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Getting Started

FID Application URL - <http://fess-ogfp.fnal.gov:8095/FermiFims/faces/fimsTblProperty/List.xhtml>

User Tips

- 1) The application works best when using a web browser other than Internet Explorer 8 (IE 8), such as Mozilla Firefox, Google Chrome, or Apple Safari.
- 2) Depending on how Divisions/Sections assign duties, there are two **Types of Reviewers**:
 - Building/Facility Manager – If you are a Building/Facility Manager, meaning you are directly assigned to a Building, Trailer, or Other Structure and Facility (OSF) as the manager of that property, please follow the instructions listed under “**Building/Facility Manager**”.
 - Landlord Manager – If you are a Landlord Manager, meaning you are not directly assigned to a property as the manager, but supervise a Building/Facility Manager, manage, and/or are responsible for your Division/Sections infrastructure data, then please follow the instructions listed under “**Landlord Manager**”. You will have the same editing privileges as a Building/Facility Manager.

In some cases you might be considered both.
- 3) If you require access to FID, and cannot login, please contact Joe Pygott pygott@fnal.gov for access.
- 4) **You should only be changing data for which you are responsible.**
- 5) **Please have patience with FID. It is a new and developing system and can sometimes be slow to respond. Please report persistent and/or repeated issues to Joe Pygott.**

Instructions for reviewing, updating, and validating data

Building/Facility Manager

1. Go to <http://fess-ogfp.fnal.gov:8095/FermiFims/faces/fimsTblProperty/List.xhtml>
2. Click “Login” in the upper right corner of the application.
3. Read the “Notice” and accept by clicking “Login”
4. Login by using your Services username and password. Please make sure you click “login” only once after typing your username and password.
5. If you are the Building/Facility Manager of a Building, Trailer or OSF (Other Structure and Facilities), **you can view your properties by selecting the “Show My Properties” link of the left side of the screen or by typing your name into the “Show only properties for building manager” dialog box**; these are the assets for which you are responsible.
6. You will see a “Your Property Summary” box showing the number of properties, by type, that you are assigned to and responsible for reviewing.
7. The default view displays information for Buildings. To view other property types such as Other Structures and Facilities (OSF’s), click the property type under the “Show these property types” dropdown list towards the upper left of the application and then click “Apply Filter”.
8. Verify that your assets are listed under the correct Property Type.

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9. **Buildings and Trailers** have 7 data fields that Building/Facility Managers are required to review, validate, and update as necessary. The [FIMS Data Dictionary](#) lists all data fields and their definitions. A summary of the 7 data fields you are responsible for and their definitions are as follows:
- **Usage Code** - The code which designates the predominant current use of a real property asset in the Facilities Information Management System. Definitions of Building/Trailer Usage Codes can be found in Section B of the [FIMS User's Guide](#).
 - **Mission Dependency** - Mission Critical (experimental, R&D or direct-support facilities); Mission Dependent, Not Critical = all other SC/FNAL facilities. The Mission Tree can be found in the "References" section of this document.
 - **Status** - Reflects the programmatic intentions as well as the predominant physical/operational status of an asset. In other words, what is the current operational state of an asset whether it is operating, shutdown, or pending demolition? Definitions of the status selections can be found in the [FIMS Data Dictionary](#).
 - **Utilization** - The percentage of an asset in use. Enter a "100%" if a property is 100% used. If a property is only 50% used, enter it as "50%". Please make sure to include the "%" symbol. The FIMS Data Dictionary states that "For programmatic facilities such as laboratories or accelerators, the Utilization can be considered to be 100% if the mission requires 100% of the facility, even though there may be times when the facility is not fully utilized or even unutilized". Utilization is not a reflection of space assignment but rather a measure of how "full" or how "utilized" the space is. As an example, if a building with four floors is fully assigned to a division but one floor is empty with the other three floors fully utilized, the Utilization would be 75%.
 - **# Contractor** – Report the number of contractor employees assigned to the building/trailer. A contractor employee is a Fermilab employee, or other employee contracted under Fermilab Research Alliance (FRA).
 - **# Federal** – Report the number of federal employees (including teleworkers, even if full time) assigned to the building/trailer. A Federal employee is an employee of the Department of Energy (DOE) or other Federal Agency.
 - **# Other** – Report the number of other personnel assigned to a building/trailer that are not contractor or federal employees – include interns and those performing volunteer work.
10. **OSF's** have 6 data fields that you are required to review, validate, and update as necessary. The [FIMS Data Dictionary](#) lists all data fields and their definitions. A summary of the 6 data fields you are responsible for and their definitions are as follows:
- **Usage Code** - The code which designates the predominant current use of a real property asset in the Facilities Information Management System. Definitions of OSF Usage Codes can be found in Section C of the [FIMS User's Guide](#).
 - **Mission Dependency** - Mission Critical (experimental, R&D or direct-support facilities); Mission Dependent, Not Critical = all other SC/FNAL facilities. The Mission Tree can be found in the "References" section of this document.
 - **Status** - Reflects the programmatic intentions as well as the predominant physical/operational status of an asset. Assets at Fermilab will either be Operating or Operational Standby.
 - **Replacement Plant Value (RPV)** – The cost to replace the existing structure with a new structure of comparable size using current technology, codes, standards, and material based on the current usage. Current values shown were developed by FESS in 2004 using RS MEANS Costworks and are escalated yearly unless other data has been provided in a previous data review. **If changes are made, please email supporting documentation to [Joe Pygott](#).**

