

FM:S USER GUIDE

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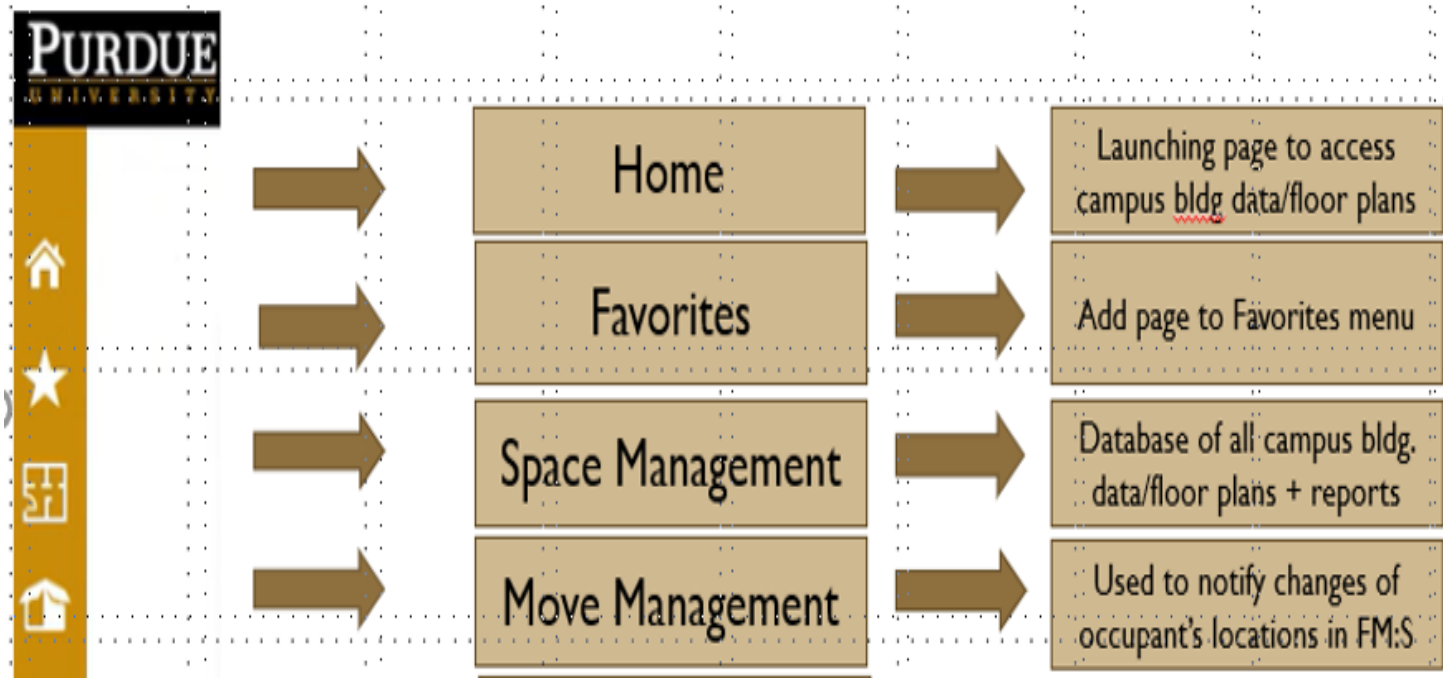
What is FM:S

Facility Management: System

- The University's space data and occupancy planning portal.
- Facilities management can be defined as the tools and services that support the functionality, safety, and sustainability of buildings, grounds, infrastructure, and real estate.
- Users can view space, run reports and enter space requests.
- Facilities management includes: Lease management (including lease administration and accounting), capital project planning and management.

