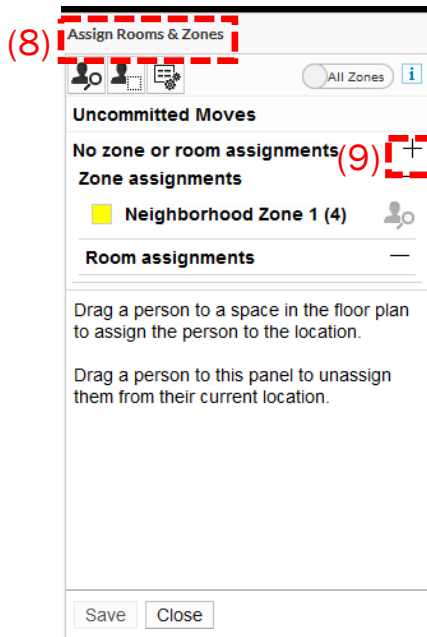
4. From the FM:S home page- Select the **building** and **floor** first.
5. Click on the **room** where the employee is to be added (the room will be outlined in yellow).
6. Right click on the **room** (pop-up will appear) select **Move Management**.
7. Click on **Create Individual Moves**.



Move Management

How to Assign an Individual to a Room for the First Time (cont.)

8. A pop up will open Assign Rooms & Zones.
9. Click the **+** next to **No zone or room assignments**.
10. Click the **person with magnifying glass**.



Move Management

How to Assign an Individual to a Room for the First Time (cont.)

11. Pop up will open **FM:S Workplace**.
12. Type in **name** or **Email** of the person being assigned to a room in search box.
13. Click the **Search** button and names appear below.
14. Click on the person by clicking the box to the left of their name.
15. Click the Select button at the bottom of pop up.

(11) FMS:Workplace

Enter whole or partial text to search in Full Name, Job Title, EMail, Phone

(12)

(13)

Advanced Search Mode

54744 entries
This form is limited to display **100** entries. Please refine your search text.

(14) FMS:Workplace

Enter whole or partial text to search in Full Name, Job Title, EMail, Phone

Galantis

Advanced Search Mode

9 entries

<input type="checkbox"/>	Full Name ^	Job Title	EMail	Phone
<input type="checkbox"/>	Administrator		FMS@am.jll.com	
<input checked="" type="checkbox"/>	Chuck Galantis		Cgalantis@fmsystems.com	
<input type="checkbox"/>	Andrew Wasielewski		awasielewski@fmsystems.com	
<input type="checkbox"/>	Christian Skold		cskold@fmsystems.com	
<input type="checkbox"/>	Torris Richardson		trichardson@fmsystems.com	

(15)

Move Management

How to Assign an Individual to a Room for the First Time (cont.)

16. Click on the **person's** name.
17. Drag to and drop in the room the person is moving to.
18. Move information (**Name & To room**) appears in the box in the Pop-up.
19. Click Save to complete the move request.

The diagram illustrates the process of assigning a person to a room for the first time, showing three stages of the 'Assign Rooms & Zones' interface.

Stage 1 (Left): The 'Assign Rooms & Zones' panel shows 'Uncommitted Moves' with 'No zone or room assignments'. A person icon is highlighted with a red dashed box and labeled (16). Below, 'Zone assignments' shows 'Neighborhood Zone 1 (4)' and 'Room assignments' is empty. Instructions at the bottom state: 'Drag a person to a space in the floor plan to assign the person to the location.' and 'Drag a person to this panel to unassign them from their current location.' Buttons for 'Save' and 'Close' are at the bottom.

