



FM:S USER GUIDE



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FM:S Login

To log into FM:S, type the following link into your browser's URL ...www.purdue.edu/SpaceManagement
(Boiler Key Required)



Higher Education Survey

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”.

The screenshot displays the Higher Education Survey interface. On the left, a navigation tree is visible with the 'Higher Education Survey' button highlighted in blue, marked with a red circle and the number (1). Under this button, a dropdown menu is open, showing 'Views' circled in red with a red circle and the number (2). Below 'Views', the option 'Higher Education Survey- Respondents' is also circled in red with a red circle and the number (3). The main content area shows a table titled 'Higher Education Survey- Respondents' with columns for Building, Building Abbreviation, Building Description, Room, Space Use Code, Space Use, Area (SF), Department, Department Name, On Loan From Department, and Room P. The table contains 10 rows of data, all from the 'Career Services' department. At the bottom of the table, it says 'Items 1 to 20 of 25' and 'Page: 1 of 2 Go Page size: 20'. Below the table, it says 'Please select a record'.



Higher Education Survey

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.

Building	Building Abbreviation	Building Description	Room	Space Use Code	Space Use	Area (SF)	Department	Department Name	On Loan From Department
7016	KT	Kettler (Alfred W) Hall	108C	310	Office	115	00000004	Career Services	
7016	KT	Kettler (Alfred W) Hall	108D	310	Office	119	00000004	Career Services	
7016	KT	Kettler (Alfred W) Hall	108E	310	Office	114	00000004	Career Services	
7016	KT	Kettler (Alfred W) Hall	109A	410	Study Room	1,243	00000004	Career Services	
7016	KT	Kettler (Alfred W) Hall	109B	310	Office	300	00000004	Career Services	
7016	KT	Kettler (Alfred W) Hall	109C	315	Office Service	49	00000004	Career Services	
7016	KT	Kettler (Alfred W) Hall	109D	315	Office Service	49	00000004	Career Services	
7016	KT	Kettler (Alfred W) Hall	109E	315	Office Service	49	00000004	Career Services	
7016	KT	Kettler (Alfred W) Hall	109F	315	Office Service	49	00000004	Career Services	



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.

Higher Education Survey- Respondents											Save query	Show All		
<input type="checkbox"/>	Building	Building Abbreviation	Building Description	Room	Space Use Code	Space Use	Area (SF)	Department	Department Name	On Loan From Department				
<input checked="" type="checkbox"/>	7016	KT	Kettler (Alfred W) Hall	108C	310	Office	115	00000004	Career Services		Edit			
<input type="checkbox"/>	7016	KT	Kettler (Alfred W) Hall	108D	310	Office	119	00000004	Career Services		Edit			
<input type="checkbox"/>	7016	KT	Kettler (Alfred W) Hall	108E	310	Office	114	00000004	Career Services		Edit			
<input type="checkbox"/>	7016	KT	Kettler (Alfred W) Hall	109A	410	Study Room	1,243	00000004	Career Services		Edit			
<input type="checkbox"/>	7016	KT	Kettler (Alfred W) Hall	109B	310	Office	300	00000004	Career Services		Edit			
<input type="checkbox"/>	7016	KT	Kettler (Alfred W) Hall	109C	315	Office Service	49	00000004	Career Services		Edit			
<input type="checkbox"/>	7016	KT	Kettler (Alfred W) Hall	109D	315	Office Service	49	00000004	Career Services		Edit			
<input type="checkbox"/>	7016	KT	Kettler (Alfred W) Hall	109E	315	Office Service	49	00000004	Career Services		Edit			
<input type="checkbox"/>	7016	KT	Kettler (Alfred W) Hall	109F	315	Office Service	49	00000004	Career Services		Edit			

Items 1 to 20 of 25 Page: 1 of 2 Go Page size: 20



Higher Education Survey: Making Changes

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.

