

Property Module AiM 2016



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Property Hierarchy

There are 4 parts to the Property Hierarchy. All 4 parts should define where something is located.

- Region
- Facility
- Property
- Location

These must be setup in this order.

**Use the Current_Inv_Bldgs report from TAMU Facilities Coordination (FCOR) <u>https://fcor.tamu.edu/webreporter</u>

Region and Facility

SSC used TAMU FCOR data. Region is the CampusCode. Facility is the LocCode.



• On the WorkDesk Menu, click on Property

 On the Property Setup Menu, click on the next to Region

Need help: call IMS 862-3388 <u>https://sscaimapp.assetworks.com/fmax</u>



| Save Cancel | | ANNA | About | neip Eugour |
|---|---|---------------------------------|----------------|-------------|
| View User Defined Fields | Last Edited by ANNA BARWICK On 10/13/2016 12:57 PM description of Region | Active | Yes 🔻 | |
| | | Cimate zone | | Q |
| | Facility | | 2 | Add |
| | Facility Description | Climate Zone | | Active |
| Enter the Region Click Add | ID and a description for the Region to enter the Facilities | | | |
| Enter the Region Click Add M Facility Done Add | ID and a description for the Region to enter the Facilities | ANN | VA Abol | ıt Help Lo |
| Enter the Region Click Add M Facility Done Add tew 4 Jser Defined Fields | ID and a description for the Region to enter the Facilities Cancel | ANN NA Active | NA Abou Yes | ut Help Lo |
| Enter the Region Click Add iM Facility Done Add ew 4 Iser Defined Fields | ID and a description for the Region to enter the Facilities Cancel Last Edited by ANI BARWICK On 10/13/2016 12:58 F | ANN MA Active Climate Zor | NA Abou Yes | ut Help Lo |
| Enter the Region Click Add iM Facility Done Add ew 4 Iser Defined Fields Enter the Facility | D and a description for the Region to enter the Facilities Cancel BARWICK On 10/13/2016 12:58 F | ANN MA Active Climate Zor | NA Abou | ut Help Lo |

Property Data Setup

There are several fields that require pre-setup before the corresponding fields can be completed on the Property Profile. These are all optional depending on the amount of data being tracked.

- Property Type
- Property Class
- Construction Type
- HVAC Type
- Housekeeping Code
- Exposure Hazard
- Fire Protection Class
- Zone Type
- Deed Type
- Foundation Type
- Property Envelop

- SSC System
- SSC Material Type



Property Profile Screen

Property = TAMU Bldg number; 4 digit format

| Menu | | |
|--|---|--------------|
| Work | Management | |
| WORK | munugement | |
| - | - | |
| Prope | erty | |
| Purch | nasing | |
| Time | and Attendance | |
| Syste | m Administration | |
| AiN | Property | |
| and in case of the | 1 LODGICY | |
| | | - |
| | Add Resto | re |
| Menu | Add Resto | re |
| Menu | Add Resto | re 🔹 |
| Menu | Add Resto Property Profile Location Profile | re |
| Menu Q L | Add Resto Property Profile Location Profile Location Update | re 🔒 |
| Menu Q L Q L | Add Resto Property Profile Location Profile Location Update Property Insurance | re A |
| Menu Q L Q L Q L | Add Resto Property Profile Location Profile Location Update Property Insurance Deed | re A |
| Menu Q L Q L Q L | Add Resto Property Profile Location Profile Location Update Property Insurance Deed Tract | re A e |
| Menu Q L Q L Q L Q L Q L | Add Resto Property Profile Location Profile Location Update Property Insurance Deed Tract Property Portfolio | re A e |
| Menu Q Q E Q E Q | Add Resto Property Profile Location Profile Location Update Property Insurance Deed Tract Property Portfolio | re A e |
| Menu Q II Q II Q II Q II Proper | Add Resto Property Profile Location Profile Location Update Property Insurance Deed Tract Property Portfolio | re A e |

• On the WorkDesk Menu, click on Property

• On the Property Setup Menu, click on the 📗 next to Property Profile

| AiM Property Profile | | | | | | ANNA | About Help | Logout |
|---|----------|-------------|---|---------------------------------|---|--------|-----------------|--------|
| Save Cancel | | | | | | | | |
| View Extra Description Floors Account Setup Square Footage General Information Financial Information Emergency Information Condition Assessment Information Zones Contact Information Assignment Defaults Support Shops Deeds Envelope Materials Inactive Locations Notes Log User Defined Fields | Region 2 | Q | Created By Last Edited by Address 1 Address 2 City County State Zip Code Country Code | ANNA BARWICK On 10/13/2016 01:- | IG PM IG PM Status Property Type Property Class | ACTIVE | 5 Q 6 Q 7 | |
| <u>Status History</u> Related Documents | Location | Description | Floor | Location Type | Space Туре | | Status | Add |



- 1. Enter the Property number and official name received from the TAMU Facilities Coordination office (http://fcor.tamu.edu)
- 2. Region cooresponds to TAMU Campus Code
- 3. Facility cooresponds to TAMU LocCode
- 4. Address
- 5. Status options
 - a. Active Property can be used on transactions
 - b. Pending Property is in progress to becoming active. It cannot be associated to any transactions.
 - c. Inactive Property cannot be associated on any transactions.
- 6. Property Type = TAMU TypeCode
- 7. Property Class = TAMU CondCode

