



UNM

PLANNING & CAMPUS
DEVELOPMENT

Space Management

Research Administration Forum and Training (RAFT)

FAMIS Room Contacts

Presentation

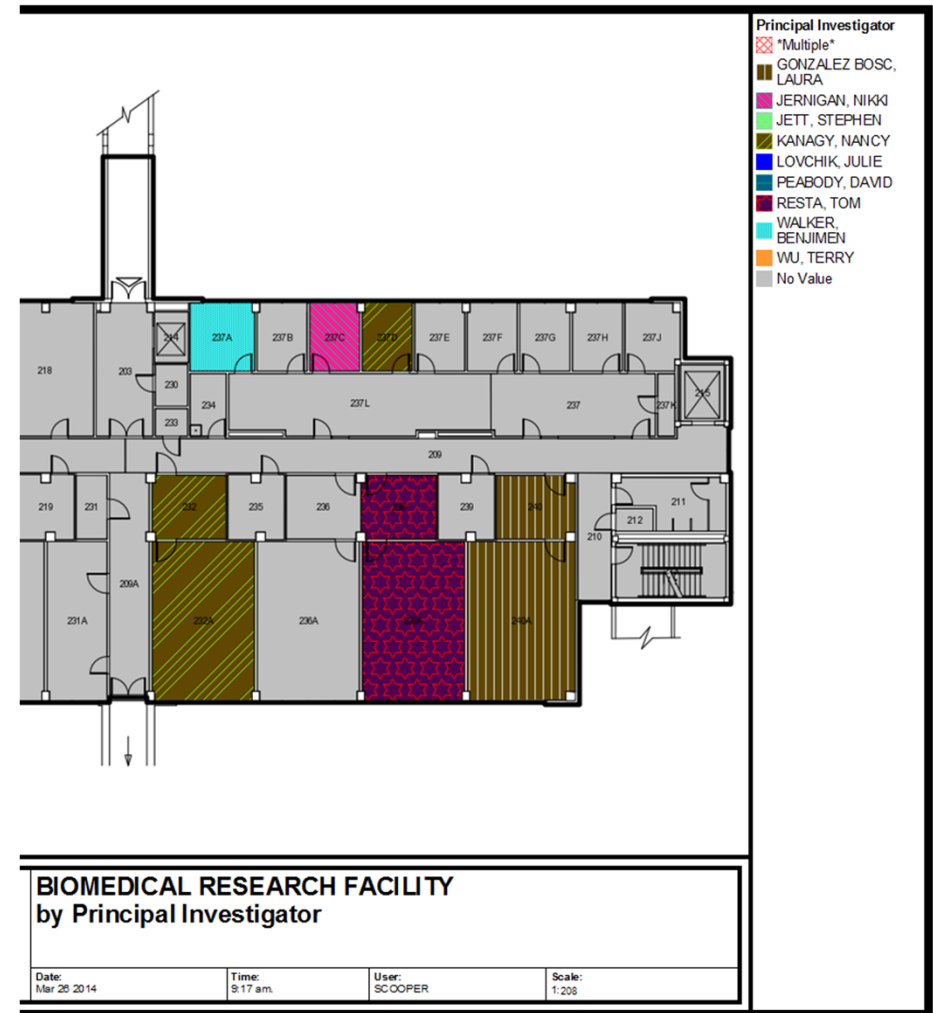
March 2014

Space Management • 277-3800 • space@unm.edu

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What is a FAMIS Room Contact?

- A **FAMIS Room Contact** is an Employee that is responsible for the management of a room based on a duty or role.
- **Room Contact Types are:**
 - Emergency Contact
 - Lab Manager
 - **PRINCIPAL INVESTIGATOR (PI)**
 - Program Director/Manager
 - Room Manager
 - Room Scheduler
- Room Contacts are not owners of space. They are another form of an allocation.



