



FM Space Management

This training tutorial focuses on the basics of Space Management within your MicroMain Facility Management (FM) 7.3 database. This will be demonstrated using the following scenario: As the manager of your FM system, you have recently created new office spaces within one of your facilities and have updated your AutoCAD drawings accordingly. You have imported the updated drawing for that specific floor into your FM system and are ready to associate information with the newly created spaces.

This tutorial will cover all essential aspects of managing the newly created spaces - the creation and linkage of space labels to those new spaces, the assignment of space classes and area types to the newly created spaces, and the assignment of business units. As these steps occur in a very straightforward, automatic manner for new spaces, we will also cover the process of manually amending space class, area type and business unit assignments once established. As the manager of your FM system, it is likely you will need to perform this exact scenario at some point.

As a very common scenario, this example is intended to provide you with a reference point for the tools you will need to complete the various other scenarios you will likely encounter.

This session covers:

- Create Space Labels
- Link Space Labels
- Amend Business Units
- Amend Space Class and Area Type

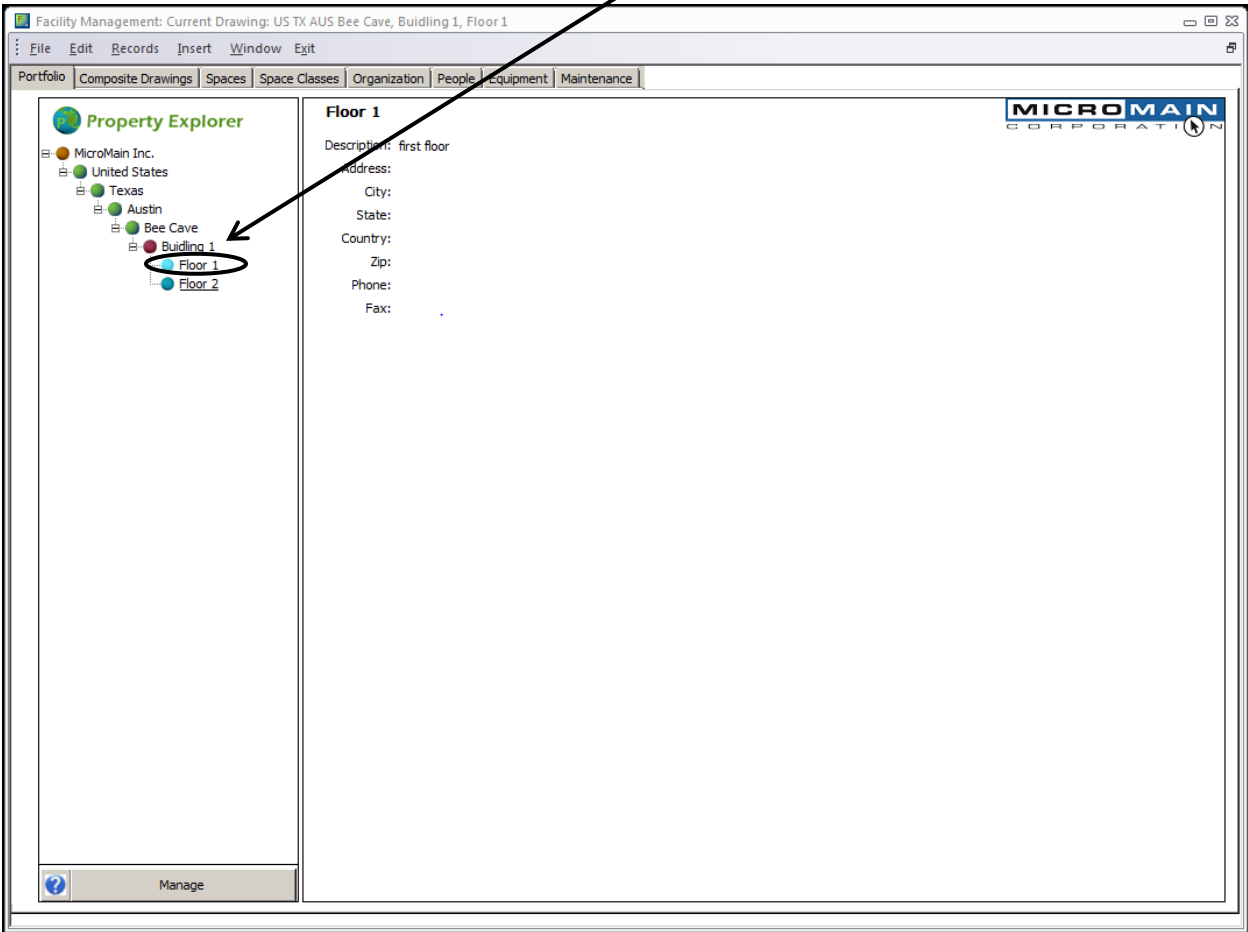
Appendix:

- Note on Facility Space Data and BOMA Standards

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Create Space Labels

- 1. Select the **Building/Floor** for which you wish to manage occupants. From the Portfolio tab, use the object tree controls to **select** the desire building and floor.



