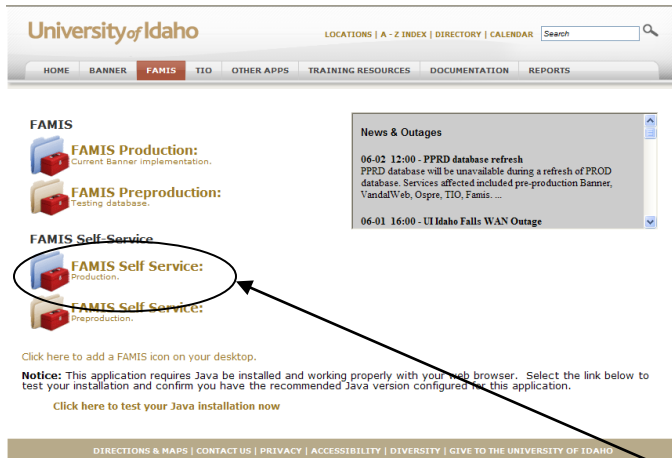
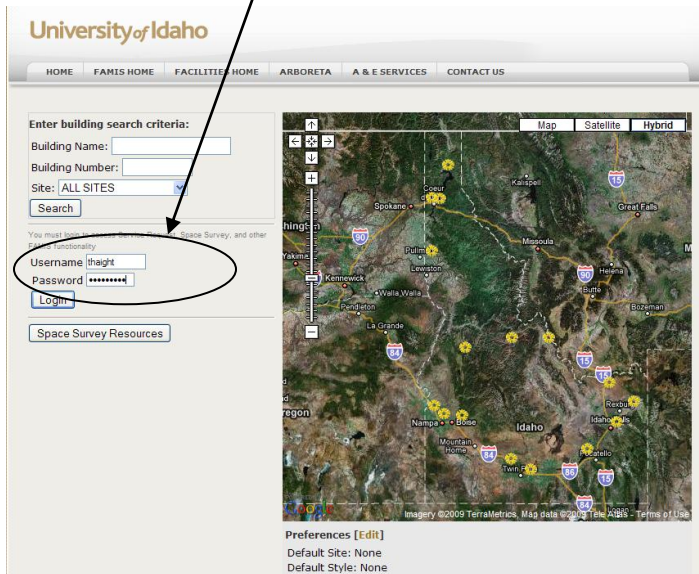


1. Open web browser.
2. Go to <http://banner.uidaho.edu/famis/>

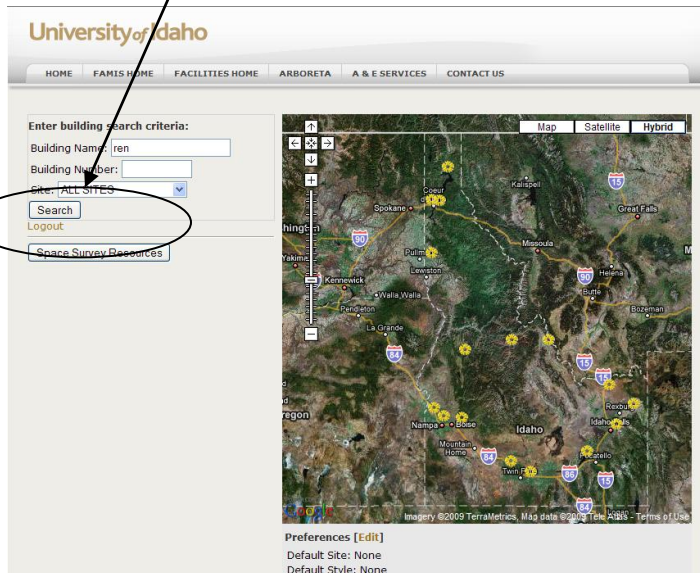


3. Under FAMIS Self Service, click FAMIS Self Service: Production
4. Enter your Username and password, then click the Login button to login to FAMIS Self Service. If you have problems logging in, contact Mike Finkbner, 885-2880, mikef@uidaho.edu.

