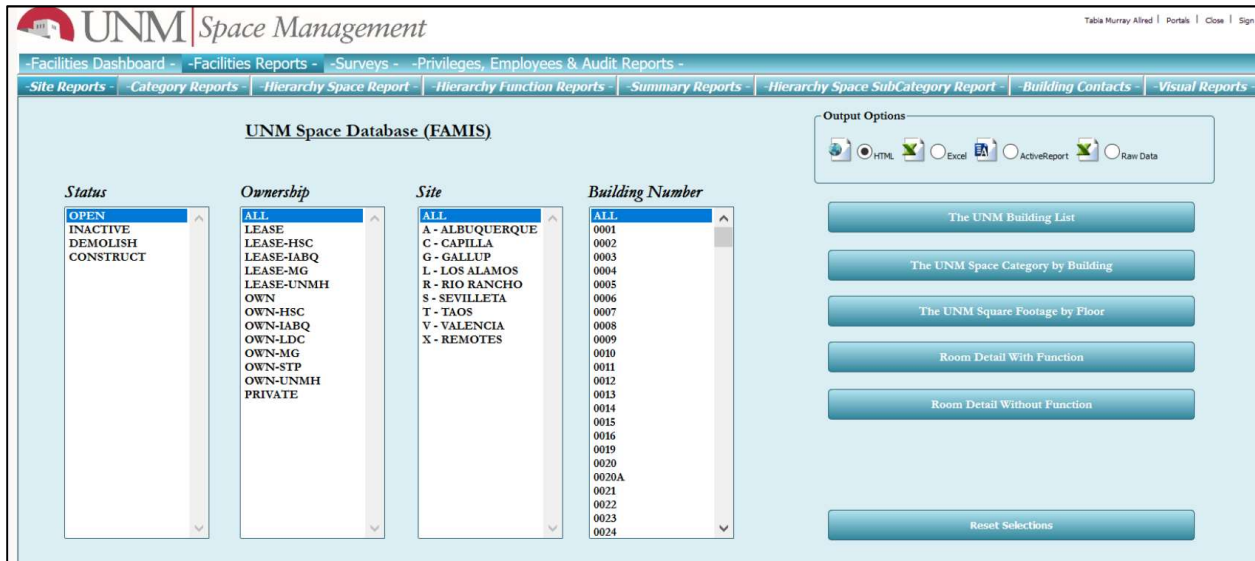# FAMIS Cloud: Accessing Analytics

Viewing Reports

Introduction to Accruent Analytics

Accruent Analytics is the new FAMIs Cloud's answer to MyReports, the reporting platform accessed through FAMIS Classic.

Through a series of tabs in the MyReports interface, Space Management reports with building and space data and aggregates such as a square footage could be accessed and filtered:


The main difference in Analytics its appearance and how to navigate to the familiar space reports that have been migrated from FAMIS Classic.

Opening Analytics from FAMIS Cloud

Logging in to Analytics is a little simpler from FAMIS Cloud than going from FAMIS Classic to MyReports.