	Room Details	Annual Survey	Confirmation
	Building	<input type="text" value="1281"/>	
	Room	<input type="text" value="145"/>	
	Space Use	<input type="text" value="310 Office"/>	<input type="button" value="Select"/> <input type="button" value="Clear"/>
	* Department Correct?	<input type="text" value="No"/>	
(A)	* Proposed Department	<input type="text" value="(Select)"/>	<input type="button" value="Select"/> <input type="button" value="Clear"/>
	* Space Use Correct?	<input type="text" value="No"/>	
(B)	* Proposed Space Use	<input type="text" value="(Select)"/>	<input type="button" value="Select"/> <input type="button" value="Clear"/>
	* Is Floor Plan Correct?	<input type="text" value="Select One"/>	
	* Condition	<input type="text" value="Select One"/>	
	* Are Lasers Present?	<input type="text" value="Select One"/>	
	* Are Radioactive Materials Present?	<input type="text" value="Select One"/>	
	Workspace Capacity	<input type="text" value="1"/>	
	* Required Field		
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>			



Higher Education Survey: Making Changes

Room Details Tab (cont.)

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.



Higher Education Survey: Making Changes

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.

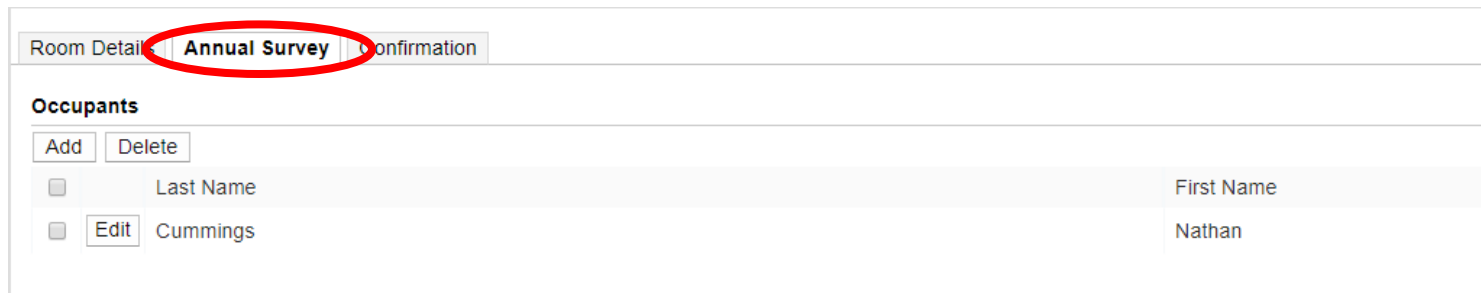


Higher Education Survey: Making Changes

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.



The screenshot shows a web interface with a tabbed menu at the top containing 'Room Detail', 'Annual Survey', and 'Confirmation'. The 'Annual Survey' tab is selected and circled in red. Below the tabs is a section titled 'Occupants' containing 'Add' and 'Delete' buttons. Underneath is a table with two columns: 'Last Name' and 'First Name'. The table contains one row with a checkbox, an 'Edit' button, the name 'Cummings', and the name 'Nathan'.

	Last Name	First Name
<input type="checkbox"/>	Cummings	Nathan

Higher Education Survey: Making Changes

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*).

Items 1 to 20 of 25 Page: 1 of 2 Go Page size: 20

Room Details Annual Survey **Confirmation**

Notes (1)

Complete? (2)

* Required Field

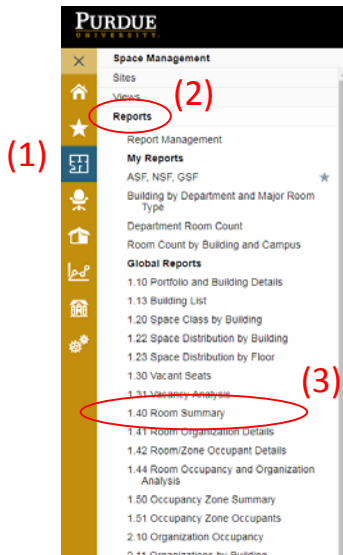
(3)

Save Changes Cancel

Room Summary Report

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**.

Room Summary Report

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.