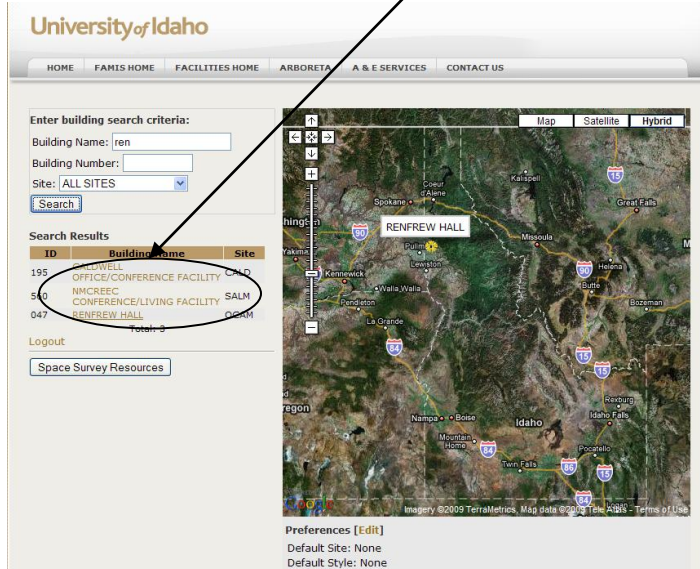


5. Search for the building to be surveyed by
 - a. Using the map to search for the building, or
 - b. Typing all or part of the building name in the Building Name field, or
 - c. Typing the building number in the Building Number field

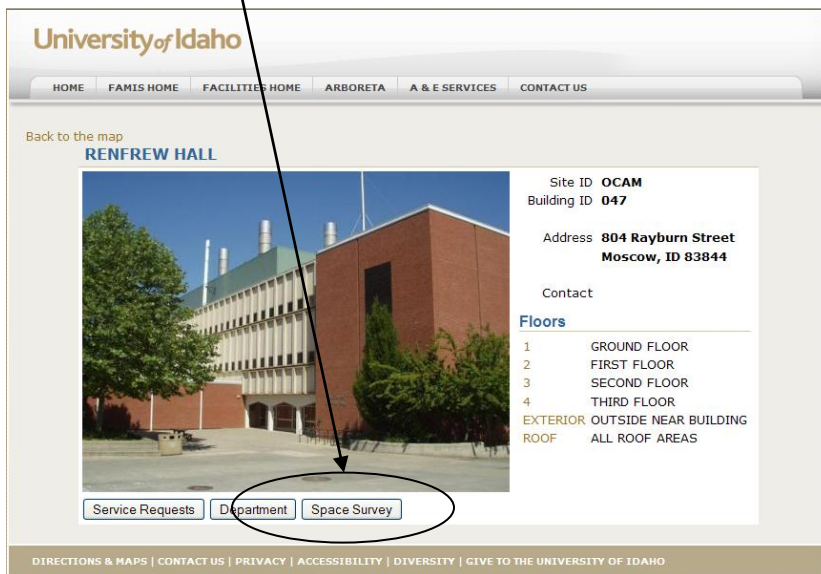
6. Click the Search button



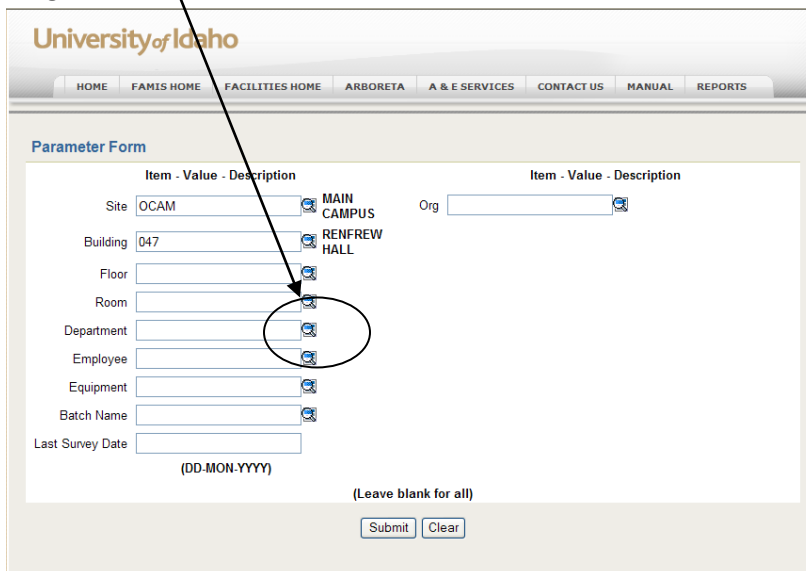
7. Under Search Results, click the link to the building name to be surveyed.



