Departmental
Facilities Space Update Procedure

We are implementing a new procedure for updating space inventory which requires a mainframe log on ID. For those without a log on ID for the mainframe please call the Office of Computing Services Help Desk at 578-3375, to have one assigned. Send your name, phone number and log on ID along with your Department Head's signature to the Office of Campus Planning room 130C, Facility Services Building so that we may add your information to our list of authorized log on ID's. Any problem with your log on ID or password for the mainframe should be directed to the Office of Computing Services' Help Desk.

Departmental Procedure for updating Inventory

Go to the mainframe - After entering onto the Mainframe you will precede through screens/menus 1 through 9 below.

1. TCPMENU
   SELECT==> **X** (TPX), *Press* ***ENTER*** **(see Initial Display Exam. Screen)**

2. TPX
   type your **mainframe logonid** and **password** - Press **ENTER** **(See TPX Exam. Screen)**

3. TPX MENU FOR (Your Logon ID)
   Put an "**S**" next to Information Management System. Press **ENTER (See TPX Menu for Exam Screen)**

4. WELCOME TO LOUISIANA STATE UNIVERSITY'S IMS SYSTEM, OFFICE OF COMPUTING SERVICES
   Type your **mainframe logonid** and **password** - Press **ENTER**, then press **PF1 (See Welcome to LSU IMS System Exam Screen)**

5. LSU SYSTEMS MENU
   Type **FAC** for Facilities - Press **ENTER (See LSU Systems Menu Exam Screen)**

6. FACILITIES PRIMARY MENU
   Press **PF3** for Facilities Information Menu **(See Facilities Primary Menu Exam Screen)**

7. FACILITIES INFORMATION MENU
   ACTION ==> **V** (VIEW); CODE ==> **RIR** (ROOM INVENTORY REVIEW) - Press **ENTER**
   (**Types of Room Inventory Update Requests: Modify - Changes to currently existing space; Add - Add totally new space which is not in current inventory**) **(See Facilities Information Menu Exam Screen)**

8. ROOM INVENTORY REVIEW (**RIR**)

Type in your **department code (account number)** – Press **ENTER** <mark>(See Room Inventory Review Exam Screen)</mark>

b. Select room for Inventory Update Request **(Only one room can be updated at a time)** <mark>(See Room Inventory Review Cont'd Exam Screen)</mark>

    1) To Modify currently existing space

    a) Select applicable room; enter "**S**" next to the room number and press **PF6**.

    2) To add totally new space which is not in current inventory
    a) Select any room to use as an example, enter "**S**" next to the room number and press **PF6**.

9. ROOM INVENTORY UPDATE REQUEST (**RIU**)

    a. Modify (see appendix A, examples 1, 2, 3, 4)
    1) Enter "**M**" next to room number. Make applicable modifications. Press **ENTER**
    (Types of Modifications: station count, USOE code, department number, PCS code, Pct, notes)
    <mark>(See Room Inventory Update Request Exam Screen)</mark>
    b. Add (see appendix A, examples 5, 6, 7, 8, 9, 10)
    1) Add room in building where you currently have other space
      a) Enter "a" on blank line under room being used as example
      b) Enter a distinct room number (ex: room # 130 = 0130, Room number has a one byte prefix which is optional; a four digit number which is mandatory; a five byte suffix which is optional).

      NOTE: All fields are required except notes, which is optional. Press ENTER

    2) Add room in building where you **do not** currently have other space

      a) First, change the **FAC number (Nbr)** to that of the building where you are adding the new room. Press **ENTER**

      b) Then repeat step 1 above

    3). For further updates press **PF9** to return to the RIR Screen

10. Once requests are made, they will appear, in a pending state, at the bottom of the screen under "Log on Inventory Request for Update".

    a. To remove pending request (**only pending request may be removed**)

        1) Enter an "**X**" next to the request and press **ENTER**

    b. The log contains all requests made by your department and will be listed in one of the following states:

        1) Pending - Requests awaiting review by the Office of Campus Planning

        2) Rejected - Requests which have be rejected by the Office of Campus Planning

        3) Accepted - Request which have been reviewed and accepted by the Office of Campus Planning

        4) Complete - Accepted requests become completed after a production batch job runs nightly which updates the inventory

11. You may view the RIR screen at any time to check the status of your Inventory

12. You may view the RIU screen at any time to check the status of your inventory update requests and to print out a copy of your log.

