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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
  - Launching page to access bldg. data/floor plans
- Favorites
  - List of favorited views/reports
- Space Management
  - Database of all campus bldg. data/floor plans + reports
- Move Management
  - Used to notify changes of occupant’s locations in FMS
Home – Basic Navigation

Purdue University West Lafayette
Purdue University Indianapolis
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

Space Requests
Approve Space Request
FMInteract User Guide
User Guide

Published Reports
View Published Reports:

PURDUE UNIVERSITY
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
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
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
To export the floor plan as a PDF, cont.

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
Space Management

Floor Plan Tools

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

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).
Space Management

Floor Plan View

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

Floor Plan View

- 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.
Space Management

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

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

Graphic Views

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.
Space Management

Graphic Views

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

**Graphic Views**

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

<table>
<thead>
<tr>
<th>Space Type Code</th>
<th>Space Type Desc</th>
<th>Area</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>Classroom</td>
<td>1,588.54</td>
<td>2</td>
</tr>
<tr>
<td>210</td>
<td>Class Laboratory</td>
<td>3,901.04</td>
<td>3</td>
</tr>
<tr>
<td>215</td>
<td>Class Laboratory Service</td>
<td>1,988.47</td>
<td>5</td>
</tr>
<tr>
<td>250</td>
<td>Research/Nonclass Laboratory</td>
<td>1,310.24</td>
<td>5</td>
</tr>
<tr>
<td>255</td>
<td>Research/Nonclass Laboratory Service</td>
<td>764.34</td>
<td>4</td>
</tr>
<tr>
<td>310</td>
<td>Office</td>
<td>3,514.10</td>
<td>33</td>
</tr>
<tr>
<td>315</td>
<td>Office Service</td>
<td>830.37</td>
<td>6</td>
</tr>
<tr>
<td>390</td>
<td>Conference Room</td>
<td>56.21</td>
<td>1</td>
</tr>
<tr>
<td>391</td>
<td>Elevator</td>
<td>56.88</td>
<td>1</td>
</tr>
<tr>
<td>W06</td>
<td>Public Corridor</td>
<td>2,612.62</td>
<td>1</td>
</tr>
<tr>
<td>W07</td>
<td>Stairway</td>
<td>556.05</td>
<td>3</td>
</tr>
<tr>
<td>X01</td>
<td>Custodial Supply Closet</td>
<td>44.31</td>
<td>2</td>
</tr>
<tr>
<td>X03</td>
<td>Public Rest Room</td>
<td>228.33</td>
<td>2</td>
</tr>
<tr>
<td>Y04</td>
<td>Utility/Mechanical Space</td>
<td>556.75</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 15,308.25 71
Space Management

Graphic Views

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

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

<table>
<thead>
<tr>
<th>Organization Code</th>
<th>Organization Desc</th>
<th>Area</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>13000000</td>
<td>HHS Admin</td>
<td>598.54</td>
<td>3</td>
</tr>
<tr>
<td>13020000</td>
<td>Nutrition Science</td>
<td>8,259.80</td>
<td>40</td>
</tr>
<tr>
<td>17100000</td>
<td>Anthropology</td>
<td>1,588.39</td>
<td>11</td>
</tr>
<tr>
<td>52020000</td>
<td>Business Offices</td>
<td>218.04</td>
<td>3</td>
</tr>
<tr>
<td>TEMP1145</td>
<td>General Academic Classrooms</td>
<td>1,588.54</td>
<td>2</td>
</tr>
<tr>
<td>TEMP990363</td>
<td>General Building WL</td>
<td>4,054.94</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16,308.25</strong></td>
<td><strong>71</strong></td>
</tr>
</tbody>
</table>
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.
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

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.
**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.
**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.)

4. From the FM:S home page- Select the **building** and **floor** first.

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 **Create Individual Moves**.

8. A pop up will open **Assign Rooms & Zones**.

9. 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.

10. Click **Save** in the bottom left-hand corner.

11. Then click **OK**.
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

Submitting a Move Request

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.
Move Management

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

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**.
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.
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.
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.
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**”.

![Diagram showing the steps described above]

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**PURDUE UNIVERSITY**
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.

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**.
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.
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.

<table>
<thead>
<tr>
<th>Campus Code</th>
<th>Bldg Code</th>
<th>Bldg Desc</th>
<th>Floor</th>
<th>Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>1281</td>
<td>Ernest C. Young Hall</td>
<td>0B</td>
<td>010</td>
</tr>
<tr>
<td>01</td>
<td>1281</td>
<td>Ernest C. Young Hall</td>
<td>0B</td>
<td>010A</td>
</tr>
<tr>
<td>01</td>
<td>1281</td>
<td>Ernest C. Young Hall</td>
<td>0B</td>
<td>011</td>
</tr>
</tbody>
</table>
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.
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.
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.
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.
An email notification will be sent to your @purdue.edu account indicating a change has been submitted.

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.

4. Click on the change request item to see more Details at bottom of page.
My Change Requests - Other Ways to Change Data

Editing an Already Submitted Request

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

<table>
<thead>
<tr>
<th>Add Delete</th>
<th>Description of Requested Changes</th>
<th>Request submitted by</th>
<th>Request date time</th>
<th>Status</th>
<th>Reviewed by</th>
<th>Review date time</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2)</td>
<td>Schaffer, Sandra</td>
<td>4/4/2022 3:10:46 PM</td>
<td>Pending</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>Schaffer, Sandra</td>
<td>4/4/2022 3:04:58 PM</td>
<td>Pending</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Contacts

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josie Galloway</td>
<td><a href="mailto:jsejose@purdue.edu">jsejose@purdue.edu</a></td>
</tr>
<tr>
<td>Jennifer Riehle</td>
<td><a href="mailto:riehle0@purdue.edu">riehle0@purdue.edu</a></td>
</tr>
<tr>
<td>Sandy Schaffer</td>
<td><a href="mailto:seharvey@purdue.edu">seharvey@purdue.edu</a></td>
</tr>
<tr>
<td>Wil Degen-Stout</td>
<td><a href="mailto:wdegenst@purdue.edu">wdegenst@purdue.edu</a></td>
</tr>
<tr>
<td>Peter Khlebnikov</td>
<td><a href="mailto:pkhlebni@purdue.edu">pkhlebni@purdue.edu</a></td>
</tr>
</tbody>
</table>
Thank You
Auxiliary Services-Space Administration