

FM:Interact Integrated Workplace Management System



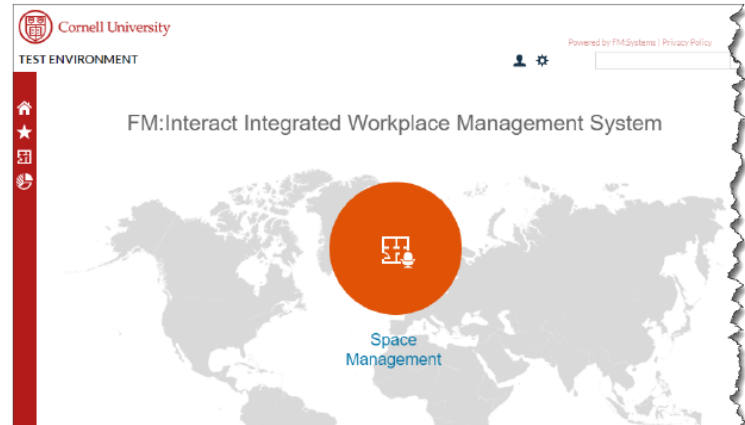
Space Management

The Homepage

This page provides quick links to some of the common screen views. To access the links, hover over the Space Management icon on the middle of the page.

Links:

- Room Search
- Facility Search
- Floor Plans
- Campus Map on FFI page
- User Documentation
- Oracle Analytics Reporting

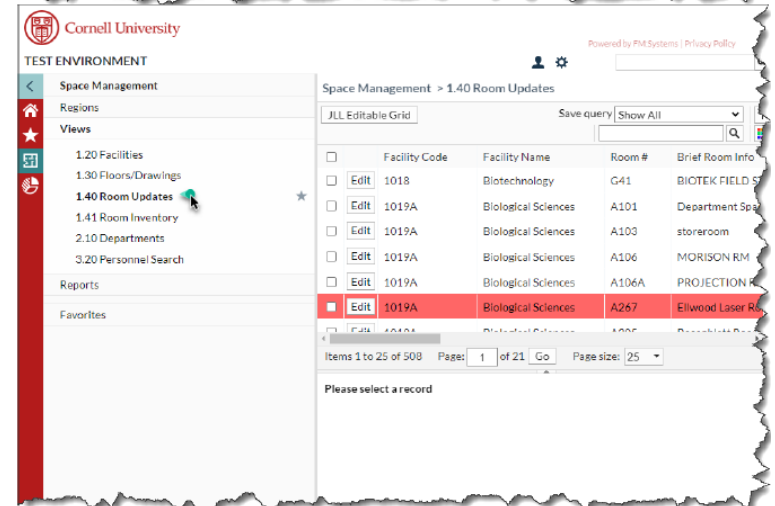
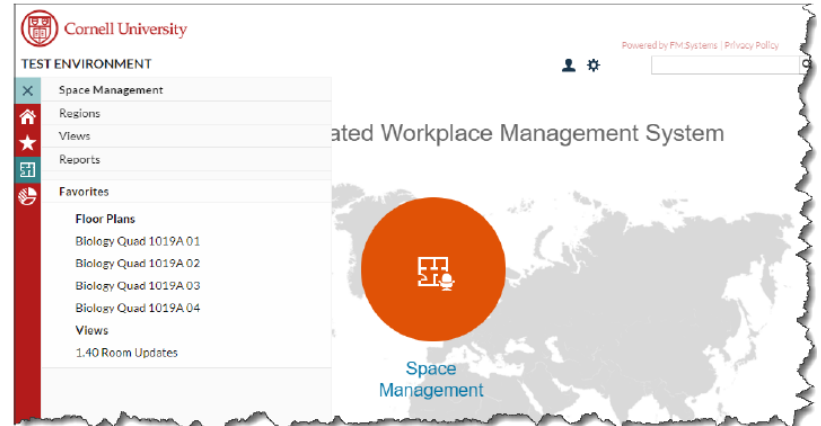


The Navigation Menu

On the left-hand edge of the screen is the application menu. Hovering over an icon will pop up the name of the menu item. Clicking on the item will open more menu choices for that module or section.

Selecting a sub-menu will display the items a user has permission to access.

For example, selecting Space Management > Views > 1.40 Room Updates, will open the *1.41 Room Updates* data view where users can edit the room data.