13. Acceptance or rejection of requests will prompt an email to be sent to the requester weekly.

Initial Display:

Example Screen

```
09:27:27  Jun 22      <TCPMENU , Page: 001 of 001>      Terminal A1HOD182

CL/MENU -------------------- LSU / SNCC -------------------- PF1/PF13=HELP


*  CLM030I - INITIAL DISPLAY.


Select ==>  X      (Press Enter)

I  IMS    - AVAILABLE   - Information Management System

T  TSO    - AVA 075/250 - Time Sharing Option

X  TPX    - AVAILABLE   - N-Vision/Terminal Productivity Executive



/B   # - BROWSE SELECTED BULLETIN TITLES BELOW.



1 - LSU Computer Access Policy Statement        N1

2 - LSU Use of Computing Resources Policy (PS-107)    N2

3 - LSU Computing Services Universal Schedule       N3
```

TPX :

Example Screen

@@@@@@@@@@@@@ @@@@@@@@@@@@ @@@@@@@ @@@@@@ - REL 5.2/00

@ @@@@ @ @@@@   @@@@ @@@@ @@@

CA-@@@@   @@@@@@@@@@@   @@@@@   Louisiana State University

@@@@   @@@@   @@@ @@@@   Information Technology Services

@@@@@@@ @@@@@@@   @@@@@@ @@@@@@@   UIS USS UNI RE LOUIS

Userid: [   ]   (or LOGOFF)   09:31:12

Password: [   ]   (Press Enter)   06/22/10

New Password: A1HOD182

Account: 3278-2A

Transfer: SMRTTPX1

                                               Help Desk => 578-3375

PF1=Help   PF3=Logoff

TPX Menu For :

Example Screen

```
TPX MENU FOR          SHUTCH2                          HelpDesk => 578-3375

                                                       Terminal - A1HOD182

Cmdkey=PF12/24        Jump=NONE      Menu=PA3      Model   - 3278-2A

Print=NONE      Cmdchar=/      /K to LOGOFF      System  - A1TPX


Sessid          Sesskey           Session Description              Status

_ NEWS                 PF         Announcements and Bulletins

S  I1      (Press Enter)   PF 2       Information Management System

_ T1                   PF 3       Time Sharing Option

_ I2                   PF         Information Management System

_ T2                   PF         Time Sharing Option

_ TPXADMIN             PF         TPX Administration

_ TPXMAIL              PF         TPX MAIL SYSTEM

_ TPXNOTES             PF         TPX SCRATCHPAD



Command ===>

HELP =Help PF7/19=Up PF8/20=Down  PF10/22=Left  PF11/23=Right  H =Cmd Help
```

==Welcome to LSU IMS System:==

==Example Screen==

06/22/10 09:42:56

Welcome to Louisiana State University's IMS System

Office of Computing Services

Please type your Logonid/Password and press ENTER

LOGONID :   LTERM:

PASSWORD :   **(Press Enter)**   **then choose F1**   Help Desk: 334-3375

To change your password: ENTER NEW PASSWORD:

ENTER NEW PASSWORD TO VERIFY:

DFS3649A /SIGN COMMAND REQUIRED FOR IMS IMS NODE A1TPX608

NOTICE: This is the Louisiana State University computer system, which may be accessed and used only by authorized persons. LSU reserves the right to review and/or monitor system transactions for compliance with its policies and/or applicable law. Upon reasonable cause, LSU may disclose such transactions to authorized persons for official purposes, including criminal and other investigations, and permit the monitoring of system transactions by law enforcement agencies. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

PF1 = System Menu   PF3 = Logoff   PF5 = Important Messages

LSU Systems Menu:

Example Screen

LSU SYSTEMS MENU   06/22/10 10:09

Office of Computing Services

Enter the Code for the System Desired ===> **fac**   **(Press Enter)**

Available System Codes

ABS Advance Billing	FAD Financial Aid	RES Residential Life
ADM Admissions	GLS General Ledger	SAE Student Award Entry
ADV Adv Standing	GRD Graduate School	SAM Security Access Mgt
AIS Code Table Menu	HRM Human Resource Mgt	SHC Student Health
APS Accts Payable	IDC ID Cards	SLM Student Loan Mgt
ATH Athletics	IND Indep & Dist Learning	SPM Sponsored Programs
BGT Budget	IPM Investment Portfolio Mgt	SRR Student Records
COA Chart of Accts	IRM Info Resource Mgt	TIS Treasurers
DAU Degree Audit	LVT Leave Tracking	TRF Traffic
DIR Directory	LWS Law School Alumni	UCE Univ Calendar
ERI Property Mgt	PAR Personnel Activity Rpt	USM University Stores
ETA Empl Time & Attend	PAY Payroll	UTL Utility Menu
FAC Facilities	PUR Purchasing	ZIP Zip Codes

