

Space Information System (FAMIS) User Guide

1. To start FAMIS, click on FAMIS icon on your computer desktop (**Figure 1**).



Figure 1

2. If this is the first time you run FAMIS, a message will pop up requiring the installation of X Active Page and JAVA. Please ask your system administrator to help you install this required software.
3. Once your computer has been properly prepared with the correct software, your login screen will pop up (**Figure 2**).
4. Academic Space Management provides initial user name and password of the FAMIS. Type your username and password, type “devel” for the Database field and click on “Connect” Button.

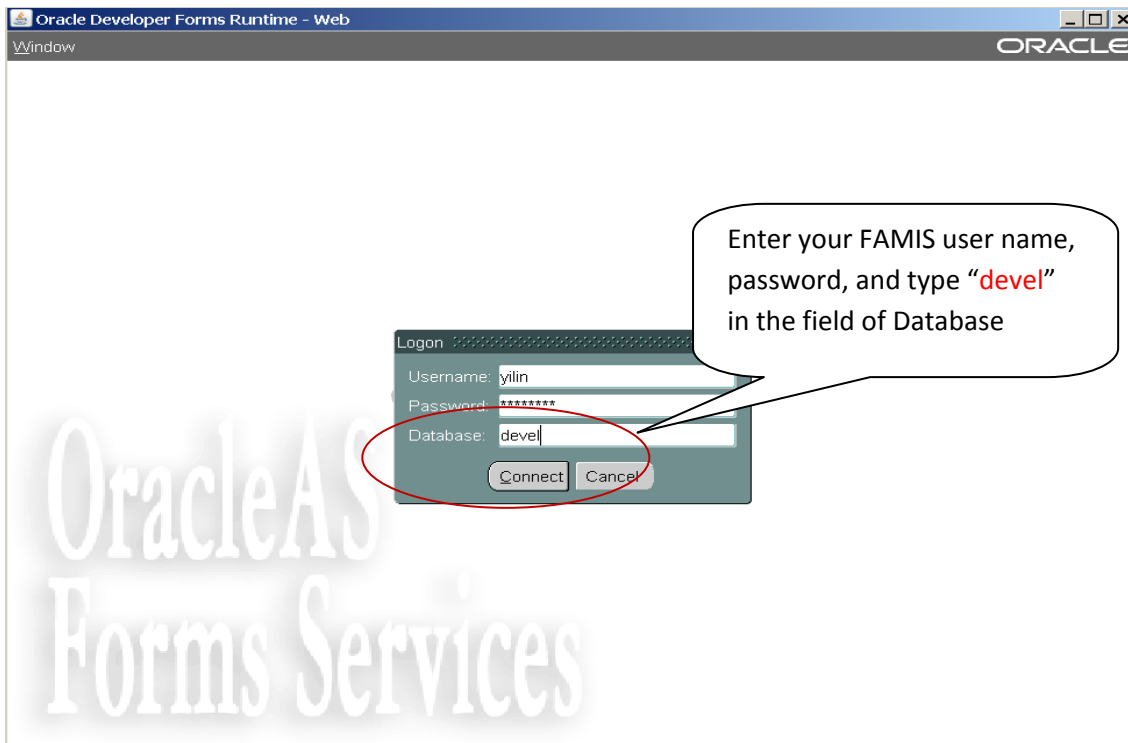


Figure 2

5. Once you login, the Site, Building, Room, and Change PW buttons will be listed on the left of FAMIS window. FIU SPACE and FSM Change P/W will be listed in the middle of the window. Use “Change PW” to change your password at any time. (**Figure 3**).

