

Property Module

AiM

2016

Table of Contents

Property Hierarchy	2
Region and Facility.....	2
Property Data Setup.....	3
Property Profile Screen.....	4
Property View Menu	5
Location.....	8

Property Hierarchy

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

- Region
- Facility
- Property
- Location

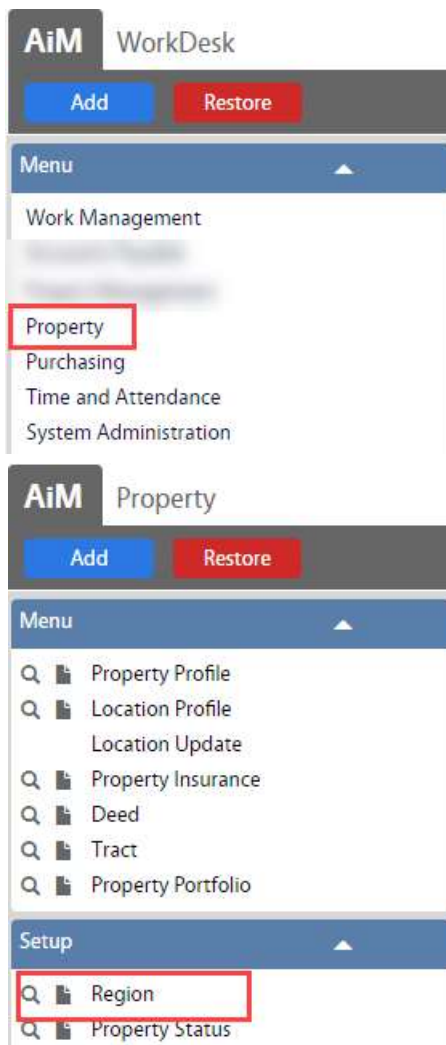
These must be setup in this order.

**Use the Current_Inv_Bldgs report from TAMU Facilities Coordination (FCOR)

<https://fcor.tamu.edu/webreporter>

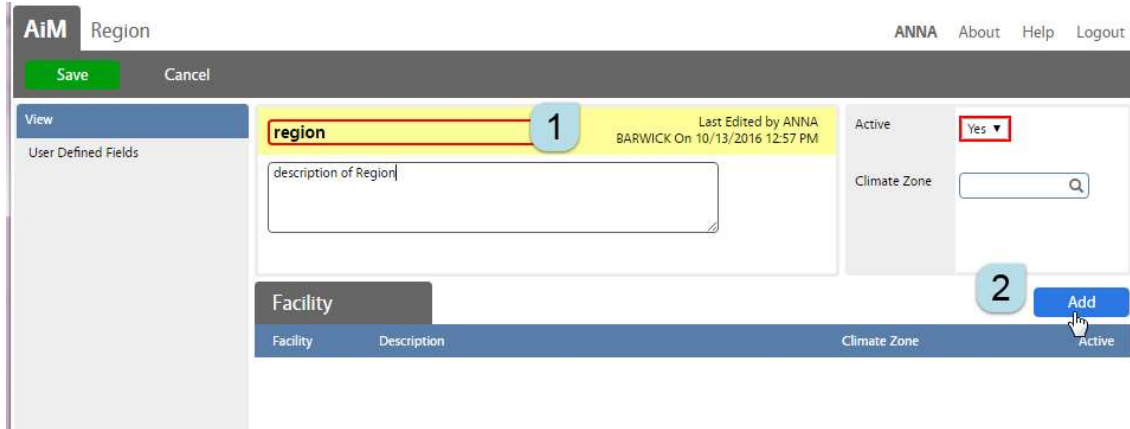
Region and Facility

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



1. Enter the Region ID and a description for the Region
2. Click **Add** to enter the Facilities



1. Enter the Facility ID and description
2. Click **Add** to enter another Facility or Click **Done** to return to the Region screen.
3. Click **Save**

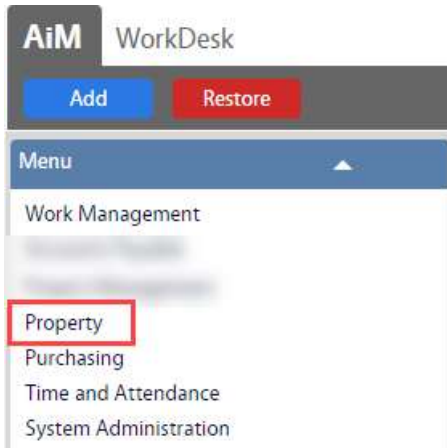
Property Data Setup

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.

