University of Idaho

Facilities Services

- 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 Finkbiner, 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.



- University of Idaho Facilities Services
 - 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.

University of Iopho
HOME FAMISHOME FACILITIESHOME ARBORETA A & E SERVICES CONTACTUS MANUAL REPORTS
Parameter Form
Item - Value - Description Item - Value - Description
Site OCAM Org St
Building 047 RENFREW
Floor
Room
Department (S
Employee
Equipment 🔍
Batch Name
Last Survey Date
(DD-MON-YYYY)
(Leave blank for all)
Submit Clear

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

Iniversi	ityofldaho
HOME	FAMIS HOME FACILITIES HOME ARBORETA A & E SERVICES CONTACT US MANUAL REPORTS
- /	
_ /	
elect Depart	tment
Department	Department Name
70	CHEMISTRY
2	CALS EDUCATIONAL COMMUNICATIONS
29	ELECTRICAL & COMPUTER ENGINEERING
31	COMPUTER SCIENCE
76	COLLEGE OF LAW
76	UNIVERSITY RESEARCH
001	COLLEGE OF LETTERS, ARTS & SOC SCIE
002	COLLEGE OF AGRICULTURE & LIFE SCIEN
.003	WOI-REGIONAL PROGRAM IN VET MED
004	COLLEGE OF BUSINESS & ECONOMICS
005	COLLEGE OF EDUCATION
006	COLLEGE OF ENGINEERING
008	COLLEGE OF NATURAL RESOURCES
009	FOREST UTILIZATION RESEARCH
011	COLLEGE OF LAW
012	COLLEGE OF SCIENCE
014	COLLEGE OF ART & ARCHITECTURE
015	COLLEGE OF GRADUATE STUDIES
016	UNIVERSITY RESEARCH
018	GENERAL LIBRARY
020	MISCELLANEOUS M020, ETC
1022	UNIVERSITY OUTREACH
023	VICE PROVOST FOR ACADEMIC AFF.
1025	ENROLLMENT MANAGEMENT
1027	WWAMI MEDICAL EDUCATION PROGRAM
030	STUDENT AFFAIRS
1040	FINANCE & ADMINISTRATION

11. Click the Submit button.

Universi	tyadaho
номе	FAMIS HOME FACILITIES HOME ARBORETA A & E SERVICES CONTACT US MANUAL REPORTS
Parameter For	rm \
	Item - Value - Description Item - Value - Description
Site	
Building	047
Floor	
Room	
Department	
Employee	
Equipment	
Batch Name	
Last Survey Date	
	(DD-MON-YYYY) (Leave Diank for all)
	(Submit) Clear

FAMIS Space Survey Quick Reference Guide

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 I	D/Name:]					
Site	Building	Building Descript	ion Floor	Room	Room Desc	Area	Allocation Employee	Allocation Group	Survey Dat
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	0238	OTHER	449		CHEMISTRY	
OCAM	047	RENFREWHALL	1	024	LABORATORY	275		CHEMISTRY	22-APR-2009
OCAM	047	RENFREW HALL		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	

University of Idaho

Facilities Services

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 preentered, so they must be added (see instructions in paragraph 16). Click the Location tab to return to the Location screen.



- 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

University of Idaho
HOME FAMISHOME FACILITIES HOME ARBORETA A & ESERVICES CONTACT US MANUAL REPORTS
Edit Room Information
Site=OCAM, MAIN CAMPUS : Bldg=047, REVFREW HALL : Floor=1, GROUND FLOOR : Room=023B, OTHER
Location Room Info Room Use Functional Use Occupant Accounts Summary
Room Name OTHER Alternate Room Name
No Extra Col1 Lbl 🔽 No Extra Col2 Lbl 🔽
Functional Use Source Barrin V
Comments
Save/Preview Save/Return Cancel
DIRECTIONS & MAPS CONTACT US PRIVACY ACCESSIBILITY DIVERSITY GIVE TO THE UNIVERSITY OF IDAHO

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.