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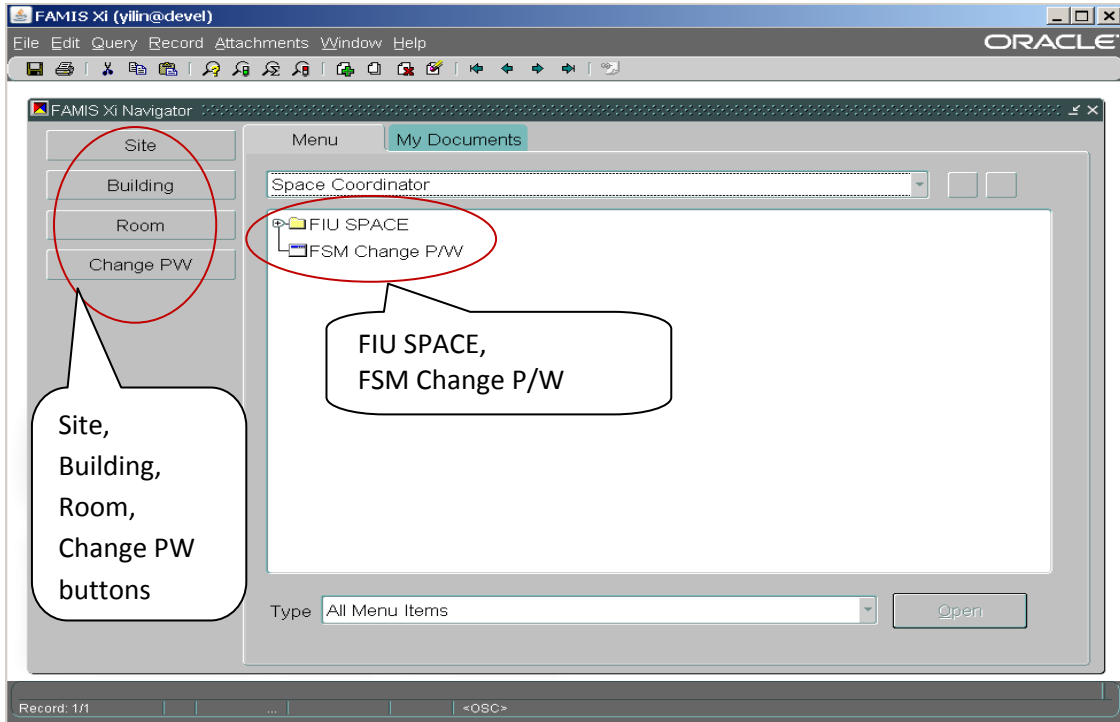


Figure 3

6. Clicking on the Site, Building or Room buttons will provide information about those areas.
7. For example, after clicking on the “Room” button, you will get the screen as **Figure 4**.

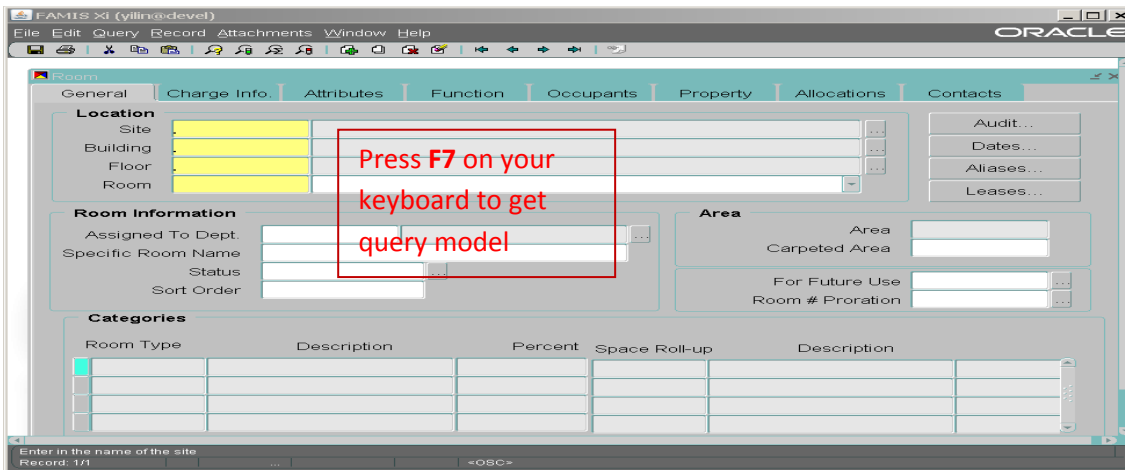


Figure 4

8. To access Room information you must first be on “query” mode, click the magnifying glass with a “?” on it or use the short cut key **F7** on your keyboard. Your screen will change color from yellow to blue background signifying you are on “query” mode. For example, to access information on room 431 in the Green Library building, type the building number (#5 in this case) in the Building field, type room number 431 in the Room field. To execute your query you can press the magnifying glass with the green traffic light or press short cut key **F8** on your keyboard (**see Figure 5**). If you do not know your site or building number, you can use the pull

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down screen buttons on the right hand side of each line bar or see **Appendix A or B** at the end of this document.

