

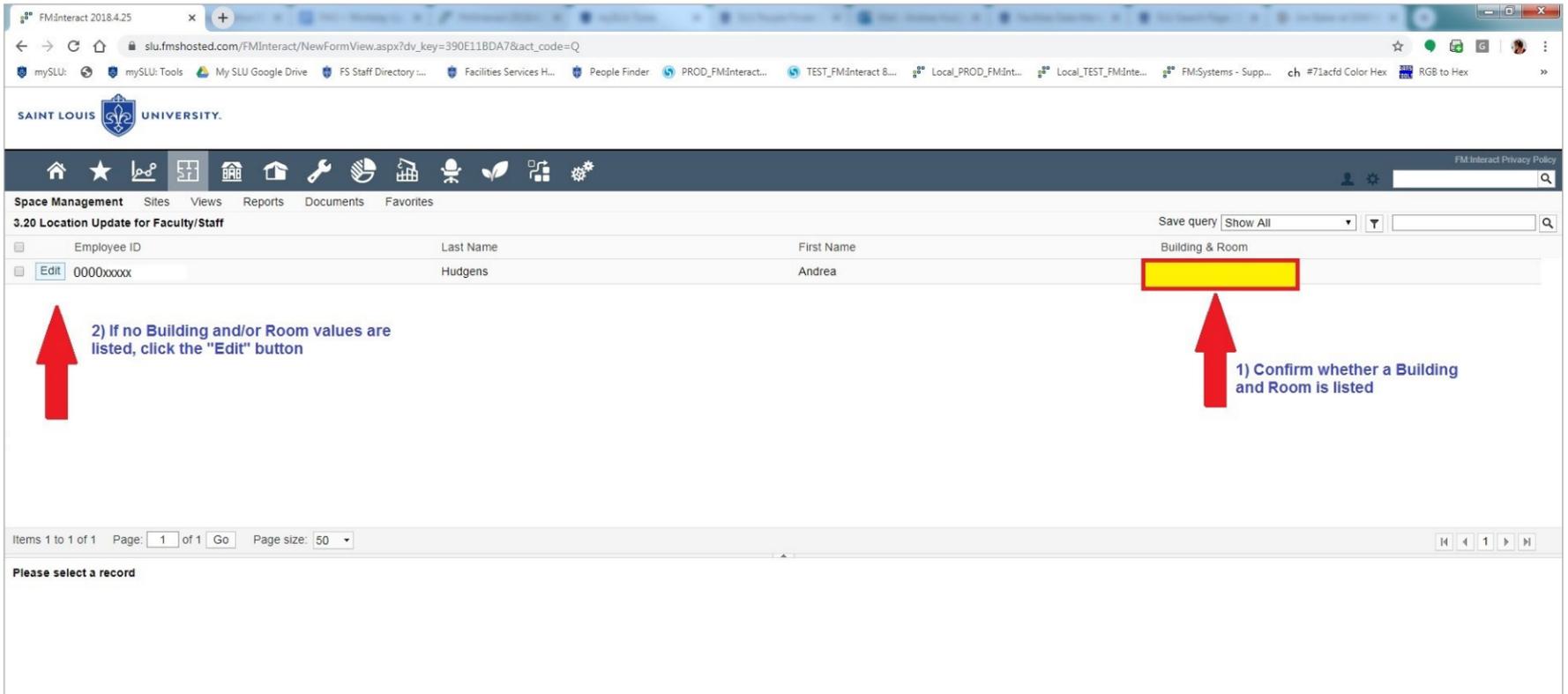
Section 1: Updating employee location if “Building & Room” is blank

