



Facilities Database

User Manual

TABLE OF CONTENTS

1	MANAGE FACILITIES	4
1.1	Add/Edit Properties	4
1.1.1	Search Properties	4
1.1.2	Add Properties	4
1.1.3	View/Edit Property Details	5
1.1.4	View/Add/Edit Purchase Details	5
1.1.5	View/Add/Edit Lease Details	6
1.1.6	View/Add/Edit Insurance Details	7
1.1.7	View/Add/Edit Valuation Details	7
1.1.8	View/Add/Edit Rates Details	8
1.1.9	View/Add/Edit Disposal Details	8
1.1.10	View/Add/Edit Plan Details	9
1.1.11	View/Add/Edit Assignment Details	9
1.1.12	View/Add/Edit Maintenance Details	9
1.2	Add/Edit Infrastructure	11
1.2.1	Search Infrastructure	11
1.2.2	Add Infrastructure	11
1.2.3	View/Edit Infrastructure Details	12
1.2.4	Infrastructure Details Options	12
1.3	Add/Edit Buildings	13
1.3.1	Search Buildings	13
1.3.2	Add Buildings	13
1.3.3	View/Edit Building Details	14
1.3.4	View/Add/Edit Level Details	15
1.3.5	View/Add/Edit Structure Details	15
1.3.6	Building Details Options	16
1.4	Add/Edit Rooms	17
1.4.1	Search Rooms	17
1.4.2	Add Rooms	17
1.4.3	View/Edit Room Details	18
1.4.4	Room Details Options	19
1.5	Add/Edit Keys	20
1.5.1	Search Keys	20
1.5.2	Add Keys	20
1.5.3	View/Edit Key	21
1.5.4	Key Details Options	22

2	MAINTAIN FACILITIES	23
2.1	Maintain Properties	23
2.2	Maintain Infrastructure.....	23
2.3	Maintain Buildings.....	23
2.4	Maintain Rooms.....	24
2.5	Maintain Keys	24
3	VIEW FACILITIES.....	25
3.1	View Facilities	25
3.2	View Properties.....	25
3.3	View Infrastructure	25
3.4	View Buildings	26
3.5	View Rooms Space.....	27

1 MANAGE FACILITIES

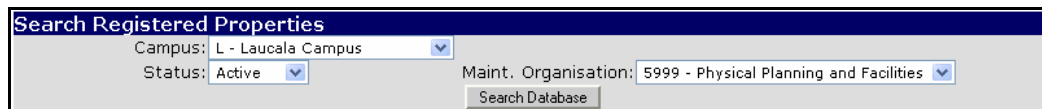
The Add/Edit Facilities menu is available to the Facilities Manager, and it allows you to add and update core facilities records which include Properties, Infrastructure, Buildings, Rooms, and Keys.

1.1 Add/Edit Properties

The Facilities Manager can use this menu to search for any University property and add and edit Property records.

1.1.1 Search Properties

1. Search Properties by selecting the *Campus* option in the Search form, and then click on **Search Database**.



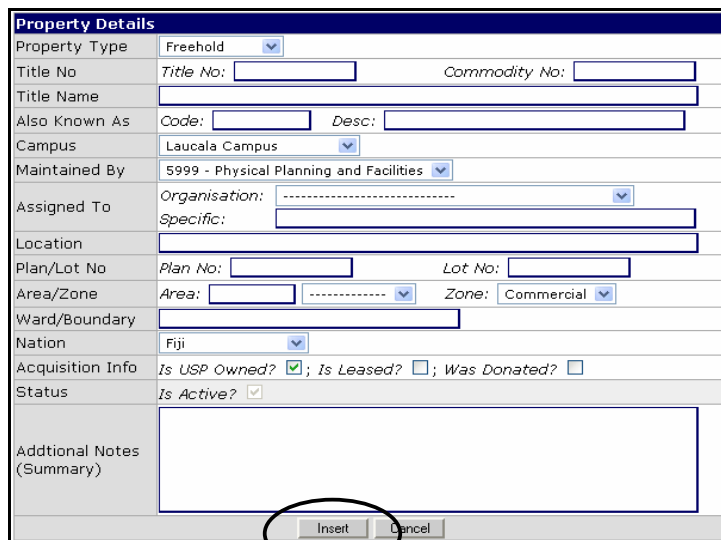
2. To view a particular Property from the list displayed, click on **Details**.

ID	Property Type	Title #	Title Name	Campus	Details
300000000	Crown Lease	-	UNIVERSITY OF THE SOUTH PACIFIC (Upper Campus)	Laucala Campus	Details
300000002	Crown Lease	CL 7255	UNIVERSITY OF THE SOUTH PACIFIC	Laucala Campus	Details
300000003	Freehold	CT 14055	UNIVERSITY OF THE SOUTH PACIFIC	Laucala Campus	Details

The following property details will be displayed; Purchase, Lease, Insurance, Valuation, Rates, Disposal, Plan, Assignment and Maintenance details

1.1.2 Add Properties

1. To add Properties, click on **Add Properties** link.
2. Complete the Property Details form, and click on **Insert** to add the new property record.



1.1.3 View/Edit Property Details

1. To edit the Property details, click on **Edit**.
2. Enter the new details in the Property Details form, and then click **Update** to save the changes.

Property Details	
Property Type	Crown Lease
Title No	Title No: <input type="text"/> Commodity No: <input type="text"/>
Title Name	UNIVERSITY OF THE SOUTH PACIFIC (Upper Campus)
Also Known As	Code: <input type="text"/> Desc: <input type="text"/>
Campus	Laucala Campus
Maintained By	5999 - Physical Planning and Facilities
Assigned To	Organisation: <input type="text"/> Specific: <input type="text"/>
Location	Laucala Bay Road
Plan/Lot No	Plan No: S1500 Lot No: 1 & 2
Area/Zone	Area: 7840 Perches Zone: Educational
Ward/Boundary	MUANIKAU WARD
Nation	Fiji
Acquisition Info	Is USP Owned? <input checked="" type="checkbox"/> ; Is Leased? <input checked="" type="checkbox"/> ; Was Donated? <input type="checkbox"/>
Status	Is Active? <input checked="" type="checkbox"/>
Additional Notes (Summary)	Laucala campus (upper campus)
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

1.1.4 View/Add/Edit Purchase Details

To view, add, or edit Purchase Details, click on the **View/Add/Edit Purchase Details** link.