Facility Management: System

www.purdue.edu/SpaceManagement



Home – Basic Navigation

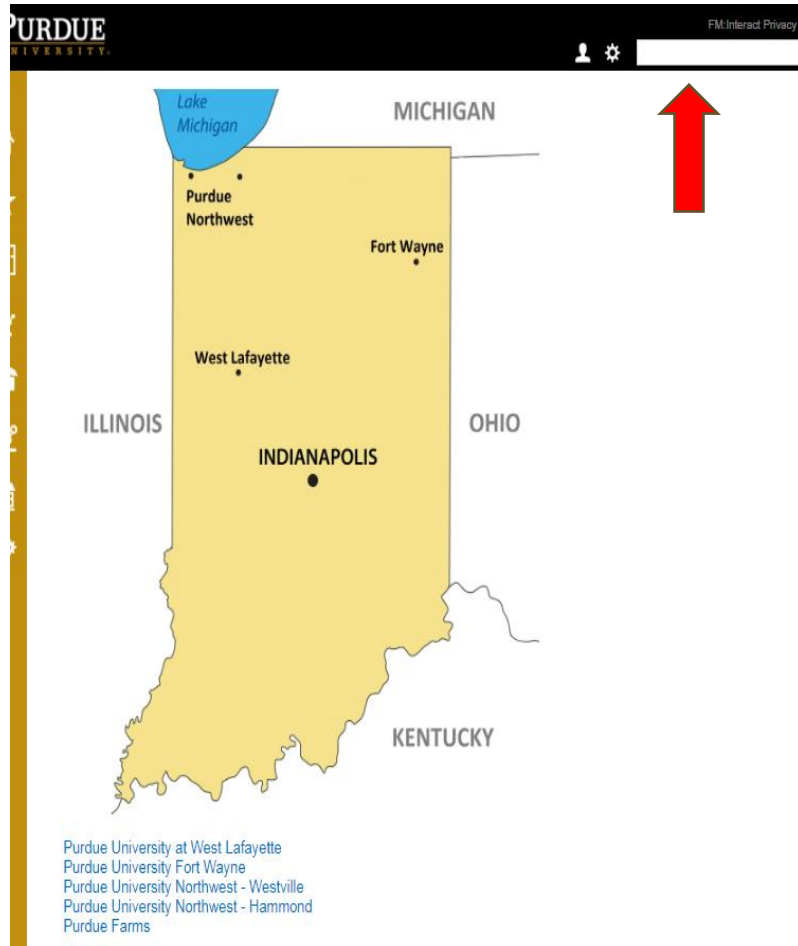


Purdue University at West Lafayette
Purdue University Fort Wayne
Purdue University Northwest - Westville
Purdue University Northwest - Hammond

Purdue RC - Agronomy Center for Research and Education
Purdue RC - Animal Sciences Research and Education Center
Purdue RC - Aquaculture
Purdue RC - Ross Biological Reserve Lab

[FM:Interact User Guide](#)
[User Guide](#)

Home - Basic Navigation



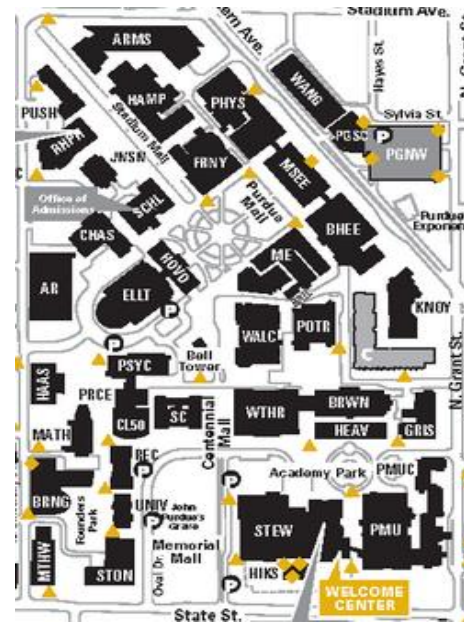
Using the Global Search Tool

- Enter the building name, abbreviation, or SAP building number.
- This will bring up any information in one of three categories:
 - Space Inventory
 - Employee and Space information
 - Floor/Drawings

Home - Basic Navigation

Using the Map

- Clicking on a campus site on the Indiana map will open a campus map for the Selected campus.
- The buildings on the map are linked to the floor plans and data.



Home - Basic Navigation

PURDUE
UNIVERSITY.

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) 569,953
Assignable Area (SF) 300,798
Building Photo

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

- Clicking the link on the map will open up a building information screen.
- In the Floor Description area below building information there is a list of floors that are linked to floorplans as well as building information. This automatically takes you to the Space Management area.
- 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.

Space Management

Floor Plan Tools

At the Top of the Floor Plan View is a tool bar with



Using the first drop-down menu allows you to change floors, buildings, or sites without returning to the main menu.