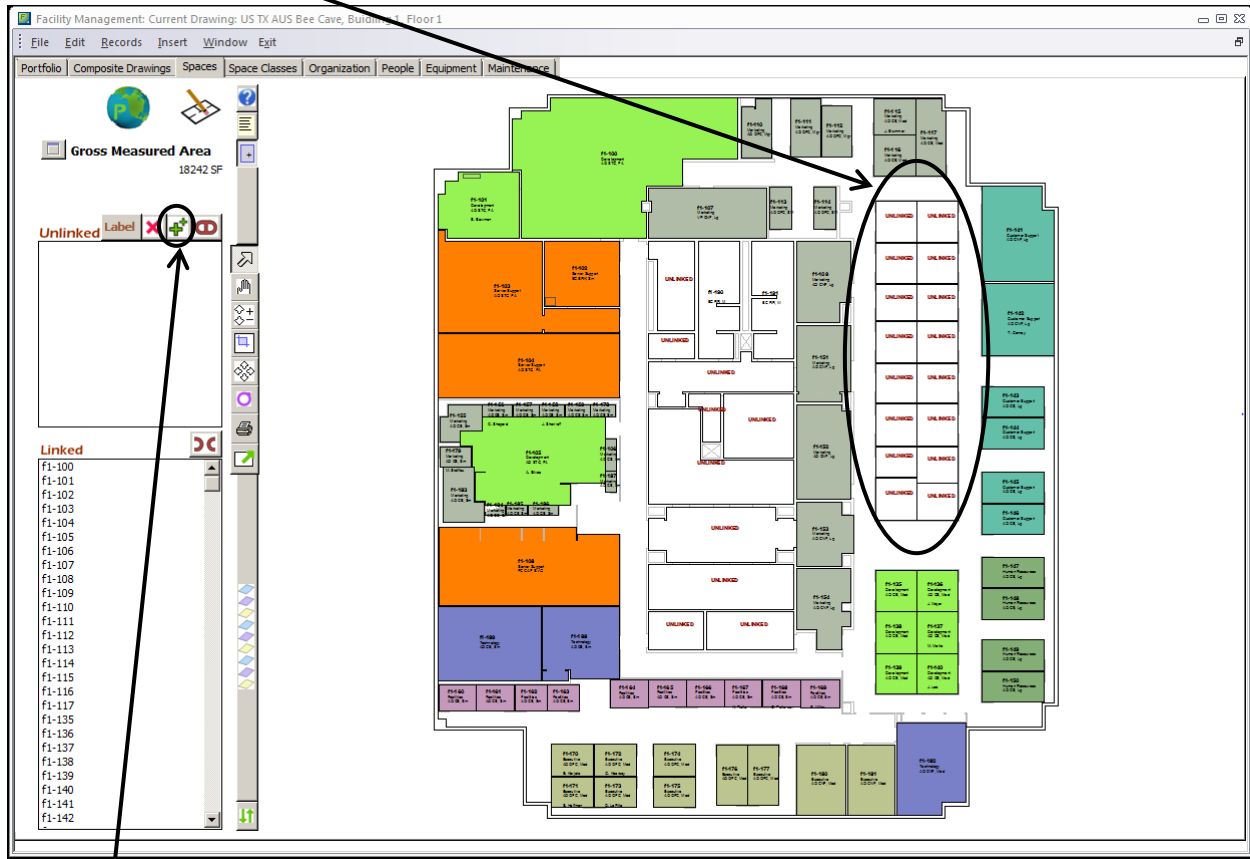
The floor you select in this step will be the floor for which you will create space labels.

- 2. Select the **Spaces** tab.

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For the remainder of this example, we will be focusing on the column of 16 office spaces circled below.



3. Click on the **+** button to begin the process of generating new space labels.

Clicking on the **+** button will bring up the **Generate Spaces** form.