University of Idaho	6/5 - RECREATION SERVICE 680 - MEETING ROOM 685 - MEETING ROOM SERVICE 710 - CENTRAL COMPUTER/TELECOMM 715 - CENTRAL COMPUTER/TELECOMM 726 - SHOP 725 - SHOP SERVICE 730 - CENTRAL STORAGE SERVICE 730 - VEHICLE STORAGE 745 - VEHICLE STORAGE 750 - CENTRAL SERVICE 750 - CENTRAL SERVICE	TACT US MANUAL REPORTS
Edit Room Use Information	755 - CENTRAL SERVICE SUPPORT 760 - HAZARDOUS MATERIALS STORAGE	
Site=OCAM, MAIN CAMPUS :	770 - HAZARDOUS WASTE STORAGE 775 - HAZARDOUS WASTE SERVICE	LOOR : Room=023B, OTHER
Location Room Info Room Use Room Use 770 HAZARDOUS WASTE Add Room Use	740 - ONIT STORAGE 810 - PATIENT BEDROOM 815 - PATIENT BEDROOM SERVICE 820 - PATIENT BATH 835 - NURSE STATION 835 - NURSE STATION SERVICE 840 - SURGERY 845 - SURGERY SERVICE 850 - TREATMENT/EXAMINATION CLINIC 855 - TREATMENT/EXAMINATION CLINIC 855 - TREATMENT/EXAMINATION CLINIC 855 - STREATMENT/EXAMINATION CLINIC 856 - TREATMENT/EXAMINATION CLINIC 857 - TREATMENT/EXAMINATION CLINIC 856 - TREATMENT/EXAMINATION CLINIC 857 - TREATMENT/EXAMINATION CLINIC 856 - TREATMENT/EXAMINATION CLINIC	Area Select 100 449.0 100 449.0 Oel Room Use
DIRECTIONS & MAPS CONTACT US P	RIVACY ACCESSIBILITY DIVERSITY GIVE TO	



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.

University of Idaho
HOME FAMIS HOME FACILITIES HOME ARBORETA A & E SERVICES CONTACT US MANUAL REPORTS
Edit Functional Use Information Site=OCAM, MAIN CAMPUS : Bite=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
1IDR INSTRUCTION AND DEPARTMENTAL RESEARCH 41 184.1
20R ORGANIZED RESEARCH 52 233.5
30IA OTHER INSTITUTIONAL ACTIVITIES 7 31.4
100 449.0
Add Fn Code
11DR - INSTRUCTION AND DEPARTMENTAL RESEARCH 2ES - EXPERIMENT STATION
20R - ORGANIZED RESEARCH 30IA - 0THER INSTITUTIONAL ACTIVITIES
3PS - PUBLIC SERVICE 4DA - DEPARTMENTAL ADMINISTRATION DIER 1005 8 MARS I CONTACT LISERVIL INVERSITY WIDE SERVICE CENTER NUMERSITY OF IDAMO
DIRCO SING ATTACK TO SKY - UNIVERSITT-WIDE SERVICE CENTER
University eldabo
HOME FAMIS HOME FACILITIES HOME ARBORETA A & E SERVICES CONTACT US MANUAL REPORTS
Edit Functional Use Information
Site=OCAM, MAIN CAMPUS : Bidg=047, RENFREW HALL : Floor=1, GROUND FLOOR : Room=023B, OTHER
Group Employee Functional Use Code Description Percent Area Select
20R ORGANIZED RESEARCH 52 233.5
30IA OTHER INSTITUTIONAL ACTIVITIES 3 31.4
4DA DEPARTMENTAL ADMINISTRATION 4
100
Add Fn Code
Save/Heturn Cancel
DIRECTORS & TREST CONTACT OF TRAVECT ACCESSIBILITY DIVERSITY FUVE TO THE ORDERATION TRAVES

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.



University of Idaho

Facilities Services

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.

