

This document outlines the process of gathering the location data (building and room) for an employee's workstation location.

### **Gathering Building Data**

- 1. The building and room for an employee's workstation will need to be obtained within the building
  - a. If a workstation location has not yet been decided for a new employee, submit the department default location. Work with your SSC for assistance with determining default location.
- 2. If the location is unable to be obtained by visiting the building, some buildings have floorplans that can be accessed through the <u>FMS system</u>
- If you are unable to access the FMS, you will need to either <u>gain access</u> through your SAA or reach out to someone in your department that has access. Follow the steps below to determine who in your department has access to FMS

### Accessing EACS Accountability Report

1. Access the <u>EACS Accountability Report</u> (You may need to log into UCR's	Enterprise Access Control System
<ul> <li>(Fourmay need to log into ocrts) network)</li> <li>2. Enter the Department ID, ORG, or SSC Code into the SAA ORG Value field</li> <li>3. Select "Facilities Management System (FMS)" in the Application Name field</li> </ul>	EACS Accountability Report         SAA NetID         SAA ORG Value         D01002         Application Name         Facilities Management System (FMS)         User NetID         SAA Type         Role Details         Condensed Accountability Report         Click here for SAA Names.
<ol> <li>Click the Condensed Accountability Report button and the users with access to the FMS will be displayed</li> </ol>	EACS Access Control System           EACS Accountability Report (SAX-ALL, ORG Value: D01002, App: FACILITIES MANAGEMENT SYSTEM (FMS), User: ALL, SAAType: ALL)           UCP Multip: algibility algibility of met finit an methic user Struct         Desc         SAA         User Primary NetTD         Duser: Primary Dept         OrG11: BOURNS         FACILITIES         INQUIRER         V MANAGEMENT           D01002:         ENGINEERING:         D01002:         ORG11: BOURNS         FACILITIES         INQUIRER         V MANAGEMENT           Total 1 record(s) found.         Back         Close         Close         Close         Close

# **Determine Work Location**



7. Once access to the FMS has been obtained, there are two methods for gathering the floorplans outlined below

#### Accessing Floorplans by building and floor

<ol> <li>Access <u>FMS System</u> as an authorized user</li> <li>From the FMS homepage select View/Edit Room Data</li> </ol>	We const to the UCR Facilities Management Option (MD)
3. Then Edit Room Data	ARCHIBUS            Space Planning & Management             Space Inventory & Performance             View/Edit Room Data          Tasks:            Edit Room Data             Assign Employees to Rooms
4. Select the desired building and floor	Edit Room Data         Space Planning & Management         Space Planning & Management         Space Newnorky & Performance         View/Edit Room Data         Isats:         Assign Employees to Rooms         Select Room         Select Room         Select Room         Select Room         Select Room         Select Room
<ol> <li>Select the Download PDF button (right side of the page, about ½ way down)</li> <li>You can then print or download the PDF from your browser (Plans are not highlighted)</li> </ol>	Right State       Right State       Constant       Con



## **Accessing All Floorplans**

<ol> <li>Access <u>FMS System</u> as an authorized user</li> <li>From the FMS homepage select the Help button (top right corner)</li> </ol>	ACCESSS 2 1 20 100 1000 1201 1201 1201 1201
	Change Request Sign Out Help
<ol> <li>Choose Highlighted Floorplans (PDF) from the document list</li> <li>Buildings are in CAAN order and spaces are highlighted by assigned department</li> </ol>	Integration of the provided and the

\* For any issues accessing the FMS or floorplans, please contact the Space Manager, Sharyl Murdock at <u>Sharyl.murdock@ucr.edu</u>.

- 8. Once the floorplans are gathered, obtain the building and room information for the employee's workstation and submit to your SSC
- 9. If you are unable to obtain the building and room through the methods outlined above, or the work location has not yet been determined for an employee, submit the default department location