The Second drop down menu allows the user to switch between graphical views such as FICM class (e.g., research, office, or instruction space) as well as Organization and other graphical views.

The Action drop down menu is where you can find Export as PDF or Print functions.

Space Management

Floor Plan Tools (con't) - Actions – Export as PDF

PURDUE UNIVERSITY FM: Interact Privacy Policy

Purdue University at W Seating Plan Actions

Export as PDF

Graphic report

* Name

Document header

Document footer

Include Default Header
 Pagination
 Date and Time

Graphic view

* Floors

Separate files by

Page size

Margin size

Font size

* Required Field

Space Management

Floor Plan Tools (con't) - Actions - Print

The screenshot shows the top navigation bar of the Purdue University Space Management system. On the left is the Purdue University logo. On the right, there is a search bar with a magnifying glass icon and a link to the 'FM:Interact Privacy Policy'. Below the navigation bar is a toolbar with several icons: a grid icon, a dropdown menu showing 'Purdue University at W', a 'Seating Plan' dropdown, a list icon, a search icon, a pan icon, a zoom out icon, a zoom in icon, a user profile icon, a print icon, and an 'Actions' dropdown menu. A red arrow points to the 'Actions' dropdown menu.

Select the floor plan area to print

The current viewable area

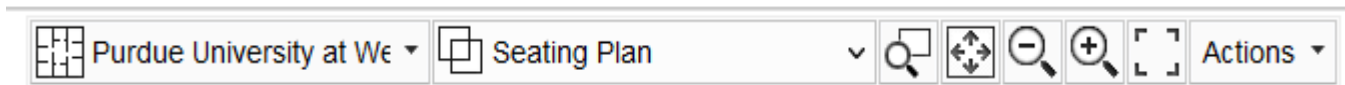
The entire floor plan

Print Cancel

Space Management

Floor Plan Tools (con't)

At the Top of the Floor Plan View is a tool bar with



- Zoom Rectangle
- Fit to Window
- Zoom Out
- Zoom In
- Full Screen



Space Management

The screenshot displays the Purdue University Space Management software interface. At the top, the Purdue University logo and 'FM Interact Privacy Policy' are visible. Below the header, there is a navigation bar with a search bar and various icons. The main area shows a floor plan of a building. Below the floor plan, there is an information pane with the following data:

Floor Information		Occupancy Data		Area/Density Information	
Building Code	1208	Org Occupied	10	Gross Area (SF)	105,244
Building Desc	Stewart Center	Org Vacant	67	Structural Area (SF)	12,015
Floor Code	01	Squatter	0	Nonassignable Area (SF)	28,559
Floor Desc	First Floor	Vacant	67	Assignable Area (SF)	64,671
		Occupancy Total	10	RSF/Head Count	10,524.00
				RSF/Capacity	892.00

Bldg	Floor	Room #	Room Name	Space Use	Space Std.	Area (SF)	Workspace Capacity	Head Count
1208	01	101	Storage, Miscellaneous	685		148.16	0	0

Floor Plan View

- There are two panes in the floor plan view.
- The top pane is the floor plan.
- The lower pane is the information view which includes building and room information.
- Clicking on a room of the floor plan will bring up the information specific to that room in the information pane.
- Clicking on a room in the information pane will highlight it on the floor plan.

Space Management

Graphic Views

The Graphic Views have a few options that are used regularly:

- Default is **Seating Plan** – provides all room information of specific building of specific floor

☰ Purdue University at W...
 ☐ Seating Plan

Room Information

Room # 182

Room Name Office

Area (SF) 119

Space Class 300

Space Use 310

Space Type Desc Office

Organization Information

On Loan From Department

On Loan Description

Org Code	Org Description	Room Percent
17040000	Language & Culture	100

Room Information

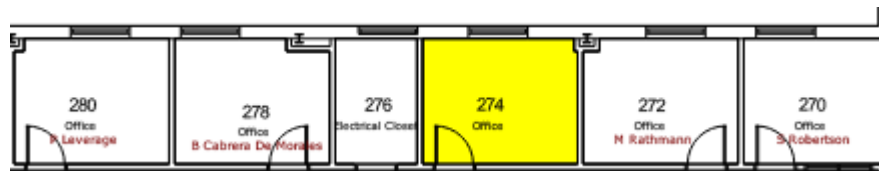
Room #	182 Zoom to room
Room Name	Office
Area (SF)	119
Space Class	300
Space Use	310
Space Type Desc	Office

Space Management

Graphic Views (con't)

Purdue University at W
 Vacant Space

- Vacant Space** - displays empty room highlighted and their type, capacity, etc. (If work space capacity is >1, room could be highlighted even if one empty seat exists.)