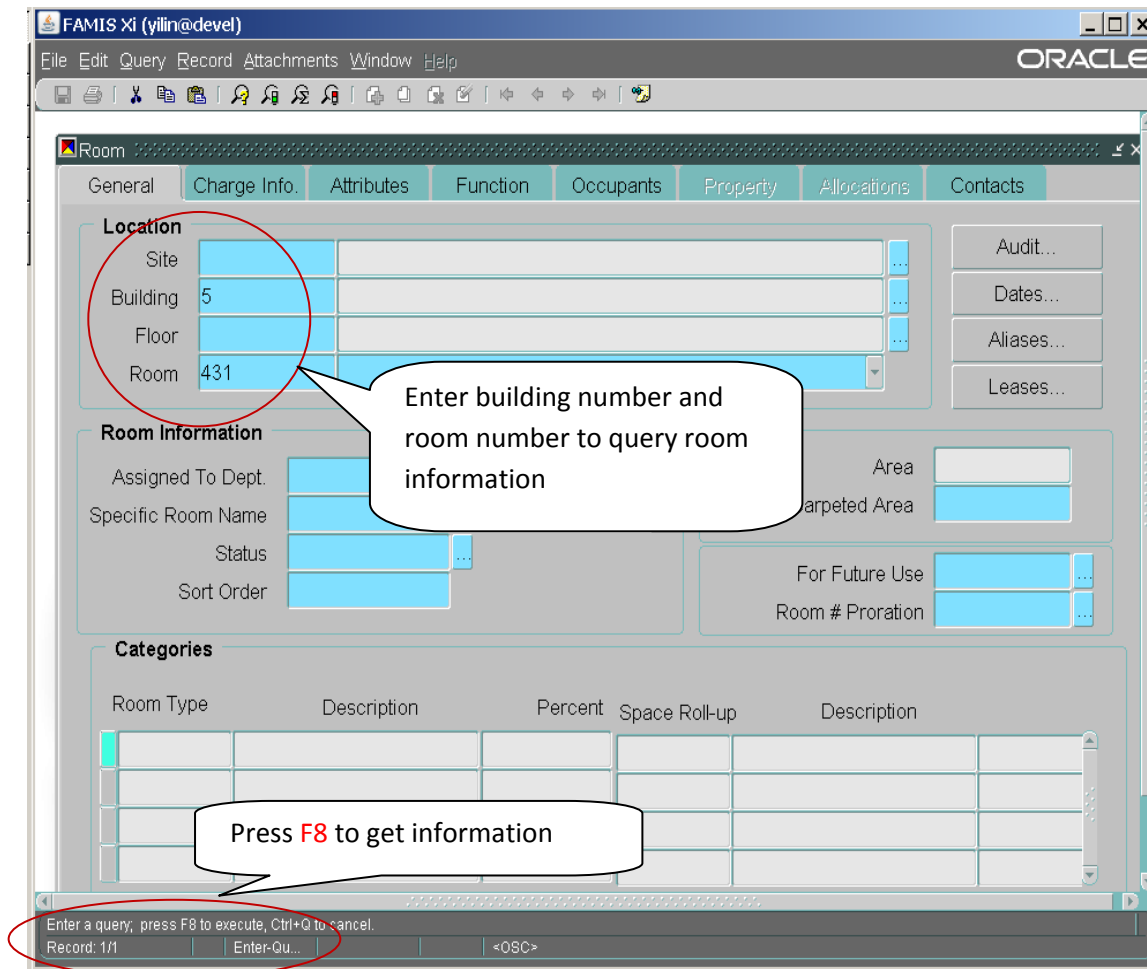


Figure 5

9. You can click on the tabs Attributes, Function, Occupants, Property to get room condition, PO&M, category, and capacity, function code, the name and panther id of the occupants, the occupants reported to department (**Figure 6 and Figure 7**). If the room has equipment worth \$5000 or more, it will show under the Property tab.