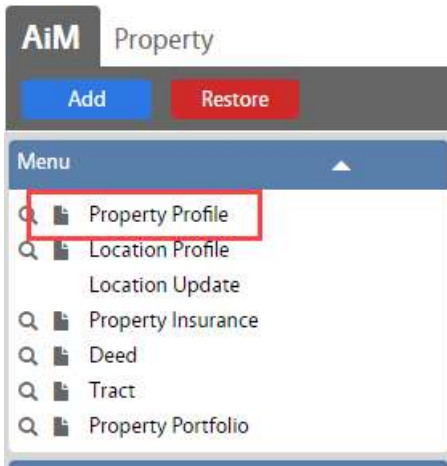
- Property Type
- Property Class
- Construction Type
- HVAC Type
- Housekeeping Code
- Exposure Hazard
- Fire Protection Class
- Zone Type
- Deed Type
- Foundation Type
- Property Envelop
- SSC System
- SSC Material Type

Property Profile Screen

Property = TAMU Bldg number; 4 digit format



- On the WorkDesk Menu, click on Property



- On the Property Setup Menu, click on the  next to Property Profile

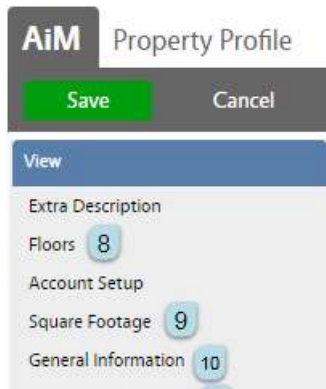
 A screenshot of the AiM Property Profile form. The form is titled 'Property Profile' and includes a 'Save' button and a 'Cancel' button. The form is divided into several sections:

- 1**: A yellow header bar containing creation and editing information.
- 2**: A search box for 'Region'.
- 3**: A search box for 'Facility'.
- 4**: A search box for 'Address 1'.
- 5**: A dropdown menu for 'Status' set to 'ACTIVE'.
- 6**: A search box for 'Property Type'.
- 7**: A search box for 'Property Class'.


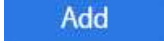
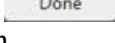
 At the bottom, there is a table with columns: Location, Description, Floor, Location Type, Space Type, and Status. An 'Add' button is located to the right of the table.

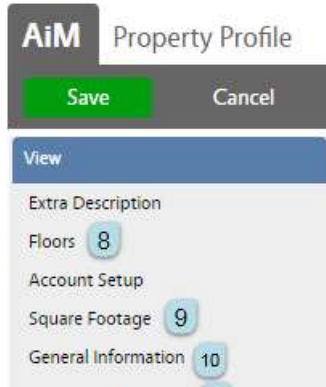
1. Enter the Property number and official name received from the TAMU Facilities Coordination office (<http://fcor.tamu.edu>)
2. Region – corresponds to TAMU Campus Code
3. Facility – corresponds to TAMU LocCode
4. Address
5. Status options –
 - a. Active – Property can be used on transactions
 - b. 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



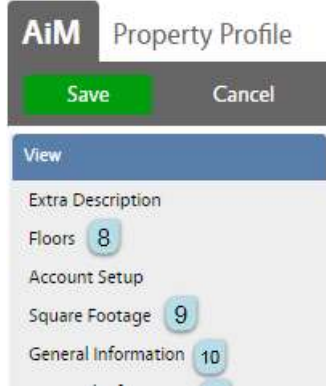
8. Click Floors – Setup a list of floors to be used on the location

- Click 
- Enter the floor number in the Red box
- Enter the description of the floor
- Click  to create another floor
- Click  to return to the previous screen.