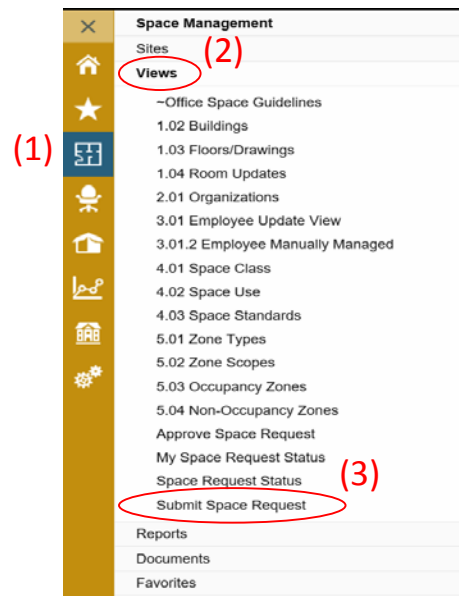
Site Description	Building Description	Floor Code	Room ID	Room Name	Room Organization Code	Department Usr
Purdue University at West Lafayette	Agricultural Administration Building	02	202	R. Merzdorf + T. Thompson + K. Smith + C. Wineand	00000039	Agricultural Comm
Purdue University at West Lafayette	Agricultural Administration Building	02	202.2	R. Merzdorf + T. Thompson + K. Smith + C. Wineand	00000039	Agricultural Comm
Purdue University at West Lafayette	Agricultural Administration Building	02	202A	Kitchenette	00000039	Agricultural Comm
Purdue University at West Lafayette	Agricultural Administration Building	02	203	H. Wang	00000578	Youth Development
Purdue University at West Lafayette	Agricultural Administration Building	02	204			
Purdue University at West Lafayette	Agricultural Administration Building	02	205	S. Danford	00000039	Agricultural Comm
Purdue University at West Lafayette	Agricultural Administration Building	02	205.2	S. Danford	00000039	Agricultural Comm
Purdue University at West Lafayette	Agricultural Administration Building	02	205A	M. Manier	00000039	Agricultural Comm
Purdue University at West Lafayette	Agricultural Administration Building	02	205A	Reception - C. Frederick + D. Mullen +	00000039	Agricultural Comm



Space Request

Submitting a Space Request

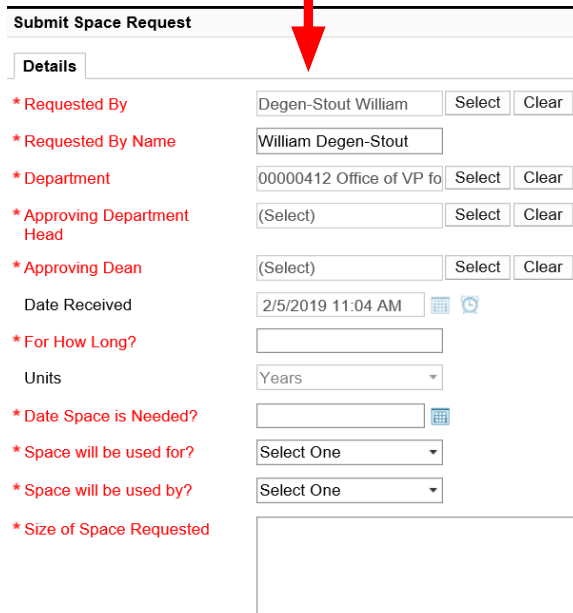
1. From the FM:S home page – Select the “Space Management” icon.
2. Under the “Space Management” options – Select “Views”.
3. Under the “Views” dropdown list – Select “Submit Space Request”.



Space Request

Submitting a Space Request (cont.)