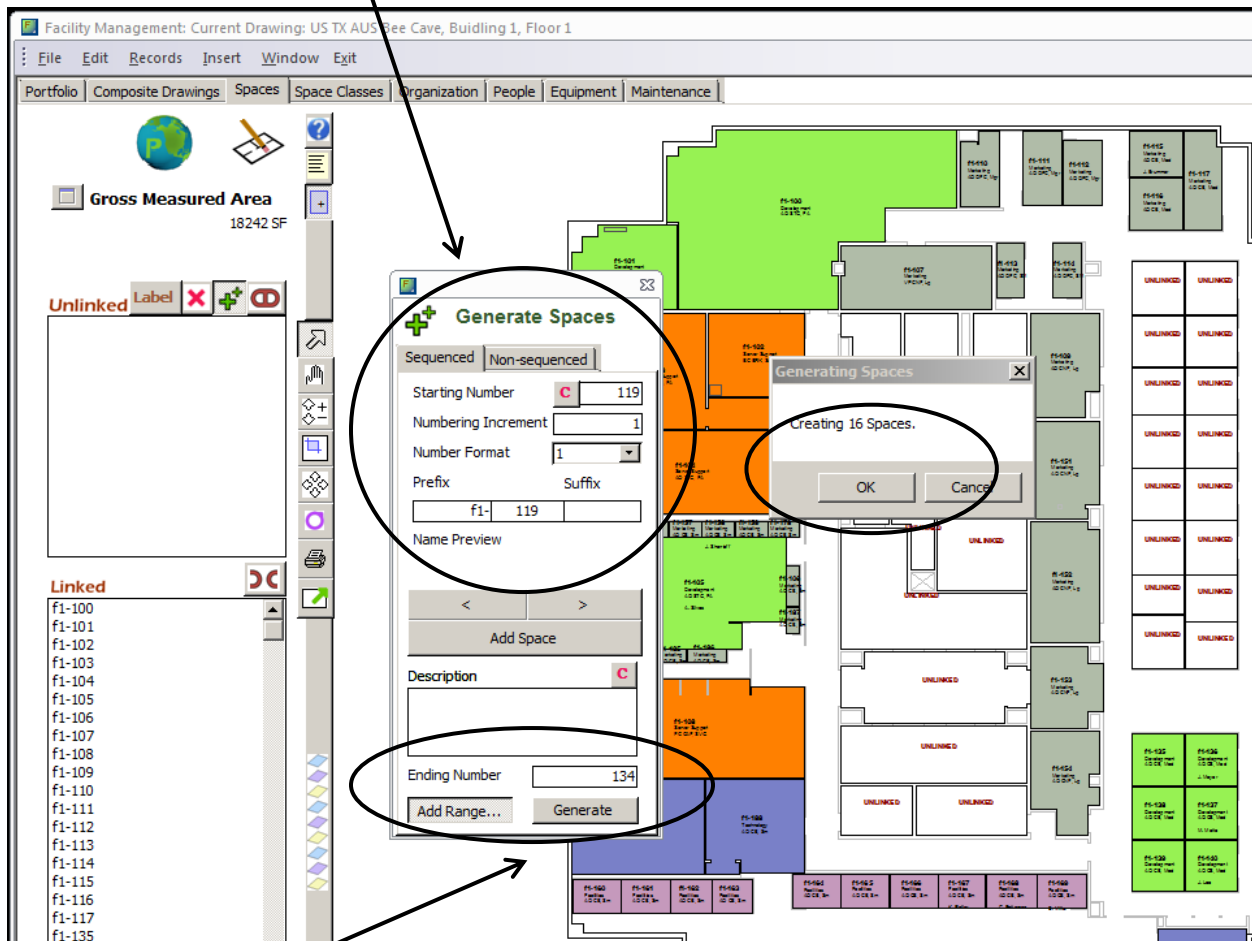
We will use this form to input information into the system to produce the 16 space labels we are associating with the new spaces. To keep the new labels in line with the established naming convention, they will be called f1-119 through f1-134.

4. For this example, fill out the Generate Spaces form with a **Starting Number** of 119, a **Numbering Increment** of 1, and a **Prefix** of f1, as shown below.



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5. Click on the **Add Range** button and indicate that we want an **Ending Number** of 134.



6. Click **Generate**. The system will indicate that it is creating 16 spaces.

7. Click **OK**.

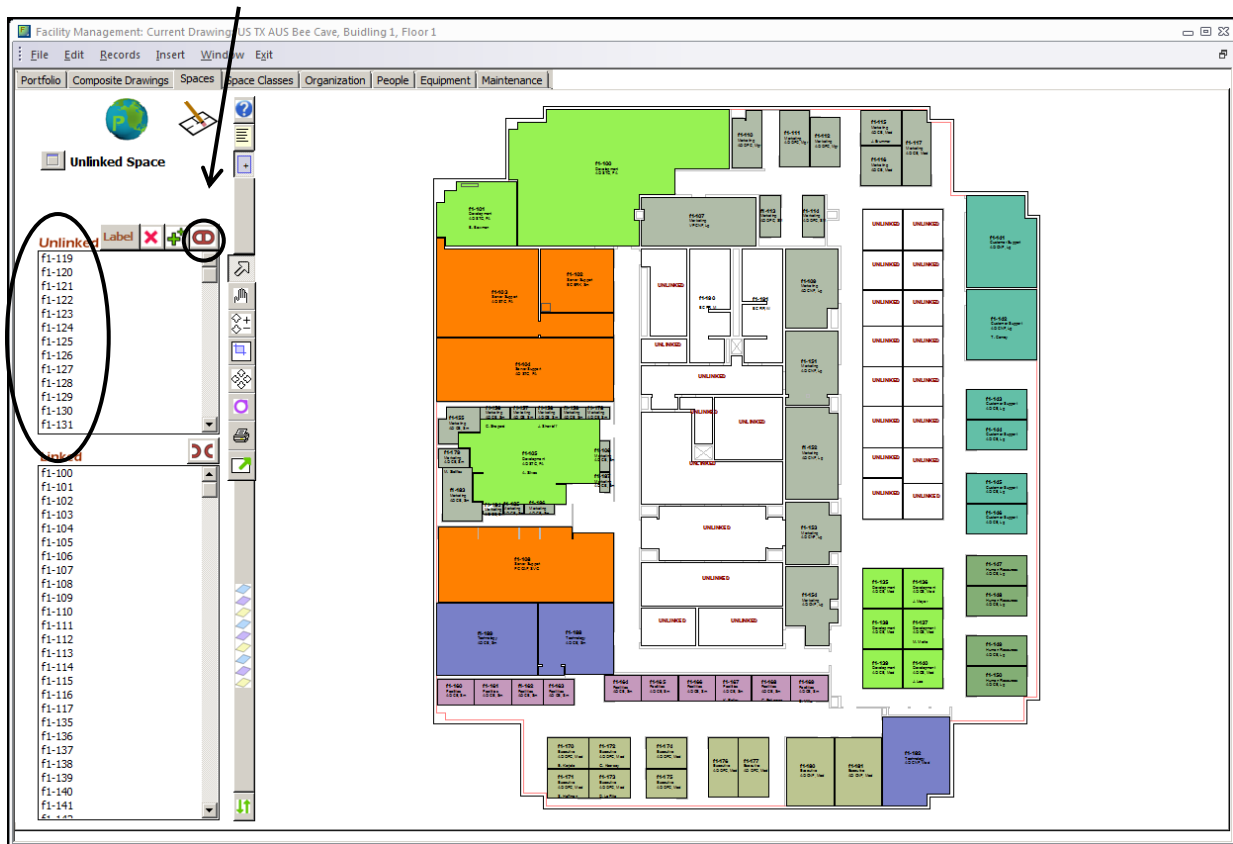
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Link Space Labels

