FAMIS Analytics Space Survey Report Instructions

These instructions are being provided to assist Space Surveyors and Approvers in accessing the FAMIS Analytics Space Survey reports. These status reports are used to review the data that has been entered for USF's Annual Space Survey. This includes instructions on how to use FAMIS's Analytics reporter to generate the two separate reports for space survey data. Users will need to use both reports to review their data. Additionally, instructions have been provided to assist with filtering the data within FAMIS Analytics, and once the reports are generated, filtering within the Microsoft Excel format.

There are 2 reports for Space Survey:

Space Survey Status Report
Space Survey Occupancy Status Report

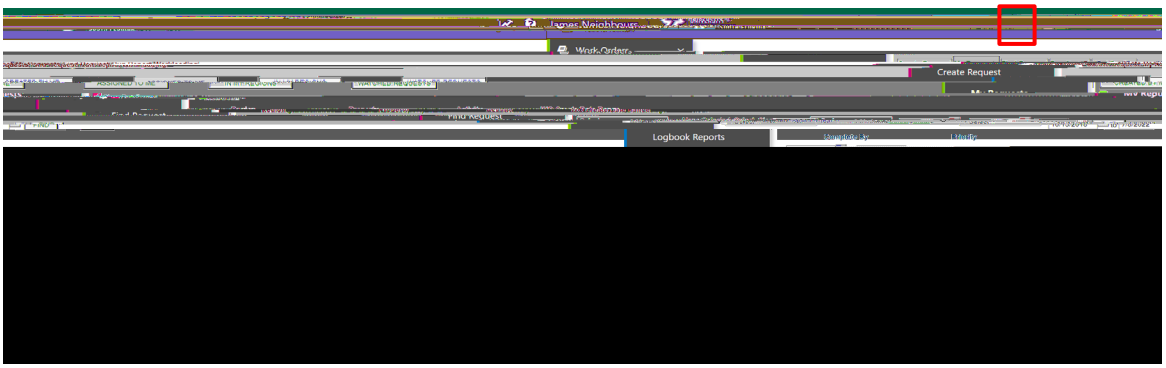
The reports will show the data and progress that has been completed by the Surveyor and Approver. (Only data that has been approved will be in the reports. Surveyor should coordinate with their Approver(s) to review and approve the records prior to generating the reports).

Space Survey Status Report

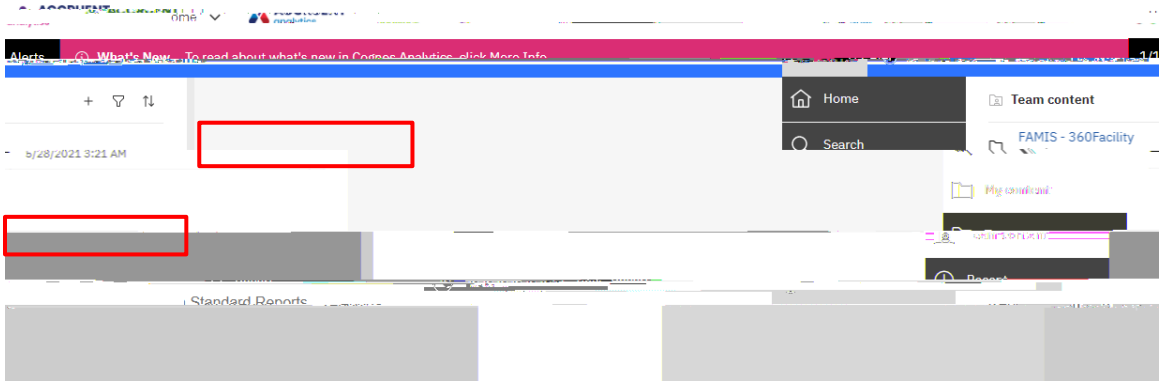
Step 1 - Log into FAMIS through MyUSF > Business Systems > Facilities Work Order (FAMIS)