****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:

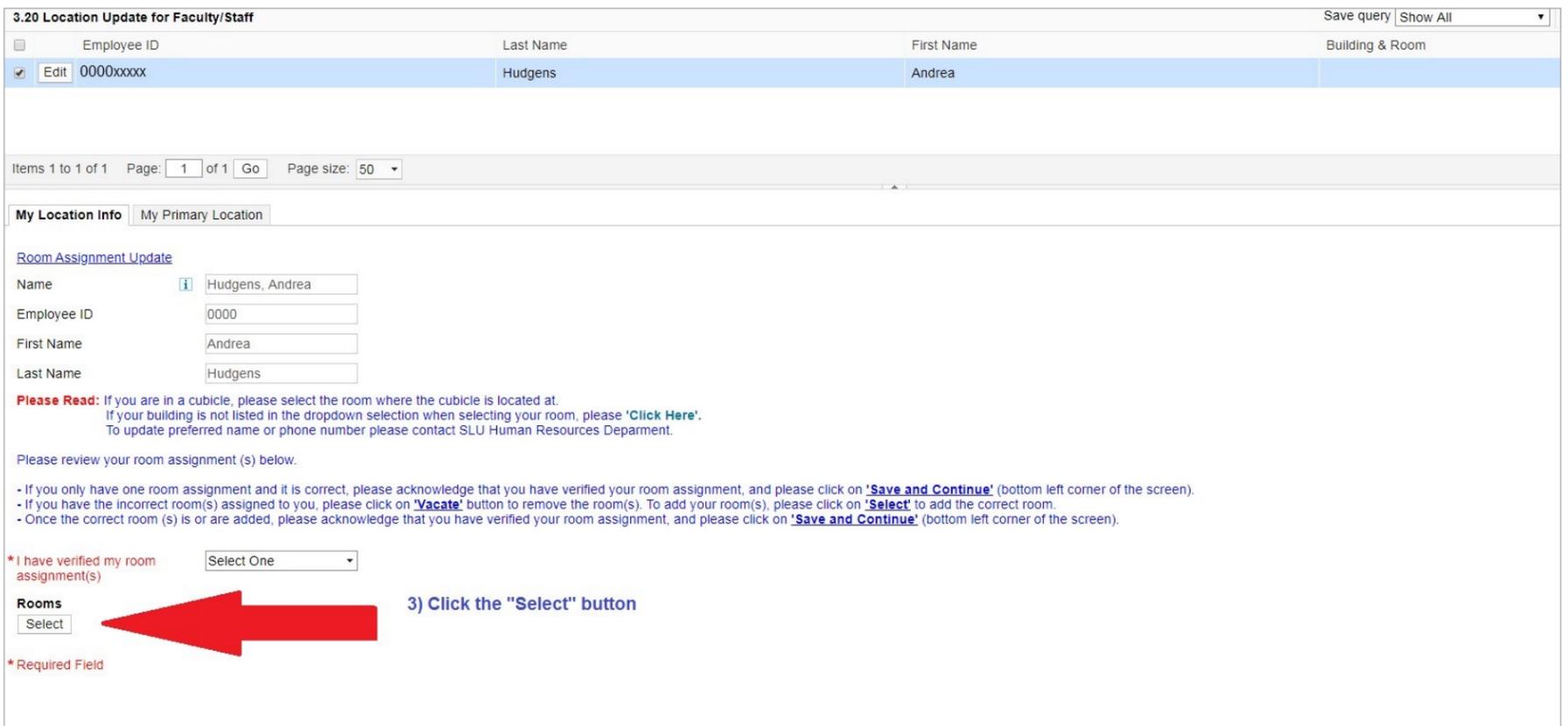
Home » Facilities Services » About » Departments » Facilities Data Management; from the “[University Personnel Location Updates](#)” drop-down menu, find and select “[Confirm/Update Your Employee Location](#)”

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.

If blank, proceed with the steps in Section 1. If a value exists skip to Section 2, starting on page 4 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.



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



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.



FM:Interact 2018.4.25

Sites Buildings Floors Spaces

- Select One
- 001 Saint Francis Xavier College Church
- 002 DuBourg Hall
- 003 Verhaegen Hall
- 005 O'Neil Hall
- 006 Center for Global Citizenship
- 008 Davis-Shaughnessy Hall
- 009 Cupples House
- 010 Des Peres Hall
- 011 Xavier Hall
- 012 Marguerite Hall
- 013 Pius Library
- 014 Clemens Hall
- 015 Griesedieck Hall
- 016 Walsh Hall
- 017 Oliver Hall
- 018 Lecture Halls
- 019 Macelwane Hall
- 020 Shannon Hall
- 021 Monsanto Hall



5) Select from the "Buildings" drop-down menu

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Sites Buildings Floors Spaces

189

- Select One
- 01 First Floor
- 02 Second Floor
- 03 Third Floor
- 04 Fourth Floor



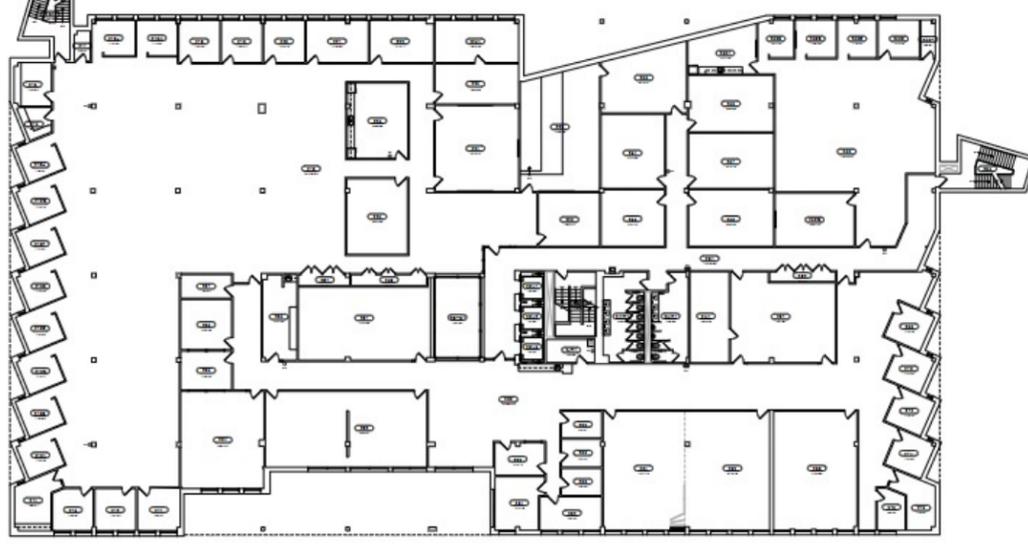
6) Select from the "Floors" drop-down menu

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)**

FM:Interact 2018.4.25

Sites Buildings Floors Spaces

189



Wool Center - Second Floor



7) Select from the "Spaces" drop-down menu, using the floor plan as a guide



8) After selecting a room, click the "Select" button

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)**

* I have verified my room assignment(s)

10) Click the 'verify' drop-down menu, and select "YES" to confirm the selected location

Rooms

Room #	Room Name	Floor	Building	Area	Vacate
210	Office	Second Floor	Wool Center	8,220.03	<input type="button" value="Vacate"/>

9) Updated location will display

* Required Field



11) Click the "Save and Continue" button to save changes

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**

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.