Cornell University

TEST ENVIRONMENT

Space Management > 1.41 Room Inventory

<input type="checkbox"/>	Facility Code	Facility Name	Room #	Brief Room Info	Review Status	Room Orgs	Room Type
<input checked="" type="checkbox"/>	1018	Biotechnology	218	Feschotte	Open	0165	250 Non-Class Laboratory (Resrch)
<input type="checkbox"/>	1018	Biotechnology	219	Research support	Open	0165, 2165	255 Non-Class Laboratory Service
<input type="checkbox"/>	1018	Biotechnology	221	Andy Clark	Open	2165	250 Non-Class Laboratory (Resrch)

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Facility: 1018 Biotechnology
Room #: 218 View

Room Details | Functions | Additional Details | Room Audit | Checklist Errors

Room Type: 250 Non-Class Laboratory (Resrch)
Station Quantity: 11
Brief Room Info: Feschotte

Room Org Division

<input type="checkbox"/>	Org Review Status	Org	Org Percent	CC-EN Division Code	Poten
<input type="checkbox"/>	Open	0165 CALS Molecular Biology & Genetics	100	CC-CALS	

Common Data Views

- 1.20 Facilities – Displays information regarding facilities.
- 1.30 Floors/Drawings – Displays facility floor levels. From here the pdf floor plan can be opened.
- 1.41 Room Inventory – Displays room details for all rooms within the facilities.

Data views have two sections.

- Grid View – located at the top of the screen. This is used to search for and select facility/room.
- Record View – located at the bottom of the screen. This provides information about the record selected.

Searching within views

The screenshot shows the Cornell University Space Management interface. At the top, it says "TEST ENVIRONMENT" and "Space Management > 1.41 Room Inventory". Below this is a table with columns: Facility Code, Facility Name, Room #, Brief Room Info, Review Status, Room Orgs, and Room Type. The table contains three rows of data for Facility Code 1018. A search filter dropdown menu is open over the "Room Orgs" column, showing options: NoFilter, Contains, DoesNotContain, StartsWith, EndsWith, EqualTo, NotEqualTo, and GreaterThan. Red arrows point from the filter icon in the "Room Orgs" header to the search text field and from the "Contains" option in the dropdown to the same text field.

Facility Code	Facility Name	Room #	Brief Room Info	Review Status	Room Orgs	Room Type
1018	Biotechnology	10001		Open	5776	
1018	Biotechnology	10002		Open	5776	
1018	Biotechnology	10003		Open	5776	

In any of the views, select the filter icon, enter desired information in the text field at the top of the grid column, then select the filter dropdown next to the text field.

- *Note* – only 1 column can be searched at a time, but multiple columns can be searched to reduce the information returned.
- *Example* – Search for the Facility Code first, then search for a specific org.
- *Tip* – Use the “Contains” choice on most searches because you may not know the exact field description.

1.20 Facilities View

Cornell University

Space Management > 1.20 Facilities

Save query | Show All | 1019

	Facility Code	Facility Name	Facility Status	Facility Type Code	Facility Type	Facility Category	Asset Assignment	District
<input type="checkbox"/>	Edit 1019	Biological Science Complex	Active	C	Complex			
<input type="checkbox"/>	Edit 1019A	Biological Sciences	Active	B	Building	CU Endowed, contract college asset, and NYS Owned SUNY Cornell exc	0 Endowed (Non-Weill Cornell Medicine)	C05 Garden Ave
<input type="checkbox"/>	Edit 1019E	Dale R Corson Hall	Active	B	Building	CU Endowed, contract college asset, and NYS Owned SUNY Cornell exc	0 Endowed (Non-Weill Cornell Medicine)	C05 Garden Ave
<input type="checkbox"/>	Edit 1019P	P-Corson Mudd	Active	P	Parking	CU Endowed, contract college asset, and NYS Owned SUNY Cornell exc	0 Endowed (Non-Weill Cornell Medicine)	
<input checked="" type="checkbox"/>	Edit 1019W	Seeley G Mudd Hall	Active	B	Building	CU Endowed, contract college asset, and NYS Owned SUNY Cornell exc	0 Endowed (Non-Weill Cornell Medicine)	C05 Garden Ave

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Type/Ownership | Names | Location | Jurisdictions | Details | Record Creation/Note | Facility Dates | SUNY Data | RE Data | Obsolete/Reactivate | Audit

Facility Code: 1019W
Facility Type Code: B Building
Facility Category: CU Endowed, contract college asset, and NYS Owned SUNY Cornell except CU.1 and CU.2
Facility Status Code: A Active
Facility Substatus Code: IN In Service
Management Outsourced:
Asset Assignment Code: 0 Endowed (Non-Weill Cornell Medicine)
Asset Assignment Flag:
Sunny Reported Building:
Secure Facility:

Facility Notes

	Created On	Note Type	Note Short
<input type="checkbox"/>	10/26/2022 12:00:00 AM	Facility General	Building Gross changed from 53,284 SF to 53,320...