8. Click the Space Survey button.



9. Click the Search icon next to the Department field to open a list of departments you are assigned to.



- Click the Department to be surveyed. The list displayed depends on the permissions set in FAMIS. Contact Mike Finkbinder, 885-2880, mikef@uidaho, if additional departments need to be assigned.

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Select Department

| Department | Department Name |
|------------|-------------------------------------|
| 007 | CHEMISTRY |
| 052 | CALS EDUCATIONAL COMMUNICATIONS |
| 129 | ELECTRICAL & COMPUTER ENGINEERING |
| 131 | COMPUTER SCIENCE |
| 176 | COLLEGE OF LAW |
| 676 | UNIVERSITY RESEARCH |
| M001 | COLLEGE OF LETTERS, ARTS & SOC SCIE |
| M002 | COLLEGE OF AGRICULTURE & LIFE SCIEN |
| M003 | WOI-REGIONAL PROGRAM IN VET MED |
| M004 | COLLEGE OF BUSINESS & ECONOMICS |
| M005 | COLLEGE OF EDUCATION |
| M006 | COLLEGE OF ENGINEERING |
| M008 | COLLEGE OF NATURAL RESOURCES |
| M009 | FOREST UTILIZATION RESEARCH |
| M011 | COLLEGE OF LAW |
| M012 | COLLEGE OF SCIENCE |
| M014 | COLLEGE OF ART & ARCHITECTURE |
| M015 | COLLEGE OF GRADUATE STUDIES |
| M016 | UNIVERSITY RESEARCH |
| M018 | GENERAL LIBRARY |
| M020 | MISCELLANEOUS M020, ETC |
| M022 | UNIVERSITY OUTREACH |
| M023 | VICE PROVOST FOR ACADEMIC AFF. |
| M025 | ENROLLMENT MANAGEMENT |
| M027 | WWAMI MEDICAL EDUCATION PROGRAM |
| M030 | STUDENT AFFAIRS |
| M040 | FINANCE & ADMINISTRATION |
| M041 | AUXILIARY SERVICES |

- Click the Submit button.

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Parameter Form

| Item - Value - Description | Item - Value - Description |
|-------------------------------------|----------------------------|
| Site: OCAM MAIN CAMPUS | Org: [] |
| Building: 047 RENFREW HALL | |
| Floor: [] | |
| Room: [] | |
| Department: 007 CHEMISTRY | |
| Employee: [] | |
| Equipment: [] | |
| Batch Name: [] | |
| Last Survey Date: [] (DD-MON-YYYY) | |

(Leave Blank for all)

Submit Clear

12. Click the room to be surveyed. Rooms to be surveyed do not have a current Survey Date.

Site=OCAM, MAIN CAMPUS : Bldg=047, RENFREW HALL :
Department=007, CHEMISTRY :

Batch ID/Name:

| Site | Building | Building Description | Floor | Room | Room Desc | Area | Allocation Employee | Allocation Group | Survey Date |
|------|----------|----------------------|-------|------|------------|------|---------------------|------------------|-------------|
| OCAM | 047 | RENFREW HALL | 1 | 001 | OFFICE | 229 | | CHEMISTRY | 24-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 002 | OFFICE | 227 | | CHEMISTRY | 24-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 003 | OFFICE | 217 | | CHEMISTRY | 16-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 004 | OFFICE | 229 | | CHEMISTRY | 10-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 006 | LABORATORY | 293 | | CHEMISTRY | 24-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 019C | OTHER | 109 | | CHEMISTRY | 15-MAY-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 020 | OTHER | 162 | | CHEMISTRY | 15-MAY-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 021 | OTHER | 347 | | CHEMISTRY | 28-MAY-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 022 | OTHER | 113 | | CHEMISTRY | 28-MAY-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 023 | SERVICE | 2717 | | CHEMISTRY | 24-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 023B | OTHER | 449 | | CHEMISTRY | |
| OCAM | 047 | RENFREW HALL | 1 | 024 | LABORATORY | 275 | | CHEMISTRY | 22-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 025 | SERVICE | 378 | | CHEMISTRY | 27-MAY-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 026 | LABORATORY | 529 | | CHEMISTRY | 24-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 026A | OFFICE | 159 | | CHEMISTRY | 26-MAY-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 026B | LABORATORY | 83 | | CHEMISTRY | |
| OCAM | 047 | RENFREW HALL | 1 | 027 | LABORATORY | 648 | | CHEMISTRY | |
| OCAM | 047 | RENFREW HALL | 1 | 027A | LABORATORY | 372 | | CHEMISTRY | |
| OCAM | 047 | RENFREW HALL | 1 | 028 | OFFICE | 120 | | CHEMISTRY | |
| OCAM | 047 | RENFREW HALL | 1 | 030 | LABORATORY | 549 | | CHEMISTRY | 26-MAY-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 032 | LABORATORY | 210 | | CHEMISTRY | |
| OCAM | 047 | RENFREW HALL | 1 | 033 | LABORATORY | 195 | | CHEMISTRY | |
| OCAM | 047 | RENFREW HALL | 1 | 034 | LABORATORY | 376 | | CHEMISTRY | |
| OCAM | 047 | RENFREW HALL | 1 | 035 | LABORATORY | 234 | | CHEMISTRY | |

13. The Location tab contains basic information about the room. Click the Save/Preview button to go to the next tab.

Note: If the error message “You must specify room function codes” appears when the Save/Preview button is clicked, the Functional Use code(s) and percentage(s) were not pre-entered, so they must be added (see instructions in paragraph 16). Click the Location tab to return to the Location screen.

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Edit Room Location

Site=OCAM, MAIN CAMPUS : Bldg=047, RENFREW HALL : Floor=1, GROUND FLOOR : Room=023B, OTHER

Location | Room Info | Room Use | Functional Use | Occupant | Accounts | Summary

Site OCAM Building 047
Building Name RENFREW HALL Floor 1
Room 023B Room Status OPEN
Last Modified/Survey Date Area 449

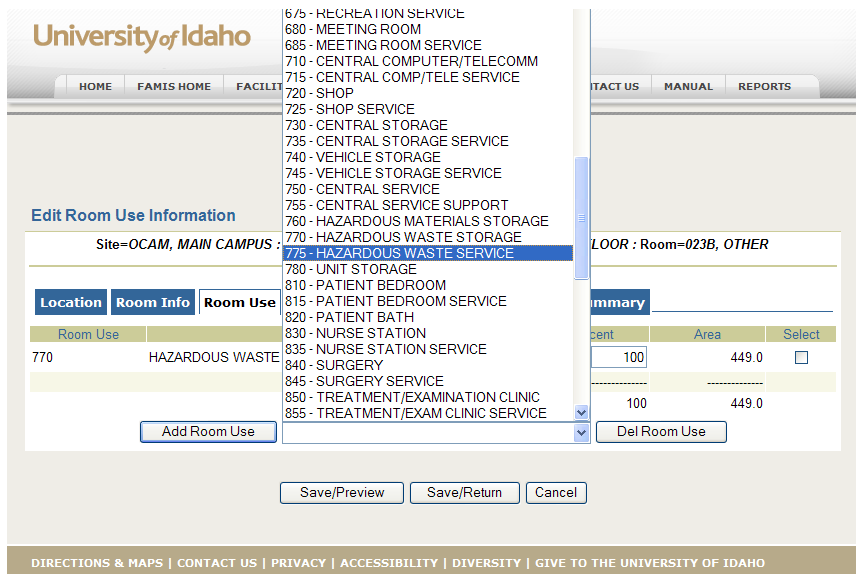
Save/Preview Save/Return Cancel

DIRECTIONS & MAPS | CONTACT US | PRIVACY | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

14. The Room Info tab contains room information and comments. The comments default to “OSP_SURVEY_09 Room Audited on” plus the date. Click the Save/Preview or the Room Use tab to go to the next tab.