Or use (Https://usf.edu/famis)

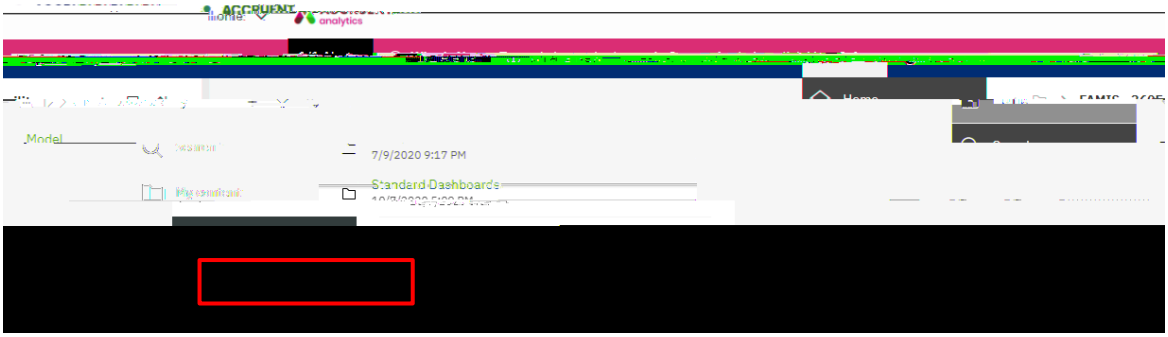
Step 2 - After you are in FAMIS, click on the small icon located to the right in the green banner.



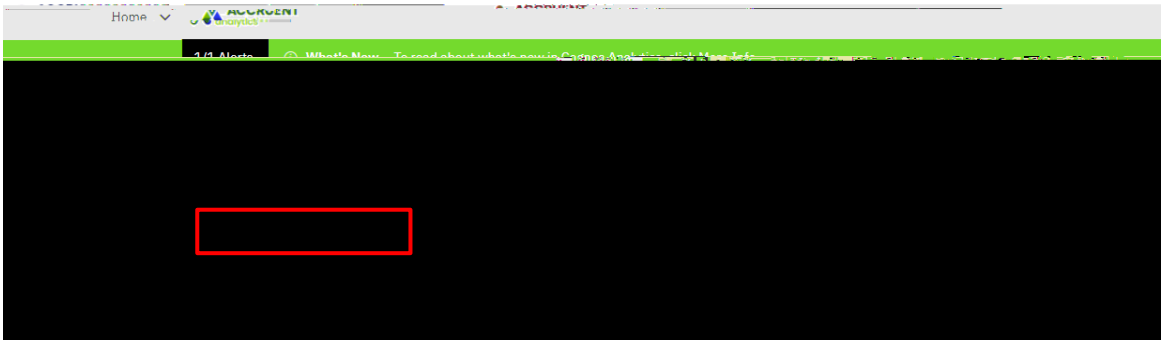
Step 3 - In Analytics, click on Team content > FAMIS – 360Facility



