## Section 1: Updating employee location if "Building & Room" is blank

\*\*Please note: This guide is based on the assumption of the user following the direct link to "3.20 Location Update for Faculty/Staff" from the Facilities Data Management page:

Home » Facilities Services » About » Departments » Facilities Data Management; from the "University Personnel Location Updates" dropdown menu, find and select "Confirm/Update Your Employee Location"

Log-into FM Systems/FM:Interact - the page should open on "3.20 Location Update for Faculty/Staff". Confirm whether a Building and Room value is listed in your employee record.

<u>If blank</u>, proceed with the steps in Section 1. <u>If a value exists</u> skip to Section 2, starting on page 4 of this document. (See Steps 1 and 2) <u>If your location is</u> in one of the non-SLU owned properties without a floor plan, skip to Section 3, starting on page 7 of this document.

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Space Management Sites Views Reports Documents Favorite	s		
3.20 Location Update for Faculty/Staff			Save query Show All T
Employee ID	Last Name	First Name	Building & Room
Edit 0000xxxxx	Hudgens	Andrea	
2) If no Building and/or Room values are listed, click the "Edit" button			1) Confirm whether a Building and Room is listed
Items 1 to 1 of 1 Page: 1 of 1 Go Page size: 50 -			
Please select a record		^ ·	

Once the page refreshes, locate and click the "Select" button toward the bottom of the page. (Step 3)

3.20 Location Update for Facu	Ilty/Staff			Save query Show All
Employee ID		Last Name	First Name	Building & Room
Cedit 0000xxxxx		Hudgens	Andrea	
Items 1 to 1 of 1 Page: 1	of 1 Go Page size: 50 •			
My Location Info My Primar	y Location			
Room Assignment Update				
Name	Hudgens, Andrea			
Employee ID	0000			
First Name	Andrea			
Last Name	Hudgens			
Please Read: If you are in a cu If your building i To update prefe	bicle, please select the room where the cubicle s not listed in the dropdown selection when sele red name or phone number please contact SLU	is located at. cting your room, please <b>'Click Here'.</b> Human Resources Deparment.		
Please review your room assig	nment (s) below.			
<ul> <li>If you only have one room as:</li> <li>If you have the incorrect room</li> <li>Once the correct room (s) is one of the correct room (s) is one of the correct room (s) and the correct room (s) is one of the correct room (s) and the correc</li></ul>	ignment and it is correct, please acknowledge t (s) assigned to you, please click on <u>'Vacate'</u> but r are added, please acknowledge that you have	nat you have verified your room assignment, and please click on ' <u>s</u> ton to remove the room(s). To add your room(s), please click on <u>'s</u> verified your room assignment, and please click on <u>'save and Co</u>	ave and Continue' (bottom left corner of the screen). elect' to add the correct room. ntinue' (bottom left corner of the screen).	
* I have verified my room assignment(s)	Select One 🔹			
Rooms Select	3) Click t	ne "Select" button		
* Required Field				

A pop-up window will open. Use the drop-down menus to select your location. (Steps 4, 5 and 6) Note: Locations will be filtered based on Sites > Buildings > Floors > Spaces order.







Once a floor has been selected, the window will refresh displaying a floor plan. Find the room number for your location and 'select'. (Steps 7 and 8)



The page will refresh again with the selected location, toward the bottom of the page. Verify your location update and save changes. (Steps 9, 10 and 11)

![](_page_1_Figure_7.jpeg)

Updated: 07/02/2020

A new window will open on the "My Primary Location" tab. Follow the instructions on the page. Save changes. (Steps 12 and 13)

FM:Interact 2018.4.25				
My Location Info My Primary Location				
<ul> <li>Please Verify or Update your Primary Room.</li> <li>1- If you only have one room assigned to you, then click on 'Save Changes'.</li> <li>2- If you have multiple rooms assigned to you, then click on a room record under the 'Building Code and Room Number' column.</li> <li>3- If your primary room already has a check mark, then click on 'Close', and click on 'Save Changes'</li> <li>4- If your primary room is missing the check mark, then click on 'Save Changes'.</li> <li>5- Place a check mark in the primary room field and click on 'Save Changes'.</li> <li>6- Click on 'Save Changes' again.</li> </ul>		12) Follow the instructions.		
Primary Room Building Code and Room Number	Employee ID	First Name	Last Name	Display Name
Edit 🕢 189 210	0000xxxxx	Andrea	Hudgens	Andrea Hudgens
*Required Field 13) Click the "Save Changes" button to finalize and save updates				
Save Changes Cancel				