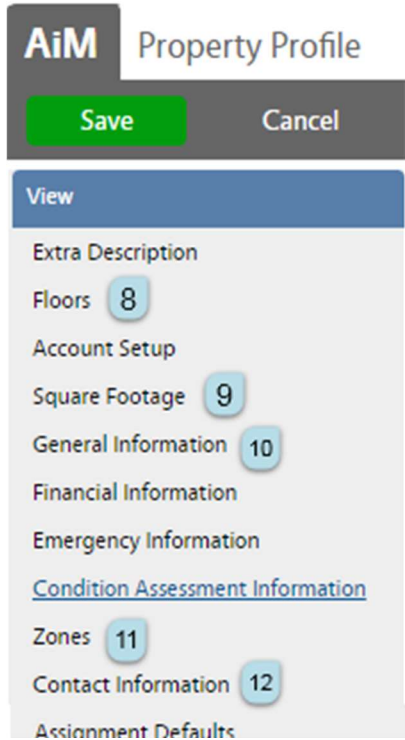
9. Click on Square Footage

- Gross square footage = BldgGross
- Click

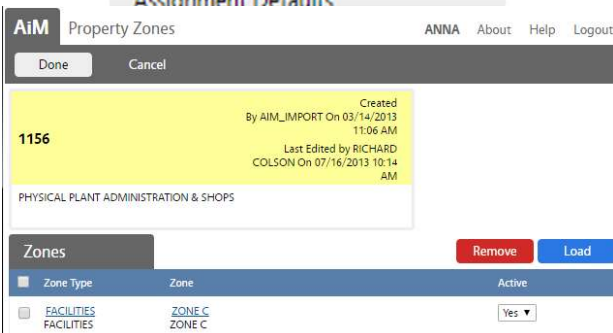


10. Click on General Information

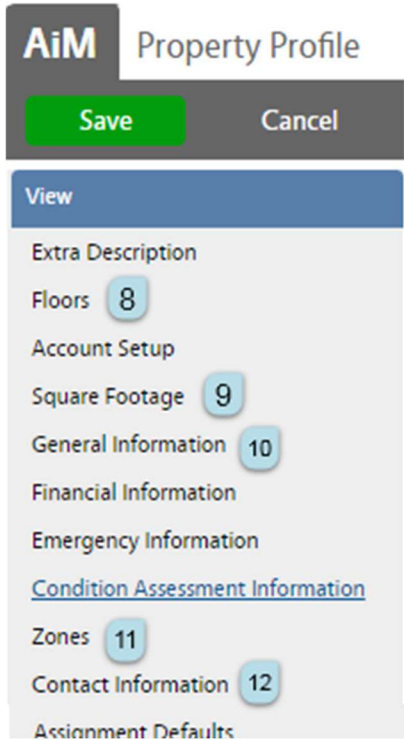
- Enter the Lagitude and Longitude
- HVAC Type
 - Bas – Building Automation System
 - DDC – Direct Digital Controls
- Date Built
- Click



11. Click Zones



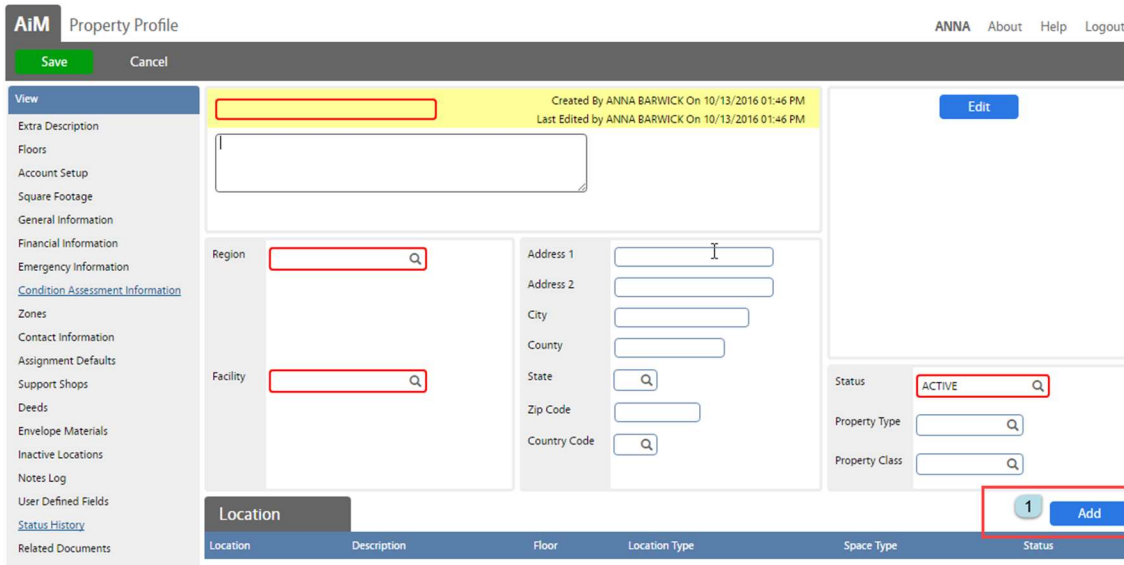
- Click **Load**
- Choose the Zone responsible for the building
- Click **Done**