FAMIS PI Enhancements

Graphics / Prints

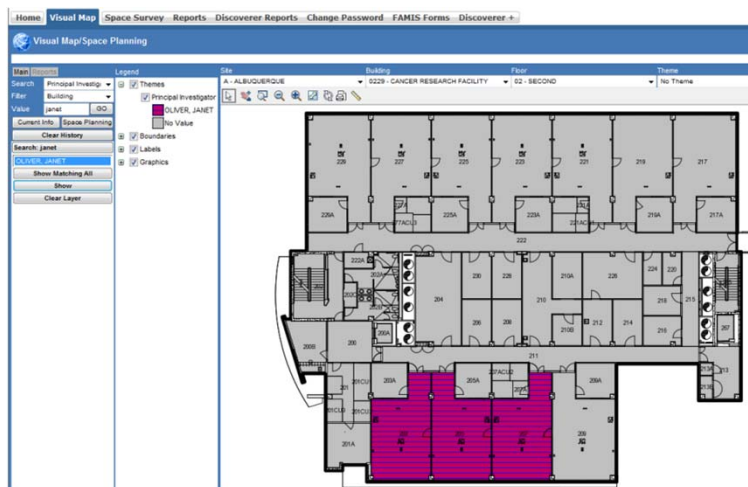


Reports – Reports Tab and Discoverer

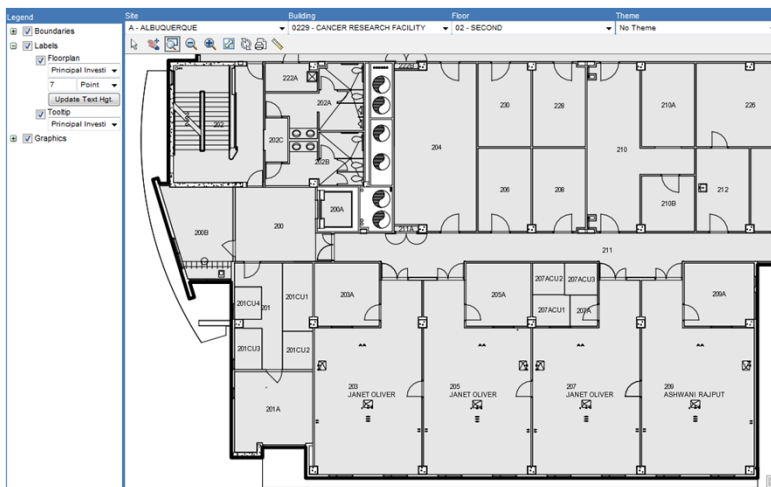
The screenshot shows the Reports Tab in the FAMIS system. It displays a table of Room Contacts, Principal Investigators, and their locations. The table includes columns for Site, Building, Name, Floor, Room, Description, Principal Investigator, and NetID.