1. To add a purchase record, click on the **Add the Purchase Record** link.
2. Fill in the Purchase Details form. The fields which are marked by an asterisk are compulsory fields that have to be completed.
3. Click **Insert** to add the purchase record.

Purchase Details	
Ref. #/Date	Ref. #: <input type="text"/> * Date: 25/08/2006 <input type="button" value="EX"/>
Service Type	Complete Purchase
Vendor	Id: <input type="text"/> Name: <input type="text"/> *
Amount	<input type="text"/> FJD - Fiji Dollars
Additional Notes (Summary)	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

To add a transaction to a purchase record:

1. Select a purchase record by clicking on **Details** button.

Vend Id	Vendor	Type	Ref #	Date	Amount	Curr	Details
TE2		Complete Purchase	01/082006	24/08/2006	200.00	FJD	Details

2. Click on **Add A Transaction**.
3. Fill in the transaction details form. The fields which are marked by an asterisk are compulsory fields that have to be completed.
4. Click **Insert** to add the transaction.

Transaction Details				
Trans #/Date	Trans #:		Date:	28/08/2006
Vote Code	Fund	Organisation	Account	Program
	1001	5999		00
Amount/PO#	Amount \$:		PO #:	
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>				

1.1.5 View/Add/Edit Lease Details

To view, add, or edit Lease Details, click on the **View/Add/Edit Lease Details** link. To add a lease record:

1. Click on the **Add a Lease Record** link.
2. Fill in the Lease Details form. The fields which are marked by an asterisk are compulsory fields that have to be completed.
3. Click **Insert** to add the lease record.

Lease Details	
Ref. #/Date	Ref. #: <input type="text"/> * Date: 28/08/2006
Valuation Type	Short Term*
Vendor	id: <input type="text"/> Name: <input type="text"/> *
Leased Amt	<input type="text"/> FJD - Fiji Dollars
Duration	From: <input type="text"/> * To: <input type="text"/> *
Particulars	Term: <input type="text"/> Hour(s) * Pay Schedule: Daily * Annual Lease: <input type="text"/> *
Additional Notes (Summary)	<div style="border: 1px solid black; height: 50px;"></div>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

1.1.6 View/Add/Edit Insurance Details

To view, add, or edit Insurance Details, click on the **View/Add/Edit Insurance Details** link. To add an Insurance record:

1. Click on the **Add an Insurance Record** link.
2. Fill in the Insurance Details form. The fields which are marked by an asterisk are compulsory fields that have to be completed.
3. Click **Insert** to add the Insurance record.

Insurance Details	
Ref. #/Date	Ref. #: <input type="text"/> * Date: 28/08/2006 <input type="text"/> *
Valuation Type	Vehicle 3rd Party <input type="text"/> *
Vendor	<input type="text"/> Id: <input type="text"/> Name: <input type="text"/> *
Premium Amt	<input type="text"/> FJD - Fiji Dollars <input type="text"/> *
Duration	From: 28/08/2006 <input type="text"/> * To: <input type="text"/> *
Particulars	Term (Mths): <input type="text"/> * Insured Amt: <input type="text"/> *
Additional Notes (Summary)	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

1.1.7 View/Add/Edit Valuation Details

To view, add, or edit Valuation Details, click on the **View/Add/Edit Valuation Details** link. To add a valuation record:

1. Click on the **Add a Valuation Record** link.
2. Fill in the Valuation Details form. The fields which are marked by an asterisk are compulsory fields that have to be completed.
3. Click **Insert** to add the valuation record.

Valuation Details	
Ref. #/Date	Ref. #: <input type="text"/> * Date: 28/08/2006 <input type="text"/> *
Valuation Type	Annual Appraisal <input type="text"/> *
Vendor	<input type="text"/> Id: <input type="text"/> Name: <input type="text"/> *
Cost	<input type="text"/> FJD - Fiji Dollars <input type="text"/>
Next Date	[Scheduled Valuation]: <input type="text"/> <input type="text"/>
Valuation	Market Value: <input type="text"/> * Book Value: <input type="text"/> * Index 1: <input type="text"/> Index 2: <input type="text"/>
Additional Notes (Summary)	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

1.1.8 View/Add/Edit Rates Details

To view, add, or edit Rates Details, click on the **View/Add/Edit Rates Details** link. To add a rates record:

1. Click on the **Add a Rates Record** link.
2. Fill in the Rates Details form. The fields which are marked by an asterisk are compulsory fields that have to be completed.
3. Click **Insert** to add the rates record.

City Rates Details		
Ref. #/Date	Ref. #: <input type="text"/> * Date: 28/08/2006 <input type="text"/> *	
Rates Type	Annual Rates *	
Vendor	Id: <input type="text"/> <input type="text"/> Name: <input type="text"/> *	
Cost	<input type="text"/> FJD - Fiji Dollars	
Next Date	[Scheduled Rate]: <input type="text"/> <input type="text"/>	
Rates	Annual Rates: <input type="text"/> * Unimproved Cap Value: <input type="text"/> *	
	General Rate: <input type="text"/> Street Light: <input type="text"/>	
	Loan Rate: <input type="text"/> Other Rates: <input type="text"/>	
	Additional Notes (Summary)	
	<input type="text"/>	
Insert Cancel		

1.1.9 View/Add/Edit Disposal Details

To view, add, or edit Disposal details, click on the **View/Add/Edit Disposal Details** link. To add a disposal record:

1. Click on the **Add a Disposal Record** link.
2. Fill in the Disposal Details form. The fields which are marked by an asterisk are compulsory fields that have to be completed.
3. Click **Insert** to add the Disposal record.

