FM:S USER GUIDE
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To log into FM:S, type the following link into your browser’s URL: www.purdue.edu/SpaceManagement

(Boiler Key Required)
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.
Basic Navigation

- 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 floor plans as well as building information.
Basic Navigation

Using the Global Search Tool

- Please 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

- Please select the desired Floor from the Floors/Drawings 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.
Basic Navigation

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.
Basic Navigation

Floor Plan Tools

At the Top of the Floor Plan View is a tool bar with descriptions on the slide below.

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 print functions.
Navigating to the Higher Education Survey

1. Click on the Higher Education Survey button highlighted in blue on the Navigation Tree shown below.

2. Select “Views” from the options list under “Higher Education Survey.”

3. Select “Higher Education Survey-Respondents” from the drop-down list under “Views.”
If you are a **Department Space Contact:**

The screen will display a list of rooms associated with your department in all buildings across campus.

If you are a **Building Deputy:**

The screen will display a list of rooms for all the departments in your building(s).

- If needed, the populated list can be restricted to a single building with filtering options:
  - Click on the filter button circled in **blue** to show the filtering options.
  - Type your building abbreviation into the field circled in **green**.
  - Click on the filter button highlighted in **red** and select the “Contains” option.

*Filters may be used with other fields to restrict the list differently.*
Note: Before you begin making requests to update space data, verify that you have appropriate access. Review the list, ensuring that you use the arrow button at the bottom right of the list to scroll through the entire list. If your list of buildings is several screens long, you may want to filter by building as shown on the previous page.

If rooms are missing from your list, please send an email to occupancyplanning@purdue.edu. We will update your access rights to include the additional spaces.

To request changes for a given room record, click on the “Edit” button (shown in the red circle below) to view the related room details. The room details will then populate directly below the room records list.
Room Details Tab

Review the questions listed in red below and answer “Yes” or “No” for each.

Note that if you indicate Yes for “Department Correct?” or “Space Use Correct?”, you will not be prompted for the “Proposed Department” or “Proposed Space Use.” See (A) and (B) below.

<table>
<thead>
<tr>
<th>Room Details</th>
<th>Annual Survey</th>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>1281</td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>145</td>
<td></td>
</tr>
<tr>
<td>Space Use</td>
<td>310 Office</td>
<td>Select</td>
</tr>
<tr>
<td>* Department Correct?</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>* Proposed Department</td>
<td>(Select)</td>
<td>Select</td>
</tr>
<tr>
<td>* Space Use Correct?</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>* Proposed Space Use</td>
<td>(Select)</td>
<td>Select</td>
</tr>
<tr>
<td>* Is Floor Plan Correct?</td>
<td>Select One</td>
<td></td>
</tr>
<tr>
<td>* Condition</td>
<td>Select One</td>
<td></td>
</tr>
<tr>
<td>* Are Lasers Present?</td>
<td>Select One</td>
<td></td>
</tr>
<tr>
<td>* Are Radioactive Materials Present?</td>
<td>Select One</td>
<td></td>
</tr>
<tr>
<td>Workspace Capacity</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

* Required Field
Higher Education Survey: Making Changes

If you mark “No” for Department Correct?:

Click Select next to the box for Proposed Department. Search for the appropriate department using a string of characters in the department name, then click Select.

If you mark “No” for Space Use Correct?:

Click Select next to the box for Proposed Space Use. Search for the appropriate space use using a string of characters, then click Select. Refer to the next slide for a description of space types.

*If you are unsure of the correct “Department” or “Space Use” assignment, please indicate your best guess, as this will not make an actual change to the data. The system will automatically send a message to the Occupancy Planning team for review, and the data will then be updated as needed.*

In the “Condition” field:

Select an option from the drop-down list that best describes (*in your opinion*) the condition of the space.

In the “Workspace Capacity” field (*if it is a 310 Office Space*)

Indicate the number of desk or workstation seats (*do not include guest or side seating*).

In the “Student Capacity” field (*if it is a 110 Classroom Space or a 210 Class Lab Space*):

Indicate the student capacity allocated for the room.
Higher Education Survey: Making Changes

Annual Survey Tab

This tab is used to add or remove occupants based on any changes that have occurred.

- Click **Add** and enter a string of characters to bring up the room occupant name. If there are multiple people with the same name, review the department to identify the correct occupant, and click **Select**.

- Click **Edit** next to an existing occupant record to change it to a different occupant. Search for the correct occupant record in the same manner as described above.

- To remove an existing occupant record, select the check box to the left of the unwanted record, and then click **Delete**.
Confirmation Tab

1. Include any additional comments in the “Notes” section that you feel may be helpful to Occupancy Planning in the investigation of your requested changes.

2. Select the check box to the right of “Complete?” once you have finished making all changes for that room record.

3. Click “Save Changes” in the lower left corner to save all changes you have made. This is available from all three tab views (Room Details, Annual Survey, and Confirmation).

For the benefit of your time, it is advisable to only use the “Save Changes” button after you have marked the “Complete?” box under the “Confirmation” tab.
1.40 Room Summary

The 1.40 Room Summary report provides a room-by-room list of space data to be verified during walk-throughs. 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 the **1:40 Room Summary** from the drop-down list under **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, Etc.). An 11” X 17” paper size in landscape orientation is recommended for best legibility.
Submitting a Move Request

NOTE

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

Departments must coordinate relocation with other departments as needed.
## Submitting a Move Request

1. From the FM:S home page – Select the “Move Management” icon.


3. Under the “Views” drop-down list – Select “New Move Request.”

<table>
<thead>
<tr>
<th>Move Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Views (2)</td>
</tr>
<tr>
<td>Move Project</td>
</tr>
<tr>
<td>Completed Move Projects</td>
</tr>
<tr>
<td>Completed Moves</td>
</tr>
<tr>
<td>New Move Request (3)</td>
</tr>
<tr>
<td>Status View - My Requests</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents</td>
</tr>
<tr>
<td>Favorites</td>
</tr>
</tbody>
</table>
Submitting a Move Request

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

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.
Please feel free to contact a member of the Occupancy Planning department to help resolve your questions at or contact us at the information below.

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(765) 494-7216            (765) 496-3438
THANK YOU