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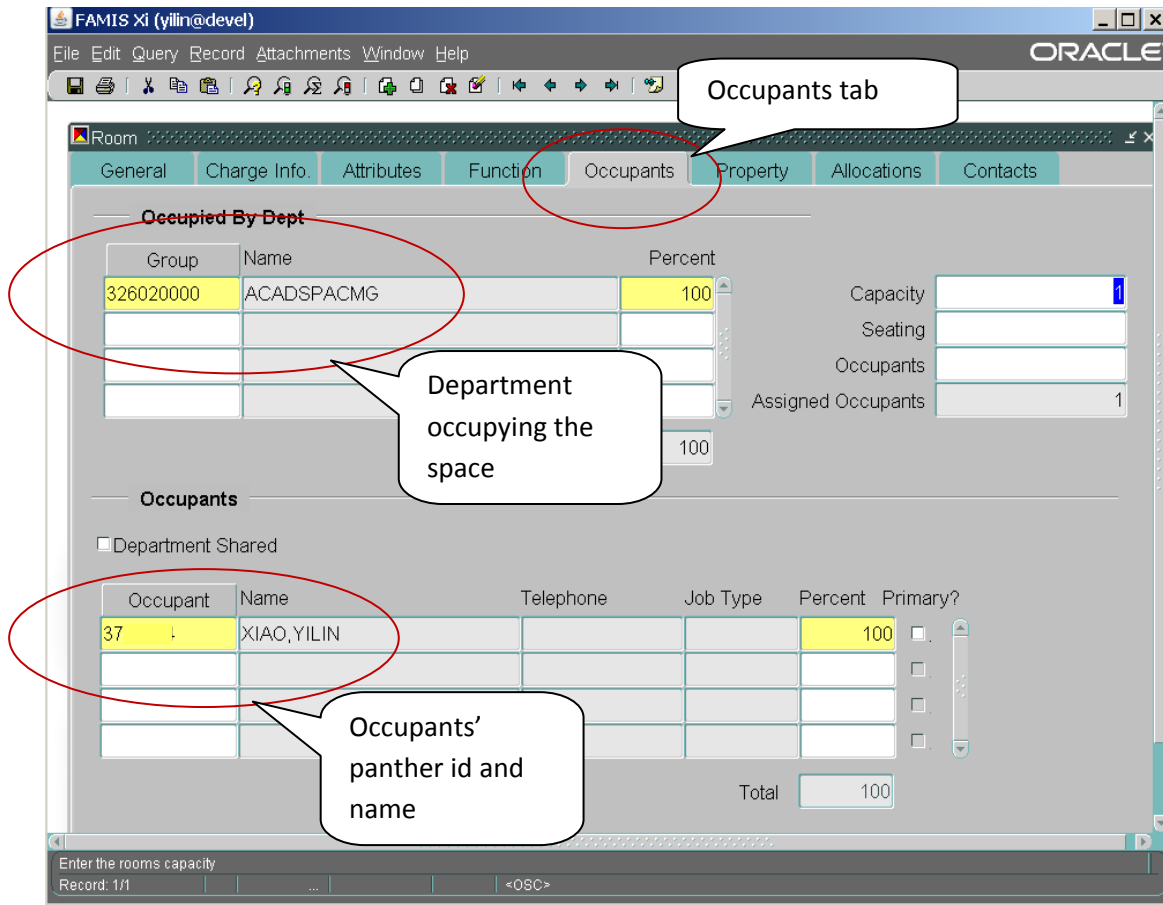


Figure 6

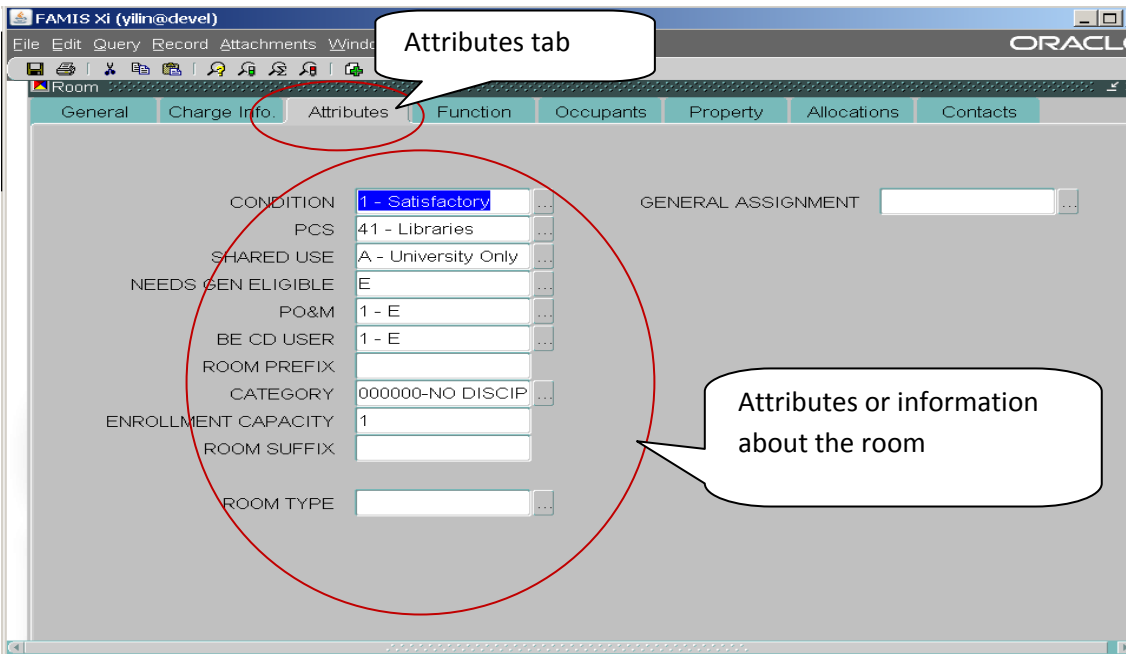


Figure 7

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- To access other useful information, expand the FIU SPACE in the middle of FAMIS window (**Figure 8**) and click on the desired link.