When logged into FAMIS Cloud, click the graph icon in the upper right to navigate to Analytics in a new window. You will be logged in automatically with your FAMIS credentials.
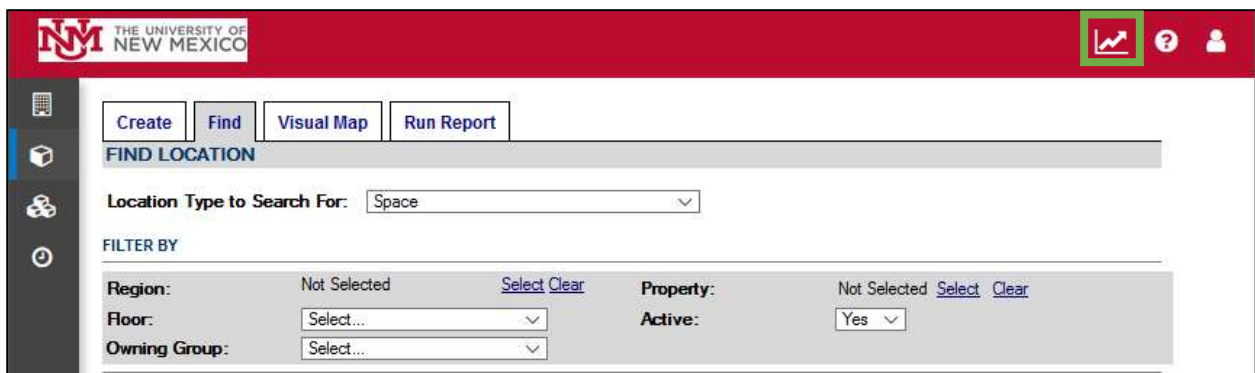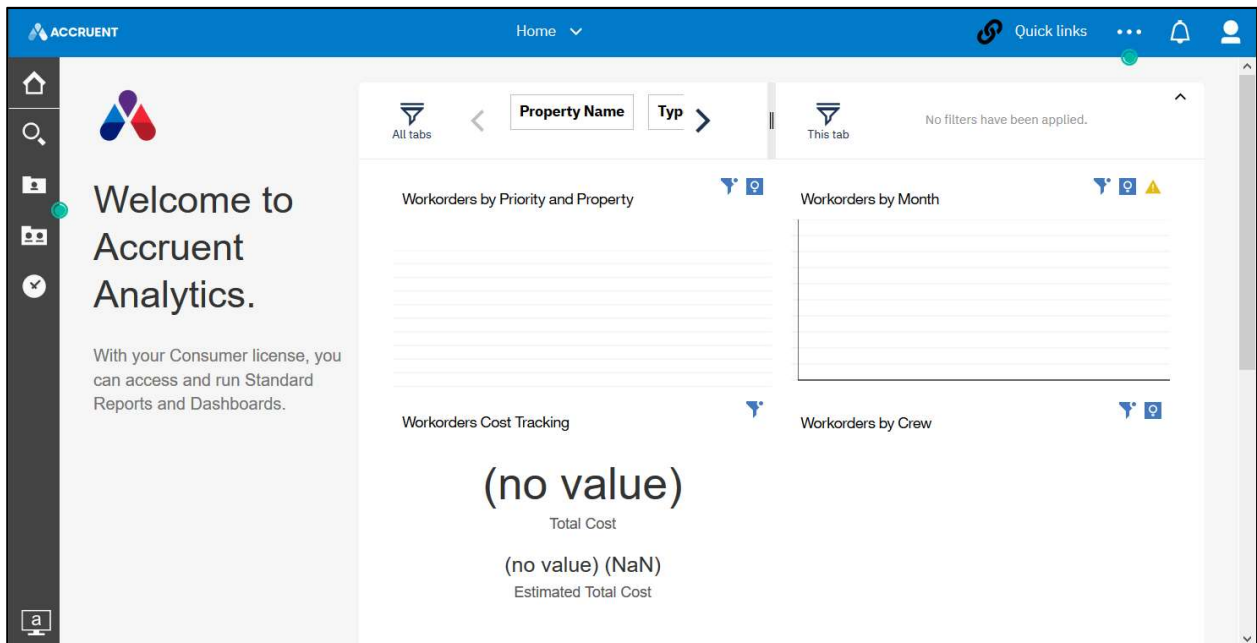
If you are not yet familiar with the new FAMIS Cloud, you may want to review the FAMIS Cloud documentation for your Viewer or Updater user role before proceeding to Analytics.
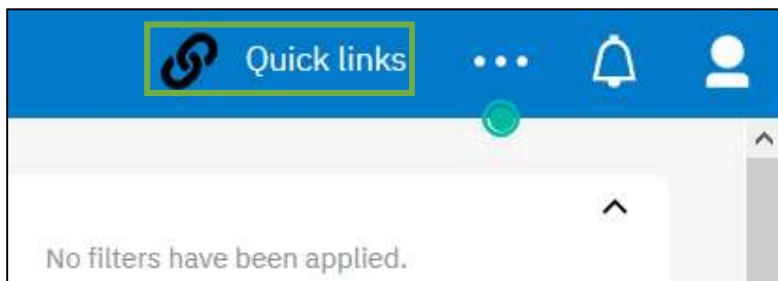
Finding the Report You Need

The first thing you will see in Analytics is the Home screen.

The graphics on the home screen are Accruent defaults, not related to space reports.

To navigate to where the Space Management reports are stored, click on Quick Links, in the upper right corner of Analytics:

Open the Quick Links menu, and select "Shared Reports". This will take you to the various reports on FAMIS space and property data.

Browsing Reports

Selecting "Shared Reports" will open a menu with the report folders on the left side of the screen.
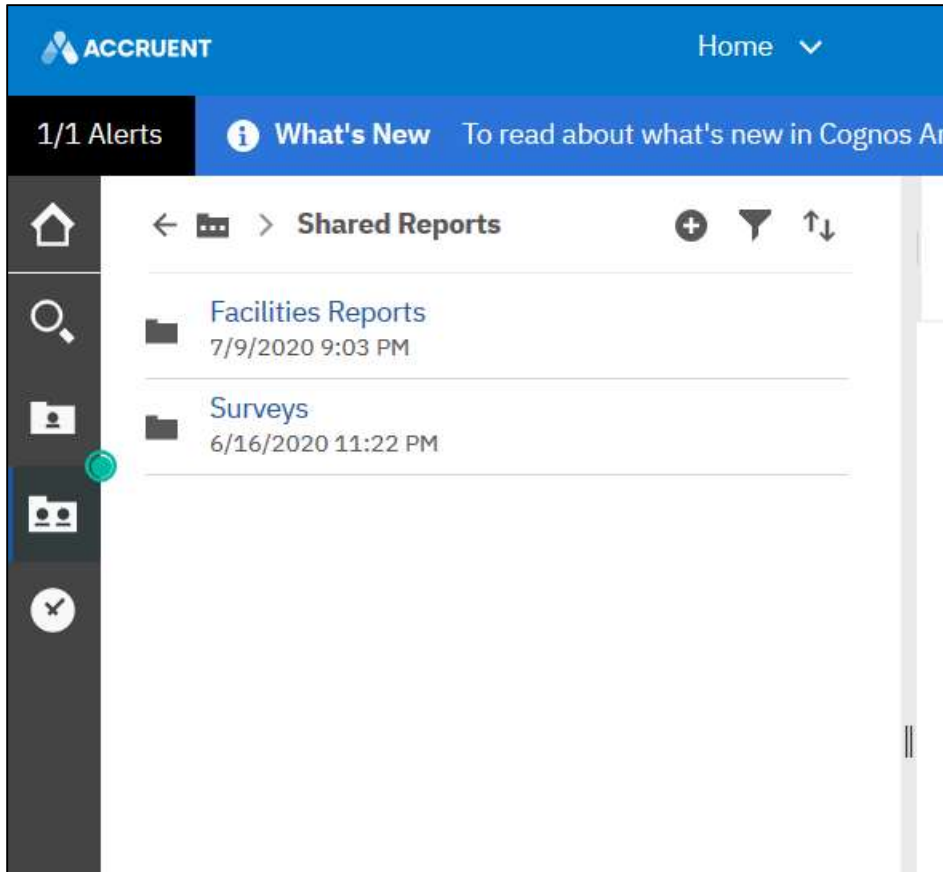
The folders in this menu may look familiar – this is because folders for Facilities Reports and Survey reports were also used to organize MyReports in FAMIS Classic.