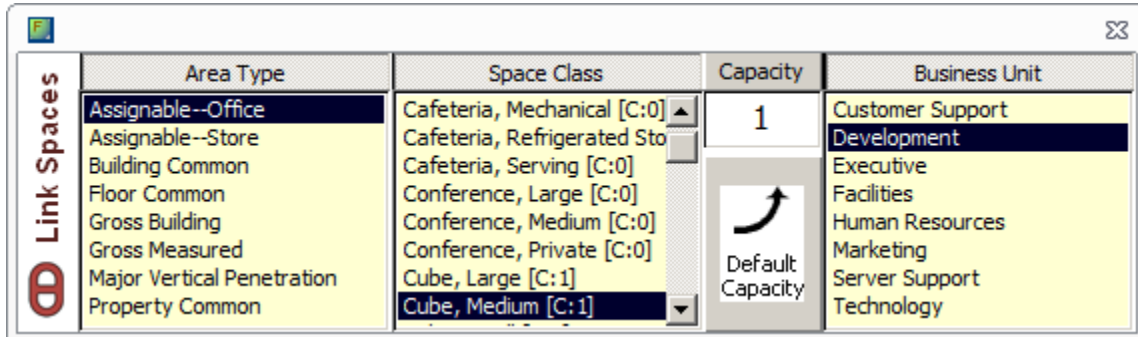
Linking space labels will link area type, space class, capacity, and organization. The newly-created space labels will appear in the Unlinked pane of the Space tab. Now you will link each of them to the appropriate newly-created space in your drawing.

1. **Select** an unlinked space in the Unlinked Space list. Alternatively, Facility Management will use the first unlinked space listed if you do not make a selection. In this example, it will begin linking f1-119.
2. Click the **Link Spaces** button, which looks like a chain link.

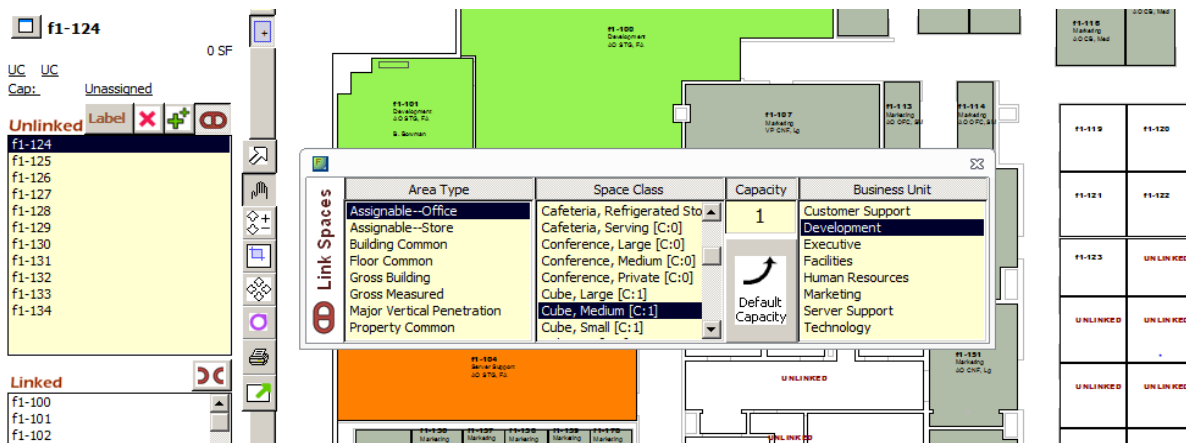


3. This opens the **Link Spaces** form. You will use this form to select the area type, space class, assign the capacity, assign the business unit, and then link the space label (along with all the data you just associated to the label) to the space in your drawing.

