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

<table>
<thead>
<tr>
<th>Details</th>
<th>Space Inventory</th>
</tr>
</thead>
</table>

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

- **Bldg Code**
- **Bldg Description**
- **Select**
- **Clear**

#### FM:Workplace

**Enter whole or partial text for each field**

<table>
<thead>
<tr>
<th>Building Code</th>
<th>Building Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1308</td>
<td>Steven C. Beering Hall of Lib Arts &amp; Ed</td>
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#### 1 entities

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- **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**

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• 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

• 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
• 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**

• 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

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