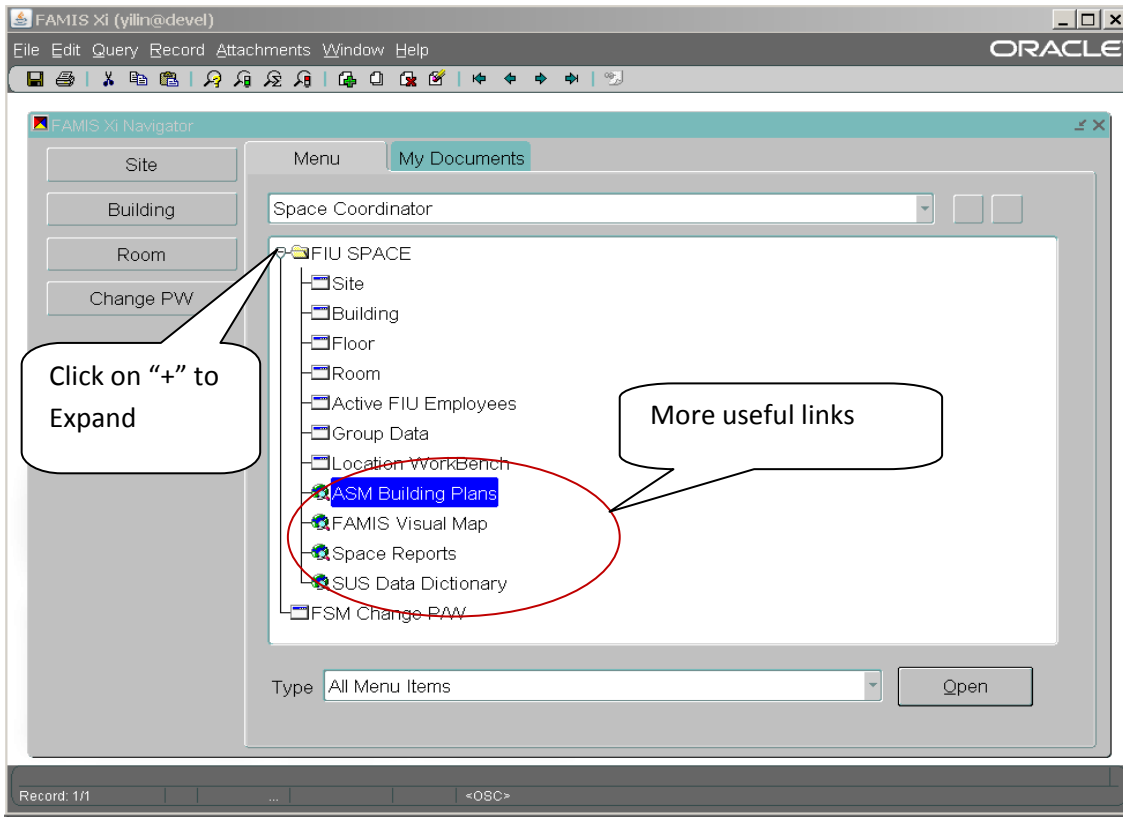


Figure 8

- To login to the Space Reports, please type the same login information as FAMIS
- To log out FAMIS, Go to File, then Log Out (**Figure 9**).

