# Information Technology Services

University System of Georgia Information Technology Services
Data & Reporting Services

# Facilities Inventory Data Collection (FIDC)

# Data Submission & Reporting User Guide

March 2023

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# Facilities Inventory Data Collection (FIDC) Data Submissions and Reporting User Guide

# Purpose

The Facilities Inventory Data Collection (FIDC) occurs twice annually to report building and room inventory information.

# **Target Audience**

This document is designed for institutional staff responsible for submitting data to the Facilities Inventory Data Collection. This includes the Points of Contact (POCs) for each institution for the FIDC and any other staff who have roles and access to complete a data extraction and review data related to the FIDC.

### **Scope of Document**

This user guide will provide detailed instructions for each of the following processes of the Facilities Inventory Data Collection:

- Facilities Inventory Institutional User Roles
- Data Submission Process Flow
- Data Submission
- Reports
- Data Submission Errors
- Submission Status
- Data Dictionary
- Reference Code Reports

For emergency, business interruption or other production down situations, immediately call the ITS Helpdesk (706-583-2001 or 888-875-3697 toll-free within Georgia). For noncritical issues, login with your username and password at <a href="https://usg.service-now.com/usgsp">https://usg.service-now.com/usgsp</a> to submit a ticket.

#### Resources

Information about ITS Service Level Guidelines and the maintenance schedules can be found at <a href="http://www.usg.edu/customer\_services/service\_level\_guidelines">http://www.usg.edu/customer\_services/service\_level\_guidelines</a>. For operational information of USG IT systems and services, please visit <a href="http://status.usg.edu">http://status.usg.edu</a>.

# **Facilities Inventory Institutional User Roles**

Before learning the data submission process, it is important to understand the User Roles that must be assigned to perform these procedures.

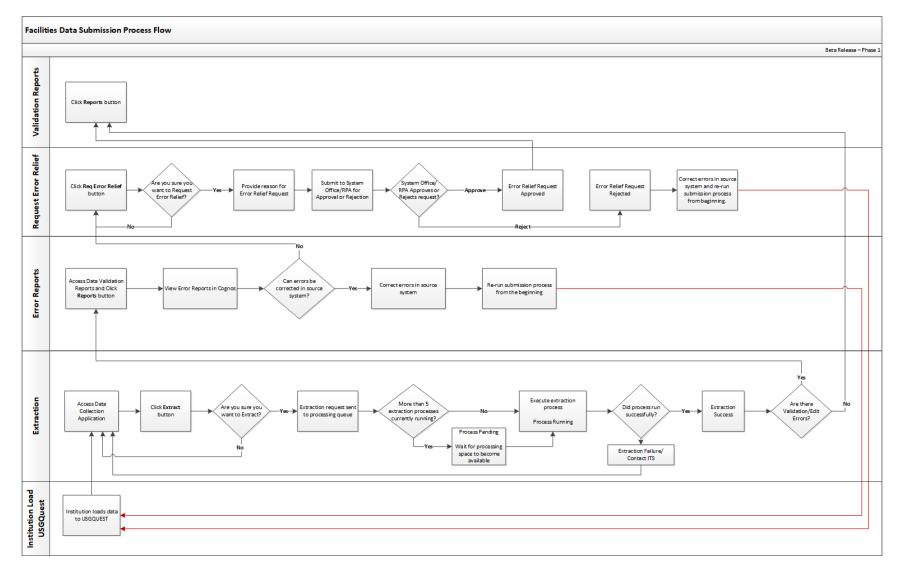
The following section explains the Facilities Inventory Institutional User Roles that are needed to successfully complete Facilities Inventory Data Collections.

Role Title	Role	Role Functions				
Institution Facilities Extractor	usg_facil_extractor	Extract Facilities Data View Facilities Error Reports/Logs Request Error Relief Provide Error Relief Comments				
Role Description						
The Extraction process collects data from Facilities campus ODS. If any errors are returned during the extraction process, the data warehouse user interface alerts the user that errors have been produced during the extraction.						

process, the data warehouse user interface alerts the user that errors have been produced during the extraction. These errors must be corrected before data can be accepted by the Facilities Program Management Office and loaded into the relational data warehouse.

