

March 3, 2015

Getting Started

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

User Tips

1) 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 specific 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.

2) If you require access to FID, and cannot login, please contact Joe Pygott pygott@fnal.gov.

3) **You should only be changing data for which you are responsible.**

4) FID is a system which is under active development. Please report any persistent and/or repeated issues to Joe Pygott pygott@fnal.gov.

Instructions for reviewing, updating, and validating data

Building/Facility Manager

1. Go to <http://fess-ogfp.fnal.gov:8095/FermiFid/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 will see a “**Your Property Summary**” box showing the number of properties, by type, that you are assigned to and responsible for reviewing.
6. **You can view a list of your properties by selecting the “Show My Properties” link on the left side of the screen or by typing your name into the “Show only properties for building manager” dialog box;** listed are the properties for which you are responsible.
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 near the upper left of the application window **and then click “Apply Filter”**.
8. Verify that your assets are listed under the correct Property Type. Options include: Building, Trailer, or Other Structure and Facility (OSF). Please reference Section G.III.B of the [FIMS Users Guide](#) for more information on Property Types.

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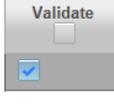
9. **Buildings and Trailers** have 8 data fields that Building/Facility Managers are required to review, validate, and update as necessary. The [FIMS Data Dictionary](#) lists all data fields and their definitions. A summary of the 8 data fields you are responsible for and their definitions are as follows:
- **Asset % Utilized** - The percentage of an asset in use. In accordance with the DOE Infrastructure Assessment Study, FESS completed a review of the Asset % Utilized in FY14. The review applied definitions outlined in the [Infrastructure Assessment Subgroup Guidance](#), which in some cases changed the utilization significantly. The Guidance states that “When collected at the asset level, utilization provides quantification for the overall asset-usable square footage. For each asset, a descriptor of over-utilized, fully utilized, under-utilized, or not utilized is assigned based on a numeric calculation.” If changing the Asset % Utilized, enter a numeric percentage, such as “75%”. Please make sure to include the “%” symbol. 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 Fermi 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.
 - **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](#). As a result of the “[Freeze the Footprint](#)” initiative, office and warehouse usage codes are locked. Contact Joe Pygott pygott@fnal.gov if you wish to make changes to the Usage Code for office or storage assets.
 - **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](#).
 - **Hours of Operation** - This is an approximation of the “lights on” hours for a building that operates a single shift, five days per week. This field should be updated if the hours of operation differ substantially from the norm. Current values shown were historically generated by FESS. Please review the hours and make changes where necessary.
10. **OSF’s** have 5 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 5 data fields you are responsible for and their definitions are as follows:
- **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

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review. **If changes are made, please email supporting documentation to** Joe Pygott pygott@fnal.gov.

- **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 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.
- **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. 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](#).

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 any required edits and then click the checkmark 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 or later decide edits are not required, 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, check 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. If you make a change to your data after you have already validated a property, you will have to re-validate the property.**

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.

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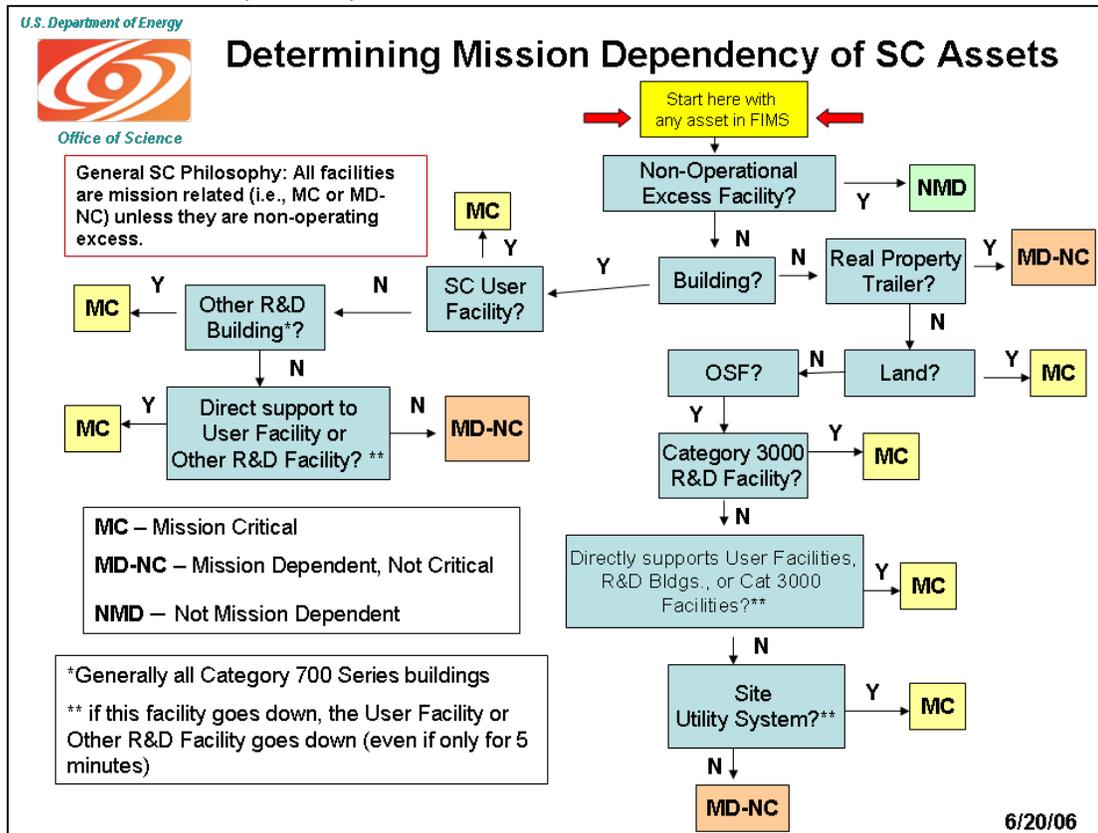
17. Please email Randy Sales rsales@fnal.gov if new **roofs** have been installed on any real property asset. Include the date of installation, type (cool roof or other), size, location, as well as any warranty documentation or warranty number.
18. Once your data review and update is completed, click "Logout" in the upper right corner of the application.
Please complete the data validation by April 3, 2015.

Landlord Manager

1. Go to <http://fess-ogfp.fnal.gov:8095/FermiFid/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. 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) Office of Science Mission Dependency Decision Tree



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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/FermiFid/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
- 5) Freeze the Footprint Memo: <http://fimsinfo.doe.gov/Downloads/MPM%202013-02%20Freeze%20the%20Footprint.pdf>
- 6) Infrastructure Assessment Subgroup Guidance:
http://fimsinfo.doe.gov/Downloads/Infrastructure_Assessment_Group.pdf