Disposal Details	
Ref. #/Date	Ref. #: <input type="text"/> * Date: 28/08/2006 <input type="text"/> *
Disposal Type	Replaced *
Vendor	Id: <input type="text"/> <input type="text"/> Name: <input type="text"/> *
Amount	<input type="text"/> FJD - Fiji Dollars
Requested Date	28/08/2006 <input type="text"/>
Authorisation	By: <input type="text"/> * Date: 28/08/2006 <input type="text"/> *
Approval	By: <input type="text"/> Date: <input type="text"/> <input type="text"/>
Additional Notes (Summary)	
<input type="text"/>	
Insert Cancel	

1.1.10 View/Add/Edit Plan Details

To view, add, or edit Plan Details, click on the **View/Add/Edit Plan Details** link. To add a plan record:

1. Click on the **Add a Plan Record** link.
2. Fill in the Plan Details form. The fields which are marked by an asterisk are compulsory fields that have to be completed.
3. Click **Insert** to add the plan record.

Plan Details	
Plan	Code: <input type="text"/> * Desc: <input type="text"/> *
File Name	<input type="text"/>
URL	<input type="text"/>
Status	Is Active? <input checked="" type="checkbox"/>
Additional Notes (Summary)	<input type="text"/>
Insert Cancel	

1.1.11 View/Add/Edit Assignment Details

To view, add, or edit Assignment Details, click on the **View/Add/Edit Assignment Details** link. To add an assignment record:

1. Click on the **Add an Assignment Record** link.
2. Fill in the Assignment Details form. The fields which are marked by an asterisk are compulsory fields that have to be completed.
3. Click **Insert** to add the Assignment record.

Assignment Details	
Assigned To	Id: <input type="text"/> * Name: <input type="text"/>
Assigned Dates	From: 28/08/2006* To: <input type="text"/>
Organisation	<input type="text"/> *
Authorisation	By: <input type="text"/> Date: <input type="text"/>
Other Info	Returned: <input type="text"/> Phone No: <input type="text"/>
Contribution	Type: Daily Currency: Fiji Dollars Staff: <input type="text"/> Employer: <input type="text"/>
Status	Is Active? <input checked="" type="checkbox"/>
Additional Notes (Summary)	<input type="text"/>
Insert Cancel	

1.1.12 View/Add/Edit Maintenance Details

To view, add, or edit Maintenance Details, click on the **View/Add/Edit Maintenance Details** link. Adding a Maintenance Record is the same as in *Section 1.1.4* – click on the **Add a Maintenance Record** link.

Maintenance Details	
Ref. #/Date	Ref. #: <input type="text"/> * Date: 28/08/2006 <input type="button" value="📅"/> *
Service Type	Medium Works <input type="button" value="▼"/> *
Vendor	Id: <input type="text"/> <input type="button" value="👤"/> Name: <input type="text"/> *
Amount	<input type="text"/> FJD - Fiji Dollars <input type="button" value="▼"/>
Next Date	[Scheduled Maintenance]: <input type="text"/> <input type="button" value="📅"/>
Additional Notes (Summary)	<div style="border: 1px solid black; height: 50px; width: 100%;"></div>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

1.2 Add/Edit Infrastructure

The Facilities Manager can use this menu to search for, add, and edit Infrastructure details.

1.2.1 Search Infrastructure

To search for an Infrastructure you will have to search for the Property where the Infrastructure is located and then search for that particular Infrastructure.

1. Select a *Campus* from the Campus Property Search page, and then click **Search Database**.



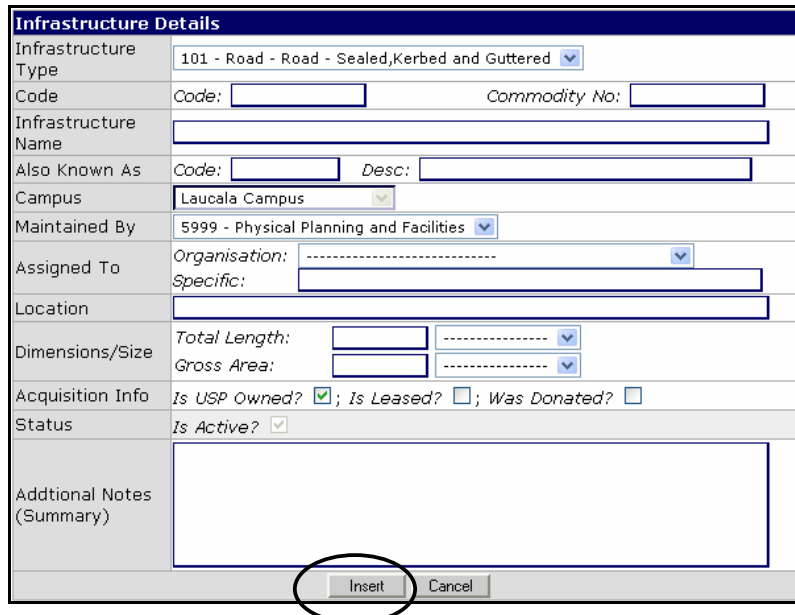
Search Registered Properties
Campus: L - Laucala Campus
Search Database

2. Click on the **Infra'tures** button from the list of properties.
3. Select the *Infrastructure Type* and *Status* on the Property Infrastructure(s) Search page, and then click **Search Database**.
4. Select an Infrastructure by clicking on **Details**.

ID	Infrastructure Type	Code	Description	Campus	Details
150000000	Road	431	Heilala Place	Laucala Campus	Details
150000001	Road	417	Otin Taai Lane	Laucala Campus	Details
150000002	Road	427	Sunderland Drive Nor	Laucala Campus	Details
150000003	Road	403	Catalina Drive	Laucala Campus	Details

1.2.2 Add Infrastructure

1. Navigate to the Property Infrastructure(s) Search page.
2. To add Infrastructure, click on the **Add Infrastructures** link.
3. Complete the Infrastructure Details form, and click on **Insert** to add the Infrastructure.



