FAMIS Analytics Space Survey Report Instructions

These instructions are being provided to assist Space Surveyors and Approvers in accessing the FAMIS Analytics Space Survey reports. These status reports are used to review the data that has been entered for USF's Annual Space Survey. This includes instructions on how to use FAMIS's Analytics reporter to generate the two separate reports for space survey data. Users will need to use both reports to review their data. Additionally, instructions have been provided to assist with filtering the data within FAMIS Analytics, and once the reports are generated, filtering within the Microsoft Excel format.

There are 2 reports for Space Survey:

(You will need both reports to check the status and ensure all survey data has been completed).

Space Survey Status Report Space Survey Occupancy Status Report

The reports will show the data and progress that has been completed by the Surveyor and Approver. (Only data that has been approved will be in the reports. Surveyor should coordinate with their Approver(s) to review and approve the records prior to generating the reports).

Space Survey Status Report

Step 1 - Log into FAMIS through MyUSF > Business Systems > Facilities Work Order (FAMIS)

Or use (Https://usf.edu/famis)

Step 2 - After you are in FAMIS, click on the small icon located to the right in the green banner.

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Step 6 - Click on Space Survey Reports

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Step 7 - Click on Space Survey Status Report



Step 8 - To generate the report, select the Space Survey Type, and click the Finish button at the bottom.

The report will be generated in a Microsoft Excel format and will include all survey data that has been approved. It will be for all USF buildings, and include data from all Surveyors/Approvers. This full report can then be filtered - See FAMIS Space Survey Status Report - Filtering Instructions

Optionally, you can use other filters within FAMIS Analytics for generating the report and to narrow the results. Using this option is specifically one way to generate the reports. Users may find they prefer one method over the other, although both options can be used together to further assist when reviewing the data. By using filters, the data can be focused on specific Building(s); Owning Group(s) (USF global department code); or Space Category. Note: FAMIS Analytics allows multiple items within a filter to be selected. After you have selected the filters, click the Finish button and the data will be exported to a Microsoft Excel file.

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Space Survey Occupancy Status Report

This report is used to verify the rooms that have an occupant attached. The occupant is added to spaces (rooms) using the Occupancy Tab and Occupying Individuals section within the space survey. These are the primary person(s) who occupy the space. Occupant(s) are NOT the Principal Investigator (PI) that uses the space for research.

This report is generated by clicking on the report name >**Space Survey Occupancy Status Report**. The data will be exported to a Microsoft Excel file. The report includes data for all rooms for which an occupant has been attached. Please refer to the **FAMIS Space Survey Status Report - Filtering Instructions**-- these instructions, although not limited to this report, identify the necessary steps to filter the report to assist in reviewing the data.

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FAMIS Space Survey Status Report - Filtering Instructions

The following instructions are being provided to assist in filtering the Microsoft Excel data that has been generated from FAMIS Analytics. The steps identified are only an example of how the data can be filtered, users should utilize the filters that best fit their needs to ensure the data they have entered is correct and complete.

Step 1 - Set filtering by the column headers

1A - Select the box on the far left with the "1" to select the entire row (1^{st} row within the spreadsheet), this is the row with the headers.

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1B - Click on **Sort & Filter** > **Filter** under the home tab

Step 2 - Use the Space Survey Update by Name Column to find which Surveys you have updated

2A - Click on the down arrow within the **Space Survey Update by Name** (Column F) to filter > Un-check (Select All)

