PURDUE UNIVERSITY	Procurement Services AUXILIARY SERVICES

Request Changes in the Facility Management System

Last Updated: 11/2022

This QRG provides the steps to request changes for room name, department code, space use type, or capacity in the Facility Management System. This is critical information to maintain as they impact various initiatives.

Jump Links: www.purdue.edu/spacemanagement

Access the Facility Management System – My Change Requests

- Access FM:S system at www.purdue.edu/spacemanagement

- Use your Login and Boilerkey.

- Click on the **Space Management** icon located on navigation tree.

- Select **Views** from the list of options under Space Management.

- Select **My Change Requests** from the list of items under Views.
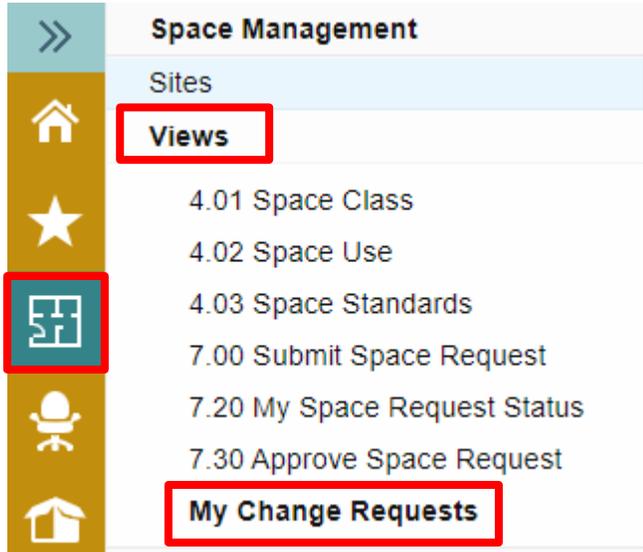
Submit a New Request

• Click **Add** at the top left of the page	Space Management > My Change Requests Add Delete
• Click on **Select** to the right of Bldg Code • Under **Building Description**, type the building name • Click on **Search** to display possible options • Click on **building** desired and click on **Select**	Details Space Inventory **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 [i] (Select) Select Clear FMS:Workplace ☒ Enter whole or partial text for each field Building Code Building Description Beering Search Cancel 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 Select
• Enter **Description** into area designated • 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**	* Description of Requested [i] Changes < Next Cancel FMS:Workplace Details Space Inventory Request Changes ☐ Campus Code Bldg Code Bldg Desc Floor Room # ☐ 01 1308 Steven C. Beering Hall of Lib Arts & Ed 01 1114 ☑ 01 1308 Steven C. Beering Hall of Lib Arts & Ed 01 1118 ☐ 01 1308 Steven C. Beering Hall of Lib Arts & Ed 01 1119 ☐ 01 1308 Steven C. Beering Hall of Lib Arts & Ed 01 1119.2

- A **pop-up** appears

- The following options can be modified: **Room Name, Department Code, Space Use and/or Office Capacity**

- Type in a new **room name** if needed

- Use the **Select** options to locate the appropriate Department 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	[i]	BRNG 1308 Steven C. B
Floor	[i]	01
Room #	[i]	1114
Room Name	[i]	Liberal Arts Counseling -
Area (SF)		558
Department Code	[i]	[ ] Select Clear
Space Use	[i]	310 Office Select Clear
Office Capacity	[i]	2

Submit Changes for Approval   Cancel

- When you select the **Department Code**, begin typing the department name

- Click on **Select** to display possible options (Use codes that begin with number 1 for Purdue West Lafayette)