Infrastructure Details

Infrastructure Type: 101 - Road - Road - Sealed, Kerbed and Guttered

Code: Code: [] Commodity No: []

Infrastructure Name: []

Also Known As: Code: [] Desc: []

Campus: Laucala Campus

Maintained By: 5999 - Physical Planning and Facilities

Assigned To: Organisation: [] Specific: []

Location: []

Dimensions/Size: Total Length: [] Gross Area: []

Acquisition Info: Is USP Owned? ; Is Leased? ; Was Donated?

Status: Is Active?

Additional Notes (Summary): []

Insert Cancel

1.2.3 View/Edit Infrastructure Details

1. To edit the Infrastructure details, click on **Edit**.
2. Enter the new details in the Infrastructure Details form, and then click **Update** to save the changes.

Infrastructure Details	
Infrastructure Type	101 - Road - Road - Sealed,Kerbed and Guttered
Code	Code: 431 Commodity No:
Infrastructure Name	Heilala Place
Also Known As	Code: Desc:
Campus	Laucala Campus
Maintained By	5999 - Physical Planning and Facilities
Assigned To	Organisation: Specific:
Location	LAUCALA
Dimensions/Size	Total Length: Gross Area:
Acquisition Info	Is USP Owned? <input checked="" type="checkbox"/> ; Is Leased? <input checked="" type="checkbox"/> ; Was Donated? <input type="checkbox"/>
Status	Is Active? <input checked="" type="checkbox"/>
Additional Notes (Summary)	Time to rebuild = 3 months
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

1.2.4 Infrastructure Details Options

The View/Edit Infrastructure Details page has a number of menu options; see the following pages for instructions on these options:

- View/Add/Edit Purchase Details – see *Section 1.1.4*.
- View/Add/Edit Lease Details – see *Section 1.1.5*.
- View/Add/Edit Insurance Details – see *Section 1.1.6*.
- View/Add/Edit Valuation Details – see *Section 1.1.7*.
- View/Add/Edit Plan Details – see *Section 1.1.10*.
- View/Add/Edit Disposal Details – see *Section 1.1.9*.
- View/Add/Edit Assignment Details – see *Section 1.1.11*.
- View/Add/Edit Maintenance Details – see *Section 1.1.12*.

1.3 Add/Edit Buildings

The Facilities Manager can use this menu to search for, add, and edit Building details.

1.3.1 Search Buildings

To search for a Building you will have to search for the Property/Campus where the Building is located and then search for that particular Building. Search for a Property that the Building is located in, and then search that particular Property for the Building.

1. Select a *Campus* from the Campus Property Search page, and then click **Search Database**.



Search Registered Properties
Campus: L - Laucala Campus
Search Database

2. Click on the **Buildings** button from the list of properties.
3. Select the *Building Type* and *Status* on the Property Building(s) Search page, and then click **Search Database**.
4. Select the Building by clicking on **Details** button.

ID	Infrastructure Type	Code	Description	Campus	
150000000	Road	431	Heilala Place	Laucala Campus	Details
150000001	Road	417	Otin Taai Lane	Laucala Campus	Details
150000002	Road	427	Sunderland Drive Nor	Laucala Campus	Details
150000003	Road	403	Catalina Drive	Laucala Campus	Details

1.3.2 Add Buildings

1. Navigate to the Property Building(s) Search page.
2. To add a Building, click on the **Add Buildings** link.
3. Complete the Building Details form, and click on **Insert** to add the Building.

Building Details	
Building Type	101 - (USP) General Building - General Bldg - Administrative
Code	Code: <input type="text"/> Commodity No: <input type="text"/>
Building Name	<input type="text"/>
Also Known As	Code: <input type="text"/> Desc: <input type="text"/>
Campus	Laucala Campus
Maintained By	5999 - Physical Planning and Facilities
Assigned To	Organisation: <input type="text"/> Specific: <input type="text"/>
Location	<input type="text"/>
Category	<input type="text"/>
Area (sqmt)	Assignable: <input type="text"/> Gross Area: <input type="text"/>
Other Info	No. of Levels: <input type="text"/> No. of Rooms: <input type="text"/>
	Water Mtr No.: <input type="text"/> Electr Mtr No.: <input type="text"/>
	<input type="checkbox"/> Has a car space/garage <input type="checkbox"/> Has a disability access <input type="checkbox"/> Has a maid/cleaner room <input type="checkbox"/> Is furnished/partly furnished
Acquisition Info	Is USP Owned? <input checked="" type="checkbox"/> ; Is Leased? <input type="checkbox"/> ; Was Donated? <input type="checkbox"/>
Status	Is Active? <input checked="" type="checkbox"/>
Additional Notes (Summary)	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

1.3.3 View/Edit Building Details

1. To edit the Building details, click on **Edit**.
2. Enter the new details in the Infrastructure Details form, and then click **Update** to save the changes.

Building Details	
Building Type	101 - (USP) General Building - General Bldg - Administrative
Code	Code: <input type="text" value="001"/> Commodity No: <input type="text"/>
Building Name	Administration
Also Known As	Code: <input type="text"/> Desc: <input type="text"/>
Campus	Laucala Campus
Maintained By	5999 - Physical Planning and Facilities
Assigned To	Organisation: <input type="text"/> Specific: <input type="text"/>
Location	LAUCALA
Category	<input type="text"/>
Area (sqmt)	Assignable: <input type="text" value="1821.89"/> Gross Area: <input type="text" value="1821.89"/>
Other Info	No. of Levels: <input type="text" value="1"/> No. of Rooms: <input type="text" value="1"/>
	Water Mtr No.: <input type="text"/> Electr Mtr No.: <input type="text"/>
	<input type="checkbox"/> Has a car space/garage <input type="checkbox"/> Has a disability access <input type="checkbox"/> Has a maid/cleaner room <input type="checkbox"/> Is furnished/partly furnished
Acquisition Info	Is USP Owned? <input checked="" type="checkbox"/> ; Is Leased? <input checked="" type="checkbox"/> ; Was Donated? <input type="checkbox"/>
Status	Is Active? <input checked="" type="checkbox"/>
Additional Notes (Summary)	Time to rebuild = 24 months
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

1.3.4 View/Add/Edit Level Details

1. To add a level record, click on the **Add a Level Record** link.
2. Fill in the Level Details form. The fields which are marked by an asterisk are compulsory fields that have to be completed.
3. Click **Insert** to add the level record.

