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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)*
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 dropdown list under “Views”.

![Navigation Tree and dropdown list showing selection process]

**Higher Education Survey**

![Image of the Higher Education Survey page]

(1)

(2)

(3)
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.*
**Higher Education Survey**

**Note:**

Before you begin the data cleanse process, 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>* AreRadioactive 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

Save Changes  Cancel
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 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 “Is Floor Plan Correct?” field:

Select “Yes” from the dropdown if no corrections to the floor plan are needed. If floor plan corrections are needed, select “No” from the dropdown. This will let the Occupancy Planning Team know that further review is needed.
Room Details Tab (cont.)

In the “Condition” field:

Select an option from the dropdown list that best describes (in your opinion) the condition of the space.

In the “Are Lasers Present?” field:

Select “Yes” or “No” from the dropdown list.

In the “Are Radioactive Materials Present?” field:

Select “Yes” or “No” from the dropdown list.

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.

Click “Save Changes” at the lower left when finished.
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**.

- Click “**Save Changes**” at the lower left when finished.
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).
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 dropdown list under **Reports**.
1.40 Room Summary Report

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.
 Tone Request

Submitting a Space Request

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

2. Under the “Space Management” options – Select “Views”.

3. Under the “Views” dropdown list – Select “Submit Space Request”.

(1)

(2)

(3)
Complete all required fields noted in red on the Space Request Form

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Requested By</td>
<td>Degen-Stout William</td>
</tr>
<tr>
<td>* Requested By Name</td>
<td>William Degen-Stout</td>
</tr>
<tr>
<td>* Department</td>
<td>00000412 Office of VP to</td>
</tr>
<tr>
<td>* Approving Department Head</td>
<td>(Select)</td>
</tr>
<tr>
<td>* Approving Dean</td>
<td>(Select)</td>
</tr>
<tr>
<td>Date Received</td>
<td>2/5/2019 11:04 AM</td>
</tr>
<tr>
<td>* For How Long? Units</td>
<td>5 Years</td>
</tr>
<tr>
<td>* Date Space is Needed?</td>
<td>2019</td>
</tr>
<tr>
<td>* Space will be used for?</td>
<td>Select One</td>
</tr>
<tr>
<td>* Space will be used by?</td>
<td>Select One</td>
</tr>
<tr>
<td>* Size of Space Requested</td>
<td></td>
</tr>
</tbody>
</table>

Click the “Submit” button located at bottom left of the Space Request Form to send the completed form to the Occupancy Planning Team.
Space Request

Attaching Documents to a Space Request

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

2. Under the “Space Management” options – Select “Views”.

3. Under the “Views” dropdown list – Select “My Space Request Status”.

![Diagram showing the steps in the process]
In the “My Space Request Status” view, select the Space Request that you want to attach a document to.

Select the “Documents” tab

Select the “Add” button
## Attaching Documents to a Space Request (cont.)

In the “Space Request Documents” view, indicate the document type.

Upload the needed document.

Click the “Submit” button to attach the document.
Move Request

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”.

* Please note 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.
Move Request

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.
Questions and Support

Please feel free to contact a member of the Occupancy Planning department to help resolve your questions at the occupancyplanning@purdue.edu email address or contact us individually at the contact information below.

Gina Wollin  rwollin@purdue.edu  x47216
Wil Degen-Stout  wdegenst@purdue.edu  x63438
Nathan Cummings  nacummin@purdue.edu  x43909