Room Information

Room #	202 Zoom to room
Room Name	Office
Area (SF)	130
Space Class	300
Space Use	310
Space Type Desc	Office
Space Std. Code	
Space Std. Desc	
Workspace Capacity	5

Organization Information

On Loan From Department		
On Loan Description		
Org Code	Org Description	Room Percent
17040000	Language & Culture	100

Space Management

Graphic Views (con't)

- 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/Nonclass Laboartory, 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.

[FICM Codes](#)

Space Management

Graphic Views (con't)

 Purdue University at W
  FICM Space Use

- FICM Space Use – displays bldg./room with associated FICM code



Space Type Code	Space Type Desc	Area	Count
110	Classroom	1,588.54	2
210	Class Laboratory	3,001.04	3
215	Class Laboratory Service	1,088.47	5
250	Research/Nonclass Laboratory	1,310.24	5
255	Research/Nonclass Laboratory Service	764.34	4
310	Office	3,614.10	33
315	Office Service	830.37	6
350	Conference Room	56.21	1
W02	Elevator	56.88	1
W06	Public Corridor	2,612.62	1
W07	Stairway	556.05	3
X01	Custodial Supply Closet	44.31	2
X03	Public Rest Room	228.33	2
Y04	Utility/Mechanical Space	556.75	3
Total		16,308.25	71

Space Management

Graphic Views (con't)



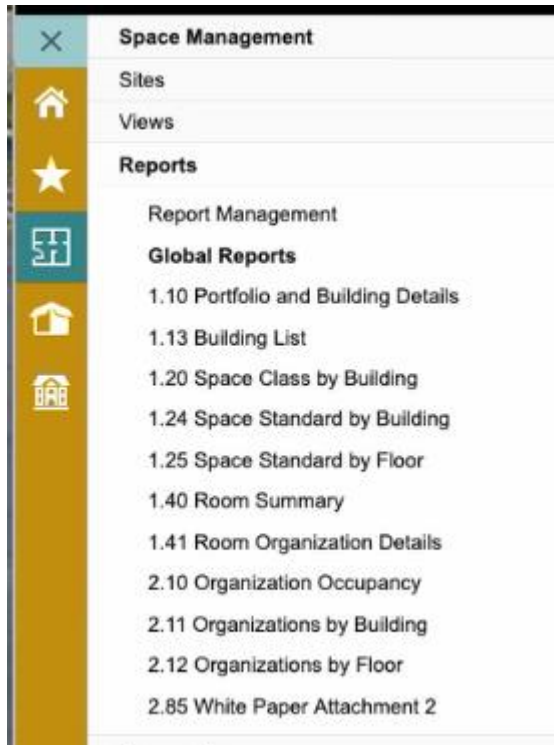
- Organization (Room Level) - displays different departments who control rooms in specific building and specific flow



Organization Code	Organization Desc	Area	Count
13000000	HHS Admin	598.54	3
13020000	Nutrition Science	8,259.80	40
17100000	Anthropology	1,588.39	11
52020000	Business Offices	218.04	3
TEMP1145	General Academic Classrooms	1,588.54	2
TEMP990363	General Building WL	4,054.94	12
Total		16,308.25	71

Space Management Reports

Space Management Reports

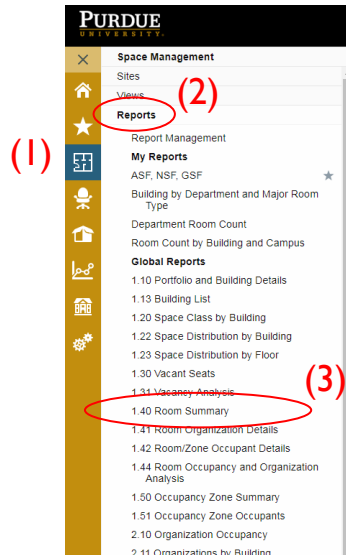


1. Click on the **Space Management** icon located on the navigation tree.
2. Select **Reports** from the list of options under **Space Management**.
3. You can view the list of possible reports under **Global Reports**

Reports

1.40 Room Summary

The 1.40 report details for each room including room name, department, department on loan from, space use code and category, organizational level, capacity, ASF and employee's name. As stated previously, if there are many updates to be made, you can use this format to submit a large quantity of changes to occupancy planning. 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.)