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1	Space Survey Schedule for Date 🖵	Space Survey Update Date 🖵	Space Survey Complete by Date 👻	Space Survey Updated by Name 🖵	Space Survey Created By Name	Survey Type
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172	05/11/2021	05/11/2021	06/11/2021	Sara De La Cantera	Sort by Color 🕨	USF All-Inclusive Space
173	05/13/2021	05/13/2021	06/13/2021	Alana Falcone	🕵 Clear Filter From "Space Survey Crea"	USF All-Inclusive Space
174	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello	Filter by Color ▶	USF All-Inclusive Space
175	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello	Text <u>F</u> ilters	USF All-Inclusive Space
176	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello	Search 🔎	USF All-Inclusive Space
177	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello	(Select All)	USF All-Inclusive Space
178	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello	Albert, Gabriel	USF All-Inclusive Space
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180	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello	Bhagvat, Erin Bush, Heather	USF All-Inclusive Space
181	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello	Clark Linda	USF All-Inclusive Space
182	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello		USF All-Inclusive Space
183	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello	De La Cantera, Sara	USF All-Inclusive Space
184	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello		USF All-Inclusive Space
185	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello	Haylock, Samantha Horn, Kelly	USF All-Inclusive Space
186	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello	Hutchings, Terry	USF All-Inclusive Space
187	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello		USF All-Inclusive Space
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189	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello	Rodandello, Donna	USF All-Inclusive Space
190	05/17/2021	05/17/2021	06/17/2021	Donna Rodandello	Rodandello, Donna	USF All-Inclusive Space
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2B - Select **your name** from the list to filter out other users' Surveys > Click **OK**. Once filtered, review the data for accuracy while looking for any incomplete information.

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1	Space Survey Schedule for Date	Space Survey Update Date 🖵	Space Survey Complete by Date 🚽	Space Survey Updated by Name 🖵	Space Survey Created By Name	Survey Type
170	05/07/2021	05/07/2021	06/07/2021	Samantha Haylock	2↓ Sort A to Z	USF All-Inclusive Space \$
171	05/10/2021	05/10/2021	06/10/2021	Samantha Haylock	≩↓ Sort Z to A	USF All-Inclusive Space \$
172	05/11/2021	05/11/2021	06/11/2021	Sara De La Cantera	Sort by Color 🕨	USF All-Inclusive Space \$
173	05/13/2021	05/13/2021	06/13/2021	Alana Falcone	🕵 Clear Filter From "Space Survey Crea"	USF All-Inclusive Space \$
174	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello	Filter by Color ▶	USF All-Inclusive Space \$
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176	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello	Search 🔎	USF All-Inclusive Space \$
177	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello	(Select All)	USF All-Inclusive Space \$
178	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello	Albert, Gabriel Anderson, Matthew	USF All-Inclusive Space \$
179	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello	Berkowitz, Katherine	USF All-Inclusive Space \$
180	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello		USF All-Inclusive Space \$
181	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello	Clark Linda	USF All-Inclusive Space \$
182	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello		USF All-Inclusive Space \$
183	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello	De La Cantera, Sara	USF All-Inclusive Space \$
184	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello	Falcone, Alana	USF All-Inclusive Space \$
185	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello	Haylock, Samantha Horn, Kelly	USF All-Inclusive Space \$
186	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello	Hutchings, Terry	USF All-Inclusive Space \$
187	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello		USF All-Inclusive Space \$
188	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello	OK Cancel	USF All-Inclusive Space \$
189	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello	Rodandello, Donna	USF All-Inclusive Space \$
190	05/17/2021	05/17/2021	06/17/2021	Donna Rodandello	Rodandello, Donna	USF All-Inclusive Space \$
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192	05/17/2021	05/17/2021	06/17/2021	Donna Rodandello	Rodandello, Donna	USF All-Inclusive Space \$

Step 3 – Use Status to identify and check your progress and completeness

3A - To determine which surveys are complete: view and filter by the **Survey Status** Column (Column I). Click on the down arrow within the Status Column to filter > Un-check (**Select All**)

Status Name	Definition
Created	Survey has been created but no other actions were taken.
In Progress	Survey has been created, edited, and saved, but has not yet been submitted for the
	Approver's review and approval.
Submitted	Survey has been edited and saved & submitted for the Approver's review and approval.
	(Note: approval is pending - status reports will not include edits until approved)
Committed	All steps for the survey have been completed – survey has been, saved, submitted to the
	Approver for review, and then approved by the Approver.

3B – Choose a status to filter, click the square box in front of the **status** > Click **OK**.