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

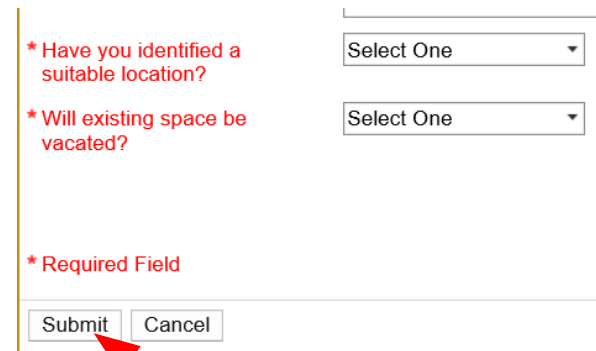


Submit Space Request

Details

- * Requested By: Degen-Stout William [Select] [Clear]
- * Requested By Name: William Degen-Stout
- * Department: 00000412 Office of VP fo [Select] [Clear]
- * Approving Department Head: (Select) [Select] [Clear]
- * Approving Dean: (Select) [Select] [Clear]
- Date Received: 2/5/2019 11:04 AM [Calendar] [Refresh]
- * For How Long?: [Text Input]
- Units: Years [Dropdown]
- * Date Space is Needed?: [Text Input] [Calendar]
- * Space will be used for?: Select One [Dropdown]
- * Space will be used by?: Select One [Dropdown]
- * Size of Space Requested: [Text Area]

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

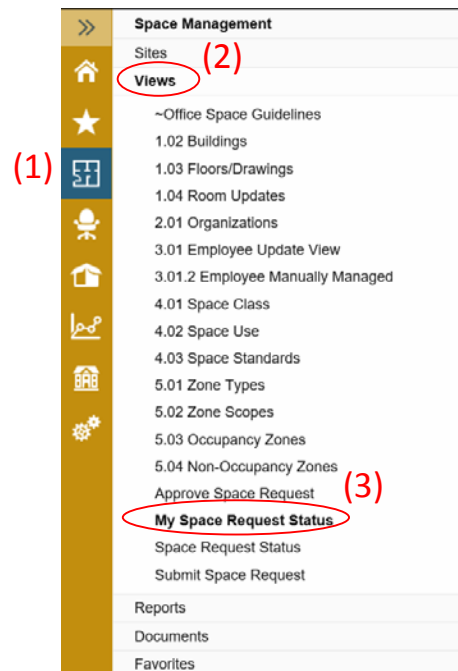


- * Have you identified a suitable location?: Select One [Dropdown]
- * Will existing space be vacated?: Select One [Dropdown]
- * Required Field
- [Submit] [Cancel]

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”.



Space Request

Attaching Documents to a Space Request (cont.)

The screenshot shows a web interface for managing space requests. At the top, there is a section titled "My Space Request Status" containing a table with the following data:

<input type="checkbox"/>	Request #	Date Received	Requested By Name
<input checked="" type="checkbox"/>	00000018	2/21/2019 6:46:00 PM	William Degen-Stout

Below the table, there are navigation tabs: "Details", "Approvals", "Documents", and "Comments". The "Documents" tab is currently selected. Underneath the tabs, there is a section titled "Space Request Documents" with an "Add" button and a "Delete" button. Below these buttons is a table with a header row containing "Document Type" and "Document".

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



Space Request

Attaching Documents to a Space Request (cont.)

FM:Interact 2018.2.90

Space Request Documents

Details

* Document Type

* Document

* Required Field

In the "Space Request Documents" view, indicate the document type

Upload the needed document

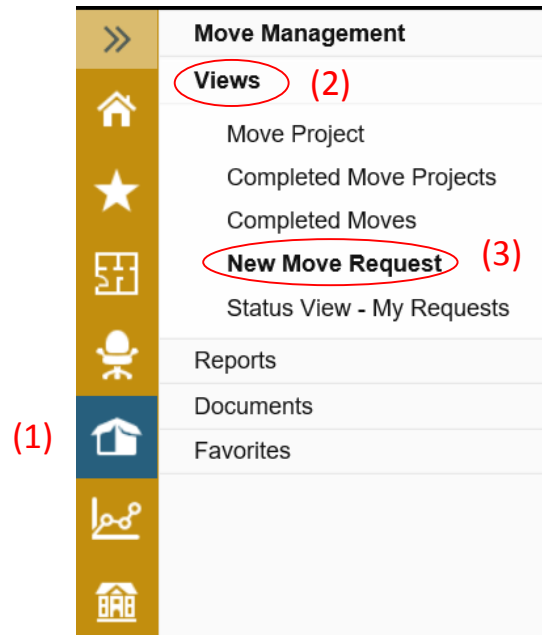
Click the "Submit" button to attach the document



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”.