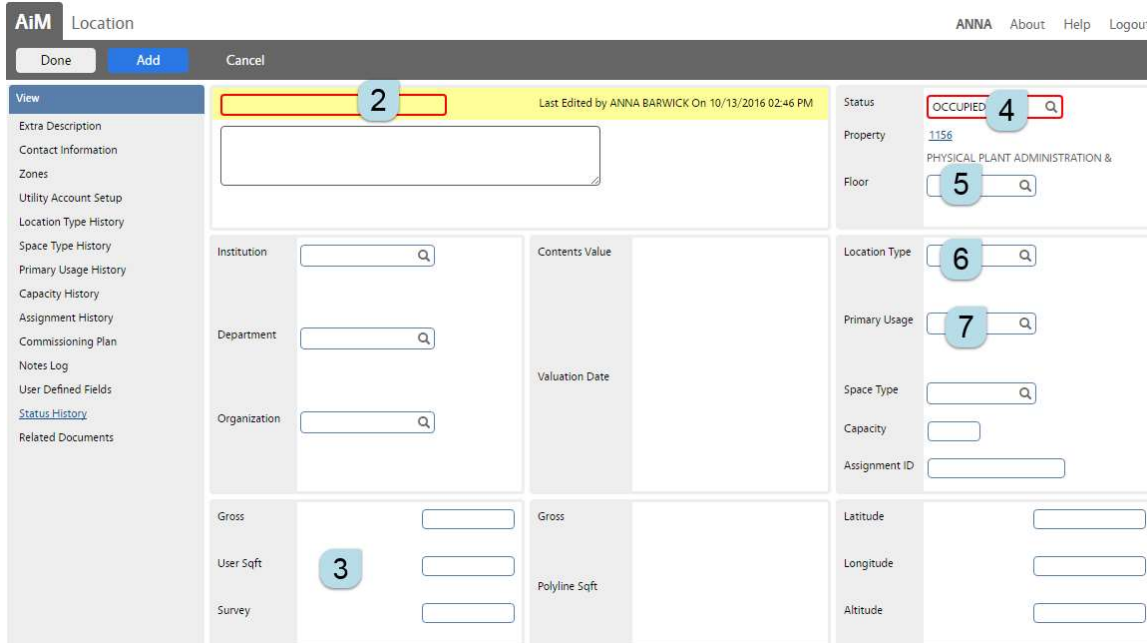
12. Contact Information – list of building proctors that will be notified what a Work Order for the building is created.

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
 - Outside
- This data comes from the FCOR report Current_Inv_Rooms



1. On the Property Profile, Click **Add**



The screenshot shows the 'AiM Location' form. At the top, there are buttons for 'Done', 'Add', and 'Cancel'. The form is divided into several sections. On the left is a navigation menu with options like 'View', 'Extra Description', 'Contact Information', etc. The main form area contains various input fields and dropdown menus. Numbered callouts are placed over specific fields: '2' is over the top text input field; '3' is over the 'User Sqft' input field; '4' is over the 'Status' dropdown menu which is currently set to 'OCCUPIED'; '5' is over the 'Floor' dropdown menu; '6' is over the 'Location Type' dropdown menu; and '7' is over the 'Primary Usage' dropdown menu. There are also search icons next to several dropdown menus.

2. Enter the room number or identifier for the location (ex: Halls);
 - a. Room from FCOR
 - b. Description = RmDesc from FCOR
3. Enter User Sqft = 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**