UNM Space Management Database

FAMIS TRAINING

FAMIS PORTAL

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REPORTS

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INTRODUCTION / OVERVIEW

UNM Space Management Database (FAMIS)

UNM Space Management Database (FAMIS) is the space inventory database of record for the University of New Mexico. FAMIS uses AutoCAD Floor Plans to populate the Database with its basic information (Site, Building, Floor, Room and Square Footage). Once in FAMIS, you can add additional data, such as: Assigned Department, Room Use, Allocated Department, Functional Use and more.

FAMIS is accessed through the web using a Portal. The Portal is broken into Tabs: Home, Visual Map, Space Survey, Reports and Discover reports. The Home Tab has information on FAMIS and its access, coding, links, etc. Visual Map allows you to see and print Building Floor Plans with or without some of its associated data and pull Basic Report data. Space Survey allows you to see and edit room by room data that is assigned to you. The Reports Tab has basic reports using FAMIS data and the Discoverer Reports Tab handles complex report needs.

Our goal is to train and inform users and stakeholders on the UNM Space Management Database (FAMIS), processes, guidelines and procedures to ensure accurate data and floor plans for UNM's reporting, benchmarking, and strategic goals.

Access

We want to provide key staff within departments access to their departmental spacial information via the FAMIS Portal. This allows departments and staff to access their information so that they can accomplish their assigned tasks and duties.   FAMIS has two roles set-up to accomplish this: 1) Departmental Space Coordinator (Editor) and 2) Departmental Space Viewer (Read-only).

Roles and Responsibilities

Space Management		Departments	
Space Management is responsible for the UNM Space Management Database of record.		UNM Departments are responsible for helping maintain the UNM Space Management Database and notifying Space Management who is allowed access.	
Building Numbers	Allocated Department	Space Use Codes	Assigned Department
Room Numbers	Space Use Codes	Function Codes (F&A)	Allocated Department
Floor Plan Maintenance	Function Codes (F&A)	Departmental Access	Wall and door changes
Assigned Department	Square Footages	Departmental location	Modular furniture changes

Time

It is important to remember that maintenance of the UNM Space Management Database will require time from department staff. Departments will need to take a look at current roles/duties and assign a representative(s) appropriately. People who might require access include, but are not limited to:

- Department Administrator
- Inventory Monitor
- Financial Manager (F&A)
- HR Representative
- Building/Space Coordinator
- Grants Coordinator

THANK YOU FOR YOUR PARTICIPATION

INFORMATION

Web Address

Space Management   http://iss.unm.edu/PCD/SM/index.html

Contacts

Help Desk Phone   **277-3800**

Help Desk Email   **space@unm.edu**

Computer Specifications

This information is for your Departmental IT staff personnel who may assist with technical issues with your computer regarding FAMIS. These are the technical requirements and plug-ins that are needed on your computer to use the FAMIS Portal.

Operating System

Windows

Internet Browser

Windows Internet Explorer 7 (FAMIS approved)

Windows Internet Explorer 8

Plug-ins

Allow Active X and Map Guide to be installed when prompted
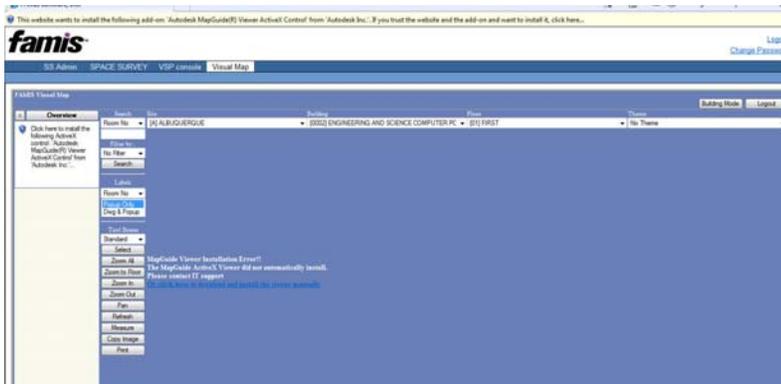
Tab: Home

The FAMIS Portal "Home" tab contains all pertinent information and documentation for FAMIS. Click on the Red Bars on the Left to switch between web pages.

FAMIS Web Page Samples

Documentation

Space database documentaion is provided for updating and understanding the space data.

FAMIS Documents

Training Manual (Coming Soon for XiR3)
This training manual is for FAMIS XiR3.

UNM Space Categories Guide (Quick List) *Draft*
This quick list is a list of all of the Space Sub-Catergory Codes.

UNM Space Categories Guide (Coming Soon)
This is the complete Space Coding document complete with definations, etc.

UNM Function Categories Guide (Coming Soon)
This is the Code and Instruction documentation for the 2012 Space Survey which supports the Facilities & Administrative Proposal (F & A / Indirect Cost).

Reference Documents

Access and Training

The Office of Space Management provides access to FAMIS as well as on-hands training clasess located in the John and June Perovich Business Center (Building #183).

FAMIS Access

FAMIS Authorization Form
FAMIS Authorization Form
This authorization form has many purposes. It assignes the following: 1) An official space contact who is ultimatley responsible for the Space Survey, 2) Space Org Codes on how the department wants to assign space and 3) Authorized Coordinators (editors) and Viewers of the Space Management Database.

FAMIS Overview/Computer Use
A supplemental information to accompany the the authorization form. This needs to be read by the employees whom are required/request access to the Space Database.

FAMIS Training

Schedules

The Office of Space Management Database provides data to many reports. Many of these reports are on-demand as well as annual. It is important to keep the Space Management Database current at all times.

Budgets

Due Yearly - March
Many departments need to provide budget information.requests in April that incompass the entire University/Campus. Examples of these departments are Physical Plant, Information Techonolgies, Safty and Risk Services, to name a few..

Building Replacement and Renewal (B R & R)

Due Yearly - May
The BR&R report is required by the NM Higher Education Department. This report is used to get funding for our facilities. The BR&R also assists with the Operations & Maintenance (O&M) and the Instruction & General (I&G) funding formulas.

Space Survey (FY)

THANK YOU FOR YOUR PARTICIPATION

Tab: Visual Map

Step 1:	Click on the tab **"Visual Map"** in the FAMIS Portal.
	▼ **Visual Map Tab** **famis** *an accruent company* **FAMIS Xi Portal** Logout Welcome: FAMIS Training/Tester FAMIS Training/Tester Refresh Home (DEVL) **Visual Map** Space Survey Reports Discoverer Reports

Visual Map: Navigation and Basic Information

Visual Map Window

Note:	Visual Map (VM) **"Section Map"**.
	When you click on the Visual Map tab you should see this window. Below is a list of the different window areas by number.
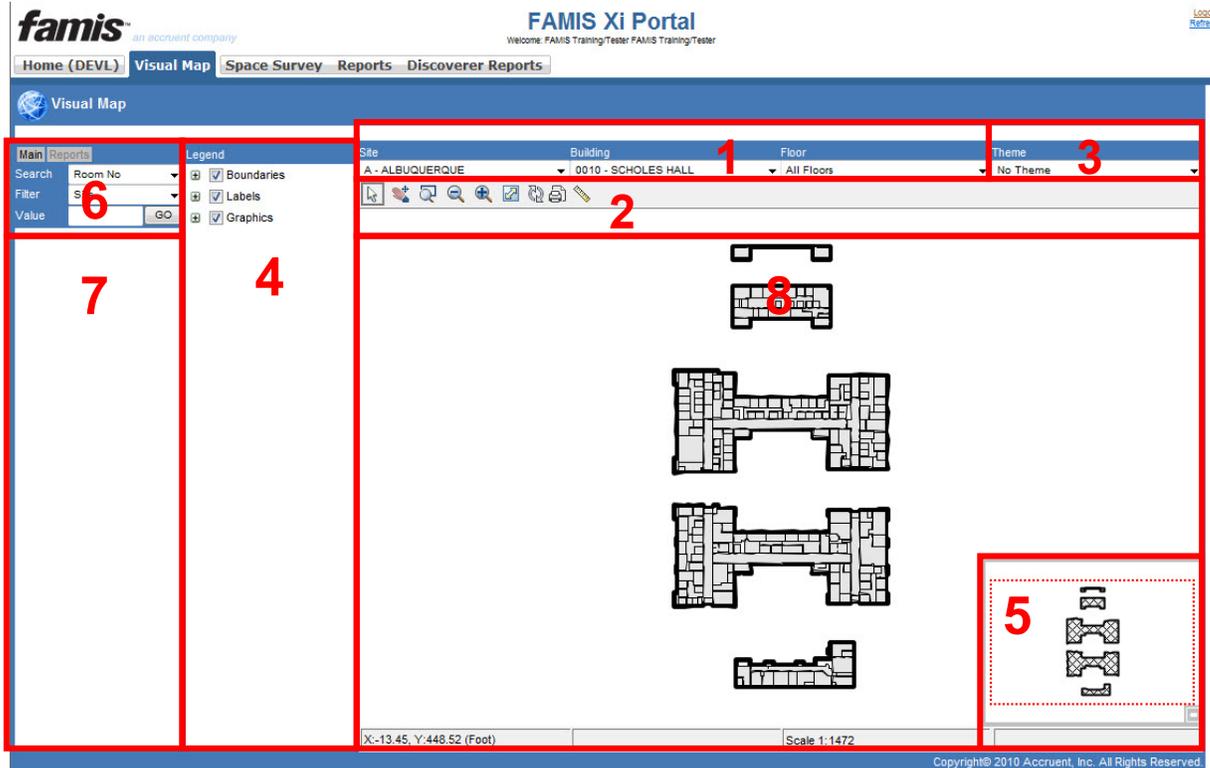
1) Location Bar   5) Overview Box

2) Navigation Bar   6) Main and Reports Area

3) Theme Bar   7) Results Area

4) Legends Area (Layers, Themes, Labels)   8) Drawing Area (Floor Plans)

Location Bar	
Note:	The **"Location Bar"** (#1 in the VM Section map). This gets you to what Floor Plan you would like to see.
Step 2:	Click on each pull down for **"Site, Building** & **Floor"** and choose a location in each. You should now see the building floor plan(s) you requested.

Site	Building	Floor
A - ALBUQUERQUE	0010 - SCHOLES HALL	All Floors

▲ **Site pull down** ▲ **Building pull down** ▲ **Floor pull down** |

Navigation Bar	
Note:	The **"Navigation Bar"** (#2 in the VM Section map). These commands let you move/zoom around the building floor plan.
Step 3:

Commands are listed form Left to Right.

Command(s) with their own steps will have an ***** before them.

Select: *Select a space to query information.*
Click on a desired room with in the floor plan to view its spacial information. The information will appear in the Results area (#7 in the VM Section map).

Pan/Zoom: *Pan and Mouse scroll zoom in/out*
To "Pan" hold down your left mouse button and move side to side when this command is selected.
To "Zoom" move your mouse scroll up to zoom in and down to zoom out when this command is selected.

Zoom Window: *Zooms to a specified location by creating a desired window selection.*
In desired location on the floor plan hold down your left mouse button and drag your mouse to create a window. Once your window is created release your left mouse button to zoom into that choosen location/window.

Zoom Out: *Zooms out (Floor plans gets smaller/further)*
Click the command to zoom out on the floor plan

Zoom In: *Zooms in (Floor plans gets bigger/closer)*
Click the command to zoom in on the floor plan

Zoom Extents: *Zooms out to see all floors*
Click the command to see all floors of a building.

Refresh: *Refreshes Visual Map*
Click the command to refresh Visual Map |

*Printable View: _Lets you see and manipulate settings for your printable view (print)._
Click on command to prepare a floor plan for printing in its own pop-up dialog box.