1. Select filtering options in the **blue boxes** shown below using the dropdown menus for the Campus, Building, and Floors you need.
2. Select the **View Report** button to display the 1.40 Room Summary Report.
3. Use the **Export** button to transfer the data to your preferred application (e.g. Excel, Word, PDF, CSV, etc.). An 11" X 17" paper size in landscape orientation is recommended for best legibility.

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. Winegard	00000039	Agricultural Comm
Purdue University at West Lafayette	Agricultural Administration Building	02	202.2	R. Merzdorf + T. Thompson + K. Smith + C. Winegard	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
				Reception - C. Frederick + D. Mullen +		

Move Management

Submitting a Move Request (Employee Location Change)

NOTE

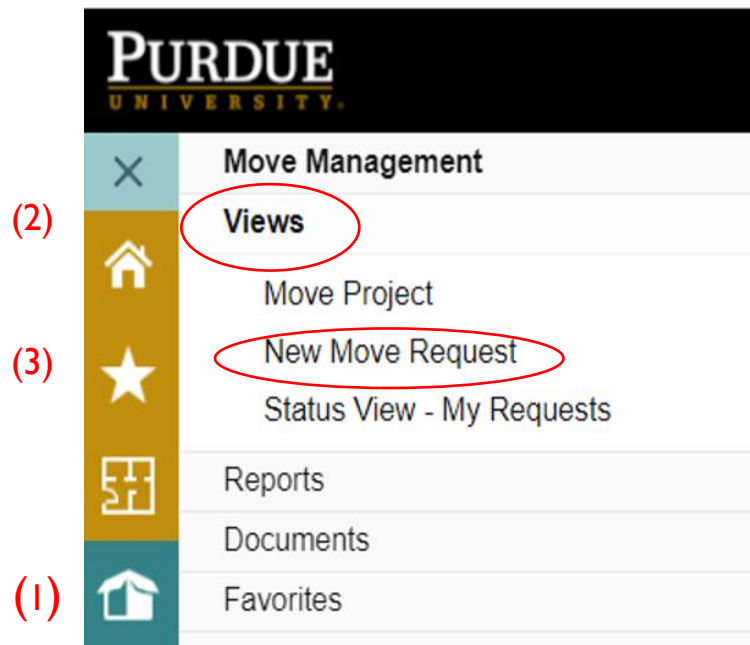
Please be aware that the “Move Request” form is used to notify the Occupancy Planning Team of **employee location changes** to be updated in FM:S.

Departments must coordinate relocation with other departments as needed.

Move Management

Submitting a Move Request

1. From the FM:S home page – Select the “Move Management” icon.
2. Under the “Move Management” options – Select “Views”.
3. Under the “Views” dropdown list – Select “New Move Request”.



Move Management

Submitting a Move Request (con't)

- Populate the form with the related information where prompted. Required information is indicated in red.

Move Management > New Move Request

Move Details

Requestor Name

Requestor Email

Requestor Phone

Requestor Alternate Phone

Employee to Move

If employee is not found in search, leave blank, but ensure to populate as much info

Employee Phone

Employee Email

From Room

To Room

* Reason for Move

* Move Type

* Move Date 

Move Management

Submitting a Move Request (con't)

Employee to Move 

FMS:Workplace ✕

Enter whole or partial text to search in EMail, Employee, Group Code, Zone Name

[Advanced Search Mode](#)

5 entities

E-Mail	Employee	Group Code	Zone N:
schaffl@purdue.edu	Perman Schaffer, Lily	39530000	
jstuerze@purdue.edu	Schaffer, Jacklyn	21800000	
aschaffe@purdue.edu	Schaffer, Ralph	19050400	
seharvey@purdue.edu	Schaffer, Sandra	22010000	
sschaff@purdue.edu	Schaffer, Scott	17080000	

- Click **Select** to search for employee
- **Type** in Employee's Name and **Search**
- Highlight correct employee and Click **Select**

Move Management

Submitting a Move Request (con't)

FMS:Workplace

Schaffer, Sandra occupies the following locations. Please select the location to move Schaffer, Sandra 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

A red arrow points to the "Replace Existing Room Assignment" radio button, and another red arrow points to the "1741 1120.11 (PRIMARY)" option.