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- Primary Quantity – A numeric value representing the measurement for a structure based upon the unit of measure generated by FIMS from the structure usage code. Documentation for the Primary Quantity can be found by following the “Facility Documentation” link in FID.
 - Primary Unit – Code that designates the primary unit of measure. This field is tied to the usage code and is not editable.
 - Secondary Quantity - A numeric value representing a secondary measurement for a structure based upon the secondary unit of measure generated by FIMS from the structure usage code. This is only required if a Secondary Unit of measure is listed.
 - Secondary Unit - Code that designates the secondary unit of measure. This field is not editable.
11. To edit data, select the "Edit" pencil on the left-hand side of the table in the "Edit" column. Once you have opted to edit a row, a checkmark and an “x” will appear in the “Edit” column. Make the edits accordingly and then click the checkbox that appears on the left hand side of the table in the "Edit" column. Changes will be saved immediately. If you would like to cancel edits made or subsequently decide no edits are needed, click the “x” that appears on the left hand side of the table in the "Edit" column.
 12. Once your properties have been reviewed and/or edited, click the box in the “Validate” column for your properties to confirm that the data elements for all properties for which you are responsible for are accurate and should be reflected in DOE's Facility Information Management System (FIMS). After the properties that you want to validate have checkmarks in the validate box, click the “Validate Records” button located at the top center of the property table. When you click “Validate Records”, a record will be created in the database showing that you have confirmed the data you are responsible for. **The “Validate” field will be shown in GREEN once the property has been validated.**
 13. To view more detailed information about a property and to change the Landlord/Tenants and/or Building Manager, please click on the Property ID number for that property, which is located on the left-hand side of the table. A Tenant is an occupant of a facility other than the landlord. Verify that the information displayed in the detail view is accurate. Certain documentation such as information on square footage and quantity can be found by following the “Facility Documentation” link in FID. Contact Joe Pygott pygott@fnal.gov if changes need to be made to other data fields that are not editable to a Building/Facility Manager.
 14. In the detail view for a property you will see different tabs for different types of data. Editable data fields are white, while non-editable fields appear gray.
 15. **To change Landlord** or to edit tenants in the facility, click on the “Landlord/Tenants” tab and select your changes from the dropdown list. Once complete, click “Save” toward the top of the page.
 16. **To change the Building Manager** of a property, click on the “Building Manager” tab and follow the instructions at the top of the page.
 17. Please email Randy Sales rsales@fnal.gov if new **roofs** have been installed on any real property asset. Include the date of installation, type (cool roof or other), size, location, as well as any warranty documentation or warranty number.
 18. Once your data review and update is completed, click “Logout” in the upper right corner of the application. **Please make sure your data is validated by April 30.**