Measure: _Measure distances within a floor plan._
Click on command to click point to point on a floor pan to get measurements. Double click to quit.
Distance Calcuation will apear at the bottom of the screen, here you can also change value type.
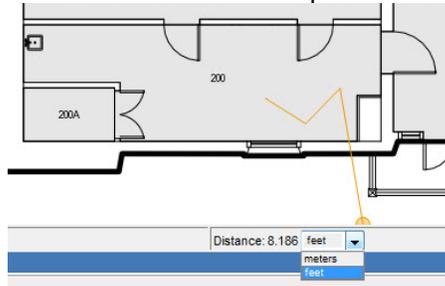
Printable View Command		

| Step 4: | Click on the **"Printable View"** command in the Navigation Bar.

The flowing pop-up dialog box should appear with its default settings. | | Read **"Printable View Settings"** instructions. |
| Step 5: | Click on **"Display Printable View"**. A new web browser should appear.
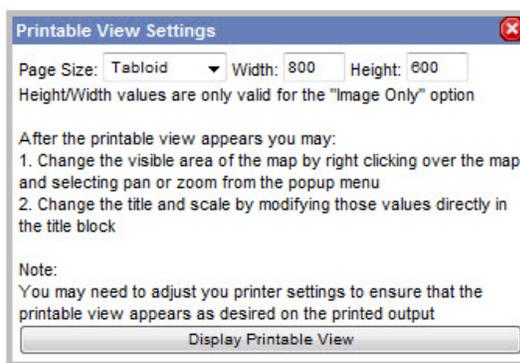
This is where you will set-up your Floor Plan(s) for printing.

Here are three examples of what you might see.

A) Without a Theme selected

B) With a Theme selected.

C) With a Theme selected and a Room Selection from the Tools pop-up box. | | |

Red Boxes/Arrows

1) You can edit the Title of the Printable View.

2) Right Click in the Printable View to get the Tools pop-up box. This box will bring Visual Map functions to this printable view for any modifications that might be needed.

Note: Functions of the Tools pop-up Box will be explained in various sections of the Visual map Training.

3) Use the Select in the Tools pop-up box to select room data to appear in the legend.
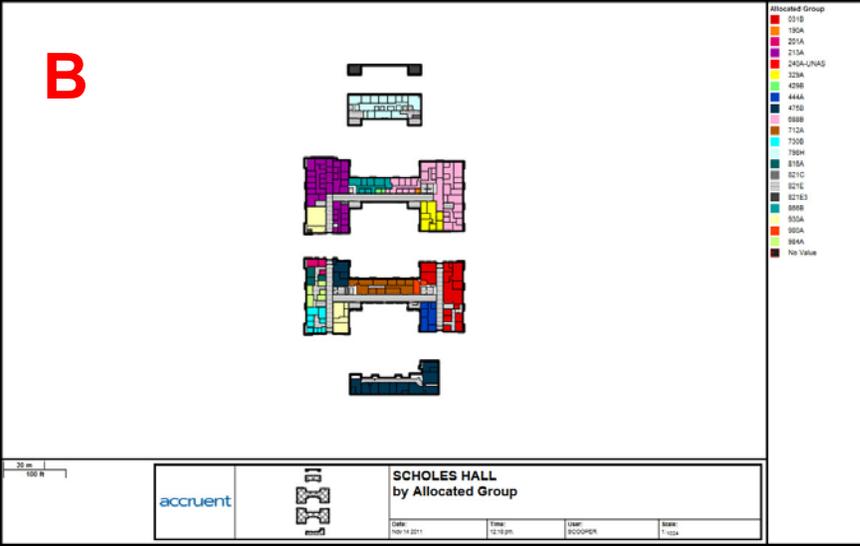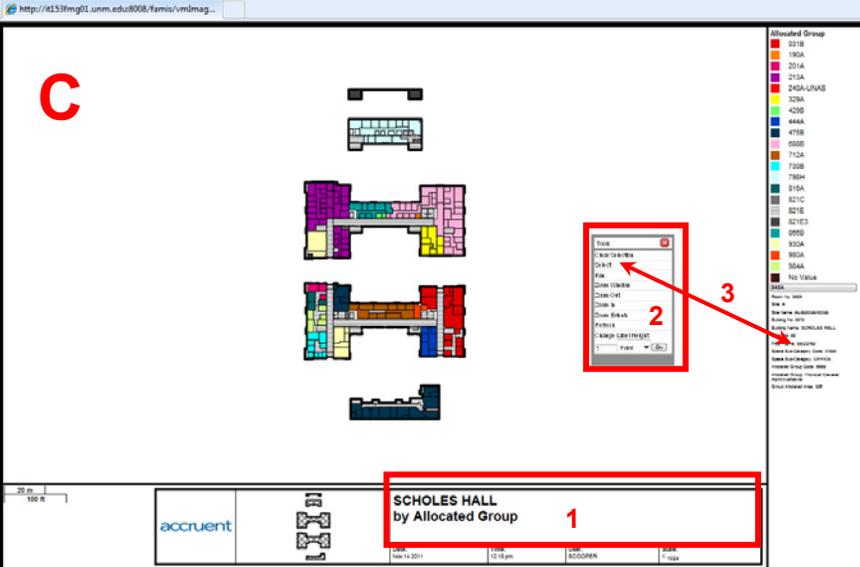
| Step 6: | Click "Print Preview" in Windows Explorer.

Adjust any necessary settings to get desired print preview before printing. | |

Theme Bar

| Note: | The **"Theme Bar"** (#3 in the VM Section map) is a pull-down menu that lets you select Themes that will color code the rooms in the floor plan(s) built on spacial data and create a corresponding legend in the Legend Area (#4 in the VM Section map). |

Step 7:	Click on the "Theme" pull down to choose a Theme.	
Note :	**Themes** **No Theme:** *No theme is shown (No color on floor plans)* **Allocated Group:** Department that occupies the space (Usually Orgs 5, 6, and 7 levels) **Allocated Group Level 5:** Rolls up Allocated Group Theme to a Level 5 Org Code. **Function Code:** Shows how spaces are used per OMB Circular A-21 standards **Function Use Source:** Shows any space that is not Set to Group in the Space Survey in Red. See Space Survey, Room Info Tab, Add/Change Functional Use Source to correct. **Space Category:** Space Use Categories per FICM. The general classification of a room. **Space Sub-Category:** Space Use Codes (FICM & UNM). Expanded Space Categories to give a more detail room type classification. **UH Cost Center:** Cost Center space classification used by UNMH for Centers for Medicare & Medicaid Services (CMS) reporting.	
Step 8:	Once a "Theme" is chosen, the floor plan will color code and a legend will appear. Here is an example of a Space Category Theme.	
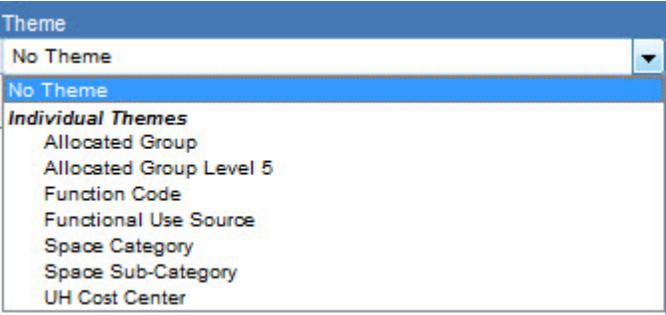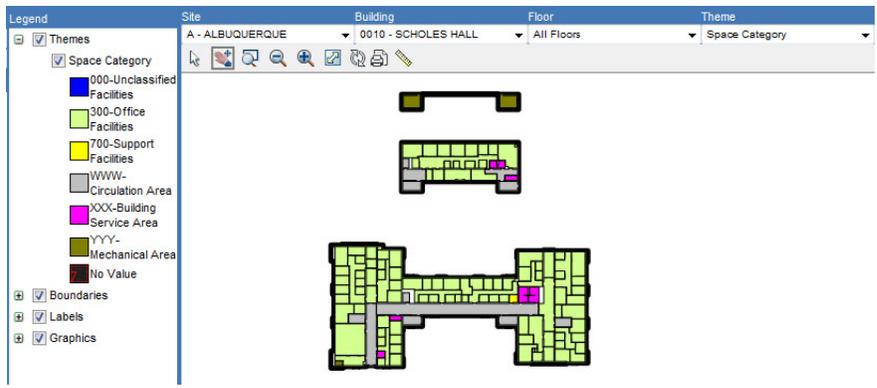
Legend Area	
Note:	The **"Legend Area"** (#4 in the VM Section map) holds the legends for various functions/data in Visual Map. Below are some examples and functions for all Legend information. **Open/closes legend ▶ information - Open** **▲ Turns on/off legend in the drawing area** **▲ Open/closes legend information - Closed**
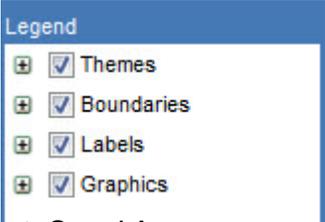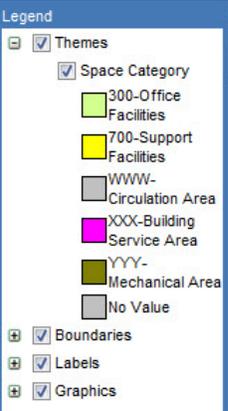
Theme Legend	
Step 9:	The "Themes" legend shows the values for the Theme selected from the Theme Bar pull-down menu.
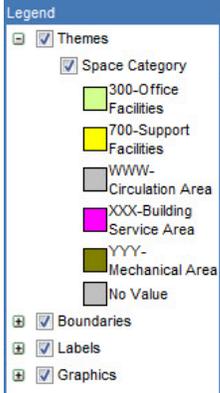
Step 10:	The "Boundaries" legend shows how the space is calculated. A) Shows the room/space outlines. This is what calculates the room/space area square feet. B) Color fill of the room/space outline. C) Shows the outline of the perimeter of the building. This is what calculates the gross square feet of a floor and building.	 Space Outline Space Background Floors
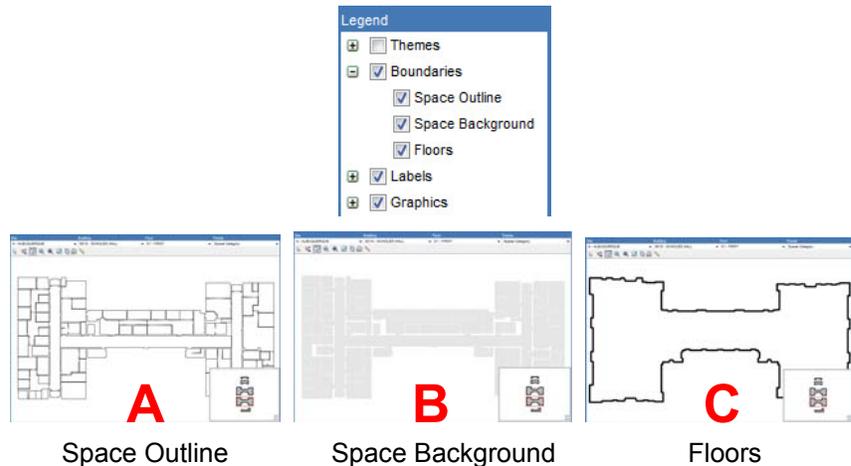
Labels Legend