The subfolders inside each will also be close to what you know from MyReports. For example, the subfolders in Surveys contain the reports for NSF and F&A use:
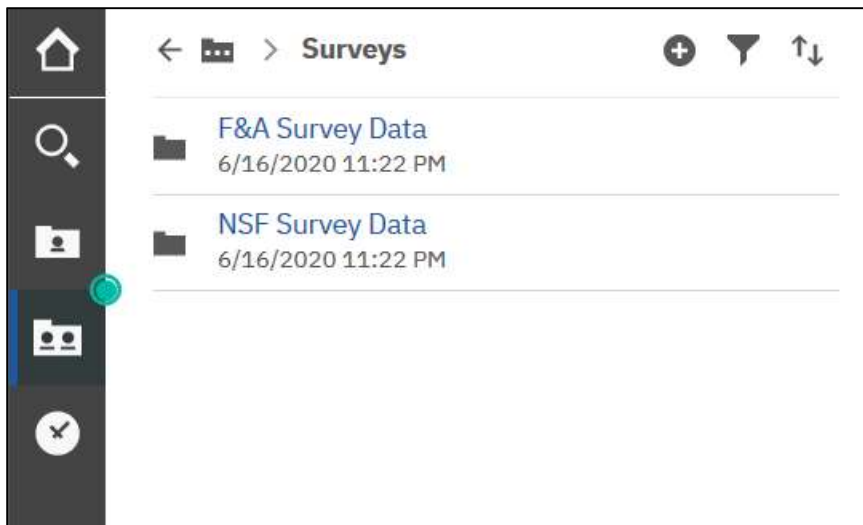

In Facilities Reports are FAMIS's most basic reports on the details of UNM spaces and properties:
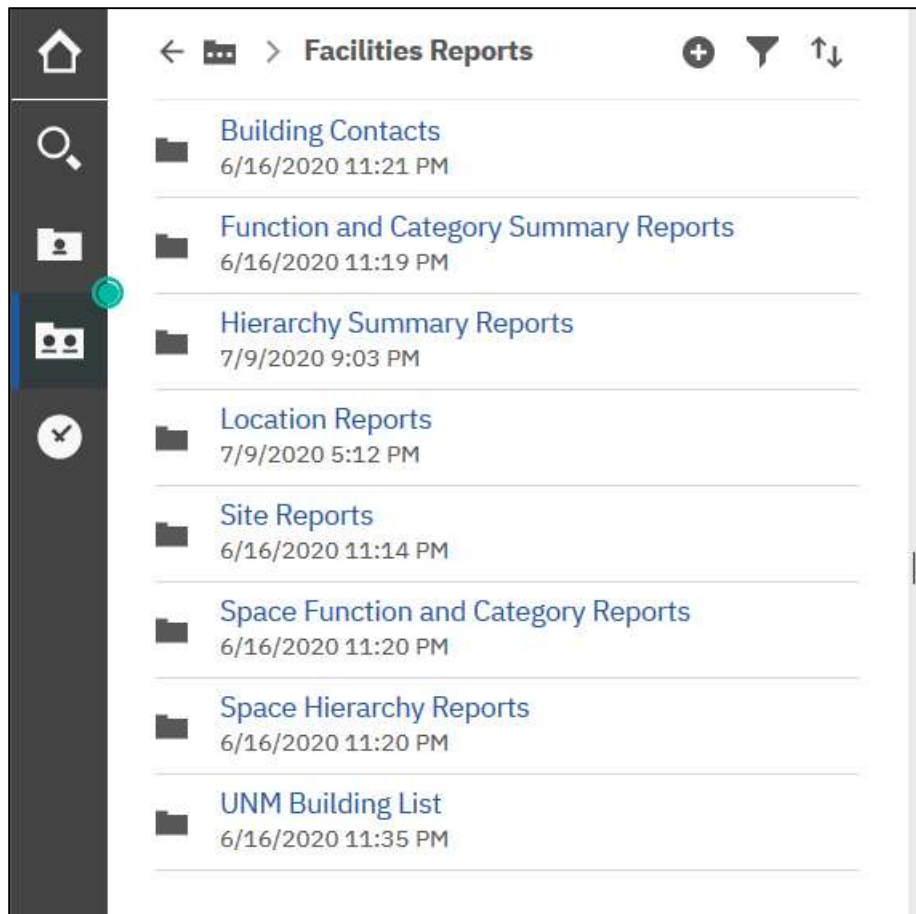
In this example, we are interested in details on the buildings of the Gallup Campus, so let's click on the folder for the UNM Building List. The UNM Building List folder is one new folder that will make it easier for users like you to find the Space team's most asked for report.