15. The Room Use describes how the room is used. Multiple Room Use codes are allowed. To add additional Room Use codes, select the appropriate code from the drop down list next to the Add Room button, then click the Add Room Use button. Click the Save/Preview button to calculate the percentages and save the information.



16. The Functional Use codes describe the functions of the room. If there are multiple Functional Use codes for a room, the percentages must equal 100%.

To add additional Functional Use codes, select the code from the drop down list next to the Add Fn Code button, then click the Add Fn code button. Update the values in the Percentages column. These must total 100%. Click the Save/Preview button to save the information and go to the next tab.

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Edit Functional Use Information

Site=OCAM, MAIN CAMPUS : Bldg=047, RENFREW HALL : Floor=1, GROUND FLOOR : Room=023B, OTHER

Location Room Info Room Use **Functional Use** Occupant Accounts Summary

Functional Use Source = Room

| Group | Employee | Functional Use Code | Description | Percent | Area | Select |
|-------|----------|---------------------|---------------------------------------|---------|-------|--------------------------|
| | | 1DR | INSTRUCTION AND DEPARTMENTAL RESEARCH | 41 | 184.1 | <input type="checkbox"/> |
| | | 2OR | ORGANIZED RESEARCH | 52 | 233.5 | <input type="checkbox"/> |
| | | 3OIA | OTHER INSTITUTIONAL ACTIVITIES | 7 | 31.4 | <input type="checkbox"/> |
| | | | | 100 | 449.0 | |

Add Fn Code Del Fn Code

13US - UNOCCUPIED SPACE
1DR - INSTRUCTION AND DEPARTMENTAL RESEARCH
2ES - EXPERIMENT STATION
2OR - ORGANIZED RESEARCH
3OIA - OTHER INSTITUTIONAL ACTIVITIES
3PS - PUBLIC SERVICE
4DA - DEPARTMENTAL ADMINISTRATION
7SRV - UNIVERSITY-WIDE SERVICE CENTER

DIRECTIONS & MAPS | CONTACT US | UNIVERSITY OF IDAHO

University of Idaho

HOME | FAMIS HOME | FACILITIES HOME | ARBORETA | A & E SERVICES | CONTACT US | MANUAL | REPORTS

Edit Functional Use Information

Site=OCAM, MAIN CAMPUS : Bldg=047, RENFREW HALL : Floor=1, GROUND FLOOR : Room=023B, OTHER

Location Room Info Room Use **Functional Use** Occupant Accounts Summary

Functional Use Source = Room

| Group | Employee | Functional Use Code | Description | Percent | Area | Select |
|-------|----------|---------------------|---------------------------------------|---------|-------|--------------------------|
| | | 1DR | INSTRUCTION AND DEPARTMENTAL RESEARCH | 41 | 184.1 | <input type="checkbox"/> |
| | | 2OR | ORGANIZED RESEARCH | 52 | 233.5 | <input type="checkbox"/> |
| | | 3OIA | OTHER INSTITUTIONAL ACTIVITIES | 3 | 31.4 | <input type="checkbox"/> |
| | | 4DA | DEPARTMENTAL ADMINISTRATION | 4 | | <input type="checkbox"/> |
| | | | | 100 | | |

Add Fn Code Del Fn Code

Save/Preview Save/Return Cancel

DIRECTIONS & MAPS | CONTACT US | PRIVACY | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO

17. The Occupant tab lists the employees that utilize the room surveyed. To add an occupant, select the employee name from the drop down list next to the Del Alloc Emp button.