Step 11:	The "Labels" legend lets you: A) **Floor Plan** Control and choose predefined labels to appear on your floor plans. Click pull-down and choose label type. B) **Text Height** Adjust text height of labels. Click pull-down and choose value type. Then type in value number and click Update Text Hgt. C) **Tooltip** Control your Tooltip and the data it shows. Click pull-down and choose tooltip type.	 Floor Plan (Label Types) Text Height (Label Size) Tooltip (Screen Pop-Up Data)
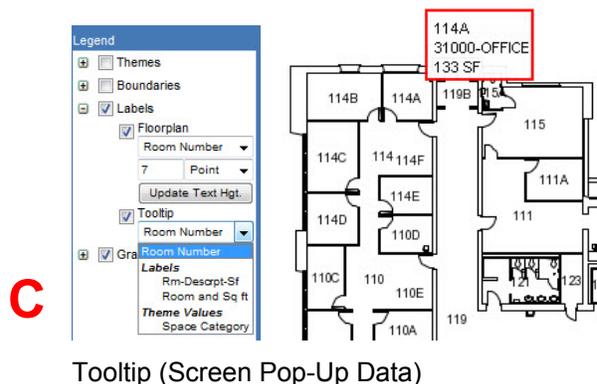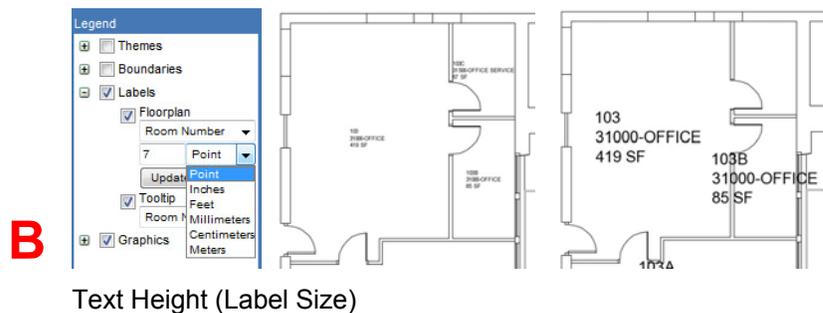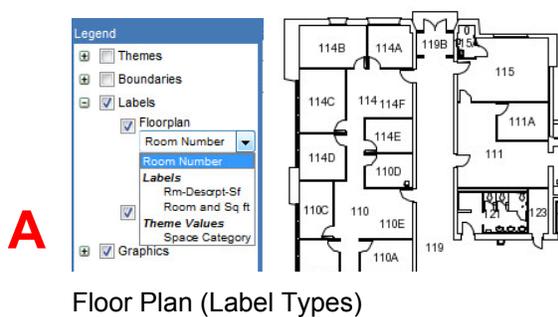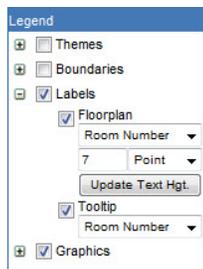
Graphics Legend	

| Step 12: | The "Graphics" legend shows the details of a floor plan.

● <u>Architectural</u>
Wall, doors, windows, columns, etc.

● <u>Equipment</u> (not available)
Equipment in a space that has been placed in a floor plan (red item in example to the right).

● <u>Furniture</u>
Furniture (usually movable) in a space.

● <u>Floor Label</u> (not available)
Label that gives a floor title.

● <u>Text</u>
Text in a floor plan, not a label) | |
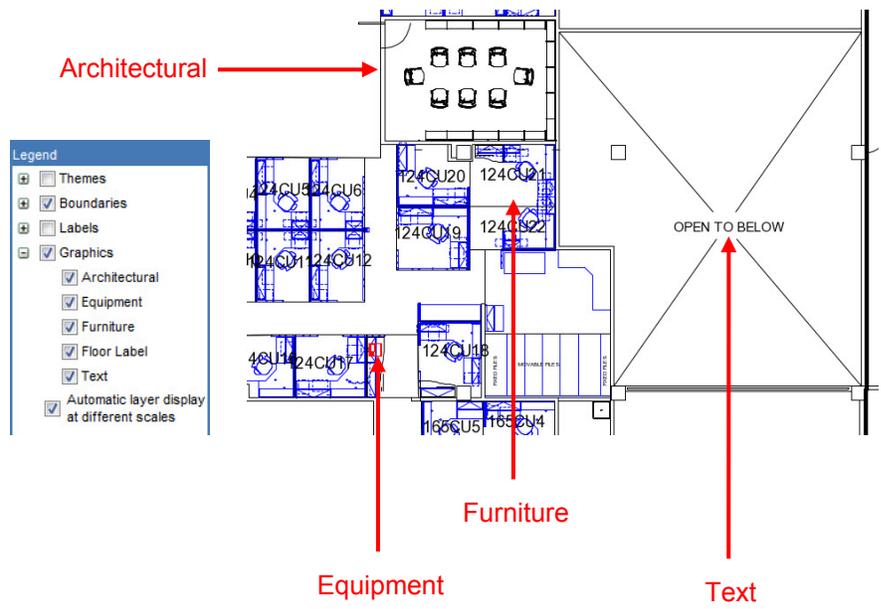
Overview Box	

Note:	The **"Overview Box"** (#5 in the VM Section map) is a window located in the "Drawing Area" of Visual Map that shows where you are located within a floor plan.

Step 13:	The "Overview Box" has a red dotted frame that shows your view relationship to the entire floor plan. The frame will change as your zoom relationships change. You can click within the Overview Box to move the frame to another desired location within the floor plan.	 **Click here to minimize the Overview Box ▲**
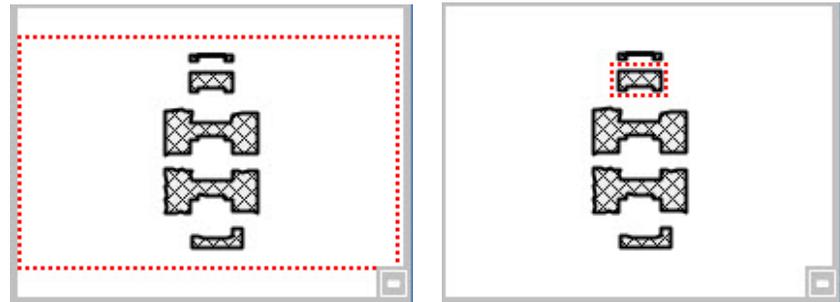
	Main (Searches) and Reports Area
Note:	The **"Main and Reports Area"** (#6 in the VM Section map) in Visual Map is where you can do searches on Data and pull Data Reports from a floor plan. Please note that the buttons grey out then they are not active, it does not mean they are not available.
	Here is the default view of the "Main and Reports Area"
	Main button does Searches ▼ ▼ Reports button pulls reports
Note:	Please note that the Search options can change as we develop the FAMIS system.

	Main Button - Searches Example 1
Step 14:	**Click on "Main" button.** **Main button ►**
Step 15:	Click the pull down for "Search" and choose what data you would like to search on. **◄ Search pull down button** **◄ Data you can search on**
Step 16:	Click the pull down for "Filter" and choose a filter type. **◄ Filter pull down button** **◄ Filter criteria**
Note:	For filters, use only "Building" or "Building/Floor". This will ensure a clean search.
Step 17:	Type the "Value" you would like to search on and Click "Go". **Filter criteria ►** **◄ "Go" button**
Note:	Your search data will appear after clicking "Go". You may see more than one possible choice based on the data in the database. **More than one value ► return example** **◄ Clear History erases your search results**
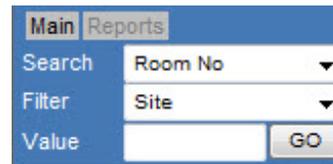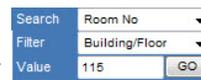
Step 18:	Click a returned search value(s) to: Zoom to the room/space Highlight the room/space View the room/space data in the "Results Area" Note: To view a different returned search value Click on the value.	**Click Bar(s) to ▶ minimize and expand its data**
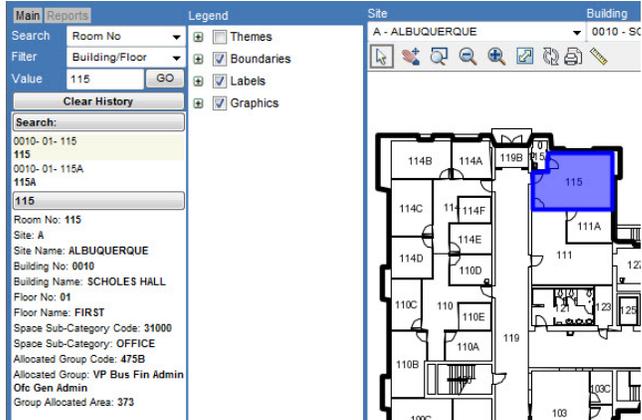
Main Button - Searches Example 2

Step 19:	Click the pull down for "Search" and choose what data you would like to search on.	**◀ Search pull down button** **◀ Data you can search on**
Step 20:	Click the pull down for "Filter" and choose a filter type.	**◀ Filter pull down button** **◀ Filter criteria**
Note:	For filters, use only "Building" or "Building/Floor". This will ensure a clean search.	
Step 21:	Type the "Value" you would like to search on and Click "Go".	**Filter criteria ▶** **◀ "Go" button**
Note:	Your search data will appear after clicking "Go". You may see more than one possible choice based on the data in the database.	**Returned search value ▶** **◀ Clear History erases your search results**
Step 22:	Highlight desired returned search value and click "Show" or "Show Matching All" to: Zoom to the room/space Highlight the room/space	**Click to highlight rooms on the floor plans** **▲** **Clears color space(s) on the floor plan**
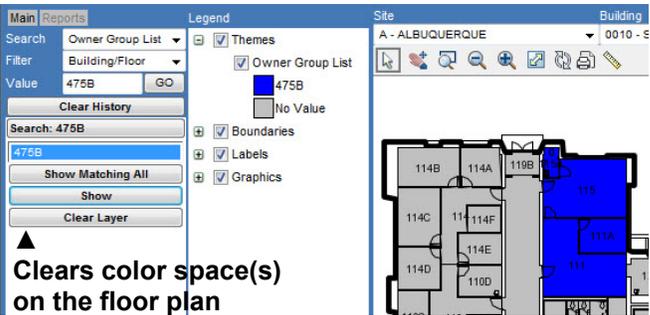
Reports Button - Reports