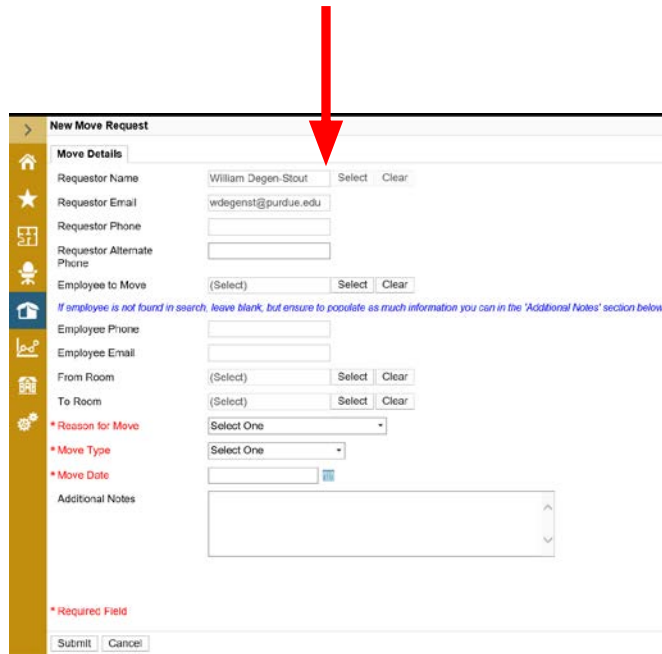


* Please note that the “Move Request” form is used to notify the Occupancy Planning Team of occupant location changes to be updated in FM:S. Departments must coordinate relocation with other departments as needed.

Move Request

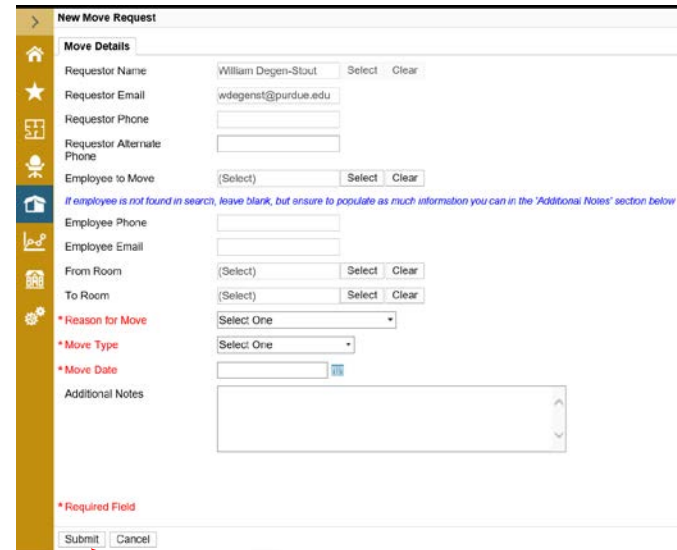
Submitting a Move Request

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



The screenshot shows the 'New Move Request' form. A red arrow points to the 'Requestor Name' field, which contains 'William Degen-Stout'. Other fields include 'Requestor Email' (wdegenst@purdue.edu), 'Requestor Phone', 'Requestor Alternate Phone', 'Employee to Move' (dropdown), 'Employee Phone', 'Employee Email', 'From Room' (dropdown), 'To Room' (dropdown), '* Reason for Move' (dropdown), '* Move Type' (dropdown), '* Move Date' (calendar), and 'Additional Notes'. A legend at the bottom indicates that red asterisks denote required fields. The 'Submit' and 'Cancel' buttons are at the bottom.

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



The screenshot shows the same 'New Move Request' form. A red arrow points to the 'Submit' button at the bottom left. The form fields are identical to the previous screenshot, showing the requestor's name, email, and other move details.



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