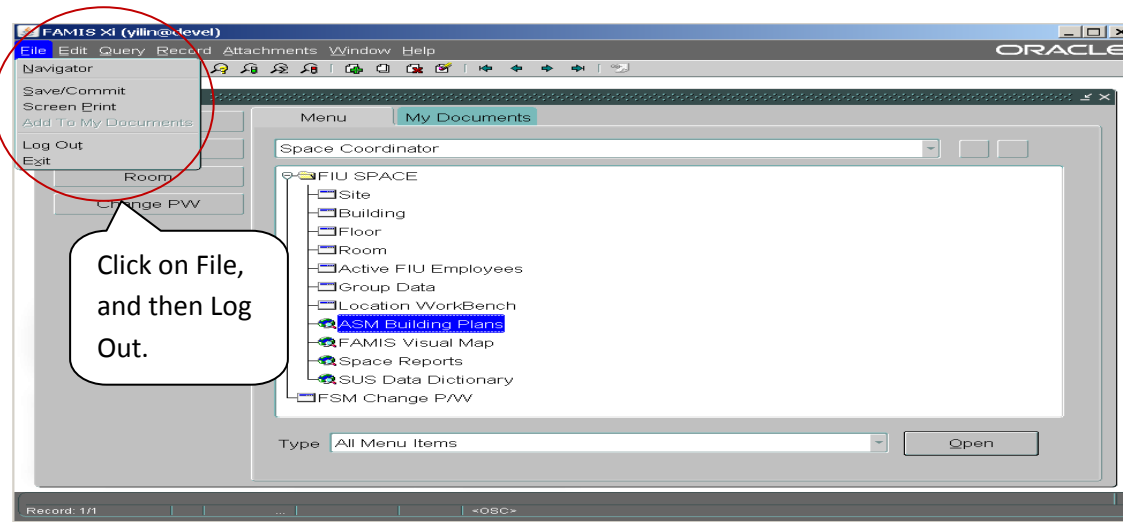


Figure 9

- If you need additional information, please contact Oslay Molina or Yilin Xiao at 71726 or e-mail us at molinao@fiu.edu or Yilin.xiao@fiu.edu.

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Appendix A: Site number and Site Description

Site	Site Description
1	MAIDIQUE CAMPUS
10	MIAMI DOWNTOWN CENTER
11	METROPOLITAN CENTER
15	FIU DOWNTOWN ON BRICKELL
2	BISCAYNE BAY
3	ENGINEERING CTR
4	THE PINES CENTER
5	FL MEMORIAL COL
6	FIU WOLFSONIAN
7	FIU ANNEX
8	MB WOMEN'S CLUB
9	SOUTH WAREHOUSE

Appendix B: Site, Building and Building Names (short &full)

Site	Building #	Building Short Name	Building Full Name
1	04A	CU1	CENTRAL UTILITIES ONE
1	06A	WC	WERTHEIM CONSERVATORY
1	1	PC	CHARLES E. PERRY PRIMERA CASA
1	10	BT	BUILDING TEN
1	11	RB	RYDER BUSINESS BUILDING
1	12	UHSC	UNIVERSITY HEALTH SVC. COMPLEX
1	13	LC	LABOR CENTER
1	14	ZEB	SANDFORD & DOLORES ZIFF EDU.
1	14A	MMCIC	INFORMATION CENTER
1	15	BBS	BASEBALL STADIUM
1	16	WPAC	HERBERT & NICOLE WERTHEIM CTR.
1	17	CCLC	CHILDREN'S CREATIVE LEARNING
1	19	PH	PANTHER RESIDENCE HALL
1	19A	UT	UNIVERSITY PARK TOWERS
1	19B	EH	EVERGLADES HALL
1	19CN	LVN	LAKEVIEW HOUSING - NORTH
1	19CS	LHS	LAKEVIEW HOUSING - SOUTH
1	2	DM	DEUXIEME MAISON
1	20	SAAC	STUDENT ATHLETIC ACADEMIC CTR.
1	21	AHC1	ACADEMIC HEALTH CENTER 1