Inside this folder is a report on all buildings, and one for just the historical buildings on UNM's Albuquerque campus. To look at Gallup's buildings, select the UNM Building List report.
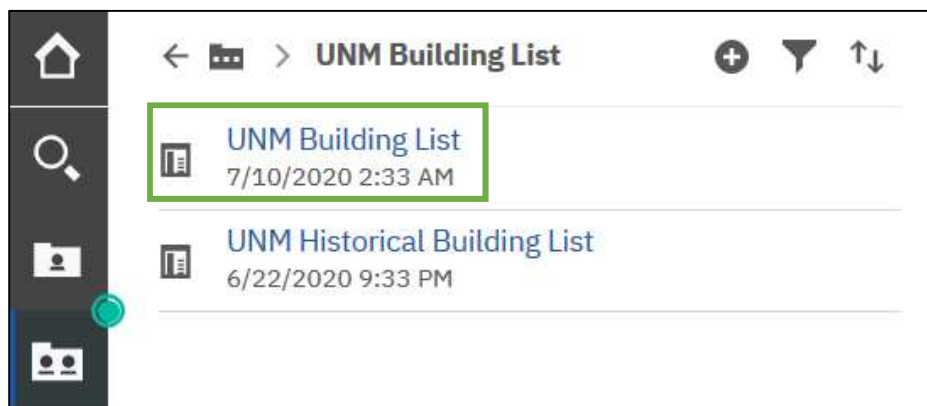
Report Prompts and Filtering

Before you see the report data, you will have the chance to use prompts to filter it.

The UNM Building List report can be filtered by Campus, Building Status, or Building:
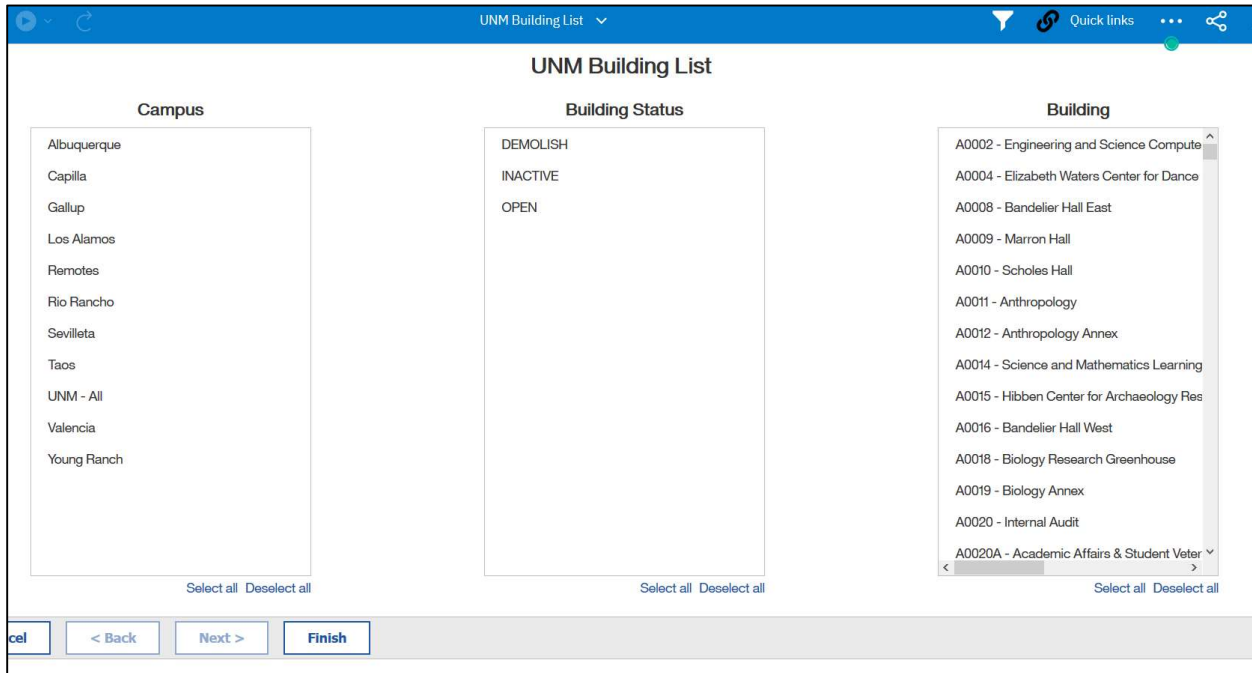
In this example, we will view all of the buildings on the Gallup campus, whether or not they are currently open. To accomplish this, select "Gallup" from the campus prompt:

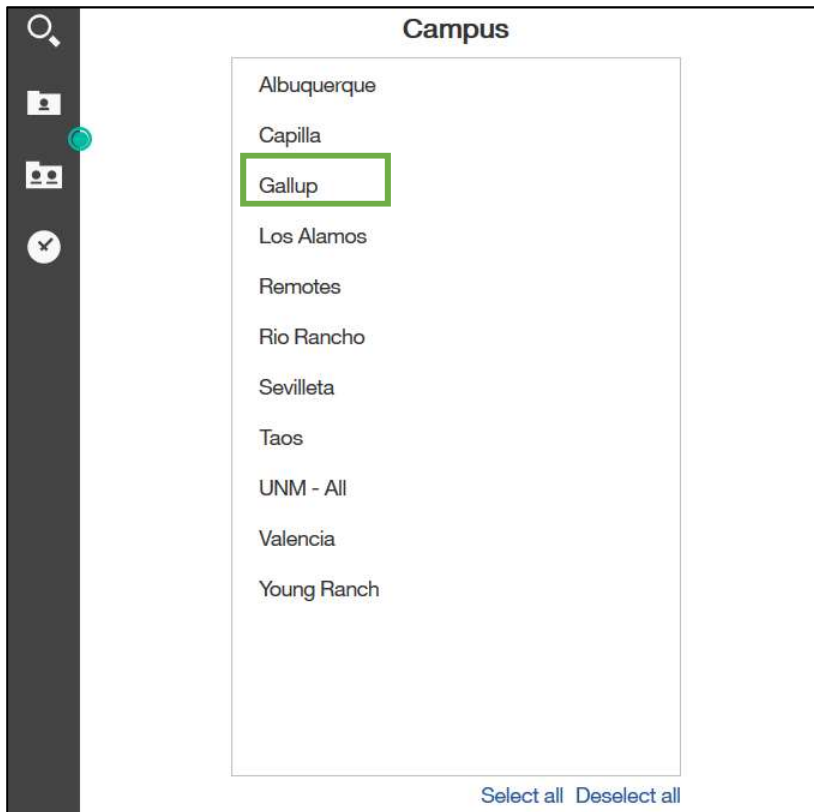If we did want to filter to a particular building or to only buildings of a certain status, selections would also be made in the other two prompts, in order of specificity from left to right.

If you need to select or deselect all entries in a prompt, use the "Select All" and "Deselect All" buttons at the very bottom of the prompt:
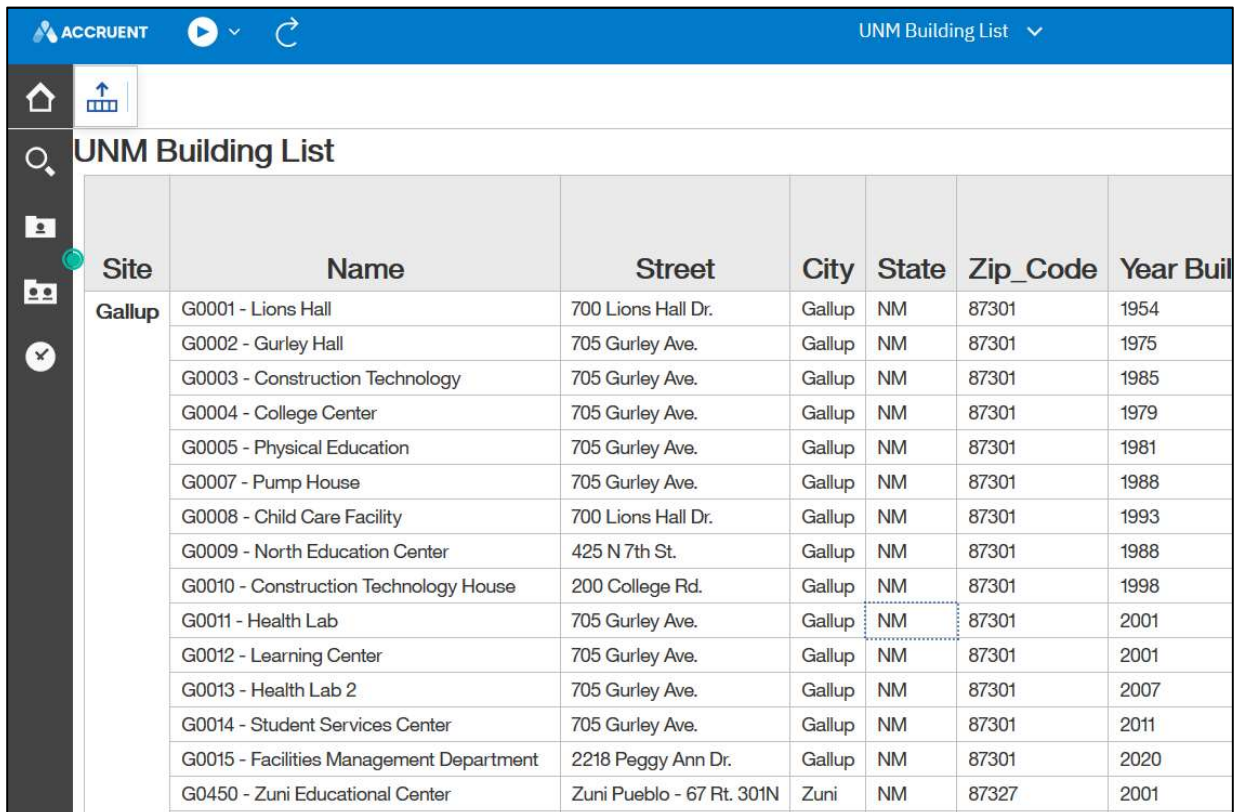

When you have selected what you need to from the prompts, click "Finish" at the bottom of the page:

Report Prompts and Filtering

The resulting report may take a minute to load if it contains a large amount of data.