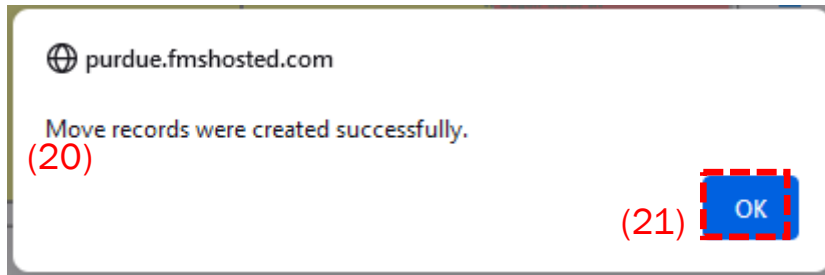
Stage 2 (Middle): A floor plan shows a yellow room labeled '018B C Galantis'. A red arrow labeled (17) points from the person icon in Stage 1 to this room.

Stage 3 (Right): The 'Assign Rooms & Zones' panel shows 'Uncommitted Moves' with 'No zone or room assignments'. The move information is updated to 'Chuck Galantis New; To 1208-018B', highlighted with a red dashed box and labeled (18). 'Zone assignments' remains 'Neighborhood Zone 1 (4)'. The 'Room assignments' section is now empty. Instructions at the bottom are the same as in Stage 1. The 'Save' button is highlighted with a red dashed box and labeled (19), next to the 'Close' button.

Move Management

How to Assign an Individual to a Room for the First Time (cont.)

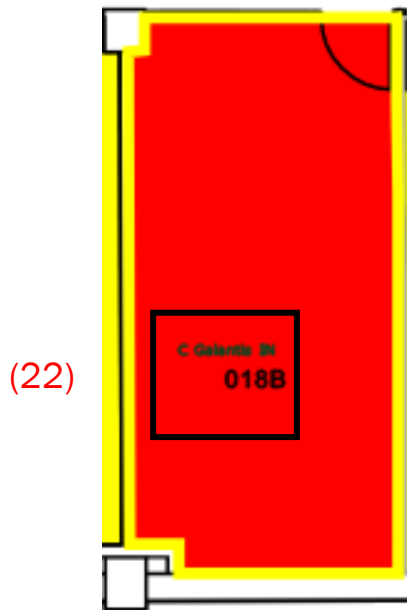
20. System confirms that move request was created successfully and will be reviewed and approved by Occupancy Planning.
21. Select **OK**.



Move Management

How to Assign an Individual to a Room for the First Time (cont.)

22. The person is assigned to the room pending approval from Occupancy Planning and the room will be red until the move request has been approved (an email will be sent to the requestor confirming the move request has been submitted).
23. The system does not confirm when the actual change takes place. When the new person request is approved by Occupancy Planning, the room will no longer be highlighted in red.



My Change Requests -Other Ways to Change Data

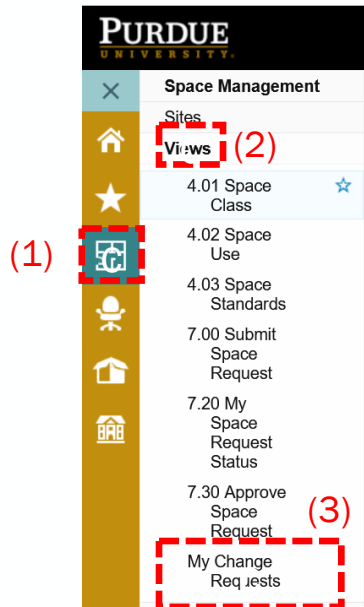
My Change Request

1. When the group using a space changes, or the way a space is used undergoes a change, or the capacity of a space changes, use the My Change Request function to update FM:S. Department Code, Space Use or Capacity change requests should be made as soon as they occur to keep information as up-to-date as possible.
2. My Change Request can be used to request these updates in FM:S when there are only a few changes (20 or less) to make.
3. If more than twenty changes will be requested, it is easier to contact occupancyplanning@purdue.edu to coordinate a mass update process.