From Room

1741 1120.11 WKST 44 Select Clear



- If moving employee from one location to another, select “replace existing...”
- Click on OK
- This action auto-populates the “From Room” field

Move Management

Submitting a Move Request (con't)

- Click on Select to identify “To Room” location

To Room

(Select)




Select

- Select Purdue University at West Lafayette for campus

FMS:Workplace

Campuses Buildings

Floors Spaces



- Click on Select for Buildings to identify appropriate building (search and **Select** correct building)

FMS:Workplace

[Advanced Search Mode](#)

1 entries

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

Move Management

Submitting a Move Request (con't)

- Select a Reason for the Move



- Select One
- BO Box Only Move
 - DC Data Change
 - DE Departing Employee
 - DM Department Move
 - EO Equipment Only
 - IR Internal Relocation
 - IT Internal Transfer
 - MF Move with furniture changes
 - MO Move Out
 - NE New Employee
 - PM Project Move
 - SM Self Move
 - SS Site to Site Move

- Select Move Type

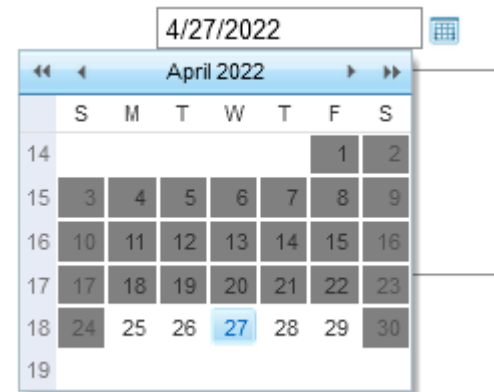


- Select One
- BB Building to Building
 - BX Box Move
 - CC Campus to Campus
 - NH New Hire
 - OC Off Campus
 - TR Termination

Move Management

Submitting a Move Request (con't)

- Enter **Move Date** (must be at least two weeks in advance)
- Format xx/xx/xxxx or use Calendar icon to populate



- **Additional Notes** can be added
- Click the “**Submit**” button located at bottom left of the Move Request Form to send the completed form to the Occupancy Planning Team for review.



My Change Requests

My Change Requests

- Department Code, Space Use or Capacity requests should be made as soon as they occur to keep information as up-to-date as possible. A biannual request will begin this year to validate your space.

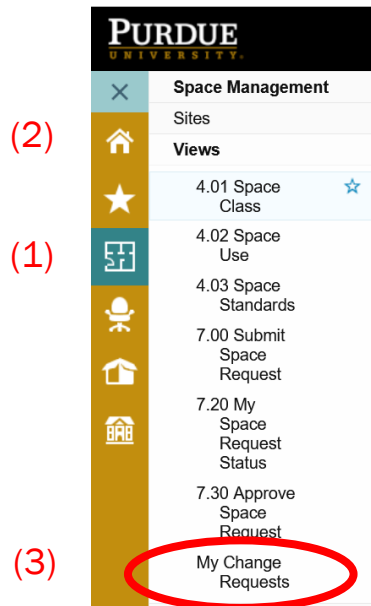
- This tool can be used when there are a few changes (20 or less) that need updated.