University of Idaho	
HOME FAMIS HOME FACILITIES HOME ARBORETA A & E SERVICES CONTAC	T US MANUAL REPORTS
Edit Allocation Employee Information	
Site=OCAM, MAIN CAMPUS : Bldg=047, REN FREW HALL : Floor=1, GROUND FLO	OR : Room=023B, OTHER
Location Room Info Room Use Functional Use Occupant Accounts Summ	nary
Group Allocation Employee Full Name Percent	Area Select
	0.0
Add Alloc. Emp 007 - CHEMISTRY Save/Preview Save/Return Cancel	V Del Alloc. Emp
DIRECTIONS & MAPS CONTACT US PRIVACY ACCESSIBILITY DIVERSITY GIVE TO THE	

- 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.

- University of Idaho
 - 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 icor to display a list of Org Codes. Be sure to set the CAPS LOCK on before entering accoupts in these fields.

University of Idaho		
HOME FAMIS HOME FACILITIES HOME ARBORETA A & E SERVICES CONTAC	TUS MANUAL RE	PORTS
Update Account Group Information		
Site=OCAM, MAIN CAMPUS : Bldg=047, RENEREW HALL : Floor=1, GROUND FLOO	OR : Room=023B, OTHE	ĒR
Location Room Toto Room Use Functional Use Occupant Accounts Summ	nary	
Org *	Pct	Sel
9		
9		
Del Account		

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

Inivers	sityorldaho
номе	FAMIS HOME FACTURIES HOME ARBORETA A & E SERVICES CONTACT US MANUAL REPORTS
elect Acco	unt Number
Oxa	Description
AK257	NEA Expanding Lionel Hampton's Lega
BK058	OSU Modeling Salmonid Hypothalamus
BK110	P&G Effect of Tampons Swab Analys
3K421	DHHS-NIH Patterning Genes in Retina
BK456	UC Santa Barbara After the Crash
3K759	USDA-CSREES Role of Nitric Oxide
BK890	NSF Determining Structural Ensemble
BK900	DHHS-NIH COBRE Admin Core - Yr 1
BK901	DHHS-NIH COBRE -Proj 1, Yr 1 - Top
ABK902	DHHS-NIH COBRE-Proj 2, Yr 1 - Krone
ABK903	DHHS-NIH COBRE - Proj 3, Yr 1-Brown
BK904	DHHS-NIH COBRE -Proj 4, Yr 1-Abdo
BK905	DHHS-NIH COBRE -Bioinfo Core Yr 1
ABK906	DHHS-NIH COBRE - DNA Core Yr 1
BK910	DHHS-NIH COBRE Admin Core - Yr 2
ABK911	DHHS-NIH COBRE Proj 1/Yr 2-Top
BK912	DHHS-NIH COBRE Proj 2/Yr2-Krone
BK913	DHHS-NIH COBRE Proj 3/Yr2- Brown
ABK914	DHHS-NIH COBRE Proj 4/Yr2-Abdo
ABK915	DHHS-NIH COBRE Bioinfo Core Yr 2
ABK916	DHHS-NIH COBRE DNA Core Yr 2
ABK963	DHHS-NIH COBRE- Stenkamp Yr 1
ABK982	NSF Community Coevolution

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.

University of Idaho	C			
HOME FAMISHOME F	ACILITIES HOME ARBO	RETA A & E SERVICES	CONTACT US MA	NUAL REPORTS
Jpdate Account Group Info	rmation	WHALL Elegent CPC		-0228 OTHED
Sile=OCAM, MAIN CAN	1P03 : Blug=047, REN RE	WHALL : FIOOI-I, GRO	JUND FLOOR : ROOM	-023B, OTHER
Location Room Info Room	n Use Functional Use	Occupant Account	ts Summary	
	Org *		Pct	Se
AAK257				
Q				
Q	1			
Q				
9				
Ci.				
g				
CI.				
Q				
	•	Del Account		
	\sim			

University of Idaho

Facilities Services

- 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 .



University of Idaho

Facilities Services

FAMIS Space Survey Quick Reference Guide

Equipment Group	Equipment	Nomenclature	Mfr	Туре	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.

Selec	t 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		

University of Idaho Facilities Services

FAMIS Space Survey Quick Reference Guide

Change History

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