Role Title	Role	Role Functions				
Institution Facilities Data Submission Reviewer	usg_facil_ods_reviewer	Review Facilities Preliminary / Turn-Around reports for accuracy prior to load into the relational warehouse.				
Role Description						
Facilities Preliminary / Turn-Around Reports must be reviewed for accuracy before data is loaded into the relational warehouse for Official Reporting purposes.						

# **Data Submission Process Flow**



# **Data Submission**

This section provides detailed instructions for completing the data submission process. This includes the following steps:

- ✓ Confirm installation of current Academic Release (CAMPUS\_ODS\_FIDM\_ETL\_INSTALL)
- ✓ Run Data Collection Extraction process (ZADMETL)
- ✓ Access the Academic Data Submission Application
- ✓ Extract to Data Warehouse Mimic tables (USGODS)

#### **Confirm Installation of the Current Academic Release**

To successfully run the Data Collection Extraction process (ZADMETL) in Banner, the current Facilities Release (CAMPUS\_ODS\_FIDM\_ETL\_INSTALL) must be installed.

Refer to the Facilities label under the Data Collections Documentation tab of the Data & Reporting Services site--<u>https://www.usg.edu/data\_services/data\_collections\_documentation/facilities</u> for the release documentation and the current ETL Execution Parameters.

# Data Collection Extraction Process (ZADMETL)

The first step in the extraction process is to run the Data Collection Extraction process (ZADMETL) to populate the tables in the USGQUEST schema on the institution's designated database. The ZADMETL process is used to initiate the Facilities Inventory Data Mart (FIDM) Institution Extraction, populating the Banner tables (Views) in the USGQUEST schema. The extraction process pulls data from these tables to populate the data warehouse staging tables (USGODS).

Run the ZADMETL process from the Process Submission Controls (GJAPCTL).

Populate parameter number 01 (Data Collection to Extract?) with value 'F' to extract data for the FIDC. With the cursor in the Submission section, click Save to execute the process.

× @ ellucian	Process Submission Controls GJAPCTL 9.3.10	÷	ADD	RETRIEVE	🔓 REL	ATED 🚦	🗱 TOOLS		
Process: ZADMETL	Data Collection Extraction Parameter Set:						(	Start C	)ver
PRINTER CONTROL						🚹 Insert	Delete	🖥 Сору	👻 Filter
Printer	DATABASE	Submit Time				PDF	Font Size		
Special Print		MIME Type	None			Delete /	After Days		
Lines		PDF Font				Delete	After Date		
<									>
PARAMETER VALUES						🕂 Insert	Delete	Сору	Y Filter
Number * Parameter	rs		Values						
01 Data Col	lection to Extract?		F						
🖌 🛋 🚺 of 1 🕨 🕨	10 V Per Page							Reco	ord 1 of 1
LENGTH: 1 TYPE:	Character O/R: Required M/S: Single								
Enter A (Academic)	, F (Facilities), or B (Both)								
SUBMISSION						🖬 Insert	Delete	📲 Сору	🔍 Filter
	Save Parameter Set as			Hold / Submit	O Hold	Submit	t		
Name	Description								
<b>▲ ▲</b>									SAVE
E Record: 1/1	GJBPRUN.GJBPRUN_NUMBER [1]			@2000 - 2018 Elluc	cian. All rights	reserved.		el	lucian₃

Review the ZADMETL .lis and .log files to verify a successful extraction. All errors must be resolved to achieve a successful extraction.

Refer to the Data Collection Extraction user documentation at

<u>https://www.usg.edu/georgia\_best/application\_development\_and\_support/banner/userdocs</u> for details about ZADMETL .lis output, including error messages that may be encountered and the cause of the error.