UNM Building List

Site	Name	Street	City	State	Zip_Code	Year Buil
Gallup	G0001 - Lions Hall	700 Lions Hall Dr.	Gallup	NM	87301	1954
	G0002 - Gurley Hall	705 Gurley Ave.	Gallup	NM	87301	1975
	G0003 - Construction Technology	705 Gurley Ave.	Gallup	NM	87301	1985
	G0004 - College Center	705 Gurley Ave.	Gallup	NM	87301	1979
	G0005 - Physical Education	705 Gurley Ave.	Gallup	NM	87301	1981
	G0007 - Pump House	705 Gurley Ave.	Gallup	NM	87301	1988
	G0008 - Child Care Facility	700 Lions Hall Dr.	Gallup	NM	87301	1993
	G0009 - North Education Center	425 N 7th St.	Gallup	NM	87301	1988
	G0010 - Construction Technology House	200 College Rd.	Gallup	NM	87301	1998
	G0011 - Health Lab	705 Gurley Ave.	Gallup	NM	87301	2001
	G0012 - Learning Center	705 Gurley Ave.	Gallup	NM	87301	2001
	G0013 - Health Lab 2	705 Gurley Ave.	Gallup	NM	87301	2007
	G0014 - Student Services Center	705 Gurley Ave.	Gallup	NM	87301	2011
	G0015 - Facilities Management Department	2218 Peggy Ann Dr.	Gallup	NM	87301	2020
	G0450 - Zuni Educational Center	Zuni Pueblo - 67 Rt. 301N	Zuni	NM	87327	2001

Longer reports than the Gallup example will have buttons at the bottom of the screen to scroll down through multiple pages of the report, or to the end:
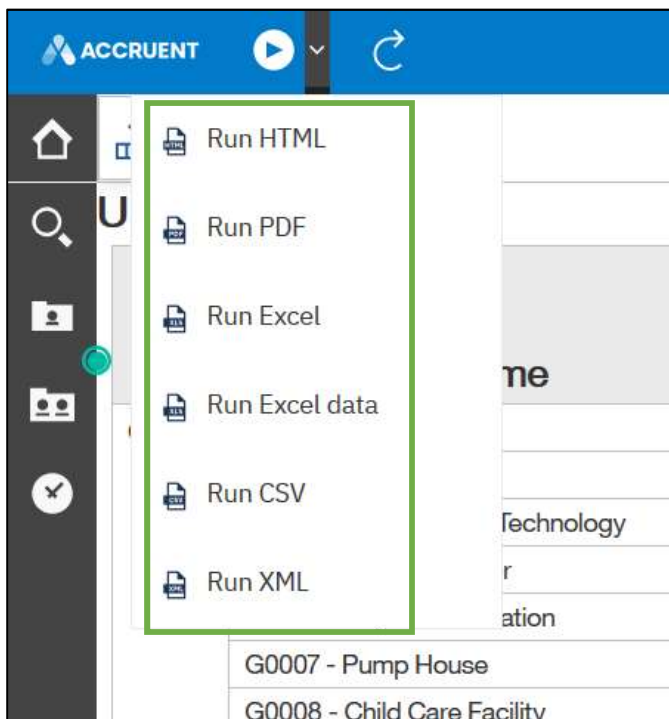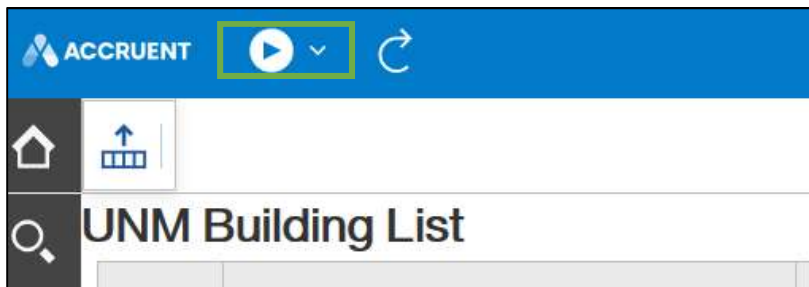
| A0019 - Biology Annex | 200 Terrace St |
| A0020 - Internal Audit | 1801 Roma Ave |

↑ Top   ↑ Page up   ↓ Page down   ↓ Bottom

Exporting Your Report
The report initially displayed in the browser may be all you need to browse for the information you are looking for, but what if you would like to save the report in an Excel file, PDF, or another different format?

After the report has loaded in the browser is when you can download it in another format.

Click the Play icon at the top left of the screen to choose another format to generate the report in:

UNM Building List

Run HTML

Run PDF

Run Excel

Run Excel data

Run CSV

Run XML

G0007 - Pump House
G0008 - Child Care Facility

HTML will re-run the report in the browser, but you may want to download the report in any of the other formats below.