Step 4 - Click on usf

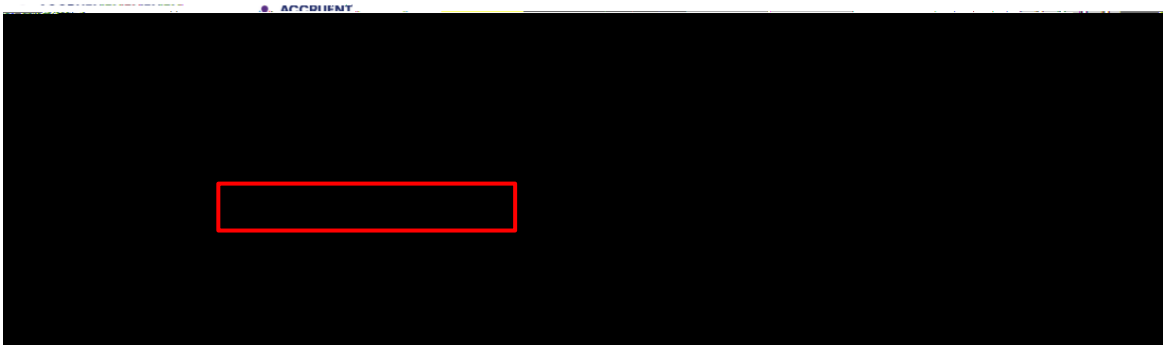


Step 5 - Click on Shared Reports

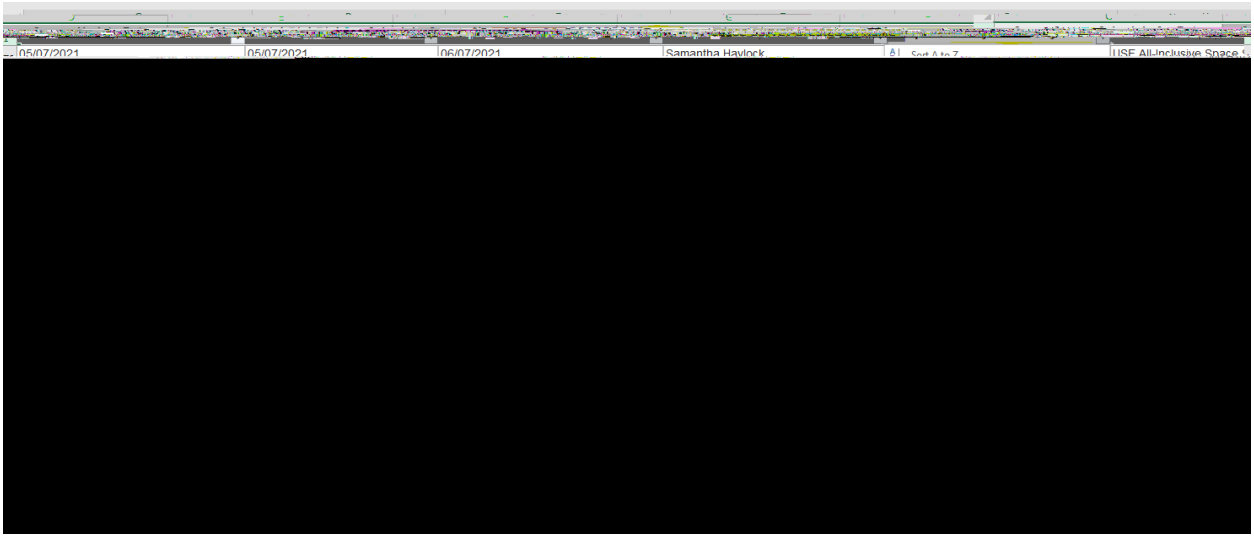


Step 6 - Click on Space Survey Reports

Step 7 - Click on Space Survey Status Report



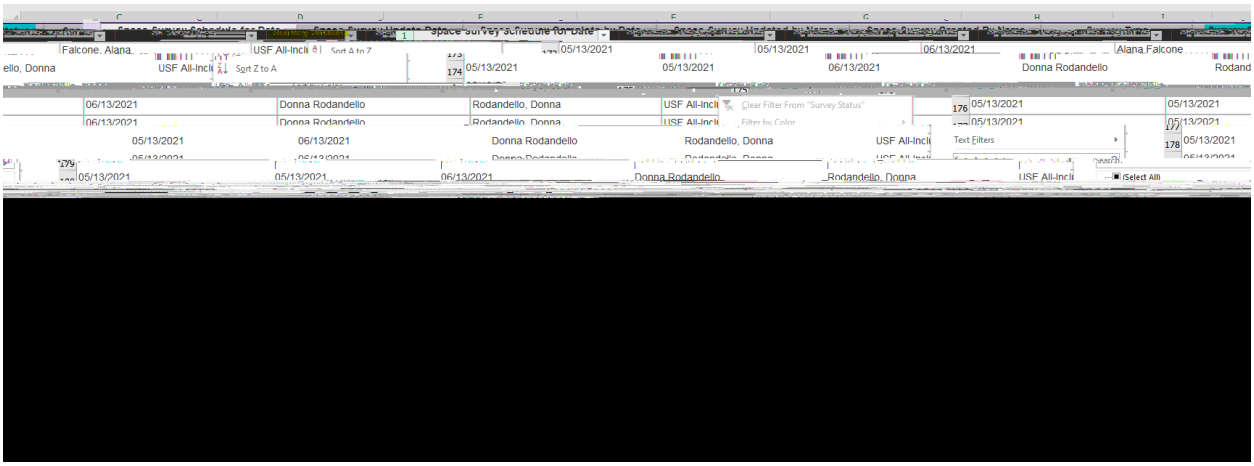
your name **OK**



Step 3 – Use Status to identify and check your progress and completeness

Survey Status
Select All

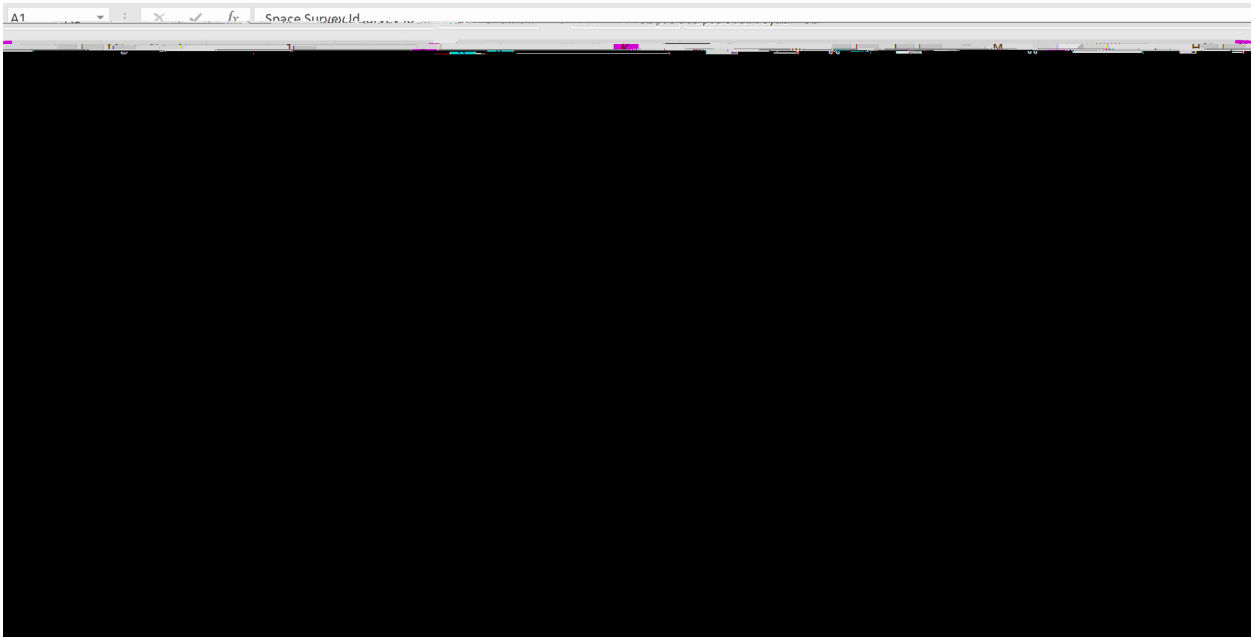
status **OK**



Step 4 - Use the Property Name column to filter by building

Property Name **Select All**

building name **OK**



Step 5 - Filter by Space Category

Space Category Name **Select All**

category **OK**

Owning Group Department Number **Owning Group Department Description.**

Owning Group Department Number **Owning Group Department Description** **Select All**

department number/name **OK**