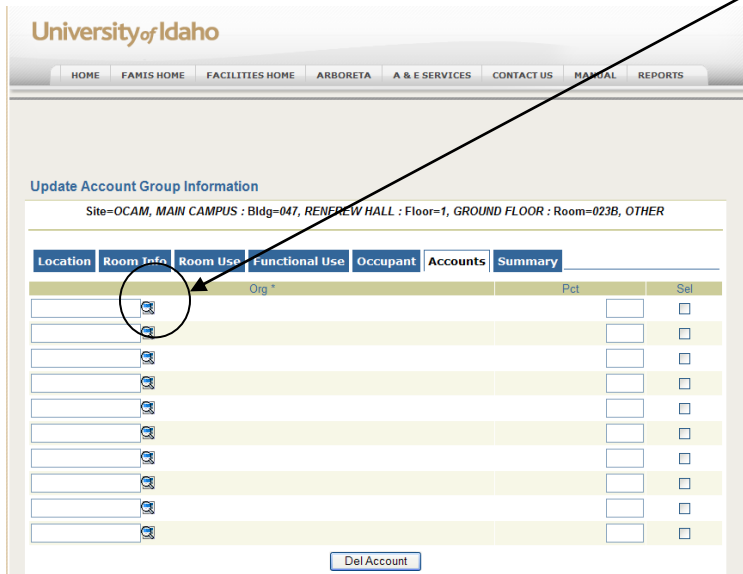


18. Next select the Department from the drop down list next to the Add Alloc Emp button. The employee names are not linked to a department in these lists.

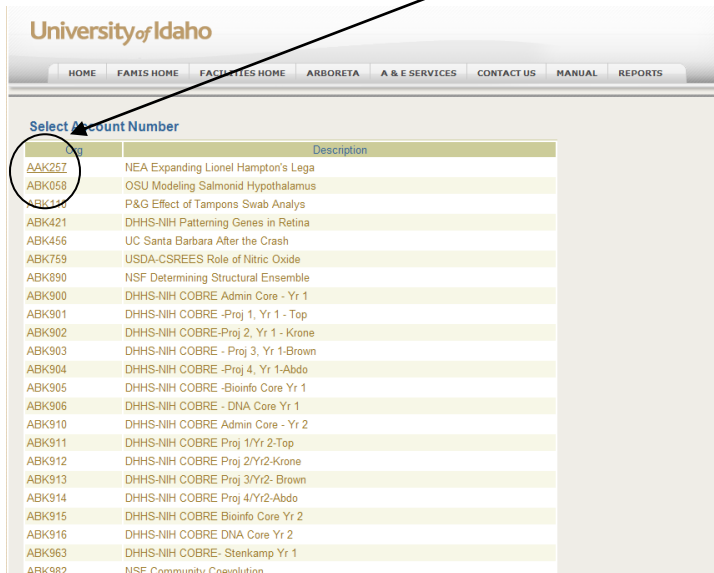


19. Click the Add Alloc Emp button to add the occupant.
20. Click the Save/Preview button to calculate the percentages, save the information, and go to the next tab.

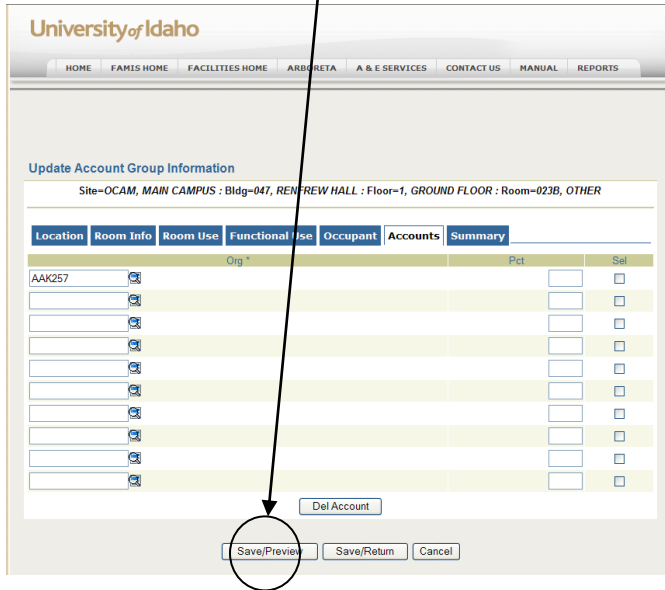
21. The Accounts tab lists the Organization (Org) codes that utilize the room. Add the Org Code(s) entering the Org Code in the Org Code field, or click the hour glass icon to display a list of Org Codes. Be sure to set the CAPS LOCK on before entering accounts in these fields.