Level Details	
Level	Code: <input type="text"/> * Desc: <input type="text"/> *
Area (sqmt)	Assignable: <input type="text"/> Gross: <input type="text"/>
Additional Notes (Summary)	<div style="border: 1px solid black; height: 60px;"></div>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

1.3.5 View/Add/Edit Structure Details

1. To add a structure record, click on the **Add the Structure Record** link.
2. Fill in the Structure Details. The fields which are marked by an asterisk are compulsory fields that have to be completed.
3. Click **Insert** to add the structure record.

Structure Details			
Structure	Type: <input type="text" value="Not Applicable"/> ▾	Finish: <input type="text" value="Not Applicable"/> ▾	
Foundation	Type: <input type="text" value="Not Applicable"/> ▾	Finish: <input type="text" value="Not Applicable"/> ▾	
Flooring	Type: <input type="text" value="Not Applicable"/> ▾	Finish: <input type="text" value="Not Applicable"/> ▾	
Wall	Type: <input type="text" value="Not Applicable"/> ▾	Finish: <input type="text" value="Not Applicable"/> ▾	
Ceiling	Type: <input type="text" value="Not Applicable"/> ▾	Finish: <input type="text" value="Not Applicable"/> ▾	
Roofing	Type: <input type="text" value="Not Applicable"/> ▾	Finish: <input type="text" value="Not Applicable"/> ▾	
Fire Alarm	Phone No.: <input type="text"/>	Location: <input type="text"/>	
Fire Hose	Hose No.: <input type="text"/>	Location: <input type="text"/>	
Options	<input type="checkbox"/> Has Electricity Connections? <input type="checkbox"/> Has Plumbing Connections? <input type="checkbox"/> Has Mechanical Fittings?		
Additional Notes (Summary)	<div style="border: 1px solid black; height: 60px;"></div>		
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>			

1.3.6 Building Details Options

The View/Edit Building Details page has a number of menu options; see the following pages for instructions on these options:

- View/Add/Edit Purchase Details – see *Section 1.1.4.*
- View/Add/Edit Lease Details – see *Section 1.1.5.*
- View/Add/Edit Insurance Details – see *Section 1.1.6.*
- View/Add/Edit Valuation Details – see *Section 1.1.7.*
- View/Add/Edit Plan Details – see *Section 1.1.10.*
- View/Add/Edit Disposal Details – see *Section 1.1.9.*
- View/Add/Edit Assignment Details – see *Section 1.1.11.*
- View/Add/Edit Maintenance Details – see *Section 1.1.12.*

1.4 Add/Edit Rooms

The Facilities Manager can use this menu to search for, add, and edit Room details.

1.4.1 Search Rooms

To search for a Room you will have to search for a Property/Campus and then search for the Building where the room is located before searching for that particular room.

1. Select a *Campus* from the Campus Property Search page, and then click **Search Database**.
2. Click on the **Buildings** button from the list of properties.
3. Select the *Building Type* on the Property Building(s) Search page, and then click **Search Database**.
4. To view the building rooms, click on **Rooms** button.

ID	Building Type	Code	Description	Campus	Details	Rooms
100000000	(USP) General Building	001	Administration	Laucala Campus	Details	Rooms
100000001	(USP) General Building	002	Administration Annex	Laucala Campus	Details	Rooms
100000002	(USP) General Building	003	Maths and Computing Sciences	Laucala Campus	Details	Rooms

5. Select the *Room Type* and *Status* on the Property Room(s) Search page, and then click **Search Database**.

Search Registered Rooms	
Room Type:	Office Space
Status:	Active
Maint. Organisation:	5999 - Physical Planning and Facilities
<input type="button" value="Search Database"/>	

6. Select a particular room by clicking on the **Details** button.

ID	Room Type	Code	Description	Campus	Details
350000001	Office Space	001-102	Staff Office	Laucala Campus	Details
350000002	Office Space	001-103	Staff Office	Laucala Campus	Details
350000003	Office Space	001-104	Staff Office	Laucala Campus	Details

1.4.2 Add Rooms

1. Navigate to the Property Room(s) Search page.
2. To add a Room, click on the **Add Rooms** link.
3. Complete the Room Details form, and click on **Insert** to add the Room.

Room Details	
Room Type	100 - Office Space - Office - Undefined
Code	Code: <input type="text"/> Commodity No: <input type="text"/>
Room Name	<input type="text"/>
Also Known As	Code: <input type="text"/> Desc: <input type="text"/>
Campus	Laucala Campus
Maintained By	5999 - Physical Planning and Facilities
Assigned To	Organisation: <input type="text"/> Specific: <input type="text"/>
Location	<input type="text"/>
Function	<input type="text"/>
Dimensions	Assignable Area: <input type="text"/> (sqmt) Gross Area: <input type="text"/> (sqmt) Length: <input type="text"/> (m) Width: <input type="text"/> (m)
Other Info	Capacity: <input type="text"/> Level: <input type="text"/> <input type="checkbox"/> Has an overhead projector <input type="checkbox"/> Has a writing board <input type="checkbox"/> Has a multimedia (a/v) set <input type="checkbox"/> Has a lecture teaching set <input type="checkbox"/> Has a stage/platform <input type="checkbox"/> Has outside window(s)
Acquisition Info	Is USP Owned? <input checked="" type="checkbox"/> ; Is Leased? <input type="checkbox"/> ; Was Donated? <input type="checkbox"/>
Status	Is Active? <input checked="" type="checkbox"/>
Additional Notes (Summary)	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

1.4.3 View/Edit Room Details

1. Choose a Property and then select the Building where the room is located by clicking **Rooms**.
2. Search for the particular Room by selecting *Room Type* and *Status*, and then click **Search Database**.