The window will close and the page will refresh back to the original "3.20 Location Update for Faculty/Staff" view. The page should have the following message: "Record saved successfully." If this message displays, your updates have been completed and you can log-out/close the browser window. (Step 14)

3.20 Location Update for Faculty/Staff	Save query Show All		
Employee ID	Last Name	First Name	Building & Room
Edit 0000xxxxx	Hudgens	Andrea	189 210
Items 1 to 1 of 1 Page: 1 of 1 Go Page size: 50 •			
Record saved successfully. 14) Once this message has displayed updates have been completed			

Updated: 07/02/2020

## Section 2: Updating incorrect and/or existing employee "Building & Room" location

\*\*Please note: This guide is based on the assumption of the user following the direct link to "3.20 Location Update for Faculty/Staff" from the Facilities Data Management page:

Home » Facilities Services » About » Departments » Facilities Data Management; from the "<u>University Personnel Location Updates</u>" dropdown menu, find and select "<u>Confirm/Update Your Employee Location</u>"

Log-into FM Systems/FM:Interact - the page should open on "3.20 Location Update for Faculty/Staff". Confirm whether a Building and Room value is listed in your employee record.

If a value exists and/or is incorrect, proceed with steps in Section 2. If blank, return to and follow the steps in Section 1, starting on page 1 of this document. (See Steps 1 and 2) If your location is in one of the non-SLU owned properties without a floor plan, skip to Section 3, starting on page 7 of this document.

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3.20 Location Update for Faculty/Staff			Save query Show All	· · · · Q
Employee ID	Last Name	First Name	Building & Room	
Edit 0000xxxxx	Hudgens	Andrea	210 2C1	
2a) If the Building & Room value listed is button and skip to Steps 10-14 (starting of -OR- 2b) If the Building & Room value listed is "Edit" button and continue to Step 3	<u>correct,</u> click the "Edit" in page 5) <u>incorrect</u> , click the		1) Co and R	nfirm whether the Building toom listed is correct
Items 1 to 1 of 1 Page: 1 of 1 Go Page size: 50 •				
Please select a record				

Once the page refreshes, locate and click the "Select" button toward the bottom of the page to add the correct location. (Step 3)

3.20 Location Update for Faculty/Staff			Save query Show All
Employee ID	Last Name	First Name	Building & Room
Edit 0000xxxxx	Hudgens	Andrea	189 2C1
Items 1 to 1 of 1 Page: 1 of 1 Go Page size: 50 -			
Room Assignment Update			
Name i Hudgens, Andrea			
Employee ID 0000			
First Name Andrea			
Last Name Hudgens			
Please Read: If you are in a cubicle, please select the room where If your building is not listed in the dropdown selectio To update preferred name or phone number please	the cubicle is located at. n when selecting your room, please 'Click Here', contact SLU Human Resources Deparment.		
Please review your room assignment (s) below.			
<ul> <li>If you only have one room assignment and it is correct, please ac</li> <li>If you have the incorrect room(s) assigned to you, please click on</li> <li>Once the correct room (s) is or are added, please acknowledge th</li> </ul>	knowledge that you have verified your room assignment, an "Vacate" button to remove the room(s). To add your room(s at you have verified your room assignment, and please clic	d please click on <u>'Save and Continue'</u> (bottom left corner of the scree ), please click on <u>'Select'</u> to add the correct room. k on <u>'Save and Continue'</u> (bottom left corner of the screen).	en).
*I have verified my room Select One     signment(s)			
Rooms 3) Click the "Select" bu	tton		
Room # Room Name Floor Building Area	A Vacate *Not	e. The incorrect location will be	
2C1 Corridor - Public Second Floor Wool Center 1,47	8.08 Vacate	oved in following steps	
* Required Field		- · ·	

A pop-up window will open. Use the drop-down menus to select your correct location. (Steps 4, 5 and 6) Note: Locations will be filtered based on Sites > Buildings > Floors > Spaces order.

![](_page_3_Picture_11.jpeg)

![](_page_4_Figure_2.jpeg)

![](_page_4_Figure_3.jpeg)

Once a floor has been selected, the window will refresh displaying a floor plan. Find the room number for your location and 'select'. (Steps 7 and 8)

![](_page_4_Figure_5.jpeg)

The page will refresh again with the newly added location and any old/incorrect location(s), toward the bottom of the page. Verify your location update, remove old/incorrect location(s), and save changes. (Steps 9, 10 and 11)

![](_page_4_Figure_7.jpeg)

Updated: 07/02/2020

A new window will open on the "My Primary Location" tab, displaying the newly updated employee location. Follow the instructions on the page. Save changes. (Steps 12 and 13)