Step 23:	Click the **"Reports"** button to view report options	**"Reports" Button** ▼	
Step 24:	Click on the desired **Report**.		◄ **Reports available**
Step 25:	Click on desired rooms/spaces to pull report on.		
Note:	Hold **"Ctrl Key"** to pick various rooms or hold **"Shift Key"** to select a group of rooms.		◄ **Choose rooms/spaces**
Step 26:	Click **"Display Report"**.		◄ **"Display Report" button**
Step 27:	New IE web browser opens and displays the report.	**New web browser ►** **Save to Excel ►** **Report Column Headings ►**	
Step 28:	Click column headings to sort report by Headings.		
Step 29:	Save data to Excel. Click pull-down, then click "Display as Excel Spreadsheet" Then Click "OK" Save File as normal on your computer	**Save to Excel (detail)** ▼	
Step 30:	You can also print the report from your IE web browser as normal.		
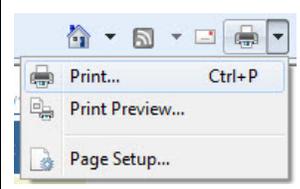
Visual Map: Visual Space Planning		
Note:	Some accounts are able to do "Space Planning" within Visual Map. This allows you to move employees around in the floor plan(s). This will not update your data,	
Step 1:	Click on the "Space Planning" button to active Visual Space Planning options/buttons. To get out of "Space Planning" mode click the button again.	
VSP Navigation		
Note:	You will see two changes to the menus when in "Space Planning" mode.	
	Additional commands/buttons to the Main (Searches) and Reports Menu.	
	Additional commands/buttons to the Visual Map floor plan Navigation Bar. New "Scenario Bar"	
VSP Create Scenario(s)		
Step2:	Click "Create Scenario"	
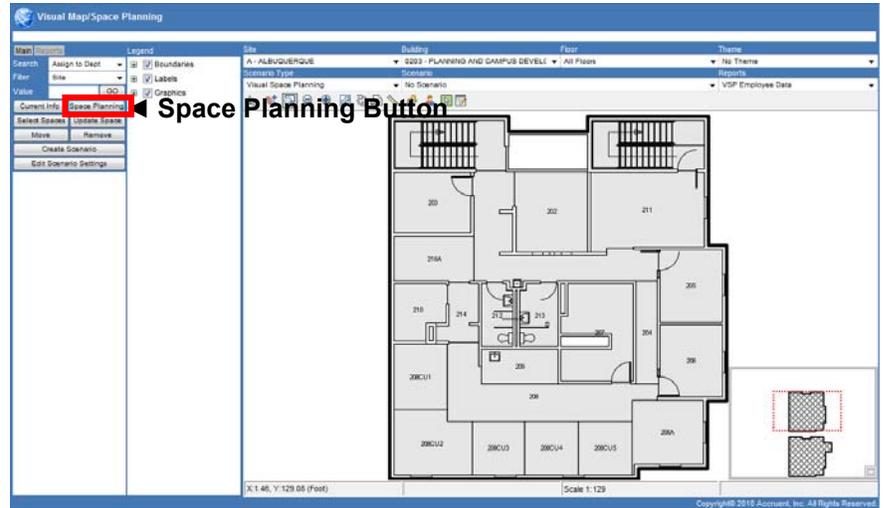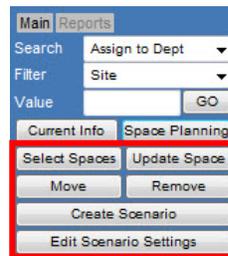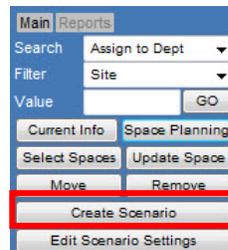
Step 3:	Type in the: 1) "Site" 2) "Building" 3) "Floor" "Defaults" can remain the same. "Organization Source" needs to remain the same.	
Step 4:	Click "Option" pull down and choose Scenario Option.	
Step 5:	"Description": Type in a Name for the Scenario being created	
Step 6:	Click "Create Scenario"	

Step 7:	A pop-up window will appear. Click "OK"	
Note:	Your "Scenario" will now appear in the Scenario pull-down.	
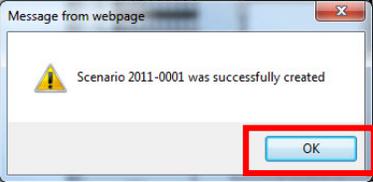
VSP Labels

Step 8:	In the Legend Area click on the "Labels" expand button/icon **Expand Button ▶**	
Step 9:	Click on the "Floorplan" pull-down.	
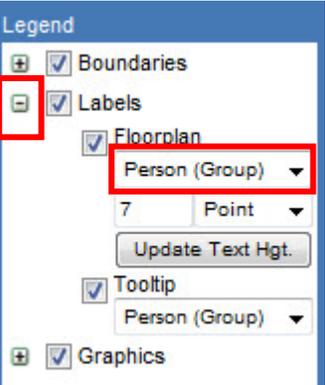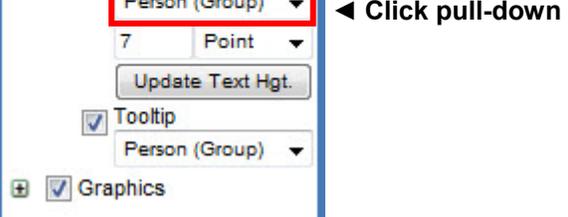
Step 10:	Choose the "Person (Group)" option. This will put the existing employees in the space labels.	
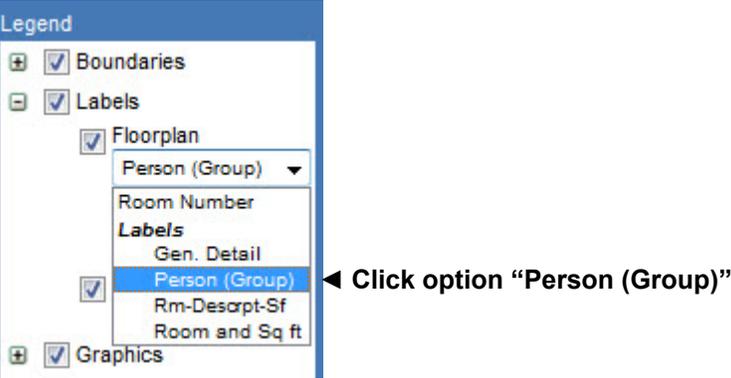
Note:	This will put the existing employees in the space labels.	

Note:	Make sure you are in the scenario you would like to do your work in.

Step 11:	Click on **"Move"** button in the Menu or **"Move a person from a space"** icon from the Navigation Bar	

One person in a room

Step 12:	1) Click on space/label 2) Click Desired location 3) Person will move	

Move when there is more than one person in a room			
	1) Click on space/label 2) Click person to move 3) Click Desired location 4) Person will move		
Move from Planning Group selection			
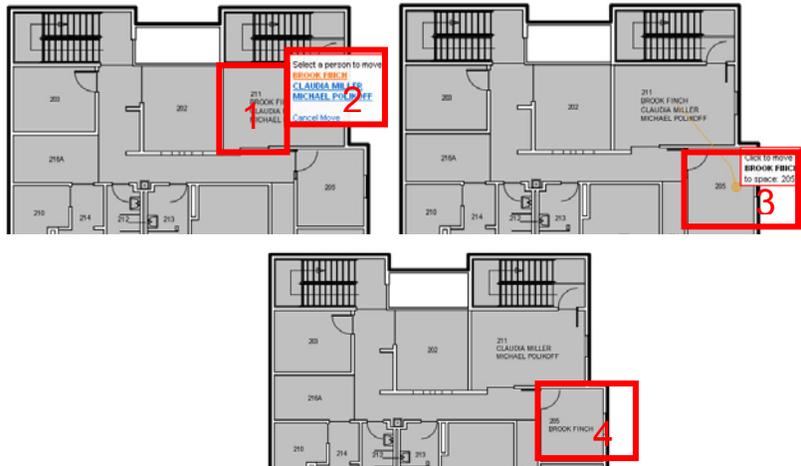
VSP Reports

Note:	You can see reports on the Scenario Data.
Step 13:	Click "Reports" pull-down in the Scenario Bar and choose a report	◄ **Report Pull-down** ◄ **Choose report**
	VSP Employee Data Report. This will show you the two and from of every employee in the scenario floor plan	
	VSP Space Data This shows rooms with employees in them	

	VSP Add a Planning Group	
Step 14:	Expand "Themes" in the Legend Area. Click in "Vacant Group" box and type in a group Org Code or Name under Planning Group" Click "plus" icon	**Expand button ▶** Legend — Themes / Planning Group / 240A / No Value **"Plus" icon ▶** ◀ **Vacant Group" box** Enter a New Planning Group Boundaries / Labels / Graphics Site: A - ALBUQUERQUE Scenario Type: Visual Space Plann
Step 15:	After new window pops-up click "OK".	Message from webpage ⚠ Planning Group was added successfully OK
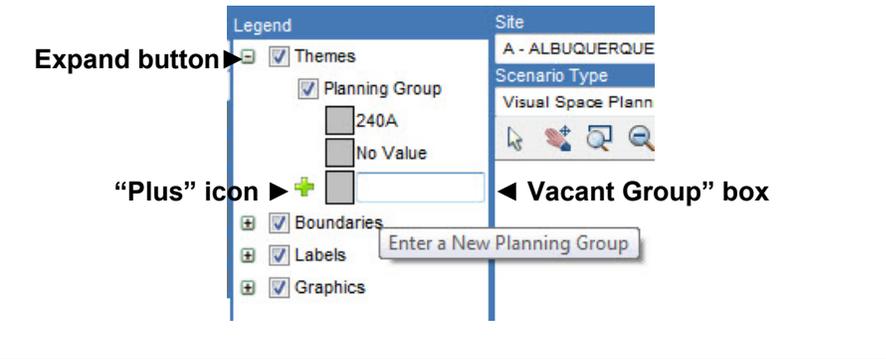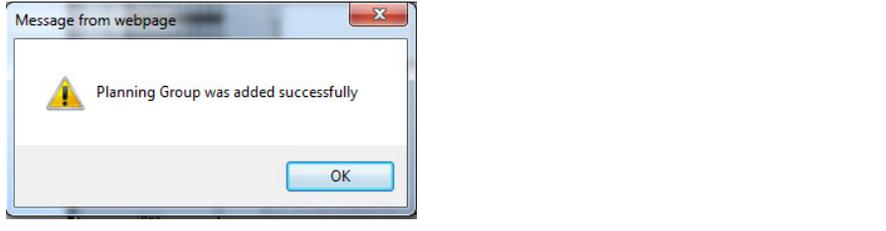
Step 16:	New group will appear in the Planning Group Legend
	
	Add groups as needed.
		Legend
		Themes
		  Planning Group
		    240A
		    Planning
		    No Value
		  Boundaries
		  Labels
		  Graphics

	VSP Add / Search for Employee	
Note:	You can search for Employees to add them to spaces.	

Step 17:	Click an "Org Code/Group" under Themes, Planning Group in the Legend Area.
	
	A list of Employees will appear in the Results Area.
		Main | Reports
		Search: Assign to Dept
		Filter: Site
		Value: [ ] GO
		Current Info | Space Planning
		Select Spaces | Update Space
		Move | Remove
		Create Scenario
		Edit Scenario Settings
		240A
		  BROOK FINCH
		  CLAUDIA MILLER
		  SMITH, J
		  KEN RAWLS
		  MICHAEL POLIKOFF
		  KANESHIGE, S
		Search for a name to add
		[ ] GO
		