Each tab provides different information about the facility.

This section provides additional notes on the facility.

- Use the Grid view to locate the facility that you are researching.
- To view the facility information, select the property by clicking on the row in the grid.

1.30 Floors/Drawings View

- Use the search features for the Grid view to locate the facility that you want to see in a graphic view.
- Once property has been selected, look for the View box in the record view at the bottom.
 - If a box is not available, then a drawing has not been created for the facility.
 - Typically, tracked or leased facilities do not have drawings available for selection.

Cornell University

Space Management > 1.30 Floors/Drawings

Click on the row to highlight the record

	Facility	Facility Name	Floor	Description
<input type="checkbox"/>	1014	Weill Hall	01	First Floor
<input checked="" type="checkbox"/>	1014	Weill Hall	02	Second Floor
<input type="checkbox"/>	1014	Weill Hall	03	Third Floor
<input type="checkbox"/>	1014	Weill Hall	04	Fourth Floor
<input type="checkbox"/>	1014	Weill Hall	05	Fifth Floor
<input type="checkbox"/>	1014	Weill Hall	B	Basement
<input type="checkbox"/>	1014	Weill Hall	BM	Basement Mezzanine

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Details

Publish to Web

Turn Layers off for Pan and Zoom

Floor Details

Disable resizing line weights

Facility 1014 Weill Hall

Floor 02 Second Floor

Description Second Floor

Ext. Gross Polyline Area 40,427

Gross Area 40,427

Total Net Area 33,354

Last Updated

Schedule

If a drawing is available, this View box is available.

Click on box to go to the graphic viewer.

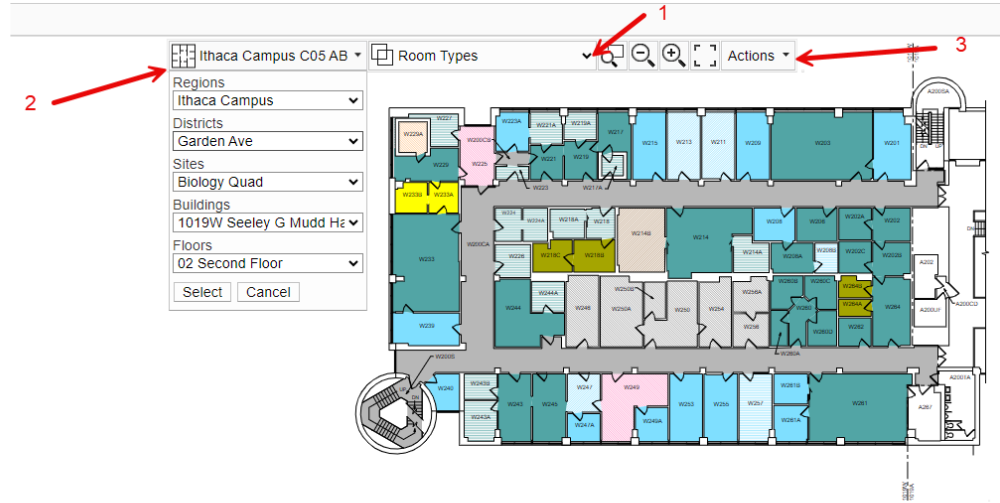
Graphic Views for Floor Plans

There are multiple data views available for selection. Currently shown is the Room Type display.

Arrow 1 – Change the graphic view

Arrow 2 – Change the floor plan view

Arrow 3 – Select to print the view



Code	Description	Net Area	Count
020	Circulation Area	2,669	2
021	Staircases	212	1
060	Alteration or Conversion Area	1,134	7
225	Open Class Laboratory, Service	259	1
250	Non-Class Laboratory (Resrch)	4,570	24

Floor Information									
Facility Code							1019W		
Facility Name							Seeley G Mudd Hall		
Floor							02		
Bldg	Floor	Room #	Space Class	Space Type	Area	Group	Room Name	Capacity	Occupancy
1019W	02	W200CA		020	2,633.27			0	0
1019W	02	W200CB		020	36.00			0	0
1019W	02	W200C		021	212.36			0	0

Graphic Views list with description

Available graphic views:

Base Floor Plan – Displays room number and Brief Room Info only – default graph

CC/EN Value – Displays the CC/EN value assigned to rooms

College/Division – Displays the Colleges assigned to rooms

- *Org Parent Hi Level* – Displays the highest KFS level under the College level
- *Org G and/or D Level* – Displays a mix of mid-level KFS orgs depending on college setups.