My Change Requests -Other Ways to Change Data

Navigating to My Change Requests

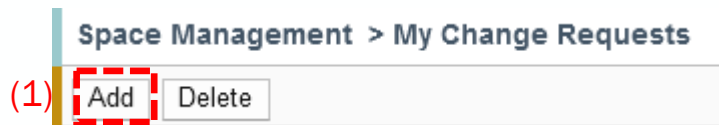
1. Select the Space Management icon.
2. Click “**Views**” from the options list.
3. Click “**My Change Requests**” from the dropdown list under “**Views**”.



My Change Requests - Other Ways to Change Data


Add a New Request (Submitting a Ticket for a Change)


1. Click “Add” at the top left of the page.



2. Enter building by clicking on **Select**.

INSTRUCTIONS:
Insert Building Code/Abbreviation/Name, and type of change request, and select "Next"
Hover over the "i" for additional information regarding each field

* Bldg Code (2)  (Select)

* Description of Requested Changes  (3)

3. Enter a description of the requested change.

My Change Requests -Other Ways to Change Data

Add a New Request (cont.)

4. In the **Building Description** box, type the building name or abbreviation.
5. Click on **Search** to display possible options.
6. Click on building desired and click on **Select**.

FMS:Workplace

Enter whole or partial text for each field

Building Code

Building Description (4)

(5) Search Cancel

Simple Search Mode

1 entities

Building Code	Building Description
1308	Steven C. Beering Hall of Lib Arts & Ed

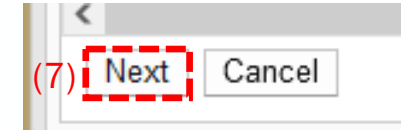
(6)

1308 Steven C. Beering Hall of Lib Arts **Select** (6)

My Change Requests - Other Ways to Change Data

Add a New Request (cont.)

7. Click on **Next** (in bottom lefthand corner) to continue.
8. The rooms are displayed for the building requested.
9. Click the checkbox of the room you wish to change.
10. Click on **Request Changes**.



FMS:Workplace

Details Space Inventory

(10) Request Changes

(9)

<input type="checkbox"/>	Campus Code	Bldg Code	Bldg Desc	Floor	Room #
<input type="checkbox"/>	01	1308	Steven C. Beering Hall of Lib Arts & Ed	01	1114
<input checked="" type="checkbox"/>	01	1308	Steven C. Beering Hall of Lib Arts & Ed	01	1118
<input type="checkbox"/>	01	1308	Steven C. Beering Hall of Lib Arts & Ed	01	1119
<input type="checkbox"/>	01	1308	Steven C. Beering Hall of Lib Arts & Ed	01	1119.2

My Change Requests -Other Ways to Change Occupants

Add a New Request (cont.)

11. If you have multiple rooms within the same building that need the **same type of change** made, you can click on multiple rooms at the same time. (Ex: changing department code for multiple rooms in same building.

a) One request (ticket) will be submitted to accommodate all rooms selected.

12. Click on **Request Changes**.

FMS:Workplace

Details Space Inventory

(12) Request Changes

<input type="checkbox"/>	Campus Code	Bldg Code	Bldg Desc	Floor	Room #
(11) <input checked="" type="checkbox"/>	01	1281	Ernest C. Young Hall	0B	010
<input checked="" type="checkbox"/>	01	1281	Ernest C. Young Hall	0B	010A
<input checked="" type="checkbox"/>	01	1281	Ernest C. Young Hall	0B	011








My Change Requests -Other Ways to Change Occupants

Add a New Request (cont.)

13. The FM:S Workplace pop-up appears.
14. The following options can be modified:
Dept. Code, Space Use and/or Capacity.
15. Click on the Select options to locate the appropriate Dept. Code and/or Space Use code.
16. If you have a change to the capacity, you can enter the new number.
17. Click Submit Changes to request and Approval.