Search Registered Rooms	
Room Type:	-----All Types-----
Status:	Active
Maint. Organisation:	5999 - Physical Planning and Facilities
<input type="button" value="Search Database"/>	

3. Select a Room by clicking **Details**.
4. To edit the Room details, click on **Edit**.
5. Enter the new details in the Room Details form, and then click **Update** to save the changes.

Room Details	
Room Type	108 - Office Space - Office - Administration
Code	Code: 001-102 Commodity No:
Room Name	Staff Office
Also Known As	Code: 001-102 Desc:
Campus	Laulala Campus
Maintained By	5999 - Physical Planning and Facilities
Assigned To	Organisation: Specific:
Location	
Function	
Dimensions	Assignable Area: 3.99 (sqmt) Gross Area: 3.99 (sqmt) Length: 1.06 (m) Width: 3.76 (m)
Other Info	Capacity: 1 Level: <input type="checkbox"/> Has an overhead projector <input type="checkbox"/> Has a writing board <input type="checkbox"/> Has a multimedia (a/v) set <input type="checkbox"/> Has a lecture teaching set <input type="checkbox"/> Has a stage/platform <input type="checkbox"/> Has outside window(s)
Acquisition Info	Is USP Owned? <input checked="" type="checkbox"/> ; Is Leased? <input checked="" type="checkbox"/> ; Was Donated? <input type="checkbox"/>
Status	Is Active? <input checked="" type="checkbox"/>
Additional Notes (Summary)	Area = 1.06*3.76 ; Initially assigned to Bursary (3301: Bursar's Office)
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

1.4.4 Room Details Options

The View/Edit Room Details page has a number of menu options; see the following sections for instructions on these options:

- View/Add/Edit Purchase Details – see *Section 1.1.4.*
- View/Add/Edit Lease Details – see *Section 1.1.5.*
- View/Add/Edit Insurance Details – see *Section 1.1.6.*
- View/Add/Edit Valuation Details – see *Section 1.1.7.*
- View/Add/Edit Plan Details – see *Section 1.1.10.*
- View/Add/Edit Disposal Details – see *Section 1.1.9.*
- View/Add/Edit Structure Details – see *Section 1.3.4.*
- View/Add/Edit Assignment Details – see *Section 1.1.11.*
- View/Add/Edit Maintenance Details – see *Section 1.1.12.*

1.5 Add/Edit Keys

The Facilities Manager can use this menu to search for, add, and edit Key details for a Property, Infrastructure, Building, or Room.

1.5.1 Search Keys

1. Navigate to the appropriate **Property** search page.
2. Beside the Property click on the **Keys** button

Search Registered Properties								
Campus: L - Laucala Campus								
<input type="button" value="Search Database"/>								
ID	Property Type	Title #	Title Name	Campus				
300000000	Crown Lease	-	UNIVERSITY OF THE SOUTH PACIFIC (Upper Campus)	Laucala Campus	<input type="button" value="Detail"/>	<input type="button" value="Keys"/>	<input type="button" value="Infra'tures"/>	<input type="button" value="Buildings"/>
300000002	Crown Lease	CL 7255	UNIVERSITY OF THE SOUTH PACIFIC	Laucala Campus	<input type="button" value="Detail"/>	<input type="button" value="Keys"/>	<input type="button" value="Infra'tures"/>	<input type="button" value="Buildings"/>
300000003	Freehold	CT 14055	UNIVERSITY OF THE SOUTH PACIFIC	Laucala Campus	<input type="button" value="Detail"/>	<input type="button" value="Keys"/>	<input type="button" value="Infra'tures"/>	<input type="button" value="Buildings"/>
300000004	Freehold	CT 14054	UNIVERSITY OF THE SOUTH PACIFIC	Laucala Campus	<input type="button" value="Detail"/>	<input type="button" value="Keys"/>	<input type="button" value="Infra'tures"/>	<input type="button" value="Buildings"/>
300000005	Freehold	CT 14052	UNIVERSITY OF THE SOUTH PACIFIC	Laucala Campus	<input type="button" value="Detail"/>	<input type="button" value="Keys"/>	<input type="button" value="Infra'tures"/>	<input type="button" value="Buildings"/>

3. To search for the Key, click on the **Keys** link. Select the **Key Type** otherwise you can search for All Types.

Search Registered Keys		
Key Type: -----All Types-----		
Status: Active	Maint. Organisation: 5999 - Physical Planning and Facilities	
<input type="button" value="Search Database"/>		

1.5.2 Add Keys

1. Navigate to the appropriate Facility (Property, Infrastructure, Building, or Room) search page.
2. To add a Key, click on the **Add Keys** link.
3. Complete the Key Details form, and click on **Insert** to add the Key.

Key Details	
Key Type	1 - Unique Key
Key Code	
Key Name	
Also Known As	Code: <input type="text"/> Desc: <input type="text"/>
Campus	Laucala Campus
Maintained By	5999 - Physical Planning and Facilities
Assigned To	Organisation: Specific: <input type="text"/>
Quantity	Number of Keys (Copies): <input type="text"/>
Location	<input type="text"/>
Status	Is Active? <input checked="" type="checkbox"/>
Additional Notes (Summary)	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

1.5.3 View/Edit Key

1. Choose a Property and then select the Building where the key is assigned by clicking **Rooms**.
2. Search for the particular Room by selecting *Room Type* and *Status*, and then click **Search Database**.