12) Follow the instructions.

Employee Room Update

<input type="checkbox"/>	Primary Room	Building Code and Room Number	Employee ID	First Name	Last Name	Display Name
<input type="checkbox"/>	<input type="checkbox"/> Edit	<input checked="" type="checkbox"/> 189 210	0000xxxx	Andrea	Hudgens	Andrea Hudgens

* Required Field

13) Click the "Save Changes" button to finalize and save updates

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

<input type="checkbox"/>	Employee ID	Last Name	First Name	Building & Room
<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> 0000xxxx	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**

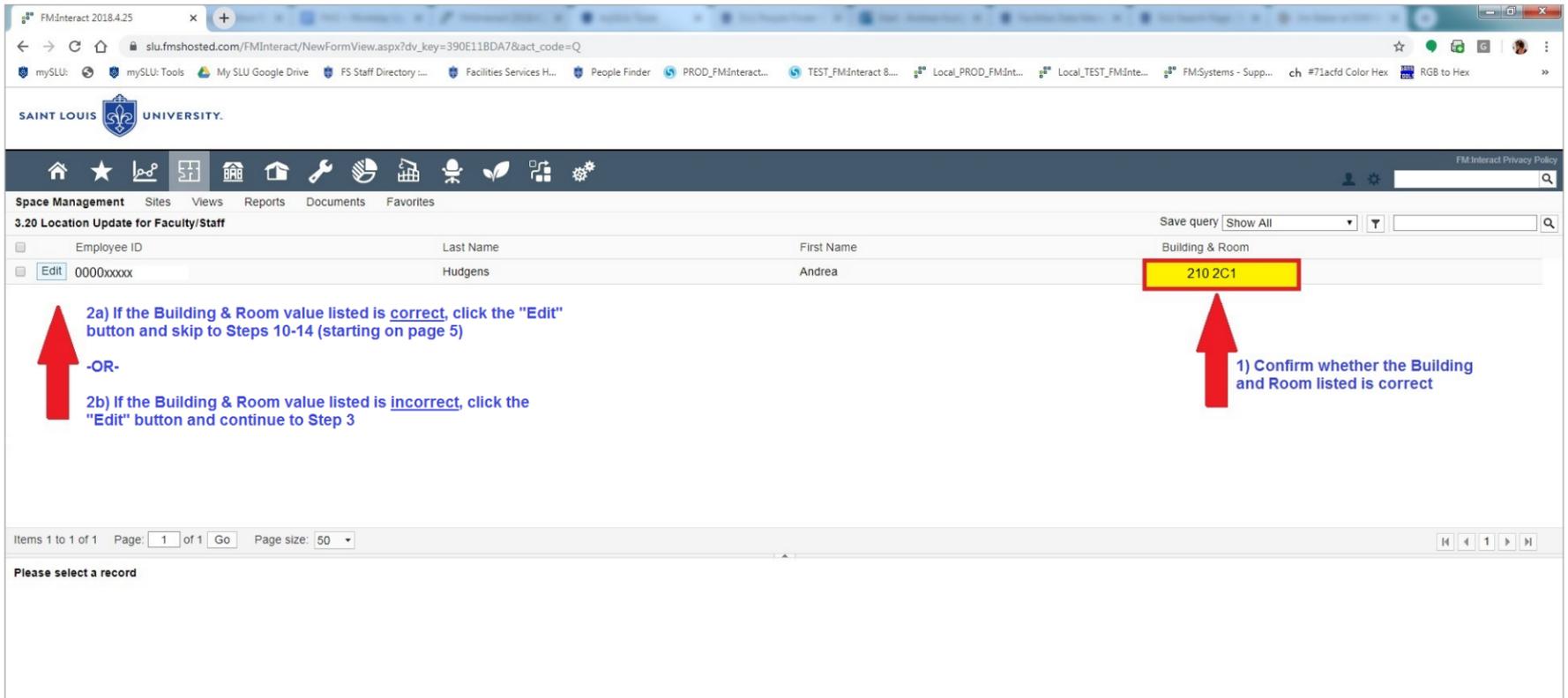
Section 2: Updating incorrect and/or existing employee “Building & Room” location