(13) **FMS:Workplace**

Space Inventory View

Bldg		BRNG 1308 Steven C. B
Floor		01
Room #		1114
Room Name		Liberal Arts Counseling -
Area (SF)		558
Department Code	(14) 	<div></div> <input type="button" value="Select"/> <input type="button" value="Clear"/>
Space Use	(15) 	110 Office <input type="button" value="Select"/> <input type="button" value="Clear"/>
Office Capacity	(16) 	<div></div> 2

(17) **Submit Changes for Approval**

My Change Requests -Other Ways to Change Occupants

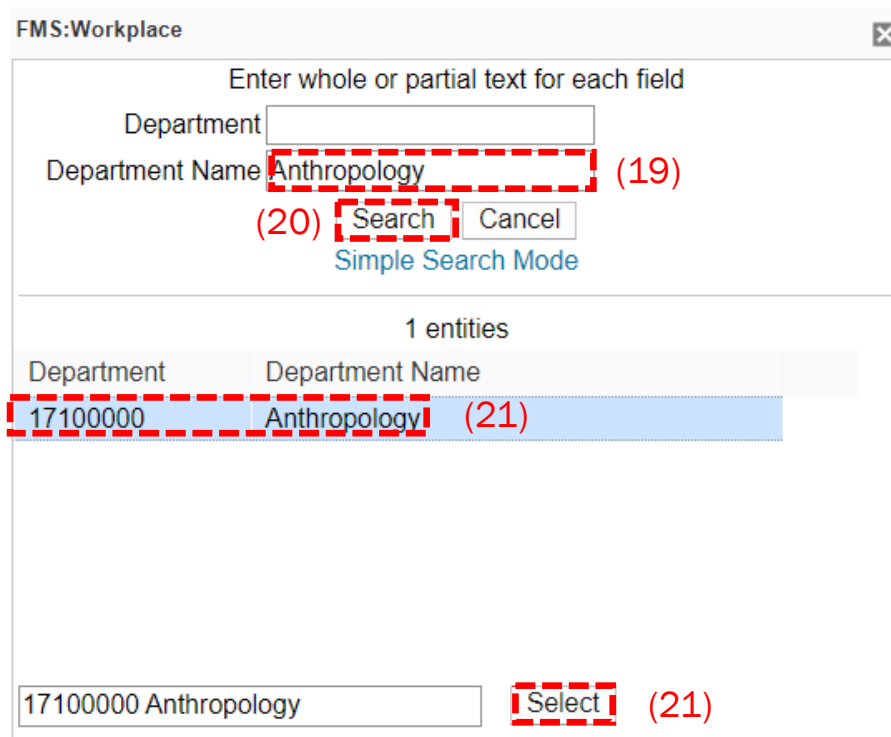
Add a New Request (cont.)

18. When you click on the Dept Code, you must click on the appropriate Department.

19. Under **Dept Name**, type the department name.

20. Click on **Search** to display possible options.

21. Click on department desired and click on **Select**.



FMS:Workplace

Enter whole or partial text for each field

Department

Department Name (19)

(20)