1	С	D	E	F	G	н I	
1	Space Survey Schedule for Date 🧅	Space Survey Update Date 🧅	Space Survey Complete by Date 📮	Space Survey Updated by Name 🖵	Space Survey Created By Name	, Survey Type 🚽 Survey Status	🖵 Spa
173	05/13/2021	05/13/2021	06/13/2021	Alana Falcone	Falcone, Alana	USF All-Incli 2 Sort A to Z	
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176	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello	Rodandello, Donna	USF All-Incli 🍢 Clear Filter From "Survey Status"	
177	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello	Rodandello, Donna	USF All-Incli Filter by Color	2
178	05/13/2021	05/13/2021	06/13/2021	Donna Rodandello	Rodandello, Donna	USF All-Incli Text Eilters	,
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181	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello	Rodandello, Donna	USF All-Incli	
182	05/14/2021	05/14/2021	06/14/2021	Donna Rodandello	Rodandello, Donna	USF All-Incli In Progress	
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193	05/17/2021	05/17/2021	06/17/2021	Donna Rodandello	Rodandello, Donna	USF All-Inclusive Space Survey In Progress	
194	05/17/2021	05/17/2021	06/17/2021	Donna Rodandello	Rodandello, Donna	USF All-Inclusive Space Survey In Progress	
195	05/17/2021	05/17/2021	06/17/2021	Donna Rodandello	Rodandello, Donna	USF All-Inclusive Space Survey In Progress	

Step 4 - Use the Property Name column to filter by building

4A - Click on the down arrow within the **Property Name** (Column K) to filter > Un-check (Select All)

4B - Choose a building to filter, click the square box in front of the **building name** > Click **OK**.

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11	USF All-Inclusive Space Survey	Created		ABC-Training Building	(Select All)	01	0103	A&F
12	USF All-Inclusive Space Survey	Committed	DataCorrection	ABC-Training Building	ABC-Training Building	01	0102	Res
13	USF All-Inclusive Space Survey	In Progress		ABC-Training Building	BEH-BEHAVIORAL SCIENCES BUILDI	01	0104	Res
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16					CHE-CHEMISTRY BUILDING			
17	USF All-Inclusive Space Survey	Committed	DataCorrection	ABC-Training Building		01	0105A	Res
18	USF All-Inclusive Space Survey	Committed	DataCorrection	ABC-Training Building	CMS-CHILDREN'S MEDICAL SERVICE	01	0105A	Res
10	USF All-Inclusive Space Survey	Committed	DataCorrection	ABC-Training Building	CPH-COLLEGE OF PUBLIC HEALTH E	01	0105K	Inte
20	USF All-Inclusive Space Survey	In Progress		MDN-USF HEALTH-N	CPR-RUSSELL M COOPER HALL	01	1001	Cor
20	USF All-Inclusive Space Survey	Committed	RoomReviewedNoAllocationChange	IDR-Interdisciplinary R		03	0300	Sen
22	USF All-Inclusive Space Survey	Committed	RoomReviewedNoAllocationChange	IDR-Interdisciplinary R	OK Cancel	03	0302	Mee
22	USF All-Inclusive Space Survey	Committed	RoomReviewedNoAllocationChange	IDR-Interdisciplinary Re	esearcn Building	03	0302C	Sen

Step 5 - Filter by Space Category

- 5A Click on the down arrow within **Space Category Name** (Column T) > Un-check (**Select All**)
- 5B Click the square box in front of the **category** to filter by > Click **OK**.