****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:

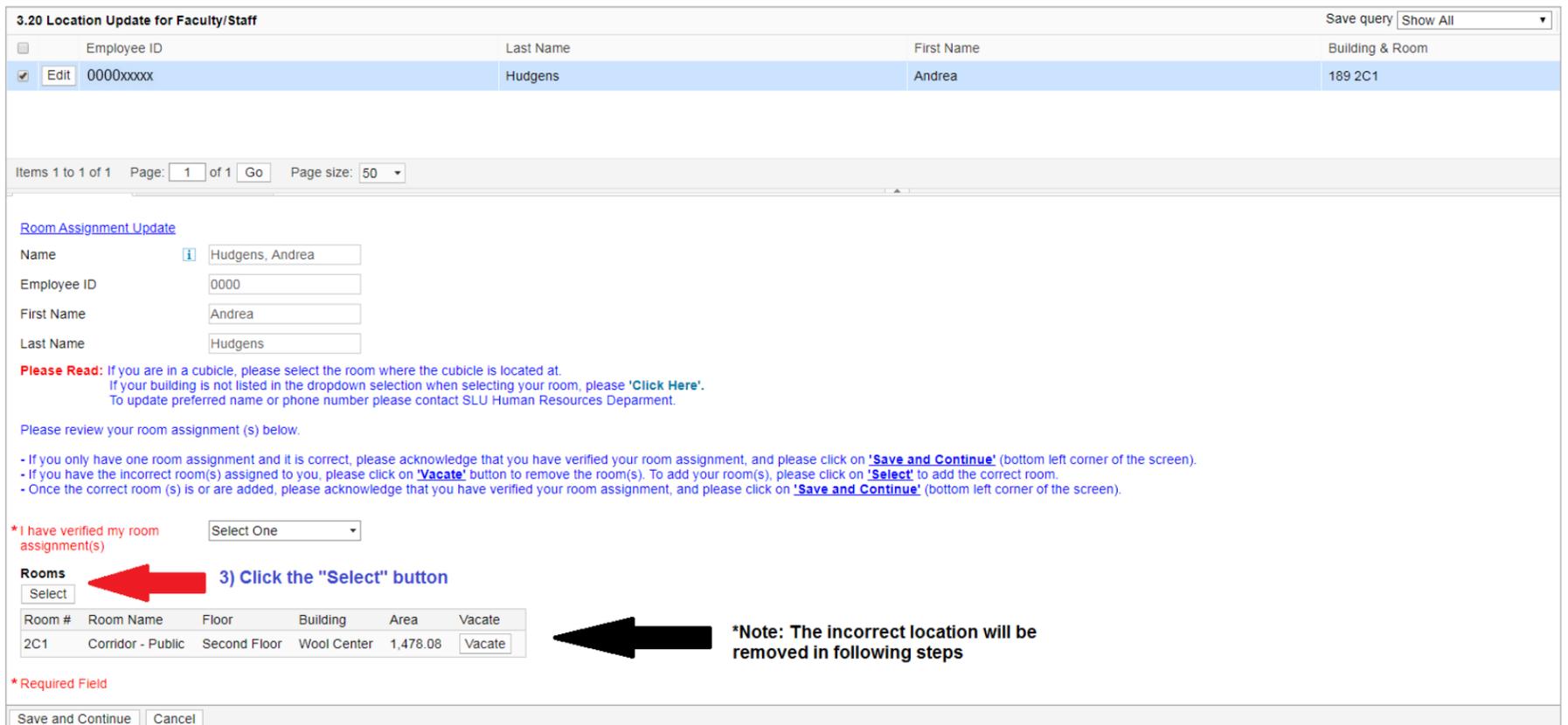
Home » Facilities Services » About » Departments » Facilities Data Management; from the “[University Personnel Location Updates](#)” drop-down menu, find and select “[Confirm/Update Your Employee Location](#)”

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.

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.

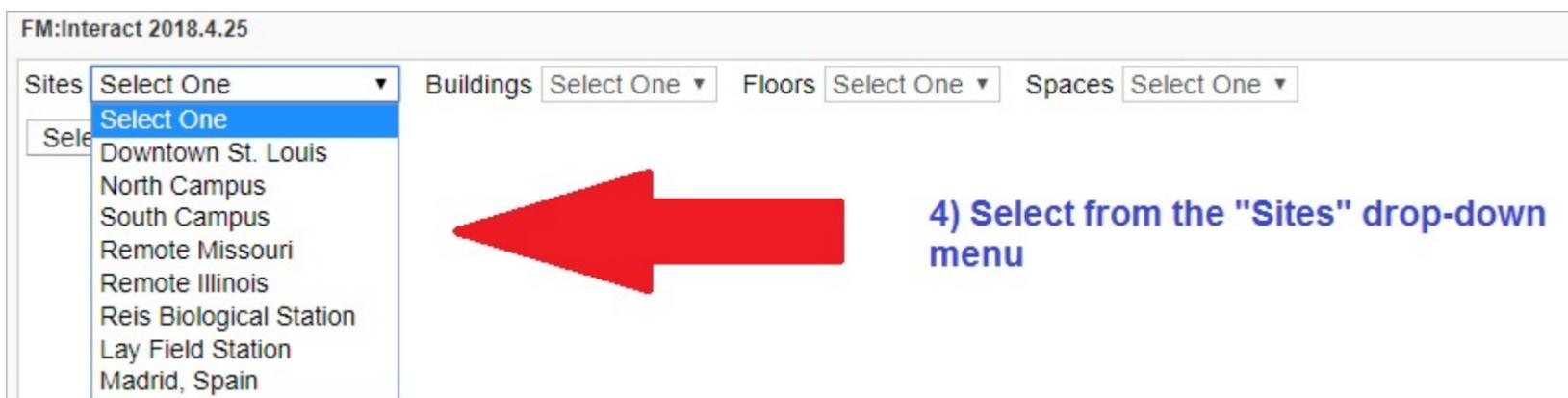


Once the page refreshes, locate and click the “Select” button toward the bottom of the page to add the correct location. **(Step 3)**



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.



