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 (See Room Inventory Review Exam Screen)

b. Select room for Inventory Update Request (Only one room can be updated at a time) (See Room Inventory Review Cont’d Exam Screen)

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)
         (See Room Inventory Update Request Exam Screen)

   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 been 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


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

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=Help  PF3=Logoff
TPX Menu For:

Example Screen

TPX MENU FOR SHUTC2 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

_ 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

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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
<table>
<thead>
<tr>
<th>Action</th>
<th>Code</th>
<th>Function</th>
<th>Action</th>
<th>Code</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>ABR</td>
<td>Facility Scan</td>
<td>V,A,C,D</td>
<td>OCC</td>
<td>Room Occupants</td>
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<tr>
<td>V,A,C,D</td>
<td>ACC</td>
<td>Room Accounts</td>
<td>V,A,C,D</td>
<td>PRO</td>
<td>Ins Property Codes</td>
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<tr>
<td>V,A,C,D</td>
<td>ACT</td>
<td>Facility Activity</td>
<td>V</td>
<td>RIR</td>
<td>Room Inventory Review</td>
</tr>
<tr>
<td>V,A</td>
<td>ADR</td>
<td>Facility Address</td>
<td>V</td>
<td>RIU</td>
<td>Inventory Update Request</td>
</tr>
<tr>
<td>V,A,C,D</td>
<td>AMT</td>
<td>Building Ins Amounts</td>
<td>V,C</td>
<td>RMA</td>
<td>Room Air Handler</td>
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<tr>
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<td>Fac/Bldg Inventory</td>
<td>V</td>
<td>RMD</td>
<td>Room Inventory by Dept</td>
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<tr>
<td>V,C</td>
<td>INR</td>
<td>Inventory Requests</td>
<td>V,A,C,D</td>
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<td>Room Inventory</td>
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<tr>
<td>V</td>
<td>INT</td>
<td>Facility Scan by Inst</td>
<td>V</td>
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<td>Transaction Log</td>
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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:

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<th>Sta</th>
<th>Usoe</th>
<th>Pcs</th>
<th>Pct</th>
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<td>0303</td>
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<td>SOUTH STADIUM</td>
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<td>7.1</td>
<td>100</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
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<th>Date</th>
<th>Amd</th>
<th>Bldg Name</th>
<th>Room</th>
<th>Sta</th>
<th>Usoe</th>
<th>Dept</th>
<th>Pcs</th>
<th>Pct</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>M</td>
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SHUTCH2

PENDING

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

Examples of requests to modify and add space.

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:

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<th>Inst: 2010</th>
<th>Bldg Name: EAST STADIUM</th>
<th>Room: 0304</th>
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<tbody>
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<td>Room</td>
<td>Sta</td>
<td>Useo</td>
<td>Dept</td>
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<tr>
<td>m</td>
<td>0304</td>
<td>2</td>
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<td>m</td>
<td></td>
<td></td>
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------------- Log of Inventory Requests for Update -------------

Enter X to remove request

| X | Date | Amd | Bldg Name | Room | Sta Useo | 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  SHUTC2

PENDING

06/22/2010  M  EAST STADIUM  0304  2 730  18970  6.5  50  SHUTC2

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

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<th>Useo</th>
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--- Log of Inventory Requests for Update ---

Enter X to remove request

X Date Amd Bldg Name Room Sta Useo 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 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 Use Dept  Pcs  Pct  Notes

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

Enter X to remove request

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<th>Amd</th>
<th>Bldg Name</th>
<th>Room</th>
<th>Sta Use</th>
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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

<table>
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<th>Use</th>
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<th>Pcs</th>
<th>Pct</th>
<th>Notes</th>
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<tr>
<td></td>
<td>0130 C</td>
<td>1</td>
<td>310</td>
<td>18970</td>
<td>6.5</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>0130 c1</td>
<td>310</td>
<td>18970</td>
<td>6.5</td>
<td>100</td>
<td>sub room of student office</td>
<td></td>
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- - - - - - - - Log of Inventory Requests for Update - - - - - - -

Enter X to remove request

X  Date  Amd  Bldg Name  Room  Sta Use 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

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<tbody>
<tr>
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<td>0130 C</td>
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<td>18970</td>
<td>6.5</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

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

Enter X to remove request

X Date Amd Bldg Name Room Sta Use 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:

<table>
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<tr>
<th>Type</th>
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<th>Usoe</th>
<th>Dept</th>
<th>Pcs</th>
<th>Pct</th>
<th>Notes</th>
</tr>
</thead>
</table>

- - - - - - - - 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:

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<th>Pcs</th>
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<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>a</td>
<td>1100</td>
<td></td>
<td>18970</td>
<td>6.5</td>
<td>100</td>
<td></td>
<td></td>
</tr>
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- - - - - - - - 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  Use  Dept  Pcs  Pct  Notes

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

Enter X to remove request

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

06/22/2010 A  PATRICK TAYLOR  1100  110  18970  6.5 100  SHUTC2

PENDING

06/22/2010 A  FACILITY SRVCS  0130C1  310  18970  6.5 100  SHUTC2

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

<table>
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<th>Dept</th>
<th>Pcs</th>
<th>Pct</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>m</td>
<td>0130</td>
<td>1</td>
<td>310</td>
<td>18970</td>
<td>6.5</td>
<td>100</td>
<td>remove one sta for new office</td>
</tr>
<tr>
<td>a</td>
<td>0130</td>
<td>c1</td>
<td>1</td>
<td>310</td>
<td>18970</td>
<td>6.5</td>
<td>100 new office space</td>
</tr>
</tbody>
</table>

--- 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  Logon-Ld

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

Enter X to remove request

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

06/22/2010 A  FACILITY SRVCS  0130C1  1  310  18970  6.5  50  SHUTC2

NEW OFFICE SPACE  PENDING

06/22/2010 M  FACILITY SRVCS  0130  1  310  18970  6.5  50  SHUTC2

REMOVE ONE STA FOR NEW OFFICE  PENDING

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