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4. In the example below, you can see the unlinked window begins with f1-124, as labels f1-119 through f1-123 have been linked to their respective spaces, along with the highlighted information:
 - a) **Area Type:** Assignable Office
 - b) **Space Class:** Cube Medium
 - c) **Capacity:** 1
 - d) **Business Unit:** Development

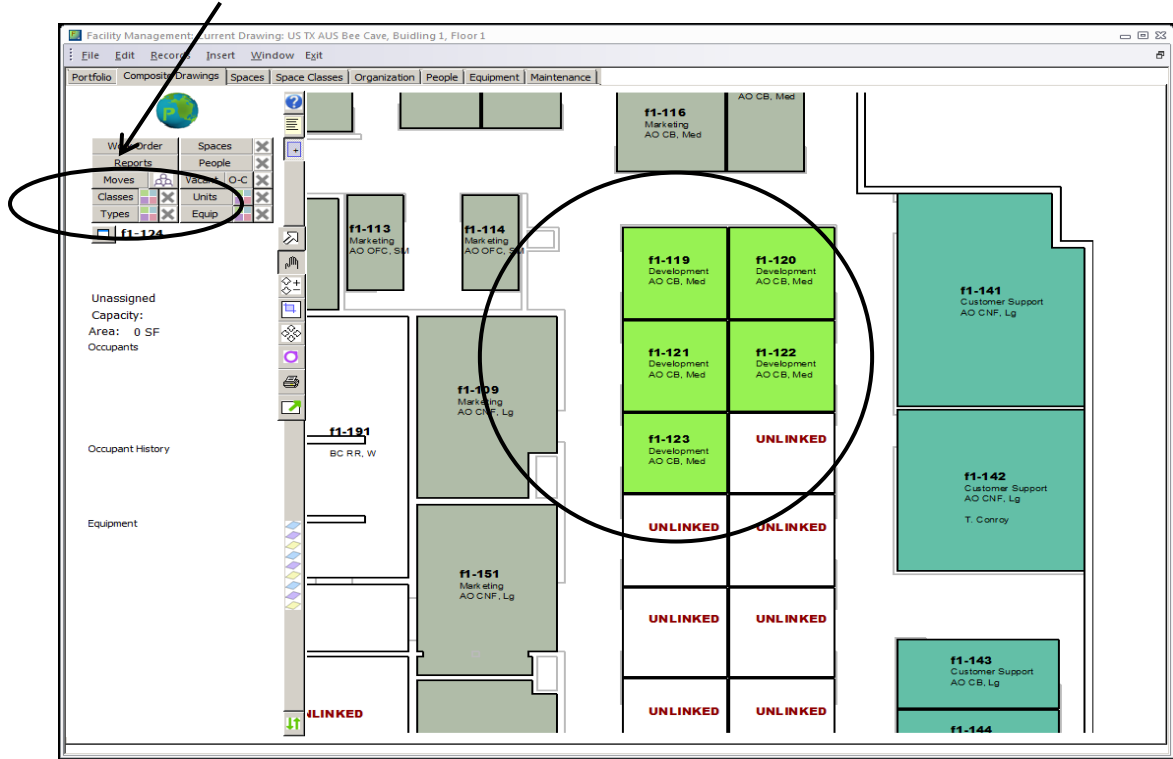


5. Click the **Composite Drawing** tab.
6. Zoom into the area containing the spaced you have just linked (circled below)



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7. Turn on the **Space Classes**, **Area Types** and **Business units** (and hatching) by clicking on their respective buttons, circled in the graphic below.



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- Note in the illustration above that 5 spaces (f1-119 through f1-123) have been linked to their space labels and associated space data (space class, area type, and business unit). This same process can be used to finish linking the remainder of the 16 new spaces.

The resultant drawing is as follows:



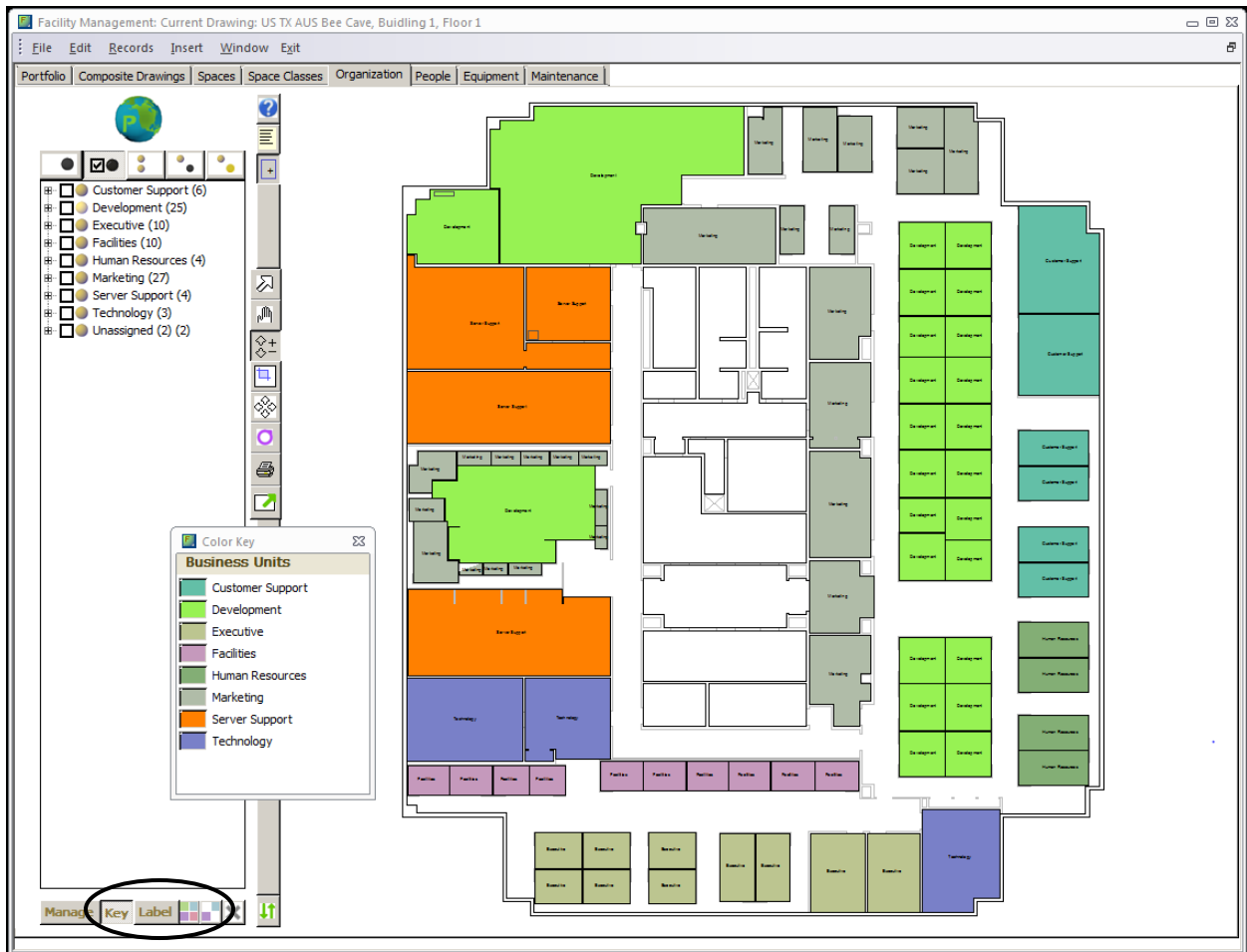
Within a few clicks, you have completed the process of creating space labels, linking them to spaces, and assigning those spaces a space class, area type, capacity, and business unit.

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Amend Business Units

Now that we have reviewed the process for populating your database with the space information, we will cover the process of amending business units, space class, and area type.

1. Click the **Organization** tab.
2. Turn on business unit labels, fill, and the Color Key by **clicking** on the three buttons circled below.