FM:Interact 2018.4.25

Sites **North Campus** Buildings **Select One** Floors **Select One** Spaces **Select One**

Select Cancel

Select One

- 001 Saint Francis Xavier College Church
- 002 DuBourg Hall
- 003 Verhaegen Hall
- 005 O'Neil Hall
- 006 Center for Global Citizenship
- 008 Davis-Shaughnessy Hall
- 009 Cupples House
- 010 Des Peres Hall
- 011 Xavier Hall
- 012 Marguerite Hall
- 013 Pius Library
- 014 Clemens Hall
- 015 Griesedieck Hall
- 016 Walsh Hall
- 017 Oliver Hall
- 018 Lecture Halls
- 019 Macelwane Hall
- 020 Shannon Hall
- 021 Monsanto Hall

5) Select from the "Buildings" drop-down menu

FM:Interact 2018.4.25

Sites **North Campus** Buildings **189 Wool Center** Floors **Select One** Spaces **Select One**

189 Select Cancel

6) Select from the "Floors" drop-down menu

Select One

- 01 First Floor
- 02 Second Floor
- 03 Third Floor
- 04 Fourth Floor

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)**

FM:Interact 2018.4.25

Sites **North Campus** Buildings **189 Wool Center** Floors **02 Second Floor** Spaces **Select One**

189 Select Cancel

7) Select from the "Spaces" drop-down menu, using the floor plan as a guide

8) After selecting a room, click the "Select" button

Wool Center - Second Floor

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)**

*** I have verified my room assignment(s)** **Select One**

10) Click the 'verify' drop-down menu, and select "YES" to confirm the updates to your location

Rooms

Select

Room #	Room Name	Floor	Building	Area	Vacate
2C1	Corridor - Public	Second Floor	Wool Center	1,478.08	Vacate
210	Office	Second Floor	Wool Center	8,220.03	Vacate

9) "Vacate" incorrect location, and accept pop-up message

***Note: Nothing needs to be done with newly added location**

*** Required Field**

Save and Continue Cancel

11) Click the "Save and Continue" button to save changes

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**

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.

12) Follow the instructions.

Employee Room Update

<input type="checkbox"/>	Primary Room	Building Code and Room Number	Employee ID	First Name	Last Name	Display Name	
<input type="checkbox"/>	<input type="checkbox"/> Edit	<input checked="" type="checkbox"/>	189 210	0000xxxx	Andrea	Hudgens	Andrea Hudgens

* Required Field

13) Click the "Save Changes" button to finalize and save updates

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

<input type="checkbox"/>	Employee ID	Last Name	First Name	Building & Room
<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> 0000xxxx	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**

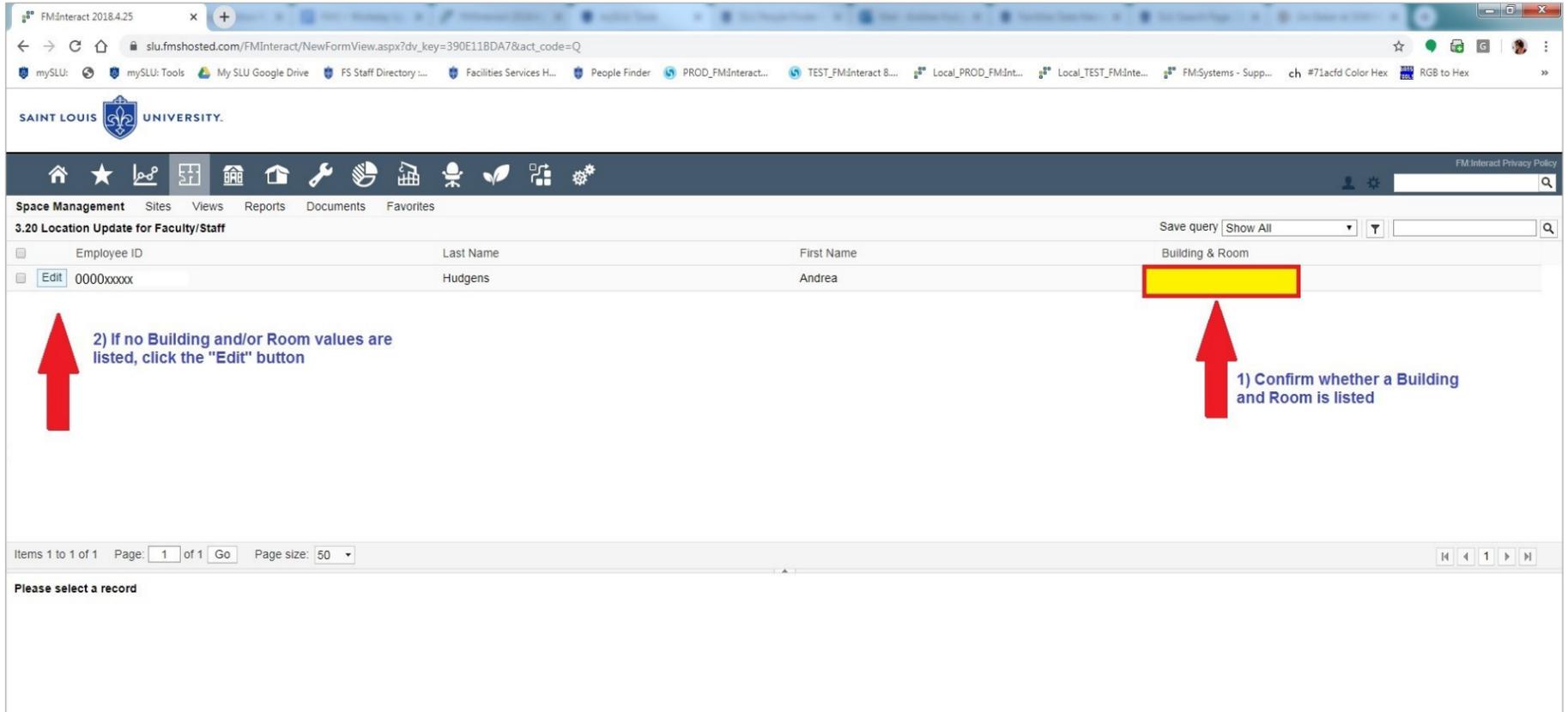
Section 3: Updating employee location if located in property without a floor plan