FM:Interact 2018.4.25				
My Location Info My Primary Location				
<ul> <li>Please Verify or Update your Primary Room.</li> <li>1- If you only have one room assigned to you, then click on 'Save Changes'.</li> <li>2- If you have multiple rooms assigned to you, then click on a room record under the 'Building Code and Room Number' column.</li> <li>3- If your primary room already has a check mark, then click on 'Close', and click on 'Save Changes'</li> <li>4- If your primary room is missing the check mark, then click on the 'Edit' button.</li> <li>5- Place a check mark in the primary room field and click on 'Save Changes'.</li> <li>6- Click on 'Save Changes' again.</li> </ul>		12) Follow the instructions.		
Primary Room Building Code and Room Number	Employee ID	First Name	Last Name	Display Name
Edit @ 189 210	0000xxxxx	Andrea	Hudgens	Andrea Hudgens
*Required Field 13) Click the "Save Changes" button to finalize and save updates				
Save Changes Cancel				

The window will close and the page will refresh back to the original "3.20 Location Update for Faculty/Staff" view. The page should have the following message: "Record saved successfully." If this message displays, your updates have been completed and you can log-out/close the browser window. (Step 14)

3.20 Location Update for Faculty/Staff	Save query Show All		
Employee ID	Last Name	First Name	Building & Room
✓ Edit 0000xxxxx	Hudgens	Andrea	189 210
Items 1 to 1 of 1 Page: 1 of 1 Go Page si	ze: 50 •		
Record saved successfully. 14) Once this message has displayed updates have been completed			

Updated: 07/02/2020

## Section 3: Updating employee location if located in property without a floor plan

\*\*Please note: This guide is based on the assumption of the user following the direct link to "3.20 Location Update for Faculty/Staff" from the Facilities Data Management page:

Home » Facilities Services » About » Departments » Facilities Data Management; from the "<u>University Personnel Location Updates</u>" dropdown menu, find and select "<u>Confirm/Update Your Employee Location</u>"

Log-into FM Systems/FM:Interact - the page should open on "3.20 Location Update for Faculty/Staff". Confirm whether a Building and Room value is listed in your employee record.

If your location is in one of the non-SLU owned properties without a floorplan, proceed with steps in Section 3. If blank, return to and follow the steps in Section 1, starting on page 1 of this document. (See Steps 1 and 2) If a value exists and/or you need to remove an incorrect location return to and follow the steps in Section 2, starting on page 4 of this document.

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3.20 Location Update for Faculty/Staff				Save query Show All	• <b>•</b>	٩
Employee ID	Last Name	First Name		Building & Room		
Edit 0000xxxxx	Hudgens	Andrea				
2) If no Building and/or Room values are listed, click the "Edit" button				1) Confir and Roo	m whether a Building m is listed	
Items 1 to 1 of 1 Page: 1 of 1 Go Page size: 50 -					М	
Please select a record						

## Once the page refreshes, locate and click the "Select" button toward the bottom of the page. (Step 3)

3.20 Location Update for Fact	ulty/Staff			Save query Show All
Employee ID		Last Name	First Name	Building & Room
✓ Edit 0000xxxxx		Hudgens	Andrea	
Items 1 to 1 of 1 Page: 1	of 1 Go Page size: 50 🔻			
My Location Info My Prima	ry Location			
Room Assignment Update				
Name	Hudgens, Andrea			
Employee ID	0000			
First Name	Andrea			
Last Name	Hudgens			
Please Read: If you are in a cu If your building To update prefe	ubicle, please select the room where the cubic is not listed in the dropdown selection when se rrred name or phone number please contact SI	e is located at. lecting your room, please <b>'Click Here'.</b> .U Human Resources Deparment.		
Please review your room assig	nment (s) below.			
<ul> <li>If you only have one room as:</li> <li>If you have the incorrect room</li> <li>Once the correct room (s) is of</li> </ul>	signment and it is correct, please acknowledge n(s) assigned to you, please click on <u>'Vacate'</u> b or are added, please acknowledge that you hav	that you have verified your room assignment, and ple utton to remove the room(s). To add your room(s), plea re verified your room assignment, and please click on	ase click on <u>'Save and Continue'</u> (bottom left corner of the sc ase click on <u>'Select'</u> to add the correct room. <u>Save and Continue'</u> (bottom left corner of the screen).	reen).
*I have verified my room assignment(s)	Select One •			
Rooms Select	3) Click	the "Select" button		

![](_page_6_Picture_9.jpeg)

A pop-up window will open. Use the drop-down menus to select your location. (Steps 4, 5 and 6) Note: Locations will be filtered based on Sites > Buildings > Floors > Spaces order.