Search Registered Keys	
Key Type:All Types.....	Maint. Organisation: 5999 - Physical Planning and Facilities
Status: Active	<input type="button" value="Search Database"/>

3. Select a Key by clicking the **Details** button.
4. To edit the Room details, click on **Edit**.
5. Enter the new details in the Key Details form, and then click **Update** to save the changes.

Key Details	
Key Type	Unique Key, -
Key Code	NW
Key Name	New Wing
Also Known As	Code: NW2 Desc:
Campus	Laucala Campus
Maintained By	5999 - Physical Planning and Facilities
Assigned To	Organisation: 2101 - Information Technology Services Specific:
Quantity	Number of Keys (Copies): 2
Location	New wing room
Status	Is Active? <input checked="" type="checkbox"/> Editing: wedlock_k on 07/09/2006
Additional Notes (Summary)	<input type="text"/>
<input type="button" value="Edit"/>	

1.5.4 Key Details Options

The **View/Edit Key Details** page has a number of menu options; see the following pages for instructions on these options:

- View/Add/Edit Purchase Details – see *Section 1.1.4.*
- View/Add/Edit Disposal Details – see *Section 1.1.9.*
- View/Add/Edit Assignment Details – see *Section 1.1.11.*
- View/Add/Edit Maintenance Details – see *Section 1.1.12.*

2 MAINTAIN FACILITIES

This menu is available to the Facilities Manager, and the Facilities Assistant. It allows the Facilities Manager and Facilities Assistant to update core facilities information which includes; purchase, lease, insurance, rates, plans, maintenance, and assignment.

2.1 Maintain Properties

This menu option allows you to add or edit maintenance records to the selected Property. You must search for a particular Property (see *Section 1.1.1*), and can only view the following records:

- View Property
- View Purchase Details

You can add or edit the following Property maintenance records:

- View/Add/Edit Lease Details – see *Section 1.1.5*.
- View/Add/Edit Insurance Details – see *Section 1.1.6*.
- View/Add/Edit Valuation Details – see *Section 1.1.7*.
- View/Add/Edit Rates Details – see *Section 1.1.8*.
- View/Add/Edit Plan Details – see *Section 1.1.10*.
- View/Add/Edit Assignment Details – see *Section 1.1.11*.
- View/Add/Edit Maintenance Details – see *Section 1.1.12*.

2.2 Maintain Infrastructure

This menu option allows you to add or edit maintenance records to the selected Infrastructure. You must search for a particular Infrastructure (see *Section 1.2.1*), and can only view the following records:

- View Infrastructure
- View Purchase Details

You can add or edit the following Infrastructure maintenance records:

- View/Add/Edit Lease Details – see *Section 1.1.5*.
- View/Add/Edit Insurance Details – see *Section 1.1.6*.
- View/Add/Edit Valuation Details – see *Section 1.1.7*.
- View/Add/Edit Plan Details – see *Section 1.1.10*.
- View/Add/Edit Maintenance Details – see *Section 1.1.12*.

2.3 Maintain Buildings

This menu option allows you to add/edit maintenance records to/for the selected Building. You must search for a particular Building (see *Section 1.3.1*), and can only view the following records:

- View Building
- View Purchase Details

You can add or edit the following Building maintenance records:

- View/Add/Edit Lease Details – see *Section 1.1.5.*
- View/Add/Edit Insurance Details – see *Section 1.1.6.*
- View/Add/Edit Valuation Details – see *Section 1.1.7.*
- View/Add/Edit Plan Details – see *Section 1.1.10.*
- View/Add/Edit Level Details – see *Section 1.3.3.*
- View/Add/Edit Structure Details – see *Section 1.3.4.*
- View/Add/Edit Assignment Details – see *Section 1.1.11.*
- View/Add/Edit Maintenance Details – see *Section 1.1.12.*

2.4 Maintain Rooms

This menu option allows you to add/edit maintenance records to/for the selected Room. You must search for a particular Room (see *Section 1.4.1*), and can only view the following records:

- View Room
- View Purchase Details

You can add or edit the following Rooms maintenance records:

- View/Add/Edit Lease Details – see *Section 1.1.5.*
- View/Add/Edit Insurance Details – see *Section 1.1.6.*
- View/Add/Edit Valuation Details – see *Section 1.1.7.*
- View/Add/Edit Plan Details – see *Section 1.1.10.*
- View/Add/Edit Structure Details – see *Section 1.3.4.*
- View/Add/Edit Assignment Details – see *Section 1.1.11.*
- View/Add/Edit Maintenance Details – see *Section 1.1.12.*

2.5 Maintain Keys

This menu option allows you to add or edit maintenance records to the selected Keys. You must search for a particular Key (see *Section 1.5.1*), and can only view the following records:

- View Keys
- View Purchase Details

You can add or edit the following Key maintenance records:

- View/Add/Edit Lease Details – see *Section 1.1.5.*
- View/Add/Edit Insurance Details – see *Section 1.1.6.*
- View/Add/Edit Valuation Details – see *Section 1.1.7.*
- View/Add/Edit Plan Details – see *Section 1.1.10.*
- View/Add/Edit Structure Details – see *Section 1.3.4.*
- View/Add/Edit Assignment Details – see *Section 1.1.11.*
- View/Add/Edit Maintenance Details – see *Section 1.1.12.*

3 VIEW FACILITIES

This menu is available to the Facilities Observer. It allows you to view all facilities records and their maintenance details.

3.1 View Facilities

The View Facilities menu displays the following options; View Properties, View Infrastructure, View Buildings, View Room Space.

3.2 View Properties

1. Before you can view the properties you need to search for the Property. Refer to *Section 1.1.1 - Search Properties* instructions.
2. To view the details of a particular Property from the list displayed, click on the **Details** button.