A1	* : × <	fx Space Survey Id			
	Q	R	S	T	U
1	Space Total Area 1 SQFT	Owning Group Department Number	Owning Group Department Description	Space Category Name	Space Sub Category Name
62	1,194	123	USF HEALTH ALZHEIMER'S	Â↓ Sort A to Z	680 - Meeting Room
68	221	123	USF HEALTH ALZHEIMER'S	Z Sort Z to A	350 - Conference Room (office related)
789	124	123	USF HEALTH ALZHEIMER'S	Sort by Color	310 - Office
845	86	123	USF HEALTH ALZHEIMER'S	Sheet Mark	315 - Office Service
846	65	123	USF HEALTH ALZHEIMER'S	Sheet view	855 - Treatment-Exam Room Service
847	133	123	USF HEALTH ALZHEIMER'S	∑ Clear Filter From "Space Category Name"	310 - Office
877	144	123	USF HEALTH ALZHEIMER'S	Filter by Color >	310 - Office
898	640	123	USF HEALTH ALZHEIMER'S	Text Eilters	315 - Office Service
1053	1,194	123	USF HEALTH ALZHEIMER'S	Search O	680 - Meeting Room
1062	664	123	USF HEALTH ALZHEIMER'S	✓ (Select All)	660 - Merchandising
1063	17	123	USF HEALTH ALZHEIMER'S	05 - OFFICE - COMPUTER	685 - Meeting Room Service
1064	80	123	USF HEALTH ALZHEIMER'S	11 - OTHER ASSIGNABLES	310 - Office
1136	95	123	USF HEALTH ALZHEIMER'S		315 - Office Service
1138	235	123	USF HEALTH ALZHEIMER'S		350 - Conference Room (office related)
1139	144	123	USF HEALTH ALZHEIMER'S		310 - Office
1140	170	123	USF HEALTH ALZHEIMER'S		310 - Office
1141	170	123	USF HEALTH ALZHEIMER'S		310 - Office
1142	137	123	USF HEALTH ALZHEIMER'S		310 - Office
1182	159	123	USF HEALTH ALZHEIMER'S		310 - Office
1183	114	123	USF HEALTH ALZHEIMER'S		310 - Office
1184	120	123	USF HEALTH ALZHEIMER'S	OK Cancel	310 - Office
1185	114 Decet 1	123	USF HEALTH ALZHEIMER'S	US - OFFICE - COMPUTER	310 - Office

Step 6 - Filter by Allocated Employee (Principal Investigator) to determine if any spaces (rooms) have missing data

6A - Click on the down arrow within Allocated Employee Full Name (Column Y) > Un-check (Select All)

6B - Click the small box in front of (**Blanks**) > Click **OK**.

This will filter the list to show rows with blank or missing data.

(All research space should have an Allocated Individual (principal investigator) as well as a Space Function and % allocated)

A1 * : ×	✓ fx Space Survey Id				
W	Х	Y	Z	AA	AB
Allocated Group Numbe -	Allocated Group Description	Allocated Employee Full Nam	Allocated Employee Allocated Percent -	Space Functional Category Name	 Space Functional Sub Cat Al
822 123	USF HEALTH ALZHEIMER'S	A.I. Sort A to Z	50%	DR - Departmental Research (Research Function)	30%
823 123	USF HEALTH ALZHEIMER'S		50%	I - Instruction	20%
123	USF HEALTH ALZHEIMER'S	A↓ Sort Z to A	50%	OR - Organized Research (Research Function)	50%
825 123	USF HEALTH ALZHEIMER'S	Sort by Color > 5	50%	DR - Departmental Research (Research Function)	40%
123	USF HEALTH ALZHEIMER'S	Sheet View >	50%	OR - Organized Research (Research Function)	60%
123	USF HEALTH ALZHEIMER'S				
123	USF HEALTH ALZHEIMER'S	¬ [↑] [×]			
123	USF HEALTH ALZHEIMER'S	Filter by Color > 7	70%	I - Instruction	20%
123	USF HEALTH ALZHEIMER'S	Text Eilters >	70%	OR - Organized Research (Research Function)	80%
863 123	USF HEALTH ALZHEIMER'S	Search O	30%	DR - Departmental Research (Research Function)	30%
123	USF HEALTH ALZHEIMER'S	Search	30%	OR - Organized Research (Research Function)	70%
123	USF HEALTH ALZHEIMER'S		50%	I - Instruction	20%
123	USF HEALTH ALZHEIMER'S	Blair, Laura	50%	OR - Organized Research (Research Function)	80%
867 123	USF HEALTH ALZHEIMER'S	Parent, Angele Thinakaran, Gopal	50%	DR - Departmental Research (Research Function)	30%
123	USF HEALTH ALZHEIMER'S		50%	OR - Organized Research (Research Function)	70%
123	USF HEALTH ALZHEIMER'S		50%	I - Instruction	20%
870 123	USF HEALTH ALZHEIMER'S		50%	OR - Organized Research (Research Function)	80%
123	USF HEALTH ALZHEIMER'S		50%	DR - Departmental Research (Research Function)	30%
123	USF HEALTH ALZHEIMER'S		50%	OR - Organized Research (Research Function)	70%
873 ¹²³	USF HEALTH ALZHEIMER'S		100%	I - Instruction	20%
123	USF HEALTH ALZHEIMER'S		100%	OR - Organized Research (Research Function)	80%
123	USF HEALTH ALZHEIMER'S		100%	I - Instruction	20%
876 123	USF HEALTH ALZHEIMER'S		100%	OR - Organized Research (Research Function)	80%
878 123	USF HEALTH ALZHEIMER'S	OK Cancel			
879 123	USF HEALTH ALZHEIMER'S				
123	USF HEALTH ALZHEIMER'S				