![](_page_6_Picture_11.jpeg)

Updated: 07/02/2020

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Sites Remote Missouri 🗸	Buildings	Select One 🗸	Floors Select One 🗸	
Spaces Select One V		Select One		
		324 Des Peres Medical Arts Pavilion I		
Select Cancel		326 Des Peres Medical Arts Pavilion II		
		808 Atrium Medical		
		810 George Gantner Building		
		812 4220 Duncan Ave		
	•	813 St. Louis City Medical Examiner's Office		
		814 Buzz Westfall Justice Center		
		907 SSM Health St. Mary's Hospital - 6400 Medical Building		
		908 SSM Health St. Mary's Hospital - St. Louis		
5) Select from the		909 SSM Health St. Mary's Hospital - 1031 Building		
"Buildings" drop-down		910 SSM Health St. Mary's Hospital - 1035 Building		
menu		911 President's House		
menu		912 SSM Health St. Mary's Hospital - 1027 Building		
		954 St. Luke's Medical Building South		
		955 University Tower		
		957 Victor Roberts Building		

![](_page_7_Figure_3.jpeg)

Once 'XX Admin Ref. Only' has been selected, a window may appear with a message stating "You do not have access to this drawing!" To continue click "OK". (Step 7)

slu.fmshosted.com says You do not have access to this drawing!	ОК
Favorites 7) If a message appears saving you o	do not have access click "OK"
Sites       Remote Missouri <ul> <li>Buildings</li> <li>908 SSM Health St. Mary's Hospital -</li> </ul> Floors       XX Admin Ref. Only       Spaces       Select One            908       Select       Cancel	St. Louis
FM:Interact 2019.3.89	
Sites       Remote Missouri <ul> <li>Buildings</li> <li>908 SSM Health St. Mary's Hospital -</li> <li>Floors</li> <li>XX Admin Ref. Only          <ul> <li>Spaces</li> <li>Select One</li> <li>Select One</li> <li>Oo0 Admin Ref. Only - ADMIN ONLY</li> </ul>      Select One</li></ul>	8) From the "Spaces" drop- down menu select '000 Admin Ref. Only - ADMIN ONLY'*
9) After selecting '000 Admin Ref. Only - ADMIN ONLY', click the "Select" button	*Please note: This is the only option available for locations without floor plans

Note: There will not be a floor plan displayed after selecting '000 Admin Ref. Only - ADMIN ONLY' (Step 8), and the area on the page below the drop-down menus will appear blank. Click "Select" (Step 9) to continue.

The page will refresh again with the selected location, toward the bottom of the page. Verify your location update and save changes. (Steps 10, 11 and 12)

![](_page_7_Figure_8.jpeg)

Updated: 07/02/2020

A new window will open on the "My Primary Location" tab. Follow the instructions on the page. Save changes. (Steps 13 and 14)

Please Verify or Update your Primary Room.  1 - If you only have one room assigned to you, then click on 'Save Changes'. 2 - If you have multiple rooms assigned to you, then click on a room record under the 'Building Code and Room Number' column. 3 - If your primary room already has a check mark, then click on 'Close', and click on 'Save Changes' 4 - If your primary room is missing the check mark, then click on the 'Edit' button. 5 - Place a check mark in the primary room field and click on 'Save Changes'. 6 - Click on 'Save Changes' again.  Employee Room Update						
Employee ID	First Name	Last Name	Display Name			
0000 XXXXX	Andrea	Hudgens	Andrea Hudgens			
*Required Field 14) Click the "Save Changes" button to finalize and save updates Save Changes Cancel						
	13) Follow the second s	13) Follow the instructions         Employee ID       First Name         0000 XXXXX       Andrea         ize and       Image: Complexity of the image: Complexit	13) Follow the instructions         Employee ID       First Name       Last Name         0000 xxxxx       Andrea       Hudgens			

The window will close and the page will refresh back to the original "3.20 Location Update for Faculty/Staff" view. The page should have the following message: "Record saved successfully." If this message displays, your updates have been completed and you can log-out/close the browser window. (Step 15)

Space Management > 3.20 Location Update for Faculty/Stat	ff				
			Save query Show All		
Employee ID	Last Name	First Name	Building & Room		
Edit 0000 XXXXX	Hudgens	Andrea	908 000		
Items 1 to 1 of 1 Page: 1 of 1 Go Page size: 50 💌					
Record saved successfully.	15) Once this message has displayed updates have been completed				

Note: To remove any incorrect location(s) return to Section 2 (reference Step 9) for guidance.

Updated: 07/02/2020