# FAMIS: Overview

## OVERVIEW

UNM Space Management Database (FAMIS) is the space inventory database of record for the University of New Mexico. FAMIS uses AutoCAD Floor Plans to populate the Database with its basic information. The basic information is: Site, Building, Floor, Room and Square Footage. Once in FAMIS, you can add additional data, such as: Assigned Department, Room Use, Allocated Department, Functional Use and more.

FAMIS is accessed through the Web using the Self-Service tool. Self-Service is broken into two parts: Space Survey and Visual Map. Space Survey allows you to see and edit room by room data using simple pull-downs to create a combination of search queries. Visual Map allows you to see & print Building Floor Plans with or without some of its associated data and pull basic report data.

Our objective is to train and inform users and stakeholders on the UNM Space Management Database (FAMIS), processes, guidelines and procedures to ensure accurate data for UNM’s reporting, benchmarking, and strategic goals.

## Access

We want to provide key staff within departments read-only or edit access to their departmental spacial information via FAMIS Self-Service. This allows approved staff to have access their information so that they can do their assigned tasks. In order to gain access you must be added to the “FAMIS: Departmental Space Contacts” List for your department.

## Roles and Responsibilities

### Space Management

Space Management is responsible for the UNM Space Management Database of record.

- Building Numbers
- Room Numbers
- Floor Plan Maintenance
- Assigned Department
- Allocated Department
- Function Codes (F&A)
- Square Footages

### Departments

UNM Departments are responsible for helping maintain the UNM Space Management Database and notifying Space Management who is allowed access. FAMIS has two roles set-up to accomplish this 1) Departmental Space Coordinator and 2) Departmental Space Viewer.

- Space Use Codes
- Function Codes (F&A)
- Departmental Access
- Departmental location
- Assigned Department
- Allocated Department
- Wall and door changes
- Modular furniture changes

## Time

It is important to remember that maintenance of the UNM Space Management Database will require time from department staff. Departments will need to take a look at current roles/duties and assign a representative(s) appropriately. At this time we would like a maximum of two editors and one viewer due to initial training class sizes. People who might require access include, but not limited to:

- Department Administrator
- Inventory Monitor
- Financial Manager (F&A)
- HR Representative
- Building/Space Coordinator
- Grants Coordinator

## Training

PCD Space Management will be providing training on the UNM Space Management Database and it various components. Classes are currently available through Learning Central.

- Self-Service: Visual map
- Self-Service: Space Survey
- Policies / Procedures
- Discoverer Viewer
- Space Use Codes
- Function Codes