PF3 - Logoff   PF5 - Important Messages   Help Desk:4-3375

Facilities Primary Menu:

Example Screen

FACILITIES PRIMARY   MENU   06/22/10 10:19

Function   PF Key

------------------------   ------

Logoff   PF1

Facilities Information Menu   (choose)   PF3

Code Tables Menu   PF4

Class Room Menu   PF5

Land Holdings Menu   PF6

System Menu   PF11

Facilities Information Menu:

Example Screen

FACILITIES INFORMATION MENU   06/22/10 10:20

Action ==>   (A/Add, C/Change, D/Delete, V/View)   Code ==>

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Action	Code	Function	Action	Code	Function
V	ABR	Facility Scan	V,A,C,D	OCC	Room Occupants
V,A,C,D	ACC	Room Accounts	V,A,C,D	PRO	Ins Property Codes
V,A,C,D	ACT	Facility Activity	V	RIR	Room Inventory Review
V,A	ADR	Facility Address	V	RIU	Inventory Update Request
V,A,C,D	AMT	Building Ins Amounts	V,C	RMA	Room Air Handler
V,A,C,D	BLG	Fac/Bldg Inventory	V	RMD	Room Inventory by Dept
V,C	INR	Inventory Requests	V,A,C,D	RMI	Room Inventory
V	INT	Facility Scan by Inst	V	RMS	Room Scan
V	LOG	Transaction Log			

PF1=Logoff   PF2=FACMENU   PF4=FACMCOD   PF5=Classroom

Room Inventory Review:

Example Screen

ROOM INVENTORY REVIEW   06/22/10 11:39

ENTER DEPARTMENT CODE

Action ==> V (A/Add, C/Change, D/Delete, V/View)   Code ==> RIR

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970   Printer:

Facility Inst

S LC Nbr   Code   Building Name   Room   Sta Usoe Pcs Pct

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF6=Req Upd PF7=Up PF8=Down

Room Inventory Review Cont'd:

Example Screen

ROOM INVENTORY REVIEW   06/22/10 11:40

PRESS PF8 FOR MORE ROOMS

Action ==> V (A/Add, C/Change, D/Delete, V/View)   Code ==> RIR

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970 FAC SERV-FAC DEV   Printer:

Facility Inst

S	LC	Nbr	Code	Building Name	Room	Sta	Usoe	Pcs	Pct
	17	0042	2010	EAST STADIUM	0303	1	730	6.5	100
	17	0042	2010	EAST STADIUM	0304	2	730	6.5	100
	17	0042	2010	EAST STADIUM	0305	1	730	6.5	100
	17	0184	2010	SOUTH STADIUM	0212		081	7.1	100
	17	0184	2010	SOUTH STADIUM	0213		081	7.1	100
S	17	0184	2010	SOUTH STADIUM	0215		730	7.1	100
	17	0184	2010	SOUTH STADIUM	0218		730	7.1	100
	17	0184	2010	SOUTH STADIUM	0219		730	7.1	100

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF6=Req Upd PF7=Up PF8=Down

Room Inventory Update Request:

Example Screen

Room Inventory Update Request   06/22/10 13:11

END OF DATA

Action ==> V (A/Add, C/Change, D/Delete, V/View)   Code ==> RIU

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970 FAC SERV-FAC DEV   Printer:

Lc: 17 Nbr: 0375 Inst: 2010 Bldg Name: FACILITY SRVCS BLDG Room: 0130C

Type	Room	Sta	Usoe	Dept	Pcs	Pct	Notes
M	0130 C	1	310	18970	6.5	100	

- - - - - - - - - - - Log of Inventory Requests for Update - - - - - - - - - - -

Enter X to remove request

X   Date   Amd Bldg Name   Room   Sta Usoe Dept Pcs Pct Logon-Id

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF7=Up PF8=Down PF9=Return

Room Inventory Update Request Cont'd:

Example Screen

Room Inventory Update Request   06/22/10 13:40

UPDATE SUCCESSFUL

Action ==> V (A/Add, C/Change, D/Delete, V/View)   Code ==> RIU

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970 FAC SERV-FAC DEV   Printer:

Lc: 17 Nbr: 0042 Inst: 2010 Bldg Name: EAST STADIUM   Room: 0303

Type Room   Sta Usoe Dept Pcs Pct Notes

- - - - - - - - - - - Log of Inventory Requests for Update - - - - - - - - - - -

Enter X to remove request

X	Date Logon-Id	Amd	Bldg Name	Room	Sta	Usoe	Dept	Pcs	Pct
	06/22/2010 SHUTCH2	M	EAST STADIUM	0303	2	730	18970	6.5	100

PENDING

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF7=Up PF8=Down PF9=Return

APPENDIX A

<u>Examples of requests to modify and add space.</u>

Example 1: Modifying space between two departments.

Example 2: Update successful message showing the requests in the log.

Example 3: Modifying space with same department but different PCS codes.

Example 4: Update successful message showing the requests in the log.

Example 5: Adding space in a building using an existing room as a guide.

Example 6: Update successful message showing the requests from below Log of Inventory Requests for Update line.

Example 7: Changing the facility number to add space in another building.

Example 8: Adding space in a building in which the department currently does not currently have space.

Example 9: Update successful message showing the requests in the log.

Example 10: Modifying the station count of an existing count of an existing room so that a new room can be added denoting a room split.

Example 11: Update successful message showing the requests in the log.

Example 1: Modifying space between two departments

Room Inventory Update Request   06/22/10 13:51

END OF DATA

Action ==> V (A/Add, C/Change, D/Delete, V/View)   Code ==> RIU

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970 FAC SERV-FAC DEV   Printer:

Lc: 17 Nbr: 0042 Inst: 2010 Bldg Name: EAST STADIUM   Room: 0304

Type	Room	Sta	Usoe	Dept	Pcs	Pct	Notes
m	0304	2	730	18970	6.5	50	
m				18922		50	

- - - - - - - - - - - Log of Inventory Requests for Update - - - - - - - - - - -

Enter X to remove request

X   Date Amd Bldg Name   Room   Sta Usoe Dept Pcs Pct Logon-Id

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF7=Up PF8=Down PF9=Return

Example 2: Update successful message showing the requests from (Exam. 1) below Log of Inventory Requests for Update line

Room Inventory Update Request   06/22/10 13:54

UPDATE SUCCESSFUL

Action ==> V (A/Add, C/Change, D/Delete, V/View)   Code ==> RIU

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970 FAC SERV-UTIL DISTR   Printer:

Lc: 17 Nbr: 0042 Inst: 2010 Bldg Name: EAST STADIUM   Room: 0304

Type Room   Sta Usoe Dept Pcs Pct Notes

- - - - - - - - - - - Log of Inventory Requests for Update - - - - - - - - - - -

Enter X to remove request

X   Date   Amd Bldg Name   Room   Sta Usoe Dept Pcs Pct Logon-Id

06/22/2010 M EAST STADIUM   0304   2 730 18922 6.5 50 SHUTCH2

PENDING

06/22/2010 M EAST STADIUM   0304   2 730 18970 6.5 50 SHUTCH2

PENDING

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF7=Up PF8=Down PF9=Return

Example 3: Modifying space with same department but different PCS codes

Room Inventory Update Request   06/22/10 14:00

END OF DATA

Action ==> V (A/Add, C/Change, D/Delete, V/View) Code ==> RIU

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970 FAC SERV-FAC DEV   Printer:

Lc: 17 Nbr: 0042 Inst: 2010 Bldg Name: EAST STADIUM   Room: 0304

Type	Room	Sta	Usoe	Dept	Pcs	Pct	Notes
m	0304	2	730	18970	6.5	50	
m					4.1	50	

- - - - - - - - - - - Log of Inventory Requests for Update - - - - - - - - - - -

Enter X to remove request

X	Date	Amd	Bldg Name	Room	Sta	Usoe	Dept	Pcs	Pct	Logon-Id
	06/22/2010	M	EAST STADIUM	0304	2	730	18922	6.5	50	SHUTCH2