Department Org – Displays Orgs assigned to rooms

Errors– Displays rooms in error in the database

Function Codes– Displays function codes assigned to a room

Net Area– Displays the rooms net area

Organized Research Rooms– Displays rooms assigned a 2.1 or 2.2 function code

Room Types– Displays the assigned room type

Seat Assignments– Displays any seat assignments entered

1.41 Room Inventory View



Space Management > 1.41 Room Inventory

Save query Show All [1019w]

<input type="checkbox"/>	Facility Code	Facility Name	Room #	Brief Room Info	Org Status	Room Orgs	Room Type	Primary Contact	Station	Quantity	Floor	Fac Rm#	Net Area	Modified On & By
<input type="checkbox"/>	1019W	Seeley G Mudd Hall	W105	Fetcho Laser Lab	Approved	2181	250 Non-Class Laboratory (Resrch)		4	01		1019W W105	182	07/20/2024 Shar
<input type="checkbox"/>	1019W	Seeley G Mudd Hall	W106	Fetcho Lab	Approved	2181	250 Non-Class Laboratory (Resrch)		9	01		1019W W106	734	07/20/2024 Shar
<input type="checkbox"/>	1019W	Seeley G Mudd Hall	W106A	Fetcho Lab	Approved	2181	250 Non-Class Laboratory (Resrch)		2	01		1019W W106A	146	07/20/2024 Shar
<input checked="" type="checkbox"/>	1019W	Seeley G Mudd Hall	W112	Fetcho Lab	Approved	2181	250 Non-Class Laboratory (Resrch)		5	01		1019W W112	395	07/20/2024 Shar
<input type="checkbox"/>	1019W	Seeley G Mudd Hall	W112A	Fetcho Lab	Approved	2181	250 Non-Class Laboratory (Resrch)		1	01		1019W W112A	258	07/20/2024 Shar
<input type="checkbox"/>	1019W	Seeley G Mudd Hall	W117	Goldberg Lab	Approved	2181	250 Non-Class Laboratory (Resrch)		10	01		1019W W117	470	07/20/2024 Shar

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Facility: 1019W Seeley G Mudd Hall
Room #: W112 **View** ← This will take you to the graphic floor plan and highlight the room.

Room Details | Functions | Additional Details | Room Audit | Checklist Errors ← The tabs provide additional details about the room.

Room Type: 250 Non-Class Laboratory (Resrch)
Station Quantity: 5
Brief Room Info: Fetcho Lab

Room Org Division

<input type="checkbox"/>	Org Status	Org	Org Percent	CC-EN Division Code	Potential Private Use	Reviewed	Reviewed On - By
<input type="checkbox"/>	Approved	2181 Neurobiology and Behavior		100 EN-COLL	<input type="checkbox"/>	<input type="checkbox"/>	

- Use the Grid view search options to locate the facility and room that you are researching.
- To view the room information, select the space by clicking on the row in the grid.
- You can see the room on the floorplan by clicking on View button.

Graphic views of rooms

FMS:Workplace

Ithaca Campus C05 AB Base Floor Plan

Short Room Info [Edit](#)

Facility	1019W Seeley G Mudd Hall
Room number	W112 Zoom to room
Room Type	250 Non-Class Laboratory (Resrch)
Modified	07/20/2024 Shannon Spencer
Brief Room Info	Fetcho Lab
Station Quantity	5
Room Net Area	395

Seat Assignments [Assign](#)

NetID	Employee Name	
jrf49	Joseph Fetcho	Vacate

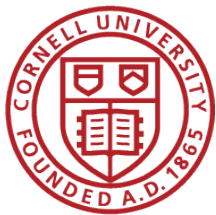
Org / Division

Org	Org Percent	Division	Reviewed On - By
2181 Neurobiology and Behavior		100 Endowed College	

Function Data

Org	Function Code	Function Descrip	Function %
2181	2.2	Individual and Project Res.	80
2181	1.5	Departmental Research	20

- The room selected is highlighted and additional information is shown at the bottom.
- You can see other rooms simply by clicking on the space.
- View opens in default Base Floor Plan graph. The graphic view can be changed at the top menu.



Questions?

Feel free to reach out to our team via FI-help@cornell.edu for additional training or questions.

Other views can be made depending on the information requested. Please let us know your needs and we will work to see if it is possible.

Please note that some information accuracy, such as Seat Assignments, is dependent on the department entering and maintaining the information.