22. If the search is used, click the appropriate Org Code from the list.

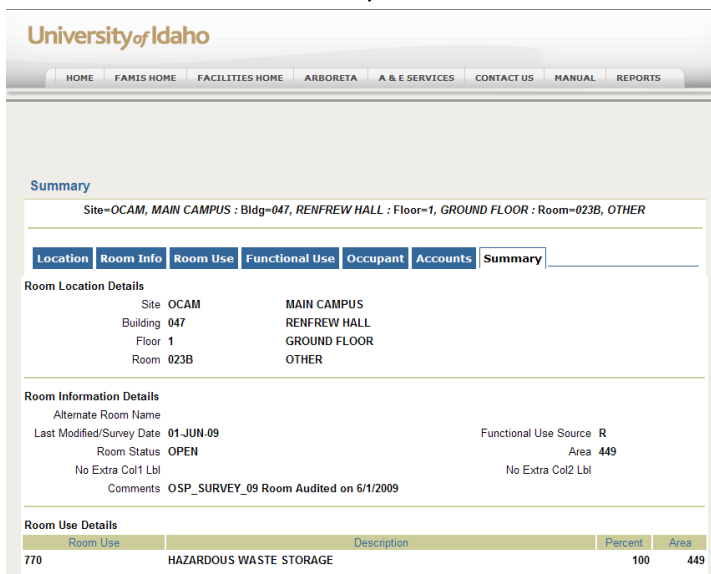


23. If there are more Org Codes to enter, repeat paragraphs 21 or 22 until all the appropriate Org Codes are entered. Click the Save/Preview button to calculate the percentages. Up to 10 accounts can be added.



24. Click the Save/Return button to save the account information for the room surveyed. This will take you back to the Select Room screen.

25. To view the summary of the completed room survey, click the room from the Select Room Screen. Next click the Summary tab .



| Equipment Group | Equipment | Nomenclature | Mfr | Type | Keyword |
|-------------------------|-----------|--------------|-----|------|---------|
| Accounts Details | | | | | |
| Org | Pct | | | | |
| Return | | | | | |

If there are corrections needed, click the appropriate tab and make the corrections. Click the Save/Preview button to save the changes. If changes are made in the Accounts screen, click the Save/Preview button to calculate the percentages, and then click the Save/Return button to save the changes.

The room that was surveyed will reflect the new survey date. In the example below, Room 023B was surveyed on 01-Jun-2009.

Select Room

Site=OCAM, MAIN CAMPUS : Bldg=047, RENFREW HALL :
Department=007, CHEMISTRY :

Batch ID/Name: FSMSS61

| Site | Building | Building Description | Floor | Room | Room Desc | Area | Allocation Employee | Allocation Group | Survey Date |
|------|----------|----------------------|-------|------|------------|------|---------------------|------------------|-------------|
| OCAM | 047 | RENFREW HALL | 1 | 001 | OFFICE | 229 | | CHEMISTRY | 24-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 002 | OFFICE | 227 | | CHEMISTRY | 24-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 003 | OFFICE | 217 | | CHEMISTRY | 16-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 004 | OFFICE | 229 | | CHEMISTRY | 10-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 006 | LABORATORY | 293 | | CHEMISTRY | 24-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 019C | OTHER | 109 | | CHEMISTRY | 15-MAY-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 020 | OTHER | 162 | | CHEMISTRY | 15-MAY-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 021 | OTHER | 347 | | CHEMISTRY | 28-MAY-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 022 | OTHER | 113 | | CHEMISTRY | 28-MAY-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 023A | SERVICE | 2717 | | CHEMISTRY | 24-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 023B | OTHER | 449 | | CHEMISTRY | 01-JUN-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 024 | LABORATORY | 275 | | CHEMISTRY | 22-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 025 | SERVICE | 378 | | CHEMISTRY | 27-MAY-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 026 | LABORATORY | 529 | | CHEMISTRY | 24-APR-2009 |
| OCAM | 047 | RENFREW HALL | 1 | 026A | OFFICE | 159 | | CHEMISTRY | 26-MAY-2009 |

Change History

| Date | Description | Changed By |
|--------------|--------------------------------|-------------------|
| 18 Jun, 2009 | Created Document | Tim Haight |
| 17 Feb, 2012 | Reformatted using new template | Tim Haight |
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