		Legend
		Themes
		  Planning Group
		    240A
		    Planning
		    No Value
		  Boundaries
		  Labels
		  Graphics
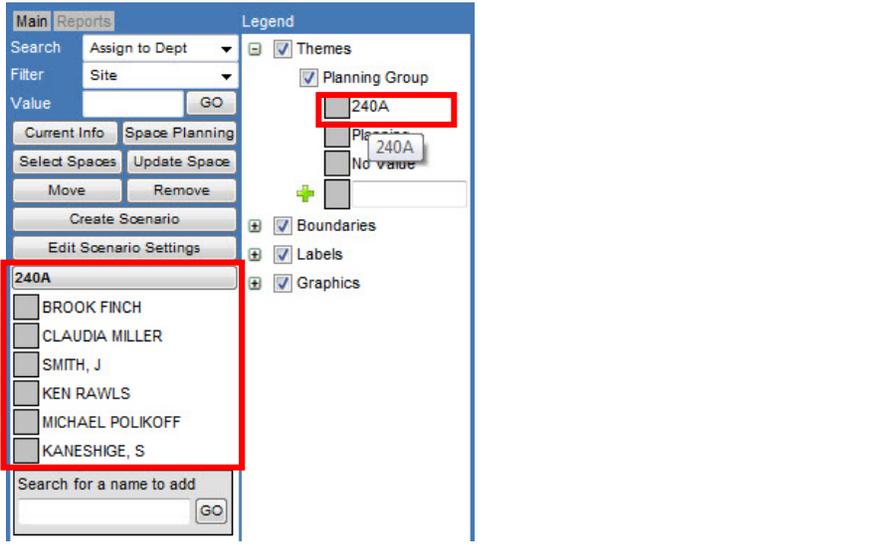
Step 18:	Type in a Name/Part of a Name in the "Search for a name to add" box. Click "GO" Name will appear. Highlight name.	
Step 19:	Now Click in a room to assign this person to a space.	
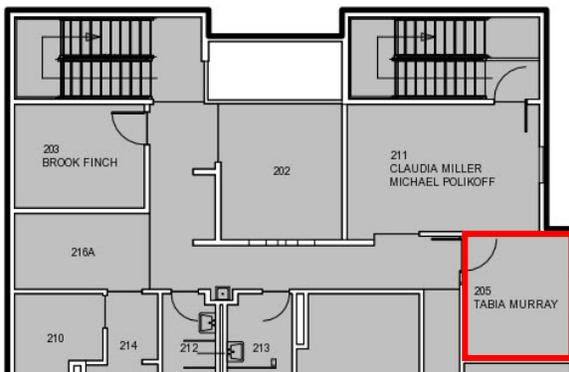
VSP Change Employee Planning Group		
Step 20:	Click on the "Box" next to Name under Org Code/Planning Group in results area.	
Step 21:	New window will appear. Click on **"Planning Group pull-down"**	
Step 22:	Click desired **"Planning Group"**	
Step 23:	New window will appear. Click "OK"	
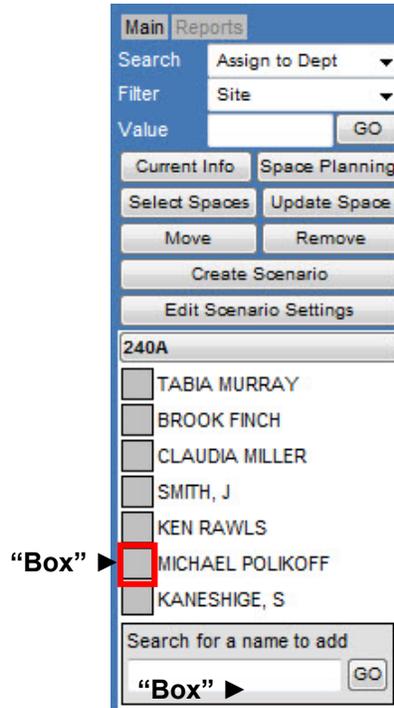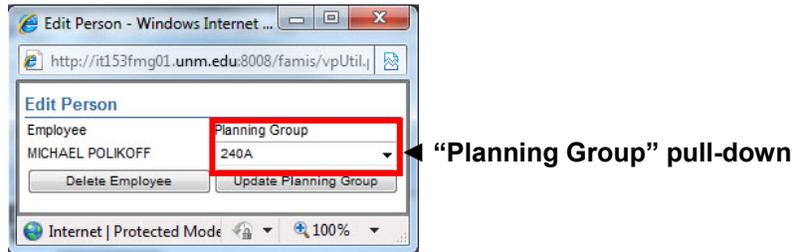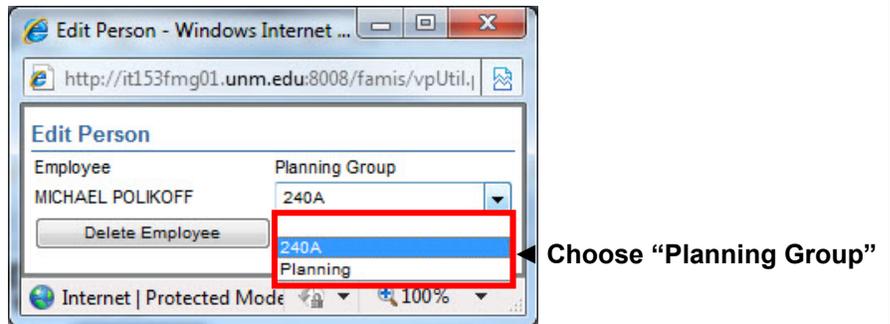
Step 24:	Click on the "Planning Group" that the person was changed to. Their name should appear.	
VSP Delete Employee from Scenario		
Step 25:	Click on the "Box" next to Name under Org Code/Planning Group in results area.	
Step 26:	Click on **"Delete Employee"**	Choose **"Delete Employee"**

Step 27:	New window will appear. Click "OK"	Message from webpage ▬▬▬▬ [x] ⚠ Person has been removed from scenario [OK] ◀ **Click "OK"**
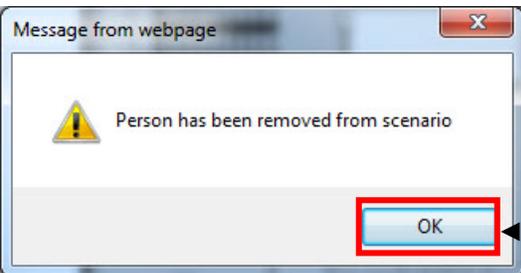
Step 28:	Click on the Name/Org Code in the Legend to see the data refresh.	Main Reports Legend Search [Assign to Dept ▼] ☐ ☑ Themes Filter [Site ▼] ☑ Planning Group Value [_____] [GO] ☐ **240A** [Current Info] [Space Planning] ☐ Planning [240A] [Select Spaces] [Update Space] ☐ No Value [Move] [Remove] ➕ ☐ [_____] [Create Scenario] [Edit Scenario Settings] ⊞ ☑ Boundaries [240A_____] ⊞ ☑ Labels ☐ TABIA MURRAY ⊞ ☑ Graphics ☐ CLAUDIA MILLER ☐ SMITH, J ☐ KEN RAWLS ☐ KANESHIGE, S Search for a name to add [_____] [GO]
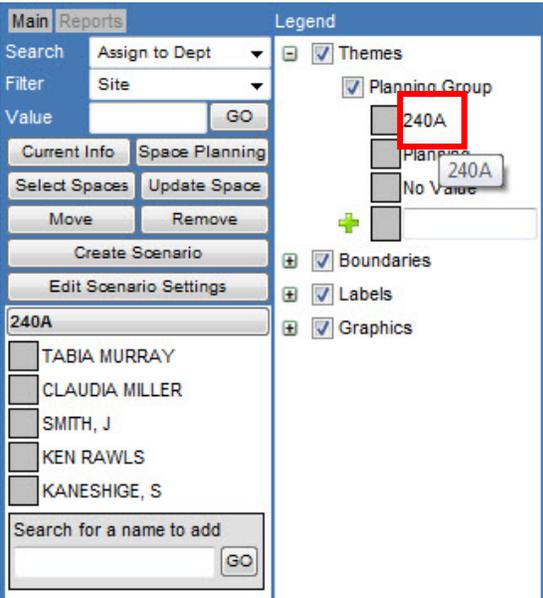
Step 29:	You can run a report to see that the data is updated as well.	(see table below)

VSP Employee Data   2011/11/18 16:21:03
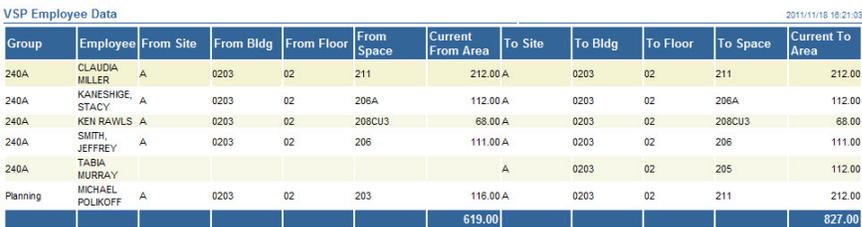
Group	Employee	From Site	From Bldg	From Floor	From Space	Current From Area	To Site	To Bldg	To Floor	To Space	Current To Area
240A	CLAUDIA MILLER	A	0203	02	211	212.00	A	0203	02	211	212.00
240A	KANESHIGE, STACY	A	0203	02	206A	112.00	A	0203	02	206A	112.00
240A	KEN RAWLS	A	0203	02	208CU3	68.00	A	0203	02	208CU3	68.00
240A	SMITH, JEFFREY	A	0203	02	206	111.00	A	0203	02	206	111.00
240A	TABIA MURRAY						A	0203	02	205	112.00
Planning	MICHAEL POLIKOFF	A	0203	02	203	116.00	A	0203	02	211	212.00
						619.00					827.00

VSP Additional Scenarios		

Step 30:	Add other "Scenarios" to compare options.	Scenario [2011-0001-PCD Option 1 Move ▼] No Scenario 2011-0001-PCD Option 1 Move **2011-0002-PCD Option 2 Move**

COMPLETED – Visual Map Training		

THANK YOU FOR YOUR PARTICIPATION		

Tab: Space Survey

Step 1:	Click on the **Tab "Space Survey"** in FAMIS Portal.	▲ **Space Survey Tab**

Information and Basic Navigation

Parameter Form

Step 3:	The Parameter Form should appear after login.

Parameter Form (Criteria) Search

Step 4:	Enter Search Criteria to find Space Data.
	Do not do too broad of a search. Some searches have too much information and become burdensome for the user as well as the system (example: a search just on the site Albuquerque).
	Click on "🔍" next to each search criteria desired to see the selection list, then click on criteria from the list.
	Example:
	◄ **Sample Search Criteria Box**

Site	Description
A	ALBUQUERQUE
C	CAPILLA
G	GALLUP
L	LOS ALAMOS
R	RIO RANCHO
S	SEVILLETA
T	TAOS
V	VALENCIA
X	REMOTES
Y	YOUNG RANCH

◄ **Sample Selection List**

Note:	Not all search criteria are available at this time (Employee, Equipment, Last Survey Date, Cost Center, and Account)
Note:	You can type **"Ctrl + F"** to get search/find box (this can float or attach to your web browser tab).

✕ Find: [   ]   Previous   Next | ✏ Options ▼ |

Ex: You do not know the building number, but you know the building name. |

| **Step 5:** | Once all Criteria are selected click **"Submit"**.

If a change is required, change as needed with " 🔍 " or click **"Clear"** and re-enter criteria.

Parameter Form

	Item - Value - Description		Item - Value - Description
Site	A 🔍 ALBUQUERQUE	Cost Center	🔍
Building	0047 🔍 ESTUFA	Account	🔍
Floor	🔍		
Room	🔍		
Department	🔍		
Employee	🔍		
Equipment	🔍		
Batch Name	🔍		
Last Survey Date			

(DD-MON-YYYY)

(Leave blank for all)

[Submit] [Clear]   ◄ **Submit and Clear Button** |

Select Room (Room Listing)

| **Step 6:** | **Select Room** should appear after criteria are submitted. This is a room listing from your search criteria.