Downloading as a **PDF** is an option. You may also download in **Excel**, or in the **Excel Data** format, which eliminates the report's graphical formatting to simplify the Excel printout. **CSV** and **XML** formats are most useful for technical and IT users.
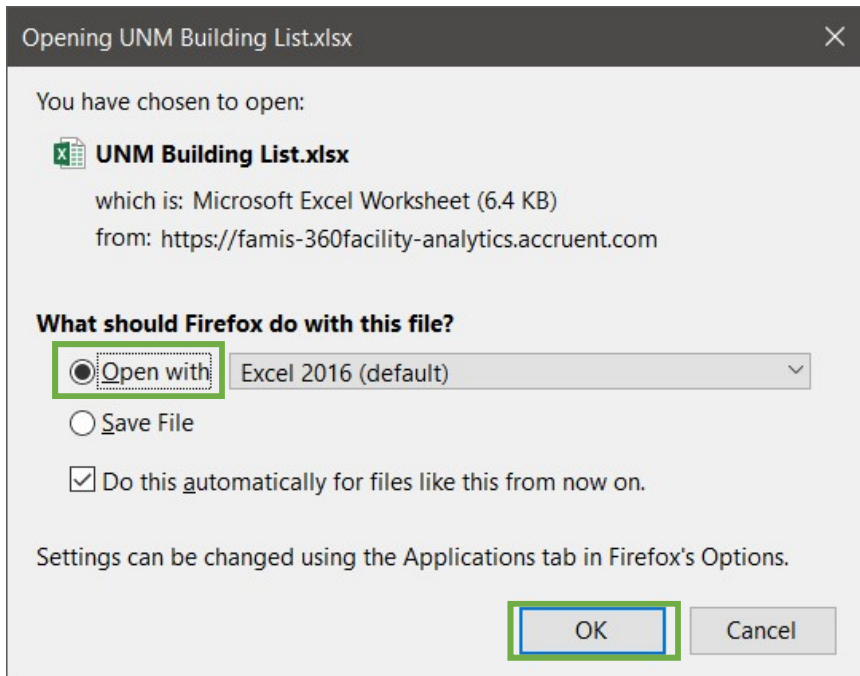
Most users wish to download as an Excel document. Click "Excel" to start the download:
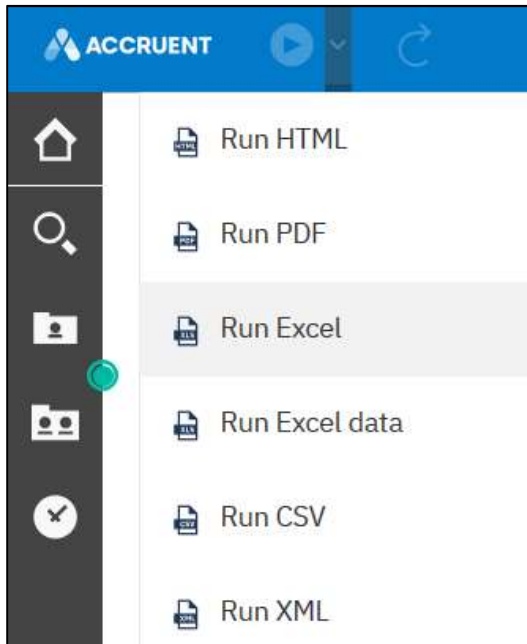
Wait for the download to complete:
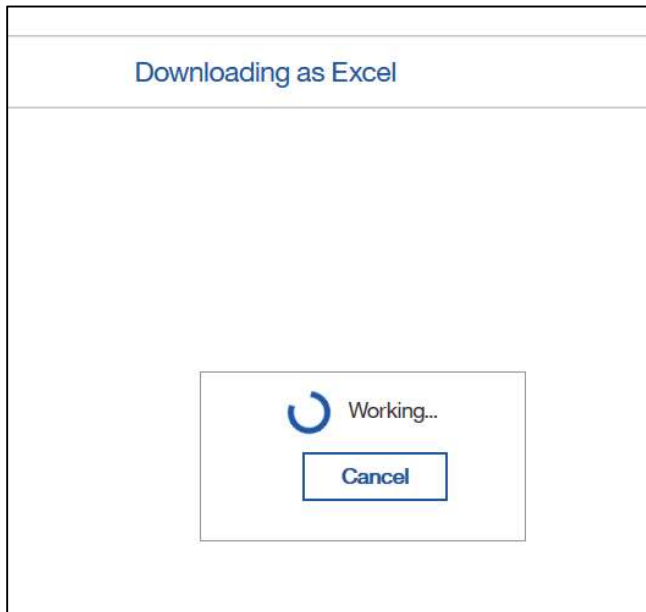
When the file is ready, Windows will ask you to verify if you want to save the file now, or open it immediately in Excel. Select an option, and click OK. We will open this report immediately in Excel, leaving that option checked:

Your report from Analytics will now open in Excel:

Notice that cells in the report above are merged, such as the site, to imitate the way the report displayed in Analytics. While this looks nice, it will make it difficult to use Excel filters on the data. If filtering in Excel is necessary for your task, consider downloading the report in the **Excel Data** format instead:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Site	Name	Street	City	State	Zip_Code	Year Built	Status	Gross Sq F	Usable Sq	Assignable	Non-Assig Bl
2	Gallup	G0001 - Li	700 Lions	Gallup	NM	87301	1954	OPEN	5781	5,246	3,356	1,890 58
3	Gallup	G0002 - G	705 Gurley	Gallup	NM	87301	1975	OPEN	111414	99,600	63,550	36,050 57
4	Gallup	G0003 - C	705 Gurley	Gallup	NM	87301	1985	OPEN	6126	5,696.26	5,023.93	672.33 82
5	Gallup	G0004 - C	705 Gurley	Gallup	NM	87301	1979	OPEN	67672	62,916	42,390	20,526 63
6	Gallup	G0005 - Pl	705 Gurley	Gallup	NM	87301	1981	OPEN	20305	19,146	17,057	2,089 84
7	Gallup	G0007 - Pt	705 Gurley	Gallup	NM	87301	1988	OPEN	711	633	0	633 09
8	Gallup	G0008 - Cl	700 Lions	Gallup	NM	87301	1993	OPEN	9032	8,319	7,482	837 83
9	Gallup	G0009 - N	425 N 7th	Gallup	NM	87301	1988	OPEN	5699	5,325	3,961	1,364 70
10	Gallup	G0010 - C	200 Colleg	Gallup	NM	87301	1998	INACTIVE	0			
11	Gallup	G0011 - H	705 Gurley	Gallup	NM	87301	2001	OPEN	11526	10,853	8,252	2,601 72
12	Gallup	G0012 - Le	705 Gurley	Gallup	NM	87301	2001	OPEN	20441	18,475	16,334	2,141 80
13	Gallup	G0013 - H	705 Gurley	Gallup	NM	87301	2007	OPEN	18378	17,245	12,175	5,070 66
14	Gallup	G0014 - St	705 Gurley	Gallup	NM	87301	2011	OPEN	38236	34,435	19,093	15,342 50
15	Gallup	G0015 - Fa	2218 Pegg	Gallup	NM	87301	2020	OPEN	4793	4,542	4,234	308 88
16	Gallup	G0450 - Zt	Zuni Puebl	Zuni	NM	87327	2001	INACTIVE	0			
17	Gallup	G1000 - Sr	106 W Hw	Gallup	NM	87301		OPEN	968	968	968	0 10
18	Gallup	G1001 - H	164B Ave.	Zuni	NM	87327		OPEN	2352	2,352	2,352	0 10
19	Gallup	G1002 - Pe	1901 Red	Gallup	NM	87301		OPEN	200	200	200	0 10
20	Gallup	G1003 - Ul	1300 West	Gallup	NM	87301		INACTIVE	0			
21												
22												

This will load only the raw data of the report into Excel, without any of the special formatting. With no merged rows, using the filter tools in Excel is now possible with no issues.

Questions?

We hope this this helps you to navigate our new reporting tool, Accruent Analytics.

Contact the Space team at space@unm.edu if any of the tools in this guide are not working as they should, or you are in need of data that the existing Analytics reports do not yet provide.

Appendix: Reports in Accruent Analytics

Folder	Subfolder	Report	Description
Facilities Reports	Building Contacts	Building Contacts	Building NetID Groups and Contacts, with phone and email
	Function and Category Summary Reports	Site Category Summary	Rollups of square footage and room counts per usage Category on each campus
		Site Category Summary by Building	Rollups of square footage and room counts per usage Category in each building
		Site Sub Category Summary	Rollups of square footage and room counts per usage Sub-Category on each campus
		Site Sub Category Summary by Building	Rollups of square footage and room counts per usage Sub-Category in each building
		Site Type Summary	Rollups of square footage and room counts per usage Type on each campus
		Site Type Summary by Building	Rollups of square footage and room counts per usage Type in each building
		Site Functional Summary	Rollups of square footage and room counts per Functional Sub-Category on each campus
	Hierarchy Summary Report	Type by Hierarchy Report	Space usage Types of each space, organized and filtered by Org Level
	Location Reports	Location Report	Building cities, addresses, ownership, and status
	Site Reports	Room Detail With Function by Location	Details, categorization, and allocated groups of individual spaces, including Functional Sub-Categories.
		Room Detail Without Function by Location (F&A Use)	Details, categorization, and allocated groups of individual spaces - useful for the F&A Survey
		Site Category Summary by Building	Rollups of square footage and room counts per usage Category in each building
		Site Sub Category Summary by Building	Rollups of square footage and room counts per usage Sub-Category in each building
		Site Type Summary by Building	Rollups of square footage and room counts per usage Type in each building
		UNM Building List	Details of each UNM building
		UNM Historical Building List	Details of each UNM building designated as historical, including historical preservation tier
	Space Function and Category Reports	Room Detail With Function by Location	Details, categorization, and allocated groups of individual spaces, including Functional Sub-Categories.
		Room Detail Without Function by Location (F&A Use)	Details, categorization, and allocated groups of individual spaces - useful for the F&A Survey

	Space Hierarchy Reports	Room Detail Without Function by Org (F&A Use)	Details, categorization, and allocated groups of individual spaces - filtered by group and useful for the F&A Survey
	UNM Building List	UNM Building List	Details of each UNM building
		UNM Historical Building List	Details of each UNM building designated as historical, including historical preservation tier
Surveys	F&A Survey Data	Room Detail Without Function by Location (F&A Use)	Details, categorization, and allocated groups of individual spaces - useful for the F&A Survey
		Room Detail Without Function by Org (F&A Use)	Details, categorization, and allocated groups of individual spaces - filtered by group and useful for the F&A Survey
	NSF Survey Data	NSF Survey: Room Detail With Function	Details, categorization, NSF Codes, and allocated groups of individual spaces, including Functional Sub-Categories.
		NSF Survey: Room Detail Without Function	Details, categorization, NSF Codes, and allocated groups of individual spaces - useful for the F&A Survey