Site	Building	Name	Floor	Room	Description	Principal Investigator	NetID
A	0229	CANCER RESEARCH FACILITY 01	105	105	24001-HSC RESEARCH LAB - WET	WILLMAN, CHERYL	CIVILLMAN
A	0229	CANCER RESEARCH FACILITY 01	105A	105A	31000-OFFICE	WILLMAN, CHERYL	CIVILLMAN
A	0229	CANCER RESEARCH FACILITY 01	106	106	25000-RESEARCH/INON-CLASS LABORATORY	BERVICK, MARIANNE	BERVICK
A	0229	CANCER RESEARCH FACILITY 01	107	107	24001-HSC RESEARCH LAB - WET	WILLMAN, CHERYL	CIVILLMAN
A	0229	CANCER RESEARCH FACILITY 01	107A	107A	31000-OFFICE	WILLMAN, CHERYL	CIVILLMAN
A	0229	CANCER RESEARCH FACILITY 01	109	109	24001-HSC RESEARCH LAB - WET	WILLMAN, CHERYL	CIVILLMAN
A	0229	CANCER RESEARCH FACILITY 01	109A	109A	31000-OFFICE	WILLMAN, CHERYL	CIVILLMAN
A	0229	CANCER RESEARCH FACILITY 01	117	117	24001-HSC RESEARCH LAB - WET	NESS, SCOTT	NESS
A	0229	CANCER RESEARCH FACILITY 01	124	124	25001-RESEARCH LAB - WET	NESS, SCOTT	NESS
A	0229	CANCER RESEARCH FACILITY 01	127A	127A	31001-OFFICE - FACILITY	TOMKINSON, ALAN	ATOMKINS
A	0229	CANCER RESEARCH FACILITY 01	129	129	24001-HSC RESEARCH LAB - WET	TOMKINSON, ALAN	ATOMKINS
A	0229	CANCER RESEARCH FACILITY 01	129A	129A	31001-OFFICE - FACILITY	TOMKINSON, ALAN	ATOMKINS
A	0229	CANCER RESEARCH FACILITY 02	203	203	24001-HSC RESEARCH LAB - WET	OLIVER, JANET	JOLIVER
A	0229	CANCER RESEARCH FACILITY 02	205	205	24001-HSC RESEARCH LAB - WET	OLIVER, JANET	JOLIVER
A	0229	CANCER RESEARCH FACILITY 02	207	207	24001-HSC RESEARCH LAB - WET	OLIVER, JANET	JOLIVER
A	0229	CANCER RESEARCH FACILITY 02	209	209	24001-HSC RESEARCH LAB - WET	RAJPUT, ASHWANI	ARAJPUT
A	0229	CANCER RESEARCH FACILITY 80	806	806	31006-OFFICE SRVC - STORAGE	WIGGINS, CHARLES	CWIGGINS
A	0229	CANCER RESEARCH FACILITY 80	B11	B11	25000-RESEARCH/INON-CLASS LABORATORY	SKLAR, LARRY	LSKLAR
A	0229	CANCER RESEARCH FACILITY 80	B14	B14	31006-OFFICE SRVC - STORAGE	WIGGINS, CHARLES	CWIGGINS
A	0229	CANCER RESEARCH FACILITY 01	G03	G03	31001-OFFICE - FACILITY	TOMKINSON, ALAN	ATOMKINS
A	0229	CANCER RESEARCH FACILITY 01	G11	G11	31001-OFFICE - FACILITY	HILL, DEREK	DAHILL
A	0229	CANCER RESEARCH FACILITY 01	G13	G13	31001-OFFICE - FACILITY	OLIVER, JANET	JOLIVER
A	0229	CANCER RESEARCH FACILITY 01	G37	G37	31001-OFFICE - FACILITY	COOK, LINDA	LCOOK
A	0229	CANCER RESEARCH FACILITY 01	G55	G55	31001-OFFICE - FACILITY	FLORES, KRISTINA	KFLORES
A	0229	CANCER RESEARCH FACILITY 01	G63	G63	31001-OFFICE - FACILITY	WIGGINS, CHARLES	CWIGGINS

Searches



Labels



Who's Asking

HSC Office of Research

- Space Allocation
 - Assignment and Utilization
- Grant Management
 - Pre-Award and Support
- Reporting
 - Internal and External

Safety and Risk Services

- Contact Information
 - PI, Lab and Emergency
- Chemical Tracking
 - Labs and Contacts
- Reporting
 - Safety and Audits

UNM Police

- Room Contacts
 - Emergency, PI, Lab
- Space Allocations
 - What and Who is where
- Safety and Security
- Reporting



Let's Help Put the Puzzle Pieces Together

Update Space Contact

Step 1 – Go to the room to be updated

- Go to the Space Management Space Database webpage.
<http://iss.unm.edu/PCD/SM/spacedb.html>
- Click on the FAMIS Portal Link.
- Log-in to the FAMIS/CAS site using your UNM NetID and UNM NetID password.
- If you get a security Warning please click NO.
- Click on the Space Survey tab.
- Query the room you wish to update (Site, Building, Floor, Room). You can use other query methods to achieve the same outcome.
- Click on Room Number to be updated.

Continued

Step 2 – Update the Room Contacts

- Click on the Room Contacts tab.
- Click on left pull-down menu (next to Add Room Contact button).
- Choose the Room Contact type from the list.
- Click on the right pull-down menu (next to Del Room Contact).
- Choose the Employee Name from the list.
- Click Add Room Contact.
- Repeat adding all the additional contacts and contact types.
- Click Save/Return. Repeat for each additional room needed.