****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:

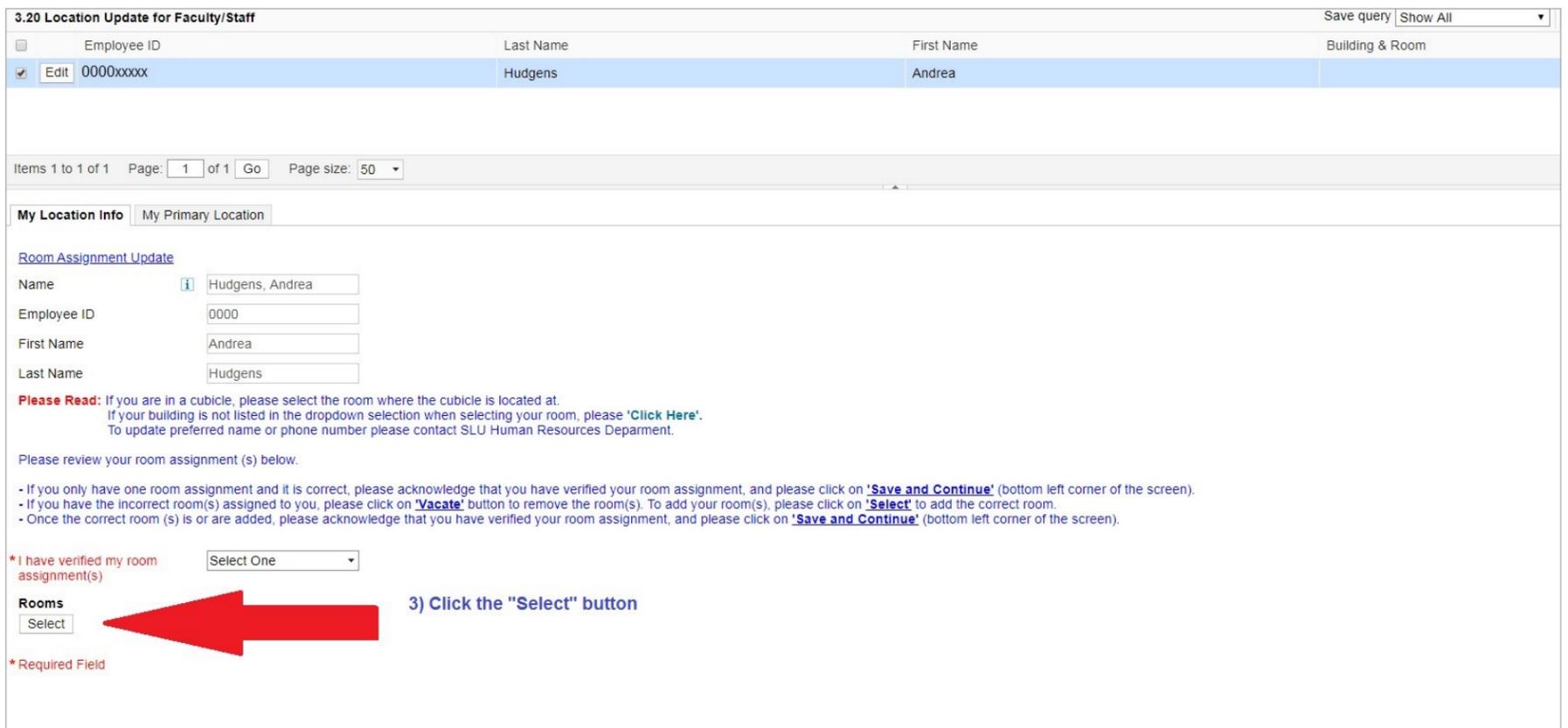
Home » Facilities Services » About » Departments » Facilities Data Management; from the “[University Personnel Location Updates](#)” drop-down menu, find and select “[Confirm/Update Your Employee Location](#)”

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.

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.