- **Highlight** the appropriate department

- Click **Select**

FMS:Workplace

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

chem

Search   Cancel

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   Select
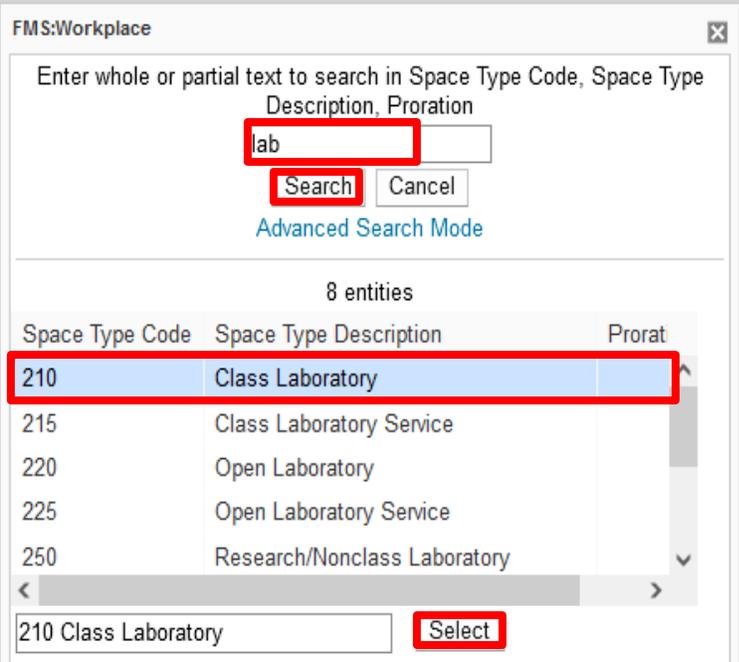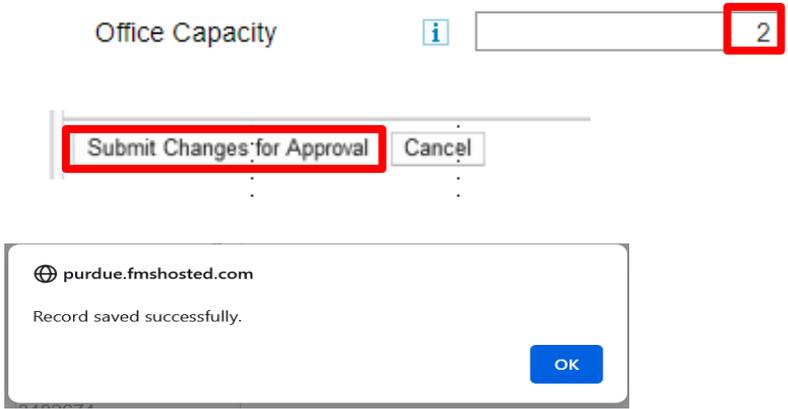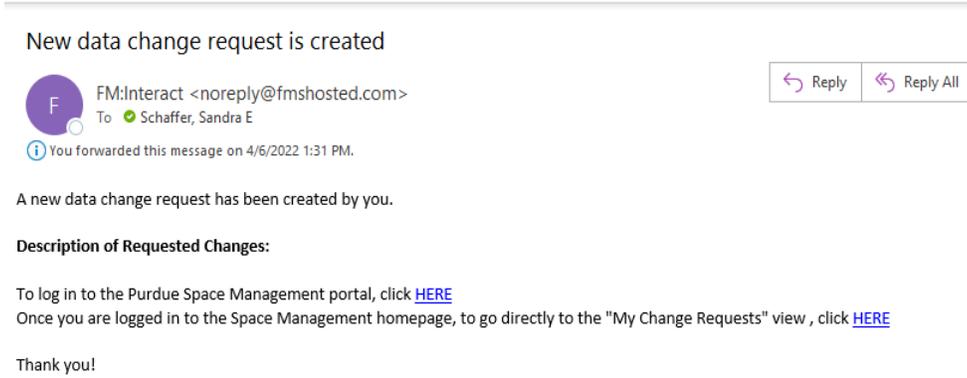
• When you select **Space Use**, begin typing the Space Type name • Click on **Select** to display possible options • **Highlight** the appropriate space use type • Click **Select**	**FMS:Workplace** Enter whole or partial text to search in Space Type Code, Space Type Description, Proration lab Search 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
• Type over existing **Capacity** number to make a change • Review the information and click on **Submit Changes for Approval** • Pop-up **message** will appear indicating record has been saved successfully	Office Capacity [i] 2 Submit Changes for Approval Cancel ⊕ purdue.fmshosted.com Record saved successfully. OK
• An email notification will be sent to you @purdue.edu account indicating a change has been submitted	New data change request is created ↩ Reply ↩ Reply All F FM:Interact <noreply@fmshosted.com> To ● Schaffer, Sandra E ⓘ You forwarded this message on 4/6/2022 1:31 PM. 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!