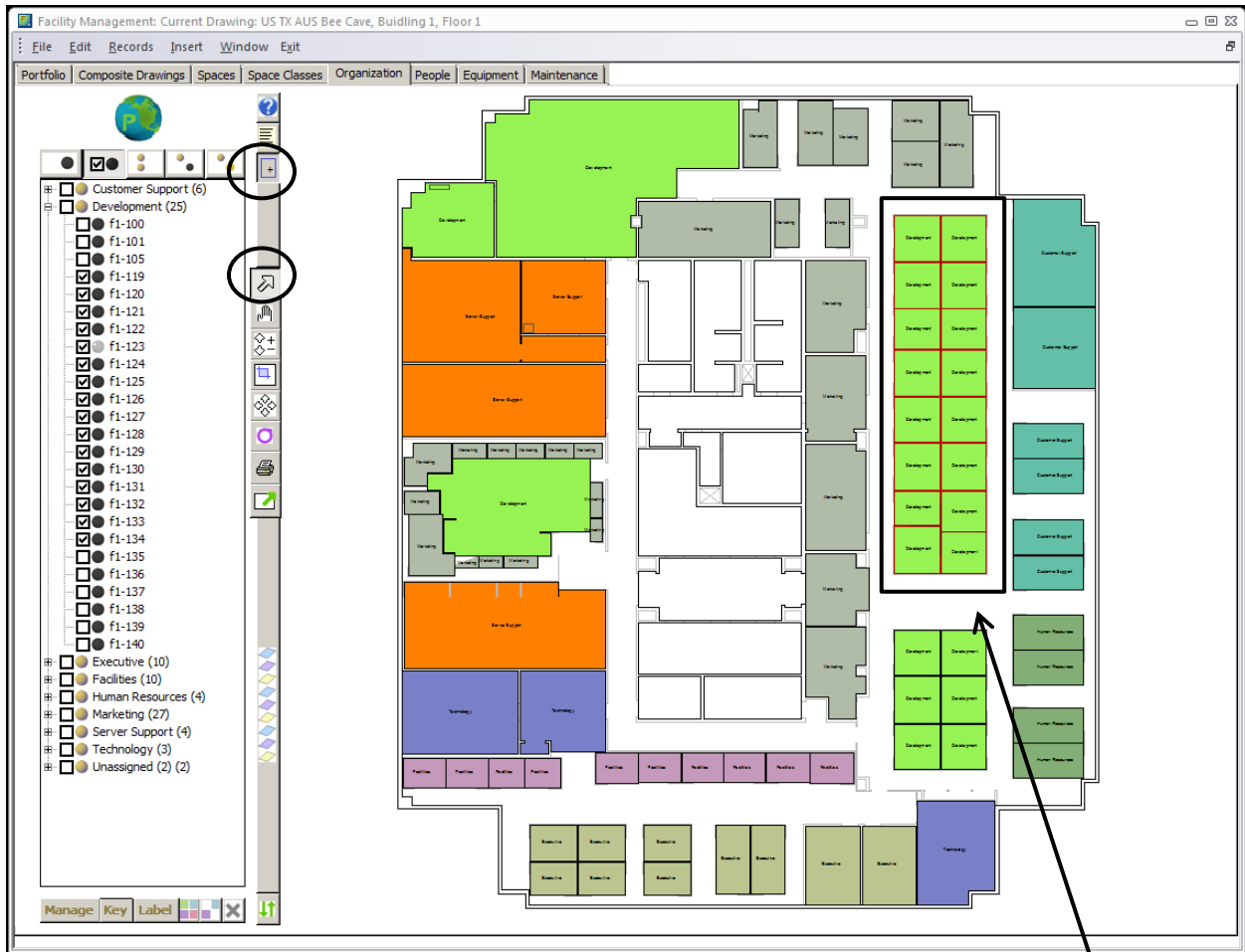


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3. Click the *select* and *select by window* buttons circled below.



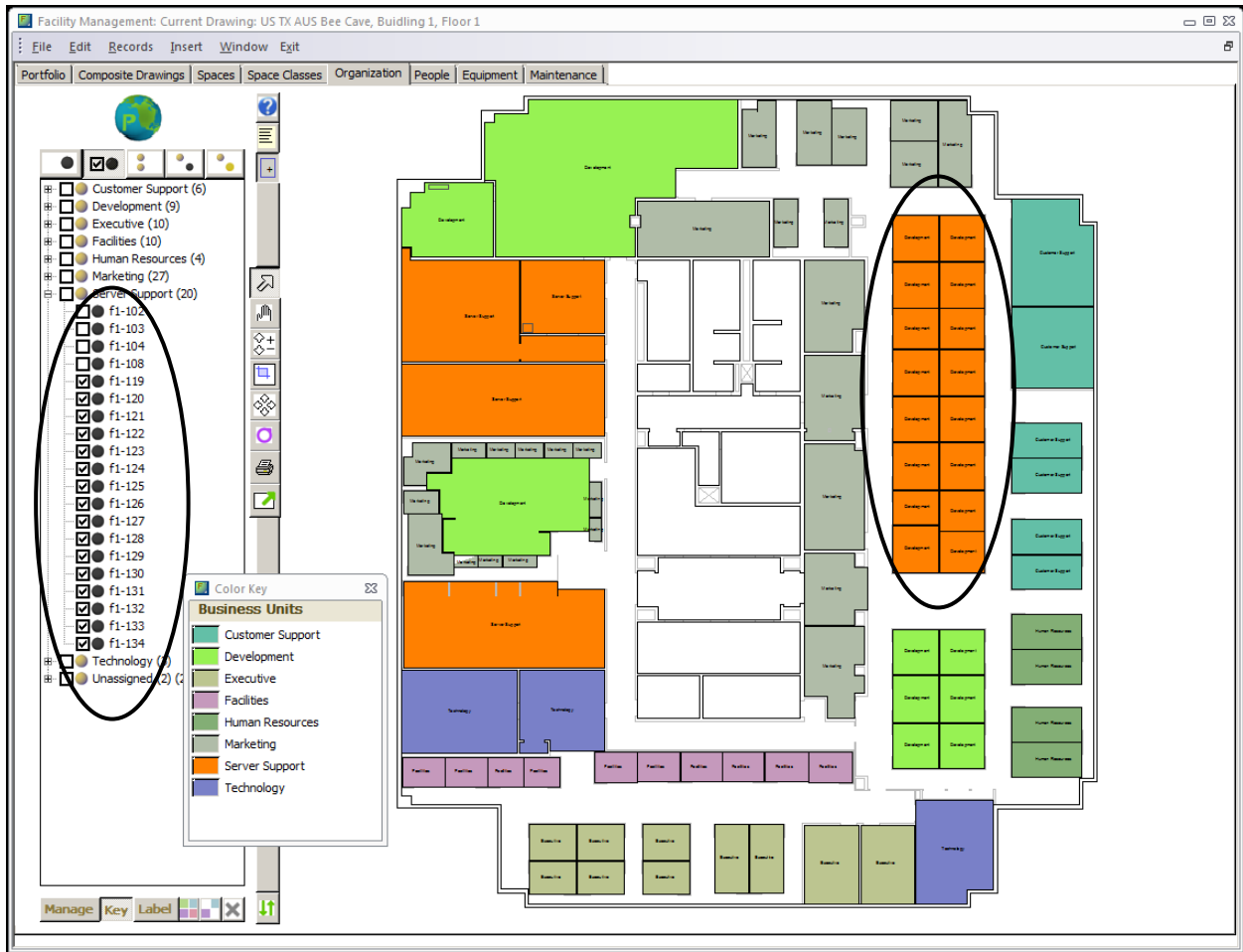
4. In the drawing, **Select** the column of 16 spaces by forming a selection window beginning at the top left and moving toward the bottom right, as indicated above.
5. On the left pane, under their current business unit (in this case Development), the selected spaces will have *checked* boxes.
6. **Click** within the left selection box (where the labels are checked).
7. **Drag and drop** the spaces into the desired new business unit. In this example we will place them in the Server Support business unit.