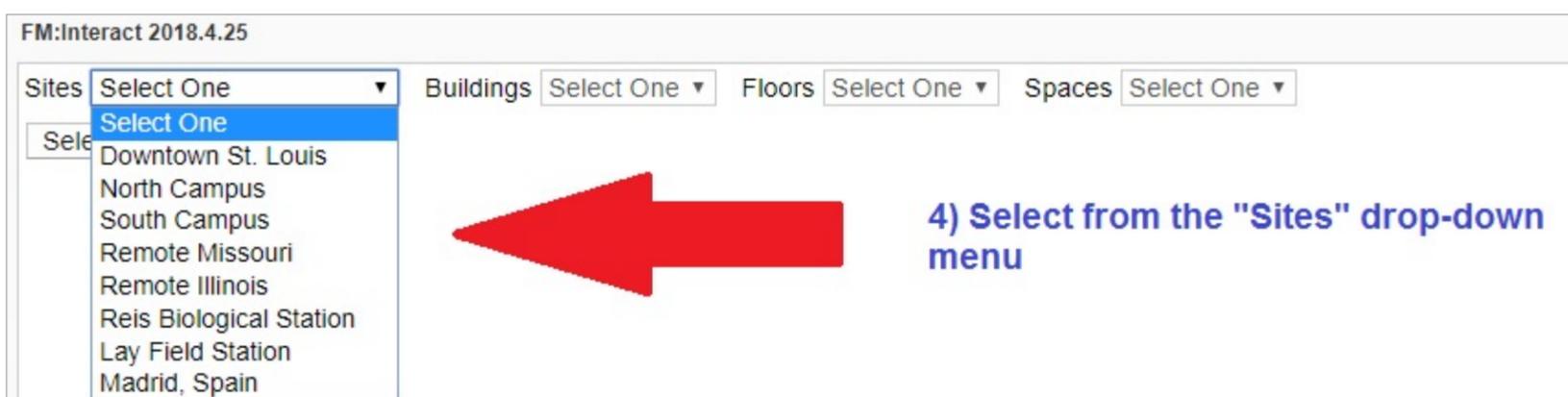


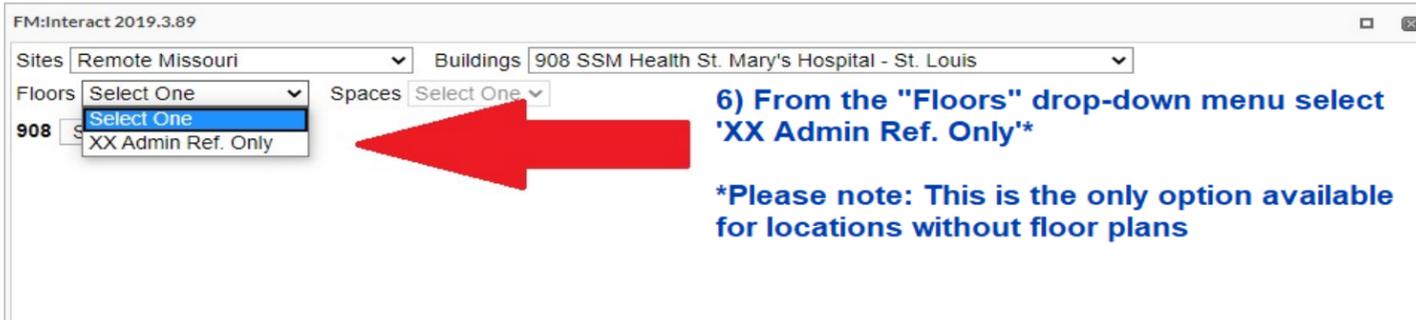
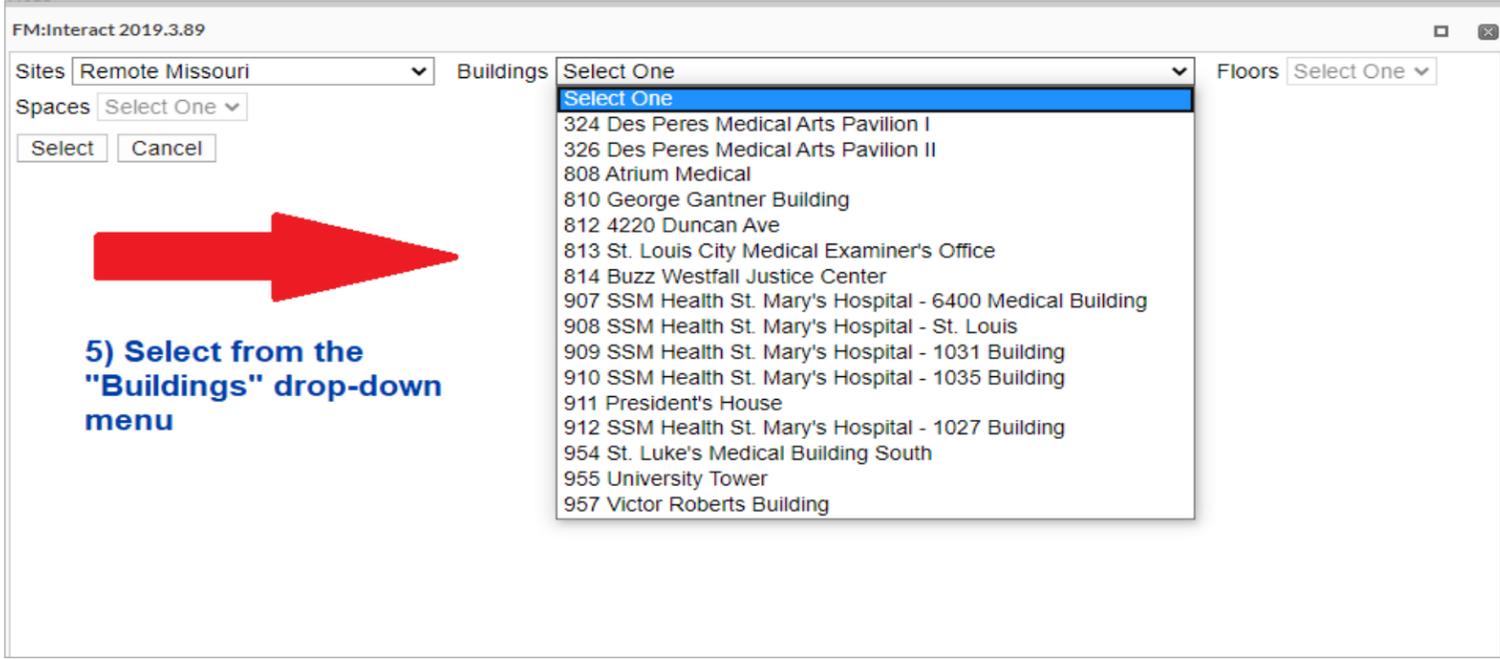
Once the page refreshes, locate and click the “Select” button toward the bottom of the page. **(Step 3)**