Landlord Manager

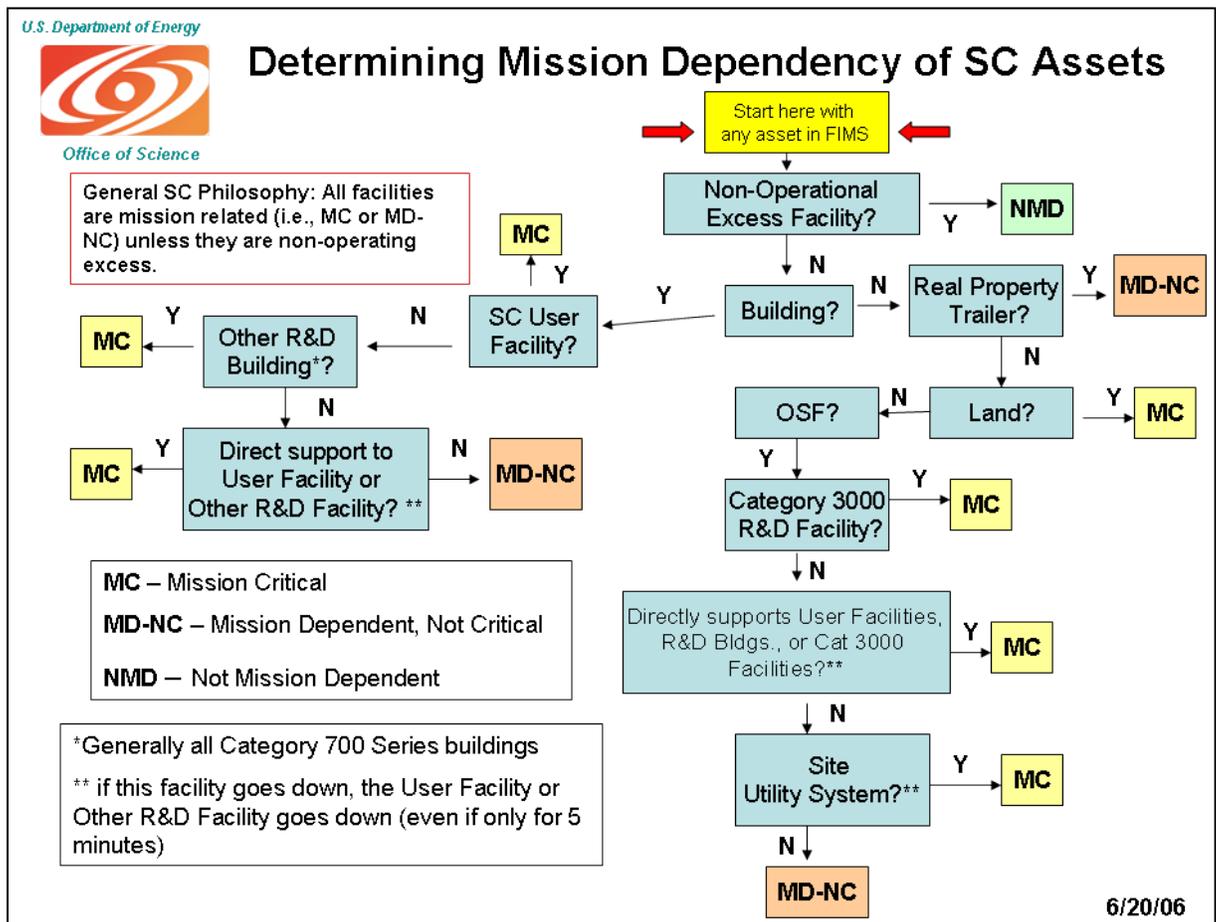
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5. By default, you will see a list of buildings.
6. To view your list of Buildings, Trailers, or OSF's that you are responsible for, **choose the property type using the "Show these property types" filter and select your Division/Section using the "Show only properties from the landlord" filter and then click "Apply Filter"**.
7. Verify that your assets are listed under the correct Property Type.
8. Follow steps 9-18 above.

References

1) Mission Tree



SC – DOE Office of Science

Category 3000 - Structures used in the research and development stage, e.g. Accelerator Tunnel.

- 2) FID Application URL: <http://fess-ogfp.fnal.gov:8095/FermiFims/faces/fimsTblProperty/List.xhtml>
- 3) FIMS Data Dictionary: <http://fimsinfo.doe.gov/Downloads/FIMSDED.PDF>
- 4) FIMS Users Guide: http://fimsinfo.doe.gov/Downloads/user_gde.pdf