PENDING

X	Date	Amd	Bldg Name	Room	Sta	Usoe	Dept	Pcs	Pct	Logon-Id
	06/22/2010	M	EAST STADIUM	0304	2	730	18970	6.5	50	SHUTCH2

PENDING

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF7=Up PF8=Down PF9=Return

Example 4: Update successful message showing the requests from (Exam. 3) below Log of Inventory Requests for Update line

Room Inventory Update Request   06/22/10 14:02

UPDATE SUCCESSFUL

Action ==> V (A/Add, C/Change, D/Delete, V/View)   Code ==> RIU

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970 FAC SERV-FAC DEV   Printer:

Lc: 17 Nbr: 0042 Inst: 2010 Bldg Name: EAST STADIUM   Room: 0304

Type Room   Sta Usoe Dept Pcs Pct Notes

- - - - - - - - - - - Log of Inventory Requests for Update - - - - - - - - - - -

Enter X to remove request

X   Date   Amd Bldg Name   Room   Sta Usoe Dept Pcs Pct Logon-Id

06/22/2010 M EAST STADIUM   0304   2 730   4.1 50 SHUTCH2

PENDING

06/22/2010 M EAST STADIUM   0304   2 730 18970 6.5 50 SHUTCH2

PENDING

06/22/2010 M EAST STADIUM   0304   2 730 18922 6.5 50 SHUTCH2

PENDING

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF7=Up PF8=Down PF9=Return

Example 5: Adding space in a building using an existing room as a guide

Room Inventory Update Request   06/22/10 14:09

END OF DATA

Action ==> V (A/Add, C/Change, D/Delete, V/View)   Code ==> RIU

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970 FAC SERV-FAC DEV   Printer:

Lc: 17 Nbr: 0375 Inst: 2010 Bldg Name: FACILITY SRVCS BLDG Room: 0130C

Type	Room	Sta	Usoe	Dept	Pcs	Pct	Notes
	0130 C		1	310	18970	6.5	100	
a	0130 c1			310	18970	6.5	100	sub room of student office

- - - - - - - - - - - Log of Inventory Requests for Update - - - - - - - - - - -

Enter X to remove request

X   Date Amd Bldg Name   Room   Sta Usoe Dept Pcs Pct Logon-Id

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF7=Up PF8=Down PF9=Return

Example 6: Update successful message showing the requests from (Exam. 5) below Log of Inventory Requests for Update line

Room Inventory Update Request   06/22/10 14:12

UPDATE SUCCESSFUL

Action ==> V (A/Add, C/Change, D/Delete, V/View)   Code ==> RIU

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970 FAC SERV-FAC DEV   Printer:

Lc: 17 Nbr: 0375 Inst: 2010 Bldg Name: FACILITY SRVCS BLDG Room: 0130C

Type	Room	Sta	Usoe	Dept	Pcs	Pct	Notes
	0130 C	1	310	18970	6.5	100	

- - - - - - - - - - - Log of Inventory Requests for Update - - - - - - - - - - -

Enter X to remove request

X	Date	Amd	Bldg Name	Room	Sta	Usoe	Dept	Pcs	Pct	Logon-Id
	06/22/2010	A	FACILITY SRVCS	0130C1		310	18970	6.5	100	SHUTCH2

SUB ROOM OF STUDENT OFFICE   PENDING

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF7=Up PF8=Down PF9=Return

Example 7: Changing the facility number to add space in another building

Room Inventory Update Request   06/22/10 14:17

ADD NEW ROOM

Action ==> V (A/Add, C/Change, D/Delete, V/View)   Code ==> RIU

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970 FAC SERV-FAC DEV   Printer:

Lc: 17 Nbr: 0373 Inst: 2010 Bldg Name: PATRICK TAYLOR HALL Room:

Type   Room   Sta   Usoe   Dept   Pcs   Pct   Notes

- - - - - - - - - - - Log of Inventory Requests for Update - - - - - - - - - - -

Enter X to remove request

X   Date   Amd Bldg Name   Room   Sta Usoe Dept   Pcs Pct Logon-Id

06/22/2010 A FACILITY SRVCS   0130C1   310 18970 6.5 100 SHUTCH2

SUB ROOM OF STUDENT OFFICE   PENDING

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF7=Up PF8=Down PF9=Return

Example 8: Adding space in a building using an existing room as a guide

Room Inventory Update Request   06/22/10 14:17

ADD NEW ROOM

Action ==> V (A/Add, C/Change, D/Delete, V/View)   Code ==> RIU

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970 FAC SERV-FAC DEV   Printer:

Lc: 17 Nbr: 0373 Inst: 2010 Bldg Name: PATRICK TAYLOR HALL Room:

Type	Room	Sta	Usoe	Dept	Pcs	Pct	Notes
a	1100			18970	6.5	100	

- - - - - - - - - - - Log of Inventory Requests for Update - - - - - - - - - -

Enter X to remove request

X	Date	Amd	Bldg Name	Room	Sta	Usoe	Dept	Pcs	Pct	Logon-Id
	06/22/2010	A	FACILITY SRVCS	0130C1	310		18970	6.5	100	SHUTCH2

SUB ROOM OF STUDENT OFFICE   PENDING

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF7=Up PF8=Down PF9=Return

Example 9: Update successful message showing the requests from (Exam. 8) below Log of Inventory Requests for Update line

Room Inventory Update Request   06/22/10 14:20

UPDATE SUCCESSFUL

Action ==> V (A/Add, C/Change, D/Delete, V/View)   Code ==> RIU

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970 FAC SERV-FAC DEV   Printer:

Lc: 17 Nbr: 0373 Inst: 2010 Bldg Name: PATRICK TAYLOR HALL Room:

Type Room   Sta Usoe Dept Pcs Pct Notes

- - - - - - - - - - - Log of Inventory Requests for Update - - - - - - - - - - -

Enter X to remove request

X   Date Amd Bldg Name   Room   Sta Usoe Dept Pcs Pct Logon-Id

06/22/2010 A PATRICK TAYLOR 1100   110 18970 6.5 100 SHUTCH2

PENDING

06/22/2010 A FACILITY SRVCS 0130C1   310 18970 6.5 100 SHUTCH2

SUB ROOM OF STUDENT OFFICE   PENDING

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF7=Up PF8=Down PF9=Return

Example 10: Modifying the station count of an existing count of an existing room so that a new room can be added denoting a room split

Room Inventory Update Request   06/22/10 14:29

END OF DATA

Action ==> V (A/Add, C/Change, D/Delete, V/View)   Code ==> RIU

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970 FAC SERV-FAC DEV   Printer:

Lc: 17 Nbr: 0375 Inst: 2010 Bldg Name: FACILITY SRVCS BLDG Room: 0130

Type	Room	Sta	Usoe	Dept	Pcs	Pct	Notes
m	0130	1	310	18970	6.5	100	remove one sta for new office
a	0130 c1	1	310	18970	6.5	100	new office space

- - - - - - - - - - - Log of Inventory Requests for Update - - - - - - - - - - -

Enter X to remove request

X	Date	Amd	Bldg Name	Room	Sta	Usoe	Dept	Pcs	Pct	Logon-Id

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF7=Up PF8=Down PF9=Return

Example 11: Update successful message showing the requests from (Exam. 10) below Log of Inventory Requests for Update line

Room Inventory Update Request   06/22/10 14:33

UPDATE SUCCESSFUL

Action ==> V (A/Add, C/Change, D/Delete, V/View)   Code ==> RIU

Fac Abbr: Nbr: Wing: Room Pfx: Nbr: Sfx: Parish:

Department: 18970 FAC SERV-FAC DEV   Printer:

Lc: 17 Nbr: 0375 Inst: 2010 Bldg Name: FACILITY SRVCS BLDG Room: 0130

Type Room   Sta Usoe Dept Pcs Pct Notes

- - - - - - - - - - - Log of Inventory Requests for Update - - - - - - - - - - -

Enter X to remove request

X   Date Amd Bldg Name   Room   Sta Usoe Dept Pcs Pct Logon-Id

06/22/2010 A FACILITY SRVCS 0130C1   1   310 18970 6.5 50 SHUTCH2

NEW OFFICE SPACE   PENDING

06/22/2010 M FACILITY SRVCS 0130   1 310 18970 6.5 50 SHUTCH2

REMOVE ONE STA FOR NEW OFFICE   PENDING

PF2=FACMENU PF3=FACMINF PF4=FACMCOD PF5=Print PF7=Up PF8=Down PF9=Return