- If more than twenty changes are requested, please run the 1.40 Room Summary Report.
 - Export to Excel, highlight the changes and submit to occupancyplanning@purdue.edu

My Change Requests

Navigating to My Change Requests

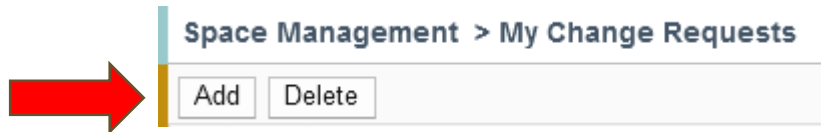
1. Remain on Space Management
2. Select “Views” from the options list
3. Select “My Change Requests” from the dropdown list under “Views”



My Change Requests

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

- Click “Add” at the top left of the page



- Enter Bldg Code by clicking on **Select**

* Bldg Code (Select) Select Clear

Description of Requested Changes

Request By Schaffer, Sandra Select Clear

Request Date 4/6/2022 9:19 AM

Status P

* Required Field

My Change Requests

Add a New Request (con't)

- Under **Building Description**, type the building name
- Click on **Search** to display possible options
- Click on building desired and click on **Select**

FMS:Workplace

Enter whole or partial text for each field

Building Code

Building Description

[Simple Search Mode](#)

1 entities

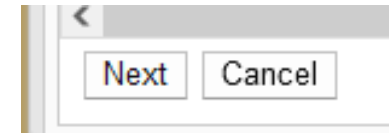
Building Code	Building Description
1308	Steven C. Beering Hall of Lib Arts & Ed

1308 Steven C. Beering Hall of Lib Arts

My Change Requests

Add a New Request (con't)

- Click on Next (in bottom left hand corner) to continue.
- The rooms are displayed for the building requested.
- Click the checkbox of the room you wish to change.
- Click on **Request Changes**.



FMS:Workplace

Details Space Inventory

Request Changes

<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

Add a New Request (con't)

- If you have multiple rooms within the same building that need the **same type of change** made, you can select multiple rooms at the same time. (Ex: changing department code for multiple rooms in same building.)
- One request (ticket) will be submitted to accommodate all rooms selected.
- Click on **Request Changes**

FMS:Workplace

Details Space Inventory

Request Changes

<input type="checkbox"/>	Campus Code	Bldg Code	Bldg Desc	Floor	Room #
<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

Add a New Request (con't)

- A pop-up appears.
- The following options can be modified: Dept. Code, Space Use and/or Capacity
- Use the Select options to locate the appropriate Dept. Code and/or Space Use code
- If you have a change to the capacity, you can enter the new number

FMS:Workplace

Space Inventory View

Bldg	<input type="text" value="BRNG 1308 Steven C. B"/>
Floor	<input type="text" value="01"/>
Room #	<input type="text" value="1114"/>
Room Name	<input type="text" value="Liberal Arts Counseling -"/>
Area (SF)	<input type="text" value="558"/>
Department Code	<input type="text" value=""/> <input type="button" value="Select"/> <input type="button" value="Clear"/>
Space Use	<input type="text" value="310 Office"/> <input type="button" value="Select"/> <input type="button" value="Clear"/>
Office Capacity	<input type="text" value="2"/>

My Change Requests

Add a New Request (con't)

- When you select the Dept Code, you must select the appropriate Department
- Under **Dept Name**, type the department name
- Click on **Search** to display possible options (Use codes that begin with number 1 for Purdue West Lafayette)
- Click on department desired and click on **Select**

FMS:Workplace

Enter whole or partial text to search in Department, Department M

chem

Advanced Search Mode

7 entities

Department	Department Name
10560000	Chemistry & Physics
11070000	Biochemistry
11080000	Ind St. Chemist
14040000	Chem Engr
16010000	MedChem/Molecul Phar
18020000	Chemistry

10560000 Chemistry & Physics

My Change Requests

Add a New Request (con't)

- When you select **Space Use**, you must select the appropriate Space Type
- Enter the space type in the Space Type Description area
- Click on **Search** to display possible options
- Click on Space Type desired and click on **Select**
- 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

Search Cancel

Advanced Search Mode

8 entities

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

210 Class Laboratory

Select

Office Capacity *i* 2

My Change Requests

Add a New Request (con't)

- Review the information to validate the change request reflects the accurate change.
- Click on **Submit Changes for Approval**
- Message will appear that record was saved successfully.