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8. Refresh your business unit hatching by selecting the **fill** button..

Your new drawing will appear with updated hatching:



Note the business unit fill for the selected 16 spaces has been updated, and the checked space labels have moved to the Server Support business unit. The business units for the selected spaces have been successfully amended.

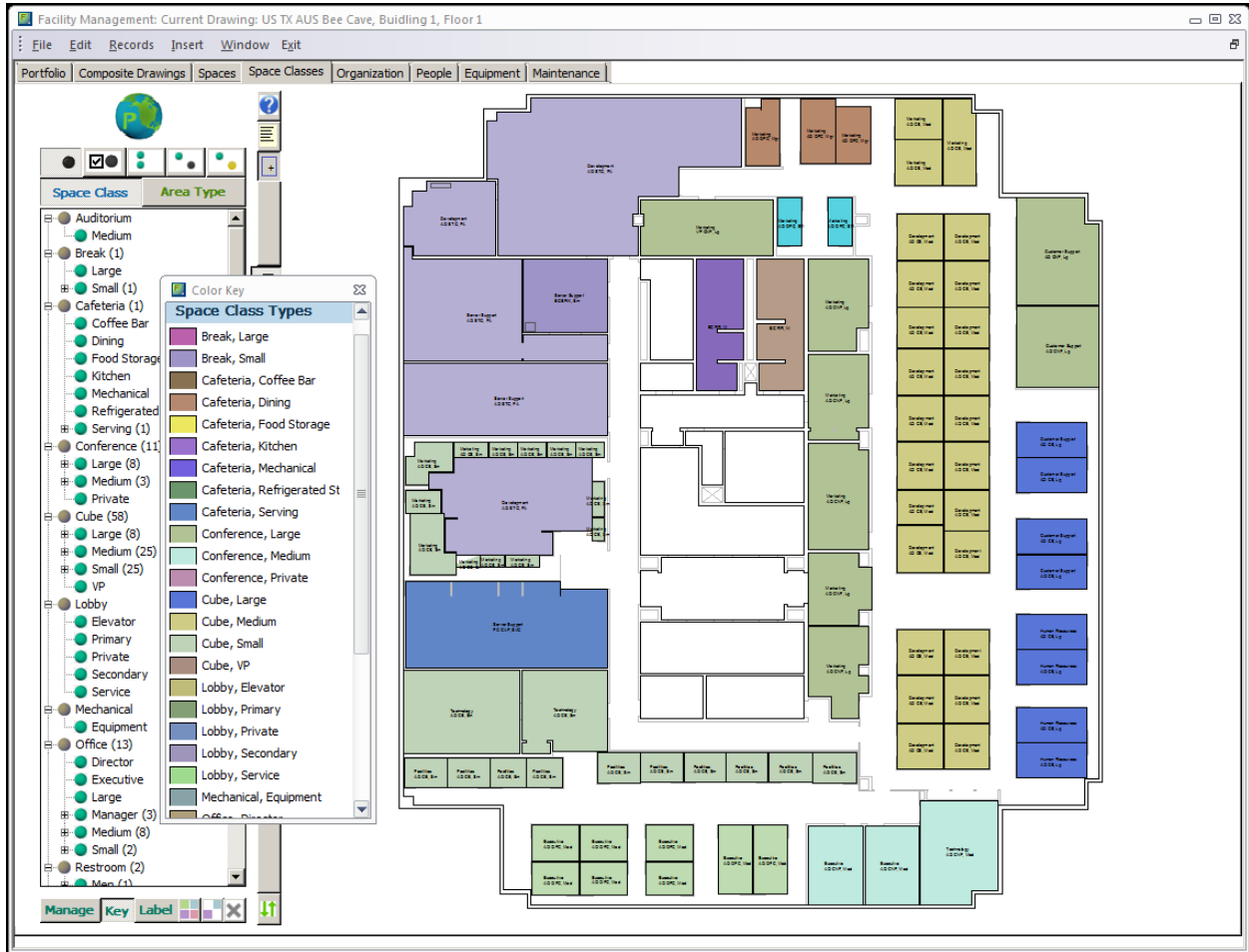
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Amend Space Class and Area Type

Amending space class and area type will likely be done far less frequently than amending business units. However, the process is nearly identical to that outlined in *Amend Business Unit*.

1. Click the **Space Class** tab.
2. Click either the **Space Class** button or the **Area Type** button depending on need.
3. Select spaces you wish to amend by forming a selection window from the upper left to the lower right.
4. Drag and drop the spaces from the current designation to a new designation.
5. Refresh the fill using the appropriate buttons.

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This is a sample space class drawing with related key and fill generated.

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Note on Facility Space Data and BOMA Standards

The accuracy of the space data contained within your Facility Management database is dependent upon the quality and accuracy of the drawings imported into the application and the quality and accuracy of your data input.

Facility Management uses standards from The Building Owners and Managers Association (BOMA International). For extensive information on BOMA standard, please consult the BOMA website: www.boma.org