Select Room

Site=A, ALBUQUERQUE : Bldg=0047, ESTUFA :   ◄ **Search Location**

Batch ID/Name: [   ]

Site	Building	Building Description	Floor	Room	Room Desc	Area	Allocation Employee	Allocation Group	Survey Date
A	0047	ESTUFA	01	102	35500-CONFERENCE ROOM SERVICE	92		UNKNOWN DEPT-TB	
A	0047	ESTUFA	01	101	35000-CONFERENCE ROOM	521		UNKNOWN DEPT-TB	

[Return]

◄ **Room List** |

| **Note:** | Select Room is a list of rooms pulled from the Space Database using the criteria entered. It must have a Site, Building, Floor and Room No assigned to be in the Space Database and this information must |

	have an Allocation to appear in the Space Survey.
Step 7:	To view details of a specific room, click desired **"Room"** from list. If you would like to re-enter criteria click **"Return"** to go back to Parameter Form. ▼ **Room** ◄ **Return Button**

Room Information

Step 8:	**Edit Room Location** should appear after desired **"Room"** was clicked. ◄ **Search Location** ◄ **Room Location Header** ▲ **Tab** ◄ **Room Detail** ◄ **"Cancel" Button**
Note:	To back out or go back to the Select Room screen (Room List), simply click **"Cancel"** If you have **READ ONLY** rights the Save/Preview and the Save/Return buttons will be grey since you cannot edit the data. What you see in the room location header will depend on the type of rights you have. The Graphic in **Space Survey Step 6** shows all available, but the minimum should be Location, Room Info, Space Sub Cat, Groups, Employee, Functional Use, Room Contacts and Summary.
Step 9:	Click desired **Tab** in **Edit Room Location** Header to see its information or the **"Summary"** tab to view all the information for that room.
Note:	**Location:** Site, Building Name, Room, Last Modified/Survey Date, Building (Bldg No), Floor, Room Status, Area **Room Info:** Room Name, UH Cost Center, Functional Use Source, Comments, Alternate Room Name, UH Cost Center **Space Sub Cat:** Space Sub Cat, Description, Percent, Area **Groups:** Group, Description, Percent, Area **Employee:** Group, Allocation Employee, Full Name, Percent, Area	**Functional Use:** Group, Employee, Functional Use Code, Description, Percent, Area **Room Contacts:** Contact Type, Contact, Contact Full Name **Equipment:** Not available at this time **Accounts:** Not available at this time **Summary:** All information listed above in a summary

COMPLETED – Space Survey: Information and Basic Navigation

Editing Data	
Step 1:	Click the "Space Survey" tab in the FAMIS Portal.
Step 2:	Type in **Username** Type in **Password** Click **"Login"** button

FAMIS Self-Service Login

Please enter your username and password.   *Additional Instructions

Username [ ]

Password [ ]

[Login] [Reset]

Lookup Password
Change Password

Parameter Form	
Step 3:	Enter the following Query in the Parameter Form. Site: **A** Building: **0279** Floor: **01** Room: **101** Click: **"Submit"**

Parameter Form

Item - Value - Description		Item - Value - Description
Site	A	Cost Center
Building	0279	Account
Floor	01	
Room	101	
Department		
Employee		
Equipment		
Batch Name		
Last Survey Date		

(DD-MON-YYYY)

(Leave blank for all)

[Submit] [Clear]

Select Room Listing	
Step4:	Click Room **"101"**

Select Room

Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MILAGROS : Floor=01, FIRST : Room=101, WWW00-CIRCULATION AREA TBD

Batch ID/Name: [ ]

Site	Building	Building Description	Floor	Room	Room Desc	Area	Allocation Employee	Allocation Group	Survey Date
A	0279	CASITA DE MILAGROS	01	101	WWW00-CIRCULATION AREA TBD	47		UH UNM HOSPITAL	

[Return]

Location Tab	
Note:	You will start at the **"Location"** Tab. This Tab gives you the basic information/stats of the room Nothing can be edited on this tab.

Edit Room Location

Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MILAGROS : Floor=01, FIRST : Room=101, WWW00-CIRCULATION AREA TBD

| Location | Room Info | Space Sub Cat | Groups | Employee | Functional Use | Room Contacts | Equipment | Accounts | Summary |

Site **A**	Building **0279**
Building Name **CASITA DE MILAGROS**	Floor **01**
Room **101**	Room Status **OPEN**
Last Modified/Survey Date	Area **47**

[Save/Preview] [Save/Return] [Cancel]

Note:	**Do NOT click Save/Preview or Save/Return until the second to last tab (the tab before the Summary tab). If you click "Summary" tab your work may disappear. This will also ensure fewer error messages, since some tabs are dependent on others for information.**	
Note:	**Save/Preview, Save/Return and Cancel Buttons**	**Cancel button: Cancels out of the update.** **Save/Preview button: Saves your changes and goes to the Summary Tab** **Save/Return button: Saves your changes and return to your query (select room view / room listing)**

Room Info Tab

Step 5:	Click on the **"Room Info"** Tab	
Note:	**Room Info**	There are 6 fields that can be edited on the **"Room Info"** tab, but only 4 will be allowed to be edited. They are: **UH Cost Center, Functional Use Source, Comments, and Alternate Room Name**

Add/Change UH Cost Center

Step 6:	Click the **"UH Cost Center"** pull down button. **"UH Cost Center" pull down ▶** Scroll to or type in the correct **"UH Cost Center"** number.	
Note:	**UH Cost Center**	The UH Cost Center field is for space that uses Cost Center information to provide to the "US Department of Health & Human Service" "Centers for Medicare & Medicaid Services" (CMS). This option is currently only available to UNM Hospitals Orgs.

	Delete UH Cost Center	
Step 7:	Click the **"UH Cost Center"** pull down button. Scroll to the end of the list and select the Blank (Empty) option.	◀ **Blank (Empty) Option**
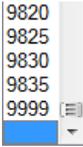
	Add/Change Functional Use Source	
Step 8:	Click the **"Functional Use Source"** pull down button. **"Functional Use Source" pull down** ▶	
Note:	The Functional Use Source must be set to GROUP. If it is not, the Functional Use tab will NOT appear. This will also ensure proper reporting with in FAMIS**.**	
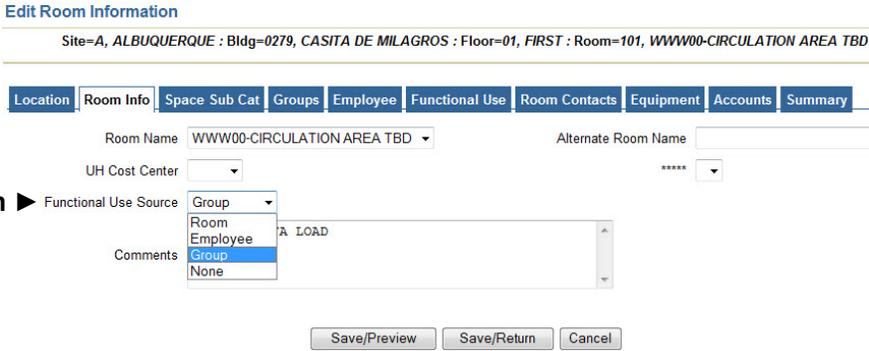
	Add/Change Alternate Room Name	
Step 9:	Click **"Alternate Room Name"** box. **Type** in the alternate room name desired.	**Alternate Room Name ▲**
Note:	**Alternate Room Name**	Alternate Room Name can be used to show: **What is actually on the room sign** **What the room is actually called by its daily users** **Etc.**
Note:	Do **NOT** put any sensitive information in this field.	

	Delete Alternate Room Name	
Step 10:	Highlight **"Alternate Room Name"** text. Hit the **Delete** button on	

	your keyboard.	Alternate Room Name **TEST**

Space Sub Cat Tab		

Step 11:	Click on the **"Space Sub Cat"** Tab	*Edit Space Sub Cat Information* — Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MILAGROS : Floor=01, FIRST : Room=101, WWW00-CIRCULATION AREA TBD. Tabs: Location, Room Info, Space Sub Cat, Groups, Employee, Functional Use, Room Contacts, Equipment, Accounts, Summary. Row: WWW00 — CIRCULATION AREA TBD — Percent 100 — Area 47.0. Total 100 / 47.0. Buttons: Add Space Sub Cat, Del Space Sub Cat, Save/Preview, Save/Return, Cancel.

Note:	**Space Sub Cat**	You can do three things in the Space Sub Cat tab: **Add a Space Sub Cat** **Change the percent of a Space Sub Cat** **Delete a Space Sub Cat**

Note:		Do NOT enter in more than one "Space Sub Cat" code for a room/space. This helps with reporting and audits. If more than one Space Sub Cat is desired, please contact Space Management.

Add Space Sub Cat		

Step 12:	Click **"Space Sub Cat"** pull down button. Click appropriate **Space Sub Cat**. **Add Space Sub Cat button ▶** [Add Space Sub Cat] Click **"Add Space Sub Cat"** button to add the Space Sub Cat to the list.	*Edit Space Sub Cat Information* with pull down list showing: X0306 - PUBLIC RESTRM - UNISEX W SHWR; X0400 - TRASH ROOM; XXX00 - BUILDING SERVICE AREA TBD; XXX01 - CUSTODIAL SUPPLY CLOSET; Y0100 - CENTRAL UTILITY PLANT; Y0200 - FUEL ROOM; Y0300 - SHAFT; Y0400 - UTILITY/MECHANICAL SPACE; Y0401 - UTILITY/MECH SPACE - MECH; Y0402 - UTILITY/MECH SPACE - ELEC; Y0403 - UTILITY/MECH SPACE - ELEV EQ; Y0404 - UTILITY/MECH SPACE - BATTERY; YYY00 - MECHANICAL AREA TBD. **▲ Space Sub Cat pull down**

Note:		As soon as you click the pull down, you can type a number to jump to that section in the codes. Example: type a 3 to jump to the Office category 31000.

Step 13:	Two Space Sub Cats are now shown. Then unused one must be deleted. See step 13.	*Edit Space Sub Cat Information* — Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MILAGROS : Floor=01, FIRST : Room=101, WWW00-CIRCULATION AREA TBD. **▼ Percent Field** Rows: Y0200 — FUEL ROOM — Percent 0 — Area .0 ; WWW00 — CIRCULATION AREA TBD — Percent 100 — Area 47.0. Total 100 / 47.0.

Note:		You will not see the change in the Area unless you click on another tab and then click back to the

	Space Sub Cat tab.

Delete Space Sub Cat

Step 14:	Click **"Select"** box for Space Sub Cat(s) that needs to be deleted. Click **"Del Space Sub Cat"** button.	 ◀ **Select Box** ▲ **Del Space Sub Cat button**
Note:	You will have to fix the percentage after deleting a Space Sub Cat. Percent is 100%, because only one Space Sub Cat is allowed	 ▼ **Percent Field**

Groups Tab

Step 15:	Click on the **"Groups"** tab. Unlike the Space Sub Cat codes, you CAN have more than one Group to a room. Their total percent must equal 100%	
Note:	**Groups**	You can do three things in the Groups tab: **Add a Group** **Change the percent of a Group** **Delete a Group** **Groups must total 100% when added together.**

Add Group

Step 16:	Click **"Add Group"** pull down. Click appropriate **Group**.	 **Add Group button** ▶ ▲ **Group pull down**

	Click **"Add Group"** button to add the Group to the list.	
Note:	As soon as you click the pull down, you can type a number to jump to that section in the codes. Example: type a 3 to jump to Groups that start with a 3.	

Change Group Percent

Step 17:	Two Groups are now shown. Highlight each one of the percentages separately and type in correct percent. The percentages for these Groups need to be adjusted to make a total of 100%.	Edit Allocation Group Information Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MILAGROS : Floor=01, FIRST : Room=101, WWW00-CIRCULATION AREA TBD Location | Room Info | Space Sub Cat | **Groups** | Employee | Functional Use | Room Conta ▼ **Percent Field** ary Group Description Percent Area Select BAA UNM MEDICAL GROUP 0 .0 ☐ UH01 UH UNM HOSPITAL 100 47.0 ☐ Total 100 47.0 Add Group [▾] Del Group Save/Preview Save/Return Cancel
Note:	You will not see the change in the Area unless you click on another tab and then click back to the Groups tab.	