Property View Menu

| | AiM | Prop lave | erty Profi Cance | ile I | |
|---|---------------|--|---|---|-------------------|
| | View | | | | |
| | Extra I | Description | | | |
| | Accou | nt Setup | | | |
| | Squar | e Footage | 9 | | |
| | Gener | al Informati | on 10 | | |
| AiM Floor Done Cano | el | | | ANNA | About Help Logout |
| 1156 Physical plant administr | ATION & SHOPS | By AIM_IMPO | Created RT On 03/14/2013 11:06 AM Last Edited by RICHARD on 07/16/2013 10:14 AM | | |
| Floors | C1 | | e de la como | | Add |
| AiM Floors | CAL | Gross Halon System | Sprinkier Coverage | ANNA | About Help Logout |
| Done Add | Cancel | BARWICK C | Last Edited by ANNA on 10/13/2016 03:03 PM | Active | Yes V |
| l | | | | Basement | Ť |
| Gross Rentable Usable Assignable Occupied Cocupied Circulation SurveySqft.Rolup | | loor Gross ocation Gross entable Isable Isable Isable Ion-Assignable Ion-Assignable Ional Polyline | 0 0 0 0 0 | Sprinkler Coverage Wet/Dry Sprinklers Halon System Height Elevation | Ve: V V |

8. Click Floors – Setup a list of floors to be used on the location

- Click Add
- Enter the floor number in the Red box
- Enter the description of the floor
- Click Add to create another floor
- Click <u>Done</u> to return to the previous screen.





9. Click on Square Footage

- Gross square footage = BldgGross
- Click Done

10. Click on Genearl Information

- Enter the Lagitude and Longitude
- HVAC Type
 - Bas Building Automation System
 - DDC Direct Digital Controls
- Date Built
- Click Done



| | AiM Property Pro | ofile | | | |
|-----------------|--|--------|--------|------|--------|
| | Save Can | cel | | | |
| | View | | | | |
| | Extra Description | | | | |
| | Floors 8 | | | | |
| | Account Setup | | | | |
| | Square Footage 9 | | | | |
| | General Information 10 | | | | |
| | Financial Information | | | | |
| | Emergency Information | | | | |
| | Condition Assessment Inform | nation | | | |
| | Zones 11 | | | | |
| | Contact Information 12 | | | | |
| | Assignment Defaults | | | | |
| iM Prope | erty Zones | ANNA | About | Help | Logout |
| Done | Cancel | | | | |
| | Created By AIM_IMPORT On 03/14/2013 | 1 | | | |
| 156 | 11:06 AM Last Edited by RICHARD COLSON On 07/16/2013 10:14 | | | | |
| HYSICAL PLANT / | AM ADMINISTRATION & SHOPS | | | | |
| 700es | | | Remove | | Load |
| Zone Type | Zone | | Activ | /e | |
| FACILITIES | ZONE C ZONE C | | Yes | • | |

11. Click Zones

- Click Load
- Choose the Zone responsible for the building
- Click Done



| AiM | Property Profile |
|-----------|--------------------------|
| Sav | e Cancel |
| View | |
| Extra Des | scription |
| Floors | 8 |
| Account | Setup |
| Square F | ootage 🥑 |
| General I | nformation 10 |
| Financial | Information |
| Emergen | cy Information |
| Conditio | n Assessment Information |
| Zones | 11 |
| Contact | Information 12 |
| Assignm | ent Defaults |

12. Contact Information – list of building proctors that will be notified what a Work Order for the building is created.

Location

- Description of exact location within the building, typically the room number.
- At least 1 location is required for customers to be able to submit a request on the AggieWorks website.
- All buildings get the following 2 locations
 - Enter Below
 - o Outside
- This data comes from the FCOR report Current_Inv_Rooms

| AiM Property Profile | | | | | ANNA | About Help Logout |
|--|----------|-------------|--|--|--|-------------------|
| Save Cancel | | | | | | |
| View Extra Description Floors Account Setup Square Footage General Information | | | Created By J Last Edited by J | ANNA BARWICK On 10/13/2016 01:46 PM ANNA BARWICK On 10/13/2016 01:46 PM | | Edit |
| Financial Information Emergency Information <u>Condition Assessment Information</u> Zones Contact Information Assignment Defaults | Region | ٩ | Address 1 Address 2 City County | | | |
| Support Shops Deeds Envelope Materials Inactive Locations Notes Log | Facility | ٩ | State Zip Code Country Code | | Status ACTIVE Property Type Property Class | |
| User Defined Fields Status History | Location | | | | | Add |
| Related Documents | Location | Description | Floor | Location Type | Space Type | Status |

Need help: call IMS 862-3388 <u>https://sscaimapp.assetworks.com/fmax</u>



| 1. On the | Property Profile, Click | Add | |
|--|---|--|--|
| AiM Location | | | ANNA About Help Logout |
| Done Add | Cancel | | |
| View Extra Description Contact Information Zones Utility Account Setup Location Type History Space Type History Primary Usage History Capacity History Assignment History Commissioning Plan Notes Log User Defined Fields <u>Status History</u> Related Documents | 2 Institution Q Department Q Organization | Last Edited by ANNA BARWICK On 10/13/2016 02:46 PM | Status OCCUPED 4 Q Property 1155 PHYSICAL PLANT ADMINISTRATION & Floor 5 Q Location Type 6 Q Primary Usage 7 Q Space Type Q Capacity |
| | Gross | Gross | Latitude |
| | Survey | Polyline sqtt | Altitude |

- 2. Enter the room number or identifier for the location (ex: Halls);
 - a. Room from FCOR
 - b. Description = RmDesc from FCOR
- 3. Enter User Sgft = SF from FCOR
- 4. Statuses
 - a. Occupied
 - b. Under Construction
 - c. Vacant
 - d. Shell
 - e. Inactive
- 5. Floor choose from available list
- 6. Location Type = RmCode from FCOR
- 7. Primary Usage = FunctCode1 from FCOR
- 8. Click Add to enter the next room or Click Done to return to the Property screen
- 9. Click Save