Property Details	
Property Type	Crown Lease
Title No	Title No: - Commodity No:
Title Name	UNIVERSITY OF THE SOUTH PACIFIC (Upper Campus)
Also Known As	Code: Desc:
Campus	Laucala Campus
Maintained By	5999 - Physical Planning and Facilities
Assigned To	Organisation: - - Specific:
Location	Laucala Bay Road
Plan/Lot No	Plan No: S 1500 Lot No: 1 & 2
Area/Zone	Area: 7840 Perches Zone: Educational
Ward/Boundary	MUANIKAU WARD
Nation	Fiji
Acquisition Info	Is USP Owned? <input checked="" type="checkbox"/> ; Is Leased? <input checked="" type="checkbox"/> ; Was Donated? <input type="checkbox"/>
Status	Is Active? <input checked="" type="checkbox"/> Editing: uludole_j on 03/07/2006
Additional Notes (Summary)	Laucala campus (upper campus)

3.3 View Infrastructure

1. Before you can view the Infrastructure you need to search for the Property where the infrastructure is located. Refer to *Section 1.2.1 - Search Infrastructure* instructions.
2. To view the details of a particular Infrastructure from the list displayed, click on the **Details** button.

Infrastructure Details	
Infrastructure Type	Road, Road - Sealed,Kerbed and Guttered
Code	Code: 431 Commodity No:
Infrastructure Name	Heilala Place
Also Known As	Code: Desc:
Campus	Laucala Campus
Maintained By	5999 - Physical Planning and Facilities
Assigned To	Organisation: - - Specific:
Location	LAUCALA
Dimensions/Size	Total Length: - Gross Area: -
Acquisition Info	Is USP Owned? <input checked="" type="checkbox"/> ; Is Leased? <input checked="" type="checkbox"/> ; Was Donated? <input type="checkbox"/>
Status	Is Active? <input checked="" type="checkbox"/> Editing: uludole_j on 12/02/2004
Additional Notes (Summary)	Time to rebuild = 3 months

3.4 View Buildings

1. Before you can view the Building record you need to search for the Property where the building is located. Refer to *Section 1.3.1 - Search Buildings* instructions.
2. To view the details of a particular Building from the list displayed, click on the **Details** button.

Building Details	
Building Type	(USP) General Building, General Bldg - Administrative
Code	Code: 001 Commodity No:
Building Name	Administration
Also Known As	Code: Desc:
Campus	Laucala Campus
Maintained By	5999 - Physical Planning and Facilities
Assigned To	Organisation: - - Specific:
Location	LAUCALA
Category	-
Area (sqmt)	Assignable: 1821.89 Gross Area: 1821.89
Other Info	No. of Levels: 1 No. of Rooms: 1 Water Mtr No.: Electr Mtr No.:
	<input type="checkbox"/> Has a car space/garage <input type="checkbox"/> Has a disability access <input type="checkbox"/> Has a maid/cleaner room <input type="checkbox"/> Is furnished/partly furnished
Acquisition Info	Is USP Owned? <input checked="" type="checkbox"/> ; Is Leased? <input checked="" type="checkbox"/> ; Was Donated? <input type="checkbox"/>
Status	Is Active? <input checked="" type="checkbox"/> Editing: space_audit on 02/06/2006
Additional Notes (Summary)	Time to rebuild = 24 months

3.5 View Rooms Space

1. Before you can view the room record you need to search for the Property and the building where the room is located. Refer to *Section 1.4.1- Search Rooms* instructions.
2. To view the details of a particular room from the list displayed, click on the **Details** button.

Room Details									
Room Type	Office Space, Office - Administration								
Code	Code: 001-102 Commodity No:								
Room Name	Staff Office								
Also Known As	Code: 001-102 Desc:								
Campus	Laulala Campus								
Maintained By	5999 - Physical Planning and Facilities								
Assigned To	Organisation: - - Specific:								
Location									
Function	-								
Dimensions	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Assignable Area: 3.99 (sqmt)</td> <td style="width: 50%;">Gross Area : 3.99 (sqmt)</td> </tr> <tr> <td>Length: 1.06 (m)</td> <td>Width: 3.76 (m)</td> </tr> </table>	Assignable Area: 3.99 (sqmt)	Gross Area : 3.99 (sqmt)	Length: 1.06 (m)	Width: 3.76 (m)				
Assignable Area: 3.99 (sqmt)	Gross Area : 3.99 (sqmt)								
Length: 1.06 (m)	Width: 3.76 (m)								
Other Info	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Capacity: 1</td> <td style="width: 50%;">Level:</td> </tr> <tr> <td><input type="checkbox"/> Has an overhead projector</td> <td><input type="checkbox"/> Has a writing board</td> </tr> <tr> <td><input type="checkbox"/> Has a multimedia (a/v) set</td> <td><input type="checkbox"/> Has a lecture teaching set</td> </tr> <tr> <td><input type="checkbox"/> Has a stage/platform</td> <td><input type="checkbox"/> Has outside window(s)</td> </tr> </table>	Capacity: 1	Level:	<input type="checkbox"/> Has an overhead projector	<input type="checkbox"/> Has a writing board	<input type="checkbox"/> Has a multimedia (a/v) set	<input type="checkbox"/> Has a lecture teaching set	<input type="checkbox"/> Has a stage/platform	<input type="checkbox"/> Has outside window(s)
Capacity: 1	Level:								
<input type="checkbox"/> Has an overhead projector	<input type="checkbox"/> Has a writing board								
<input type="checkbox"/> Has a multimedia (a/v) set	<input type="checkbox"/> Has a lecture teaching set								
<input type="checkbox"/> Has a stage/platform	<input type="checkbox"/> Has outside window(s)								
Acquisition Info	Is USP Owned? <input checked="" type="checkbox"/> ; Is Leased? <input checked="" type="checkbox"/> ; Was Donated? <input type="checkbox"/>								
Status	Is Active? <input checked="" type="checkbox"/> Editing: dbo on 09/02/2004								
Additional Notes (Summary)	Area = 1.06*3.76 ; Initially assigned to Bursary (3301: Bursar's Office)								