Delete Group

Step 18:	Click **"Select"** box for Group(s) that needs to be deleted. Click **"Del Group"** button.	Edit Allocation Group Information Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MILAGROS : Floor=01, FIRST : Room=101, WWW00-CIRCULATION AREA TBD Location | Room Info | Space Sub Cat | **Groups** | Employee | Functional Use | Room Contacts | Equipment | Accounts | Summary Group Description Percent Area Select BAA UNM MEDICAL GROUP 50 .0 ☐ UH01 UH UNM HOSPITAL 50 47.0 ☐ ◄ **Select Box** Total 100 47.0 Add Group [▾] Del Group Save/Preview Save/Return Cancel ▲ **Del Space Sub Cat button**
Note:	You will have to fix the percentage(s) after deleting a Group.	

Employee Tab

Step 19:	Click on the **"Employee"** tab	Edit Allocation Employee Information Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MILAGROS : Floor=01, FIRST : Room=101, WWW00-CIRCULATION AREA TBD Location | Room Info | Space Sub Cat | Groups | **Employee** | Functional Use | Room Contacts | Equipment | Accounts | Summary Group Allocation Employee Full Name Percent Area Select 0 .0 Add Alloc. Emp [▾] [▾] Del Alloc. Emp Save/Preview Save/Return Cancel
Note:	**Employee**	You can do three things in the Groups tab: **Add a Employee** **Change the percent of a Employee** **Delete a Employee**

Add Employee		
Step 20:	Click on the "Add Alloc Emp" **1st Pull Down** button. Choose one of the allocated groups shown.	**Edit Allocation Employee Information** *Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MILAGROS : Floor=01, FIRST : Room=101, WWW00-CIRCULATION AREA TBD* Location | Room Info | Space Sub Cat | Groups | Employee | Functional Use | Room Contacts | Equipment | Accounts | Summary Group — Allocation Employee — Full Name — Percent — Area — Select **1st Pull Down ▼** 0 .0 Add Alloc. Emp [BAA - BAA|UNM MEDICAL / UH01 - UH01|UH UNM HOS] Del Alloc. Emp Save/Preview | Save/Return | Cancel
Step 21:	Click on the "Add Alloc Emp" **2nd Pull Down** button. Choose one of the **employees** shown. Then click the **"Add Alloc. Emp"** button Do this for each employee in the space.	**Edit Allocation Employee Information** *Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MIL ... ULATION AREA TBD* VICTORIA MARTINEZ DE LA O (VDELAO) VINCENT CHAVEZ (BCHAVEZ) VINCENT LEONARD (VLEONARD) VITO CAPOBIANCO (VITOC) WAYNE SULLIVAN (SULLIVAN) WILLIAM BOWDICH (BBOWDICH) WILLIAM WEST (WWEST) WILLIAM WILHELM (BWILHELM) YOLANDA SANCHEZ (YMSANCHZ) YVONNE MENDOZA (YMENDOZA) YVONNE T SANCHEZ (YTS) Location | Room Info | Space Sub Cat | Groups | Employee ... unts | Summary Group — Allocation Employee — Area — Select Add Alloc. Emp BAA - BAA|UNM MEDICAL Del Alloc. Emp **▲ Add Group button** Save/Preview | Save/Return | Cancel **▲ 2nd Pull Down**
Note:	As soon as you click the pull down, you can start typing the name to jump to that section in the codes. Example: Type "Sm" to jump to the area Smith would be in.	
Change Employee Percent		

Step 22:	Three Employees are now shown for two groups.
	
	Highlight each one of the percentages separately and type in correct percent.
	
	The percentages for these Employees need to be adjusted to make a total of 100% for each group.
		Edit Allocation Employee Information
		Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MILAGROS : Floor=01, FIRST : Room=101, WWW00-CIRCULATION AREA TBD
		
		Location | Room Info | Space Sub Cat | Groups | Employee | Functional Use | Room Contacts | Equipm **▼ Percent Field**
		Group — Allocation Employee — Full Name — Percent — Area — Select
		BAA — YMENDOZA — YVONNE MENDOZA — 25 — ☐
		BAA — YTS — YVONNE T SANCHEZ — 75 — ☐
		  0
		UH01 — BWILHELM — WILLIAM WILHELM — 100 — ☐
		  0
		Add Alloc. Emp Del Alloc. Emp
		Save/Preview | Save/Return | Cancel

Note:	You will not see the change in the Area unless you click on another tab and then click back to the Employee tab.	
Note:	**Employee Percent**	An Employee for each group is not required, but if a group has an employee(s) it must total 100%
Note:	**Employee**	Any Employee can be connected with any Group.

Delete Employee		

Step 23:	Click **"Select"** box for Employee(s) that needs to be deleted.
	
	Click **"Del Alloc. Emp"** button.
		Edit Allocation Employee Information
		Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MILAGROS : Floor=01, FIRST : Room=101, WWW00-CIRCULATION AREA TBD
		
		Location | Room Info | Space Sub Cat | Groups | Employee | Functional Use | Room Contacts | Equipment | Accounts | Summary
		
		Group Allocation Employee Full Name Percent Area Select
		BAA YMENDOZA YVONNE MENDOZA 25
		BAA YTS YVONNE T SANCHEZ 75 ◄ **Select Box**
		  0
		
		UH01 BWILHELM WILLIAM WILHELM 100
		  0
		
		Add Alloc. Emp ▼ ▼ Del Alloc. Emp
		
		Save/Preview Save/Return Cancel
		
		▲ **Del Alloc Emp button**

Note:	You will have to fix the percentage(s) after deleting an Employee(s).	

Functional Use Tab		
Step 24:	Click on the **"Functional Use"** tab	Edit Functional Use Information Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MILAGROS : Floor=01, FIRST : Room=101, WWW00-CIRCULATION AREA TBD Location | Room Info | Space Sub Cat | Groups | Employee | Functional Use | Room Contacts | Equipment | Accounts | Summary Functional Use Source = Group Group Employee Functional Use Code Description Percent Area Select 0 .0 Add Fn Code ▼ ▼ Del Fn Code Save/Preview Save/Return Cancel
Note:	**Functional Use**	You can do three things in the Functional Use tab: **Add a Function** **Change the percent of a Function.** **Delete a Function**
Note:	**Functions must total 100% for EACH of the Allocated Groups.**	

Add Functional Use		
Step 25:	Click **"1st Fn Code"** pull down (left side). Click Appropriate **Group**. Click **"2nd FN Code"** pull down (right). Click appropriate **Function** for that group.	Edit Functional Use Information Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MILAGROS : Floor=01, FIRST : Room=101, WWW00-CIRCULATION AREA TBD Location | Room Info | Space Sub Cat | Groups | Employee | Functional Use | Room Contacts | Equipment | Accounts | Summary Functional Use Source = Group Group Employee Functional Use Code Description Percent Area Select 0 .0 **1st Function pull down►** UH01 ▼ ▼ Del Fn Code BAA UH01 Save/Preview Save/Return Cancel

Add Fn Code button ► Click **"Add Fn Code"** button to add the Function to the list.	Edit Functional Use Information Site=A, ALBUQUERQUE : Bldg=0279 ... CIRCULATION AREA TBD 3.2 - OTHER SPONSORED ACTIVITY 4.1 - LIBRARIES 4.2 - DEPARTMENTAL ADMINISTRATION 4.3 - MUSEUMS AND GALLERIES 5.0 - STUDENT ADMINISTRATION & SERVICES 6.1 - GENERAL ADMINISTRATION 6.2 - PUBLIC RELATIONS/DEVELOPMENT/ALUMNI AFFAIRS 6.3 - SPONSORED PROJECTS ADMINISTRATION 7.0 - OPERATION AND MAINTENANCE OF PLANT - ELIGIBLE 7.5 - OPERATION AND MAINTENANCE OF PLANT - INELIGIBLE 9.0 - AUXILIARY ENTERPRISES 99.0 - TBD Add Fn Code UH01 ▼ Del Fn Code Save/Preview Save/Return Cancel **▲** **2ⁿᵈ Function pull down**	

Change Function Use Percent

Step 26:	Function(s) are now shown. Highlight each one of the percentages separately and type in correct percent.	Edit Functional Use Information Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MILAGROS : Floor=01, FIRST : Room=101, WWW00-CIRCULATION AREA TBD Location Room Info Space Sub Cat Groups Employee **Functional Use** Room Contacts Equipr **▼ Percent Field** Functional Use Source = Group | Group	Employee	Functional Use Code	Description	Percent	Area	Select
BAA		9.0	AUXILIARY ENTERPRISES	100		
				0		
UH01		11.1	CLINICS	40		
UH01		9.0	AUXILIARY ENTERPRISES	60		
				0		| Add Fn Code ▼ ▼ Del Fn Code Save/Preview Save/Return Cancel

Note:	Functional Uses are assigned by Groups. You must enter Functional Use Code(s) for each Group in a room and **EACH** Group code(s) must total 100%.

Note:	You will not see the change in the Area unless you click on another tab and then click back to the Functional Use tab.

Delete Functional Use

Step 27:	Click **"Select"** box for Function(s) that needs to be deleted. Click **"Del Fn Code"** button.	Edit Functional Use Information Site=A, ALBUQUERQUE : Bldg=0279, CASITA DE MILAGROS : Floor=01, FIRST : Room=101, WWW00-CIRCULATION AREA TBD Location Room Info Space Sub Cat Groups Employee Functional Use Room Contacts Equipment Accounts Summary Functional Use Source = Group | Group	Employee	Functional Use Code	Description	Percent	Area	Select
BAA		9.0	AUXILIARY ENTERPRISES	100		
				0		
UH01		11.1	CLINICS	40		
UH01		9.0	AUXILIARY ENTERPRISES	60		
				0		| **◄ Select Box** Add Fn Code ▼ ▼ Del Fn Code **◄ Del Fn Code button** Save/Preview Save/Return Cancel

Note:	You will have to fix the percentage(s) after deleting a Function(s).

Room Contacts Tab

Step 28:	Click on the **"Room Contacts"** tab	
Note:	**Room Contacts**	You can do three things in the Room Contacts tab: **Add a Contact** **Change a Contact.** **Delete a Contact**
Note:	**Room Contact Type**	**Some Room Contact Types will allow more than one of the same type.**

Add Room Contact

Step 29:	Click **"1st Add Room Contact"** pull down (left side). Click Appropriate **Contact Type**. **1st Add Room Contact pull down ▶** Click **"2nd Add Room Contact"** pull down (right). Click appropriate **Employee Name** for that Contact Type. **Add Room Contact button ▲** Click **"Add Room Contact"** button to add to the Room Contact list.	

Step 30:	Continue Adding "Room Contacts"	
	Example ▶	

Delete Room Contact		
Step 31:	Click **"Select"** box for Room Contact(s) that needs to be deleted. Click **"Del Room Contact"** button.	◄ **Select Box** ◄ **Del Room Contact Button button**

Equipment Tab		
Note:	**Equipment Tab**	**This tab is unavailable at this time.**

Accounts Tab		
Note:	**Accounts Tab**	**This tab is unavailable at this time.**

Save Changes			
Step 32:	Click on the **"Save/Return"** button This will save your changes and take you to your query (select room view / room listing).	**OR**	Click on the **"Save/Preview"** button This will save your changes and take you to the Summary Tab for review of your changes.

COMPLETED – Space Survey: Editing Data

THANK YOU FOR YOUR PARTICIPATION

Tab: Reports (Publisher)

Step 1:	Click the **"Reports"** tab in the FAMIS Portal.

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FAMIS Xi Portal
Welcome: FAMIS Training/Tester FAMIS Training/Tester

Logout
Refresh

Home (DEVL)   Visual Map   Space Survey   **Reports**   Discoverer Reports

▲ Reports Tab

Note:	All FAMIS authorized users are able to see Reports. These Reports are based on the rights of each individual. The Portfolio Folder has the basic reports all FAMIS users can access.