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Site	Building #	Building Short Name	Building Full Name
1	21A	AHC2	ACADEMIC HEALTH CENTER 2
1	22	CSCS	CAMPUS SUPPORT COMPLEX SHOPS
1	23	CSC	CAMPUS SUPPORT COMPLEX ADMIN
1	24	PCA	PAUL CEJAS ARCHITECTURE
1	25	MARC	MANAGEMENT & ADVANCED RESEARCH
1	27	RDB	RAFAEL DIAZ-BALART HALL
1	28	RH	RONALD W. REGAN PRES. HOUSE
1	29	PPFAM	PATRICIA&PHILLIP FROST MUSEUM
1	3	GC	ERNEST R. GRAHAM UNIV. CTR.
1	30	CBC	COLLEGE OF BUSINESS COMPLEX
1	31	CU2	CENTRAL UTILITIES TWO
1	32	FIUS	FIU COMMUNITY STADIUM
1	33	RC	RECREATION CENTER
1	36	SIPA	SCHOOL INTER. & PUBLIC AFFAIRS
1	39	AHC3	ACADEMIC HEALTH CENTER 3
1	4	VH	VIERTES HAUS
1	40	WSTC	WOMEN'S SOFTBALL/TENNIS CX
1	47	AS	ART STUDIO
1	5	GL	STEVEN & DOROTHEA GREEN LIB.
1	6	OE	OWA EHAN
1	7	GPA	U.S. CENTURY BANK ARENA
1	8	ECS	ENGINEERING & COMPUTER SCIENCE
1	9	CP	CHEMISTRY & PHYSICS
1	C01	TWR	TOWER
1	C05	DC	DUPLICATING CENTER
1	CW1	CW1	PC/DM COVERED WALKWAY
1	CW2	CW2	DM/GL COVERED WALKWAY
1	CW3	CW3	PCA COVERED WALKWAY
1	CW4	CW4	GL/GC COVERED WALKWAY
1	CW5	CW5	OE/CP COVERED WALKWAY
1	CW7	CW7	PG1/PC COVERED WALKWAY
1	E01	E01	EAST 1
1	GZ1	GZ1	GAZEBO #1
1	GZ2	GZ2	GAZEBO #2
1	GZ3	GZ3	GAZEBO #3
1	GZ4	GZ4	GAZEBO #4
1	GZ5	GZ5	GAZEBO #5
1	GZ6	GZ6	GAZEBO #6
1	M05	M05	RECREATION TRAILER 5
1	PG1	PGG	PARKING GARAGE 1 GOLD

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Site	Building #	Building Short Name	Building Full Name
1	PG2	PGB	PARKING GARAGE 2 BLUE
1	PG3	PGP	PANTHER PARKING GARAGE
1	PG4	PGR	RED PARKING GARAGE
1	PG5	PG5	PG5 MARKET STATION
1	THA	UAA	A UNIVERSITY APARTMENTS
1	THB	UAB	B UNIVERSITY APARTMENTS
1	THC	UAC	C UNIVERSITY APARTMENTS
1	THD	UAD	D UNIVERSITY APARTMENTS
1	THE	UAE	E UNIVERSITY APARTMENTS
1	THF	UAF	F UNIVERSITY APARTMENTS
1	THG	UAG	G UNIVERSITY APARTMENTS
1	THH	UAH	H UNIVERSITY APARTMENTS
1	THJ	UAJ	J UNIVERSITY APARTMENTS
1	THK	UAK	K UNIVERSITY APARTMENTS
1	THL	UAL	L UNIVERSITY APARTMENTS
1	W01	W01	WEST 1
1	W01A	W01A	WEST 1 A
1	W01B	W01B	WEST 1 B
1	W01C	W01C	CERAMICS
1	W02	W02	WEST 2
1	W03	W03	WEST 3
1	W05	W05	WEST 5
1	W06	W06	WEST 6
1	W06A	W06A	DUGOUT 3
1	W06B	W06B	DUGOUT 4
1	W06C	W06C	PRESS BOX & DUGOUT
1	W07	W07	WEST 7
1	W09	W09	WEST 9
1	W10	W10	WEST 10
1	W10A	W10A	WEST 10A
1	W10B	W10B	ADMINISTRATIVE SYSTEMS I
1	W10C	W10C	ADMINISTRATIVE SYSTEMS II
1	W10T	W10T	WEST 10 TRAILER
11	OS01	MTC	METROPOLITAN CENTER
15	FDBN	FDBN	FIU DOWNTOWN ON BRICKELL NORTH
15	FDBS	FDBS	FIU DOWNTOWN ON BRICKELL SOUTH
2	BH1	BH1	BAY VISTA HOUSING
2	CW1N	CW1N	HM/HL COVERED WALKWAY
2	CW2N	CW2N	WUC/HL COVERED WALKWAY
2	CW3N	CW3N	HL/WUC COVERED WALKWAY
2	N01	HM	HOSPITALITY MANAGEMENT