Support

- Space Management webpage
 - <http://iss.unm.edu/PCD/SM/spacedb.html>
- FAMIS Help
 - Help Line: 277-3800
 - Email: space@unm.edu
- Contacts
 - Stacy Kaneshige: scooper@unm.edu & 277-9291
 - Jeffrey Smith: jeffsmith@unm.edu & 277-9292

Conclusion

Live Demo
&
Questions



Room Contacts - Principal Investigators - By Location							
Site	Building	Name	Floor	Room	Description	Principal Investigator	NetID
A	0229	CANCER RESEARCH FACILITY	01	105	24001-HSC RESEARCH LAB - WET	WILLMAN, CHERYL	CWILLMAN
A	0229	CANCER RESEARCH FACILITY	01	105A	31000-OFFICE	WILLMAN, CHERYL	CWILLMAN
A	0229	CANCER RESEARCH FACILITY	01	106	25000-RESEARCH/NON-CLASS LABORATORY	BERWICK, MARIANNE	MBERWICK
A	0229	CANCER RESEARCH FACILITY	01	107	24001-HSC RESEARCH LAB - WET	WILLMAN, CHERYL	CWILLMAN
A	0229	CANCER RESEARCH FACILITY	01	107A	31000-OFFICE	WILLMAN, CHERYL	CWILLMAN
A	0229	CANCER RESEARCH FACILITY	01	109	24001-HSC RESEARCH LAB - WET	WILLMAN, CHERYL	CWILLMAN
A	0229	CANCER RESEARCH FACILITY	01	109A	31000-OFFICE	WILLMAN, CHERYL	CWILLMAN
A	0229	CANCER RESEARCH FACILITY	01	117	24001-HSC RESEARCH LAB - WET	NESS, SCOTT	NESS
A	0229	CANCER RESEARCH FACILITY	01	124	25001-RESEARCH LAB - WET	NESS, SCOTT	NESS
A	0229	CANCER RESEARCH FACILITY	01	127A	31001-OFFICE - FACULTY	TOMKINSON, ALAN	ATOMKINS
A	0229	CANCER RESEARCH FACILITY	01	129	24001-HSC RESEARCH LAB - WET	TOMKINSON, ALAN	ATOMKINS
A	0229	CANCER RESEARCH FACILITY	01	129A	31001-OFFICE - FACULTY	TOMKINSON, ALAN	ATOMKINS
A	0229	CANCER RESEARCH FACILITY	02	203	24001-HSC RESEARCH LAB - WET	OLIVER, JANET	JOLIVER
A	0229	CANCER RESEARCH FACILITY	02	205	24001-HSC RESEARCH LAB - WET	OLIVER, JANET	JOLIVER
A	0229	CANCER RESEARCH FACILITY	02	207	24001-HSC RESEARCH LAB - WET	OLIVER, JANET	JOLIVER
A	0229	CANCER RESEARCH FACILITY	02	209	24001-HSC RESEARCH LAB - WET	RAJPUT, ASHWANI	ARAJPUT
A	0229	CANCER RESEARCH FACILITY	B0	B06	31506-OFFICE SRVC - STORAGE	WIGGINS, CHARLES	CWIGGINS
A	0229	CANCER RESEARCH FACILITY	B0	B11	25000-RESEARCH/NON-CLASS LABORATORY	SKLAR, LARRY	LSKLAR
A	0229	CANCER RESEARCH FACILITY	B0	B14	31506-OFFICE SRVC - STORAGE	WIGGINS, CHARLES	CWIGGINS
A	0229	CANCER RESEARCH FACILITY	GN	G03	31001-OFFICE - FACULTY	TOMKINSON, ALAN	ATOMKINS
A	0229	CANCER RESEARCH FACILITY	GN	G11	31001-OFFICE - FACULTY	HILL, DEIRDRE	DAHILL
A	0229	CANCER RESEARCH FACILITY	GN	G13	31001-OFFICE - FACULTY	OLIVER, JANET	JOLIVER
A	0229	CANCER RESEARCH FACILITY	GN	G37	31001-OFFICE - FACULTY	COOK, LINDA	LCOOK3
A	0229	CANCER RESEARCH FACILITY	GN	G55	31001-OFFICE - FACULTY	FLORES, KRISTINA	KFLORES
A	0229	CANCER RESEARCH FACILITY	GN	G63	31001-OFFICE - FACULTY	WIGGINS, CHARLES	CWIGGINS

Filter: (SITE_CODE in ('A') AND facility_code in ('0229'))