Simple Search Mode

1 entities

Department	Department Name
17100000	Anthropology

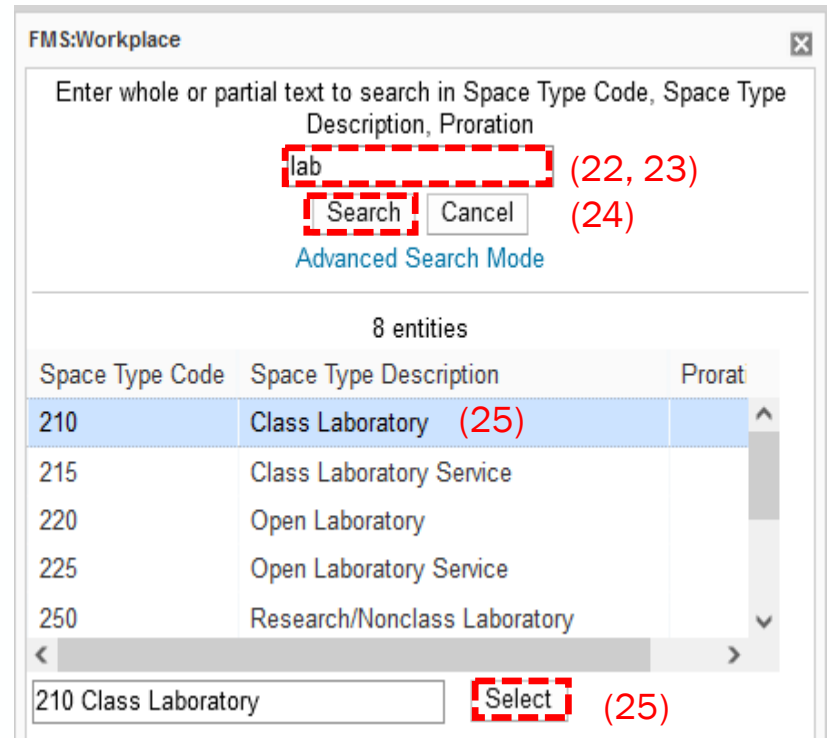
(21)

17100000 Anthropology (21)

My Change Requests -Other Ways to Change Occupants?

Add a New Request (cont.)

22. When you click on **Space Use**, you must click on the appropriate Space Type.
23. Enter the space type in the Space Type Description area.
24. Click on **Search** to display possible options.
25. Click on Space Type desired and click on **Select**.
26. Type over existing **Capacity** number to make a change.



FMS:Workplace

Enter whole or partial text to search in Space Type Code, Space Type Description, Proration

lab (22, 23)

Search (24) Cancel

Advanced Search Mode

8 entities

Space Type Code	Space Type Description	Prorat
210	Class Laboratory (25)	
215	Class Laboratory Service	
220	Open Laboratory	
225	Open Laboratory Service	
250	Research/Nonclass Laboratory	

210 Class Laboratory

Select (25)

Office Capacity  (26)

My Change Requests - Other Ways to Change Data


Add a New Request (cont.)

27. Review the information to validate the change request reflects the accurate change.
28. Click on **Submit Changes for Approval**
29. A message will appear that record was saved successfully. Click OK.

FMS:Workplace

Space Inventory View

Bldg	<input type="text" value="1308 Steven C. Beering"/>
Floor	<input type="text" value="01"/>
Room #	<input type="text" value="1118"/>
Room Name	<input type="text" value="Office"/>
Area (SF)	<input type="text" value="116"/>
Dept. Code	<input type="text" value="(Select)"/> <input type="button" value="Select"/> <input type="button" value="Clear"/>
Space Use	<input type="text" value="215 Class Laboratory Se"/> <input type="button" value="Select"/> <input type="button" value="Clear"/>
Capacity	<input type="text" value="1"/>
General Notes and Occupants	<input type="text" value="3355931"/>

 purdue.fmshosted.com

Record saved successfully.

My Change Requests -Other Ways to Change Data


Add a New Request (cont.)

An email notification will be sent to your @purdue.edu account indicating a change has been submitted.

New data change request is created




FM:Interact <noreply@fmshosted.com>

To  Schaffer, Sandra E



You forwarded this message on 4/6/2022 1:31 PM.

 Reply

 Reply All

A new data change request has been created by you.