Step 7 – Filter by Owning Group, Number and or Description

(The owning group is the USF Global Department that has been assigned to the space (room). The department data includes two forms of ID, the department number and name (description). This data is within two separate columns, users can filter by ether column based on their needs)

Below are the columns used to filter by **Owning Group Department Number** and **Owning Group Department Description.**

RI	L 🔹 i 🖂 🗸 🌾 Ov	vning Group Department Number				
.4	0	р	Q	R	5	
1	USF Code 🗸	Survey Room Comments/Notes	Space Total Area 1 SQFT	Owning Group Department Number	Owning Group Department Description	1
425	Research Lab Service - 30		142	390	COPH CENTER FOR GHIDR	04 -
426	Research Lab - 29		317	390	COPH CENTER FOR GHIDR	04 -
427	Research Lab - 29		314	390	COPH CENTER FOR GHIDR	04 -

7A - Click on the down arrow within **Owning Group Department Number** (Column R) or within **Owning Group Department Description** (Column S) > Un-check (**Select All**)

7B - Click the small box in front of the **department number/name** > Click **OK**.

A 0	P		Q	R		S	
1 USF Code	Survey Room Comments/Notes	v	Space Total Area 1 SQFT 🖕	Owning Group Department Number	Owning Group	Department Description	¥
Research Lab Service - 30			142	390	COPH CENTER FOR GHID	Sort A to Z	04
Research Lab - 29			317	390	COPH CENTER FOR GHID	Sort Z to A	04
127 Research Lab - 29			314	390	COPH CENTER FOR GHID	Sort by Color	⊦ 04
Research Lab - 29			314	390	COPH CENTER FOR GHID	Clear Filter From "Owning Group Depa"	04
Research Lab - 29			317	390	COPH CENTER FOR GHID	Filter by Color	· 04 ·
130 Research Lab Service - 30			224	390	COPH CENTER FOR GHID	Text <u>Filters</u>	۰ 04 ·
Research Lab Service - 30			39	390	COPH CENTER FOR GHID	Search	04
Research Lab Service - 30			45	390	COPH CENTER FOR GHID	(Select All)	• 04
Research Lab Service - 30			55	390	COPH CENTER FOR GHID	AREA HEALTH EDUCATION CENTER	04
Research Lab Service - 30			45	390	COPH CENTER FOR GHID	CAS DEAN'S OFFICE	04
Research Lab - 29	Dr. Jiang equipment. Classroom for lab techniques course in fall semester.		683	390	COPH CENTER FOR GHID	CAS ENGLISH	04
Research Lab - 29	Used as office space/work stations for computational work.		874	390	COPH CENTER FOR GHID	CENTER FOR ADVANCED HEALTH C	04
137 Research Lab - 29	Used as office space/work stations for computational work.		874	390	COPH CENTER FOR GHID	COEDU PRESCHOOL FOR CREATIVE	04
Research Lab - 29	Used as office space/work stations for computational work.		874	390	COPH CENTER FOR GHID	COLLEGE OF MEDICINE DEAN'S OF	04
39 Research Lab Service - 30	Used as office space/work stations for computation work		168	390	COPH CENTER FOR GHID	COLLEGE OF MEDICINE GRADUATE	04
Research Lab - 29			505	390	COPH CENTER FOR GHID	COLLEGE OF MEDICINE MOLECULA	04
Han Storage - 33	Copier room		71	388	COPH PHIRE	<	05
442 Office Service - 26	Storage space		71	388	COPH PHIRE		05
Reception Area - 28			320	388	COPH PHIRE	OK Cancel	05
Ph.D. Students - 55			229	388	COPH PHIRE		05
Departmental Lounge - 09			393	388	COPH PHIRE		05