Reports / Reports Navigation

Basic Navigation

Note:	

Portfolio
Publisher Reports

Search [ ] [GO]
☑ Auto Display Report
☐ Select Multiple Reports

Portfolio ▼
📁 Buildings
  🗐 *Active Buildings*
  🗐 InActive Buildings

3

Report Data [Refresh] [Excel] [Printable] [Filters] Report Only ▼ [Report Description]

Active Buildings

4

Site Code	Building Code	Name	Sta...	Type	Active	Ownership Code	Responsible Group
A	0002	ENGINEERING AND SCIENCE COMPUTER PO	OPEN	BUILDING	Y	OWN	
A	0004	CARLISLE GYMNASIUM	OPEN		Y	OWN	
A	0008	BANDELIER HALL EAST	OPEN		Y	OWN	
A	0009	MARRON HALL	OPEN		Y	OWN	
A	0010	SCHOLES HALL	OPEN		Y	OWN	
A	0011	ANTHROPOLOGY	OPEN		Y	OWN	
A	0012	ANTHROPOLOGY ANNEX	OPEN		Y	OWN	
A	0014	SCIENCE AND MATHEMATICS LEARNING C	OPEN	BUILDING	Y	OWN	

1) Directory Area   5) Navigation Bar

2) Search Area   6) Report Area (plus Features)

View Reports: Selecting Report(s)	
Directory Area	
Note:	The **"Directory Area"** (#1 in report/view navigation) contains the "Context" pull down, its "Folders" and their "Reports".
Step 2:	Make sure the Context pull down is set to **"Portfolio".**
Step 3:	Click on the "Buildings" folder.
Step 4:	Click on desired Building Report. Buildings Folder▶
Step 5:	Desired report should appear in the "Report Area" (#4 in report/view navigation)
Search Area	
Note:	The **"Search Area"** (#2 in report/view navigation) allows you to search for reports.
Step 6:	In **"Search"** field, type in a search criteria. Click **"Go"** to submit search and see list of reports. Leave "Search" field empty and submit "Go" to see a complete report listing.
Step 7:	List of Reports appear. Click on "Report" to view. **Reports ▶**

Step 8:	Desired report should appear in the "Report Area" (#4 in report/view navigation).	

View Reports: Report Detail

Note:	Some reports have hyper links to see additional data

Step 9:	**Example** Click on the **"Hyperlinks"** to see building detail' Not all reports have extra detail.	 **Hyperlinks**

Reports Navigation

Step 10:	Report Data tools are:

1) **Refresh** Refreshes the report	4) **Filters** Allows you to filter data in a report if a filter was built into a report
2) **Excel** Let you Export the Report to Excel	5) **Report Type/Output** Allows you to choose how to see your report if other output report types where created
3) **Printable** Lets to print from your web browser in a printable format/view	6) **Report Description** Gives you a description of the report if entered

Export to Excel

Step 11:	Click **"Excel"** in the reports Data bar	 **Excel button**

Step: 12	Save document as usual.	
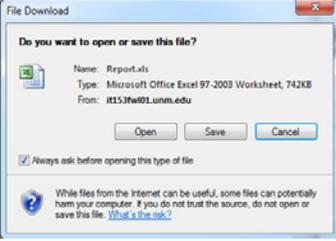
Filter

Step 13:	Click **"Filter"** in the reports Data bar	 **Filter button**

Step 14:	Choose Filter and Click "Use Selected Filter". Currently there are no reports that use filter.	
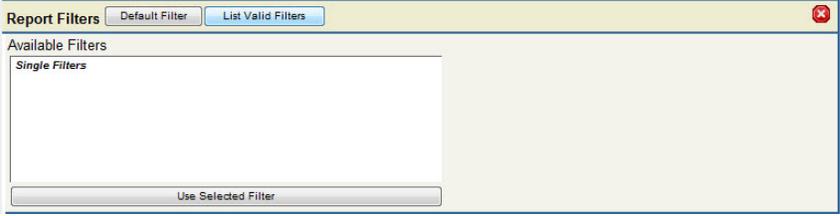
Report Type/Output

Step 15:	Click **"Report Type"** pull-down in the reports Data bar.	 **Report Type button**

Step 16:	Choose Report Type/Output to view data. Currently there are no reports that use filter.	
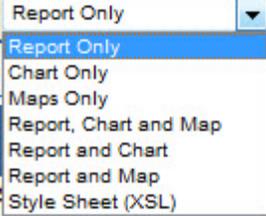
Report Description

Step 17:	Click **"Report Description"** in the reports Data bar.	 **Report Description button**

Step 18:	View Report Description information. Currently there are no reports with descriptions.	
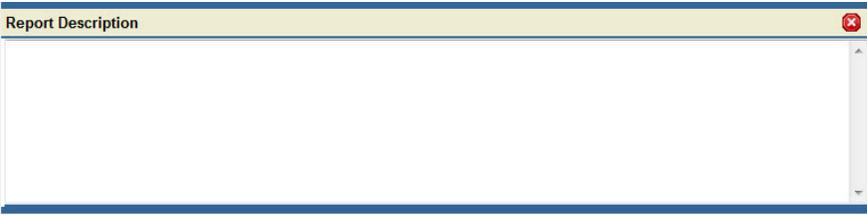
Tab: Discover Reports

Step 1:	Click the **"Reports"** tab in the FAMIS Portal.

<p align="center">▲Tab</p>

Note:	All FAMIS authorized users are able to see Reports. These Reports are based on the rights of each individual.

Login

Step 2:	Login: **User Name:** Your UNM NetID **Password:** Your UNM NetID Password **Database:** BANP Click "Go"
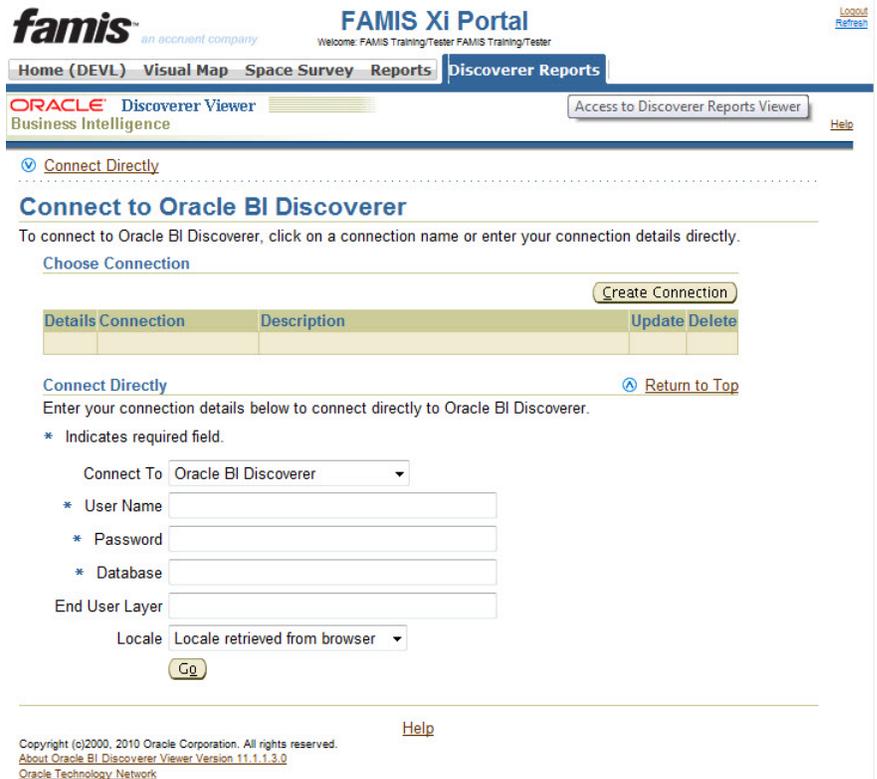
Basic Navigation		
Note:	ORACLE Discoverer Viewer Business Intelligence **1** Preferences Exit Help Connect > **Worksheet List** **Search** Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks. **2** Search All Workbooks Go **Result List** **3** Refresh Expand All | Collapse All Focus · · · Name · · · Description · Owner · · · Last Modified ▼ Discoverer Workbooks ⊕ ▼ 📄 FAMIS Building Contacts · · · DOSCHEMA Tuesday, July 19, 2011 1:13:14 PM MDT Sheet 1 ⊕ ▶ 📄 FAMIS Space Orgs and Managers 2 · · · DOSCHEMA Friday, April 22, 2011 10:49:30 AM MDT ⊕ ▶ 📄 GROUP_LVL_2_6_Hierarchy_rhe · · · DOSCHEMA Friday, April 01, 2011 12:01:58 PM MDT ⊕ ▶ 📄 Major Space Use Category Summary · · · DOSCHEMA Tuesday, August 30, 2011 1:00:25 PM MDT ⊕ ▶ 📄 UNM_SpaceAssignmentBYLevel · · · DOSCHEMA Monday, May 16, 2011 2:53:13 PM MDT ⊕ ▶ 📄 WIP_Room_By_Room_Detail_W_FunctionCode_v0.3 · · · DOSCHEMA Thursday, July 14, 2011 4:34:19 PM MDT ⊕ ▶ 📄 WIP_Room_By_Room_Detail_WO_FunctionCode_v0.3 · · · DOSCHEMA Thursday, August 04, 2011 5:22:42 PM MDT ⊕ ▶ 📄 WIP_SpaceUseCategorySummary_v0.5 · · · DOSCHEMA Tuesday, January 18, 2011 11:58:58 AM MDT ⊕ ▶ 📄 WIP_SpaceUseSub-CategorySummaryv0.5 · · · DOSCHEMA Wednesday, January 19, 2011 9:38:48 AM MDT ⊕ ▶ 📄 WIP_UNMBuildingListv0.9r · · · DOSCHEMA Friday, July 01, 2011 11:22:23 AM MDT ⊕ ▼ 📄 WIP_UNMBuildingSquareFeet · · · DOSCHEMA Friday, May 13, 2011 3:04:07 PM MDT Building Sq Ft Refresh		

References

UNM Locations

The UNM Space Management Database needs locations of various levels to track its space and report properly. The levels are:

Site, Building, Floor and Room

Sites

UNM has many sites. Site is usually based on a city that UNM has more than one building in.

A: Albuquerque   **R**: Rio Rancho   **X**: Remotes
C: Capilla   **S**: Sevilleta   **Y**: Young Ranch
G: Gallup   **T**: Taos
L: Los Alamos   **V**: Valencia

Building Numbers

Building numbers are 4 digits long and can have an alpha after it. Building Numbers are associated with a Site. So you can have a building number 1 (0001) at each site.

The UNM Albuquerque Site is large in size, so its building numbers are placed in groupings to help identify its location within Albuquerque.

> **North:** North Campus is all buildings north of Lomas Blvd. Buildings on the North Campus are numbered 200 thru 299.

> **Central:** Central Campus is all buildings south of Lomas Blvd and along Central Ave. Buildings on the Central Campus are numbered in 1 thru 199.

> **South:** South Campus is all buildings South of Coal Ave and North of Gibson Blvd. Buildings on the South Campus are numbered 300 thru 399.

> **West:** West is all buildings along I-25. West buildings are numbered 400 thru 499

> **Off-Site:** Off Site is all buildings scattered through-out Albuquerque that are not on the standard campus location. Buildings on Off Site are numbered 800 thru 899.

Buildings that UNM leases are numbered 1000-1999.

Please note that there are exceptions/inconsistencies in building numbering due to history and the growth of the campus.