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Site	Building #	Building short Name	Building Full Name
2	N01A	AQRC	AQUATIC RECREATION CENTER
2	N02	AC1	ACADEMIC ONE
2	N02A	N02A	BBC CENTRAL UTILITIES
2	N03	WUC	GREGORY B. WOLFE UNIV. CTR
2	N04	AC2	ACADEMIC TWO
2	N05	HL	GLENN HUBERT LIBRARY
2	N06	HCC	HEALTH CARE CENTER
2	N07	KCC	ROZ&CAL KOVENS CONFERENCE CTR.
2	N08	EL	ECOLOGY LABORATORY
2	N13	MSB	MARINE SCIENCES
2	P04	PDC	PDC ADMINISTRATION
2	P09	P09	BBC WELLNESS CENTER
2	P10	P10	INFORMATION CENTER
2	R01	OR	OUTDOOR RECREATION
2	S01	S01	CENTRAL RECEIVING
2	S02	S02	PUBLIC SAFETY
2	S03	S03	PHYSICAL PLANT
2	S03A	S03A	PLANT SUPPORT
2	S04	S04	GROUNDS
2	T1	T1	TRAILER 1
2	T2	T2	TRAILER 2
3	101	EC	ENGINEERING CENTER
3	102	OU	OPERATIONS/UTILITY
3	103	IB1	INFORMATION BOOTH 1
3	103A	IB2	INFORMATION BOOTH 2
3	104	SDH	SOLAR DECATHLON HOUSE
3	105	WWRF	WALL OF WIND RESEARCH FACILITY
4	TPC	BPC	THE PINES CENTER
5	FMC	FMC	FIU/FLORIDA MEMORIAL COLLEGE
6	MB01	MB01	WOLFSONIAN MUSEUM
7	MB02	MB02	WOLFSONIAN ANNEX
8	MB03	MBWC	MIAMI BEACH WOMENS'S CLUB
9	OS02	ASMW	ASM WAREHOUSE

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Appendix C: Space Category Code vs. Space Category Description

Space Sub Category Code	Space Sub Category Description
570	ANIMAL QUARTERS
950	APARTMENT
955	APARTMENT SERVICE
610	ASSEMBLY
615	ASSEMBLY SERVICE
523	ATHLETIC FACILITIES SPECTATOR
520	ATHLETIC/PHYSICAL EDUCATION
525	ATHLETIC/PHYSICAL EDUCATION SE
710	CENTRAL COMPUTER OR TELECOMMUN
715	CENTRAL COMPUTER OR TELECOMMUN
750	CENTRAL SERVICE
755	CENTRAL SERVICE SUPPORT
730	CENTRAL STORAGE
735	CENTRAL STORAGE SERVICES
870	CENTRAL SUPPLIES
WWW	CIRCULATION AREA
210	CLASS LABORATORY
215	CLASS LABORATORY SERVICE
110	CLASSROOM
ROLLUP	CLASSROOM
115	CLASSROOM SERVICE
540	CLINIC
545	CLINIC SERVICE
412	COMPUTER STUDY ROOM
415	COMPUTER STUDY ROOM SERVICE
350	CONFERENCE ROOM
355	CONFERENCE ROOM SERVICE (OFFIC
XXX	CUSTODIAL AREA
550	DEMONSTRATION
555	DEMONSTRATION SERVICE
860	DIAGNOSTIC SERVICE LABORATORY
865	DIAGNOSTIC SERVICE LABORATORY
WWL	ELEVATOR
620	EXHIBITION
625	EXHIBITION SERVICE
WWE	EXTERIOR CIRCULATION SPACE, IN
630	FOOD FACILITY
635	FOOD FACILITY SERVICE
580	GREENHOUSE

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Space Sub Category Code	Space Sub Category Description
760	HAZARDOUS MATERIALS
765	HAZARDOUS MATERIALS SERVICE
YYY	MECHANICAL AREA
530	MEDIA PRODUCTION
535	MEDIA PRODUCTION SERVICE
680	MEETING ROOM (OTHER THAN 690)
685	MEETING ROOM SERVICE (OTHER TH
660	MERCHANDISING
665	MERCHANDISING FACILITIES SERVI
830	NURSE STATION
835	NURSE STATION SERVICE
310	OFFICE
315	OFFICE SERVICE
220	OPEN LABORATORY
225	OPEN LABORATORY SERVICE
430	OPEN STACK STUDY ROOM
590	OTHER
440	PROCESSING ROOM
YWC	PUBLIC REST ROOMS
880	PUBLIC WAITING
670	RECREATION
675	RECREATION SERVICE
250	RESEARCH LABORATORY
255	RESEARCH LABORATORY SERVICE
720	SHOP
725	SHOP SERVICE
420	STACK
ZZZ	STRUCTURAL AREA
690	STUDENT ACADEMIC MEETING ROOM
650	STUDENT LOUNGE
655	STUDENT LOUNGE SERVICE
410	STUDY ROOM (OTHER THAN COMPUTE
455	STUDY SERVICE
YYE	TELEPHONE EQUIPMENT AREA
919	TOILET OR BATH
850	TREATMENT/EXAMINATION
855	TREATMENT/EXAMINATION SERVICE
740	VEHICLE STORAGE
745	VEHICLE STORAGE SERVICE