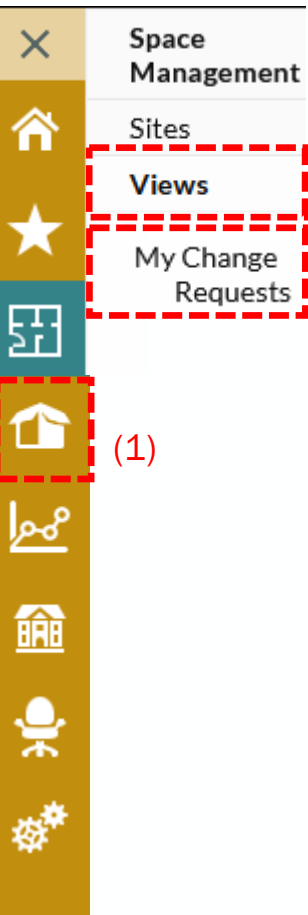
Description of Requested Changes:

To log in to the Purdue Space Management portal, click [HERE](#)

Once you are logged in to the Space Management homepage, to go directly to the "My Change Requests" view , click [HERE](#)

Thank you!

My Change Requests - Other Ways to Change Data



Reviewing Existing Requests

1. Select the Space Management icon.
2. Select Views.
3. Select My Change Requests to view a summary of existing change requests.

Space Management > My Change Requests

<input type="checkbox"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>				
<input type="checkbox"/>	<input type="button" value="Edit"/>		Description of Requested Changes	Request submitted by	Request date time	Status
<input type="checkbox"/>	<input type="button" value="Edit"/>			Schaffer, Sandra	4/4/2022 3:10:46 PM	Pending
<input type="checkbox"/>	<input type="button" value="Edit"/>			Schaffer, Sandra	4/4/2022 3:04:58 PM	Pending
<input type="checkbox"/>	<input type="button" value="Edit"/>		Test	Schaffer, Sandra	4/4/2022 1:15:41 PM	Processed
				Drew, Sydney	4/4/2022 1:41:12 PM	

4. Click on the change request item to see more **Details** at bottom of page.

Items 1 to 3 of 3 Page: of 1 Go Page size:

Details

Bldg Code 1281 Ernest C. Young Hall

Description of Requested Changes Test

Request By Schaffer, Sandra

Request Date 4/4/2022 1:15:41 PM

Status S

Records with requested updates

☐ From

☐ A0 Space Inventory

Bldg Code	Room #	Status
1281	010	Accepted

My Change Requests - Other Ways to Change Data

Editing an Already Submitted Request

1. Select the box next to the left of Edit icon an
2. Updates can be made to bottom half of the page which displays the contents of the request

(1)

Space Management > My Change Requests

Add Delete

<input type="checkbox"/>	Description of Requested Changes	Request submitted by	Request date time	Status	Reviewed by	Review date time
<input type="checkbox"/>	Edit	Schaffer, Sandra	4/4/2022 3:10:46 PM	Pending		
<input type="checkbox"/>	Edit	Schaffer, Sandra	4/4/2022 3:04:58 PM	Pending		
<input type="checkbox"/>	Test	Schaffer, Sandra	4/4/2022 1:15:41 PM	Processed	Drew, Sydney	4/4/2022 1:41:12 PM

Details Space Inventory

* Bldg Code [Select](#) [Clear](#)

Description of Requested Changes

(2)

Request By [Select](#) [Clear](#)

Request Date [Calendar](#) [Clock](#)

Status

My Change Requests - Other Ways to Change Data

Deleting a Submitted Change Request

1. Select the box to the left of Edit icon
2. Verify the appropriate box is checked and click Delete

Space Management > My Change Requests

Add Delete (2)						
<input type="checkbox"/>	Description of Requested Changes	Request submitted by	Request date time	Status	Reviewed by	Review date time
(1) <input checked="" type="checkbox"/>	Edit	Schaffer, Sandra	4/4/2022 3:10:46 PM	Pending		
<input type="checkbox"/>	Edit	Schaffer, Sandra	4/4/2022 3:04:58 PM	Pending		
<input type="checkbox"/>	Test	Schaffer, Sandra	4/4/2022 1:15:41 PM	Processed	Drew, Sydney	4/4/2022 1:41:12 PM

Contacts

If you have questions, please feel free to contact us at occupancyplanning@purdue.edu.

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Thank You

Auxiliary Services-Space Administration