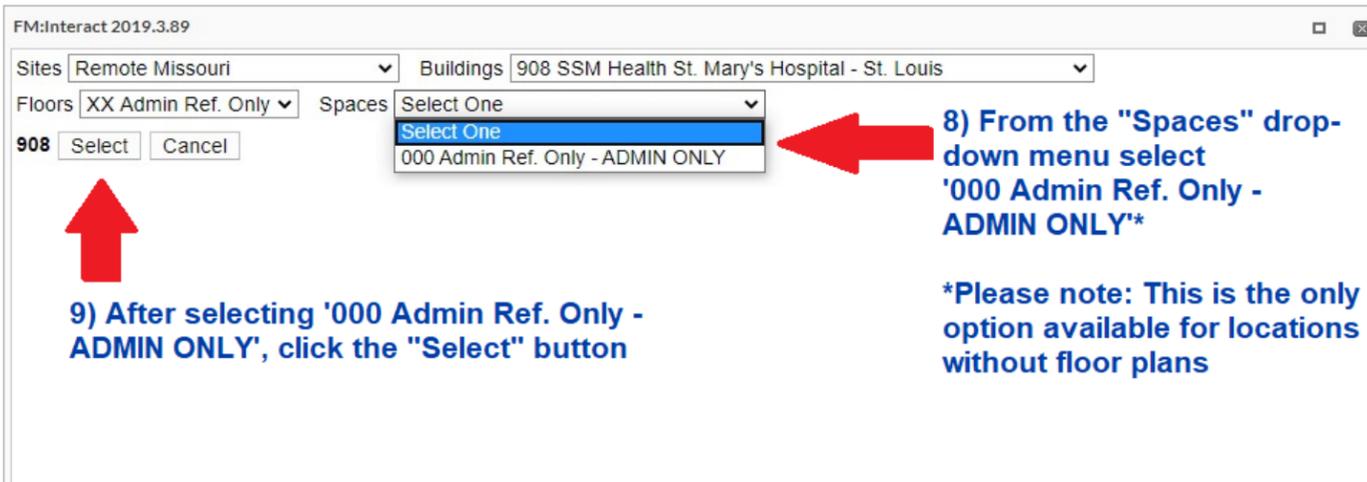
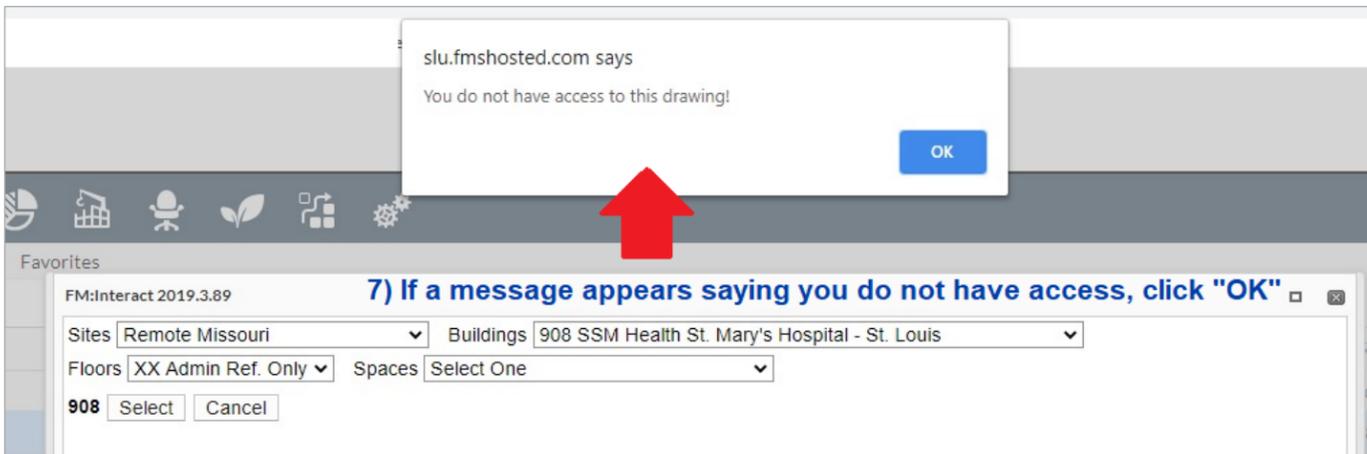
A pop-up window will open. Use the drop-down menus to select your location. **(Steps 4, 5 and 6)**

Note: Locations will be filtered based on Sites > Buildings > Floors > Spaces order.





Once '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)



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)



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

FM:Interact 2019.3.89

My Location Info **My Primary Location**

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.

13) Follow the instructions 

Employee Room Update

<input type="checkbox"/>	Primary Room	Building Code and Room Number	Employee ID	First Name	Last Name	Display Name
<input type="checkbox"/>	<input type="checkbox"/> Edit	<input checked="" type="checkbox"/>	908 000	0000XXXX	Andrea	Hudgens Andrea Hudgens

*Required Field **14) 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 15)**

Space Management > 3.20 Location Update for Faculty/Staff

Save query Show All

<input type="checkbox"/>	Employee ID	Last Name	First Name	Building & Room
<input checked="" type="checkbox"/>	0000XXXX	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.