FMS:Workplace

Space Inventory View

Bldg	<input type="text" value="1308 Steven C. Beering I"/>
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


Add a New Request (con't)


- 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](#)

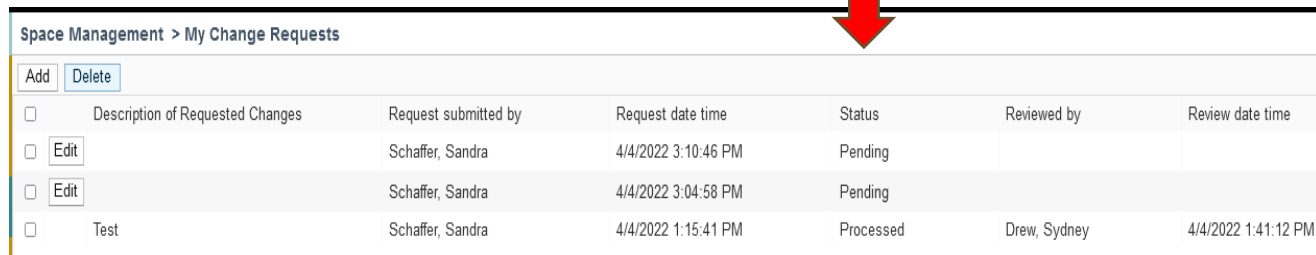
Once you are logged in to the Space Management homepage, to go directly to the "My Change Requests" view , click [HERE](#)

Thank you!

My Change Requests

Reviewing Existing Requests

- Go back to Space Management > Views > My Change Requests to view a summary of existing change requests. You can check status of an outstanding request.

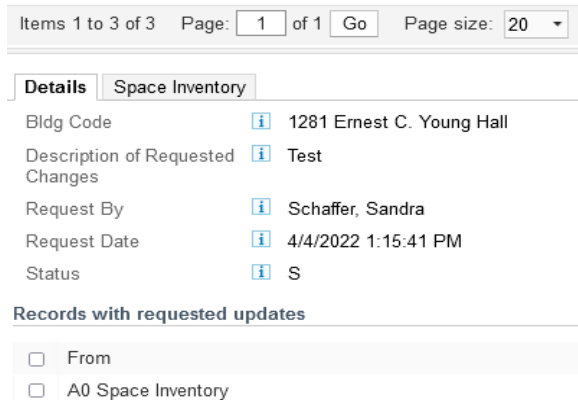


Space Management > My Change Requests

[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

- 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 [Space Inventory](#)

Bldg Code [i](#) 1281 Ernest C. Young Hall

Description of Requested Changes [i](#) Test

Request By [i](#) Schaffer, Sandra

Request Date [i](#) 4/4/2022 1:15:41 PM

Status [i](#) S

Records with requested updates

From

A0 Space Inventory

Bldg Code	Room #	Status
1281	010	Accepted

My Change Requests

Editing an Already Submitted Request

- Click box to the left of Edit icon and Click on **Edit**

Space Management > My Change Requests

<input type="button" value="Add"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	Description of Requested Changes
<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>



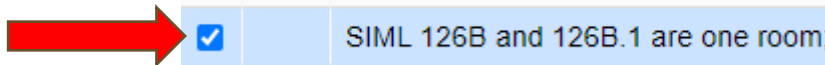
- Updates can be made to bottom half of the page which displays the contents of the request

Details	Space Inventory
* Bldg Code	<input type="text" value="1308 Steven C. Beering I"/> <input type="button" value="Select"/> <input type="button" value="Clear"/>
Description of Requested Changes	<input type="text"/>
Request By	<input type="text" value="Schaffer, Sandra"/> <input type="button" value="Select"/> <input type="button" value="Clear"/>
Request Date	<input type="text" value="5/16/2022 1:11 PM"/> <input type="button" value="Calendar"/> <input type="button" value="Clock"/>
Status	<input type="text" value="P"/>

My Change Requests

Deleting an Already Submitted Request

- Click box to the left of the Description of the request



- Verify the appropriate box is checked and click Delete.



Tips + Tricks

- When the system times out (due to security), you will need to re-enter the entire URL again (www.purdue.edu/spacemanagement) to log back into the system.
- If you are new to this role, email occupancyplanning@purdue.edu to receive training before being granted access to the FM:S system.
- In the FM:S system, under Space Management, on the Graphics views of the floor plans, you can zoom in, zoom out or even drag the plan around the screen for your viewing preference.

Contacts

Please feel free to contact a member of Occupancy Planning occupancyplanning@purdue.edu or Administrative Operations adminops@purdue.edu to help resolve your questions or contact us at:

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Sandy Schaffer
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THANK YOU