		ITS University Data Collection Extraction				
07/02/20	19 17:20:06			ZADMETL Page:	1	
** Retur	n Status **					
	Process Status					
	SUCCESS					
** Log I	information **					
Data Mart	Step Name	Status Start Time		Error		
FIDC FIDC FIDC	SORXREF CHECK	SUCCESS         07/02/2019         17:26           SUCCESS         07/02/2019         17:26           SUCCESS         07/02/2019         17:26           SUCCESS         07/02/2019         17:26           SUCCESS         07/02/2019         17:26	0:06 07/02/2019 17:20:07 0:07 07/02/2019 17:20:07 0:07 07/02/2019 17:20:07			
Data Mart	Step Name	Description	Error ID	Error Column	Error Value	
FIDC	No Errors					
_						
			ITS Universit	v		
			Data Collecti			
07/0	2/2019 17:20:06					ZADMETL Page: 1
** C	ontrol Report **					
Vers	Collection to Extract?:					
vers	101:	1.3				
** P	arameter Table **					
Data Mart	-	Type Last Updated				
FIDC	98200 20184 201802	2 FT 07/02/2019 10	5:30:40			
** M	imic Table Counts **					
Data Mart	Table Name		Record Count	Table Name	:	Record Count
FIDC	ODS_FIDM_BUILDING_M	IMIC	19	ODS_FIDM_R	COOM_MIMIC	2224

# Access the Data Collection Application

Once the data is successfully loaded into the USGQUEST schema, the Data Collection Application (Apex) should be executed to extract the academic data from the Banner tables in the USGQUEST schema and populate the data warehouse staging tables (USGODS).

- Access the Data Collection Site at the following URL: <u>https://www.usg.edu/data\_services/</u> Note: This site provides access to both the Data Collection Application and the Data Validation Reports. Before reviewing reports, a successful extraction must be completed.
- 2. Click the Data Collection Application link in the navigation column.



#### DATA & REPORTING SERVICES

Information Technology Services

	Home
-	Data Collection Application

#### Data & Reporting Services

Information Technology Services, in partnership with Research and Policy Analysis, facilitates the collection and storage of student, curriculum, degree, financial aid, employee and facilities data from System schools for University System reporting. These data collections originate from the source systems and then are aggregated for USG, state and federal reporting. Each mart has its own collection and reporting cycle as designated by each data mart sponsor.

Access to each data mart and reporting toolsets is determined by each designated institutional point of contact (Academic, Financial Aid, Facilities and Human Resources).

#### Data Collections

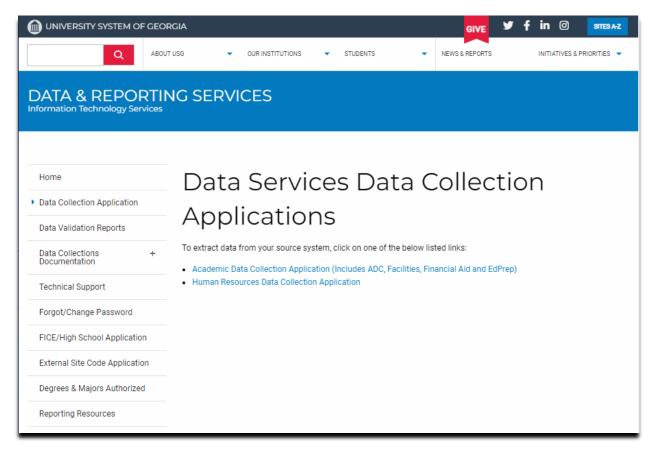
Nine data submissions occur annually from the student information system (Banner) through three data collections. These collections include the Academic Data Collection (ADC), Financial Aid Data Collection (FADC) and the Facilities Inventory Data Collection (FIDC). The Transfer Course collection also occurs during the summer.

Human Resources data are extracted from OneUSG Connect (PeopleSoft HCM application) into USG HR data mart on a daily basis from Sunday night to Thursday night for each institution. HR reports provided by USG including IPEDS HR validation reports reflect the PeopleSoft HCM data as of the previous day.

Use the links on the left side to access reporting applications (APEX, Cognos, Password Portal, etc.). To access the Data Element Dictionaries for each mart, select Reporting Resources and then Data Collection & Reporting Resources.

Data Validation Reports	
Data Collections + Documentation	ĕ
Technical Support	
Forgot/Change Password	
FICE/High School Application	
External Site Code Application	
Degrees & Majors Authorized	
Reporting Resources	

3. Select the Academic Data Collection Application (Includes ADC, Facilities, Financial Aid and EdPrep) link.



4. This link opens the login page for the Apex application. Note: The direct URL is <u>https://apps.ds.usg.edu/ords/f?p=38576</u>. Any additional numbers that may appear at the end of this URL are used to identify a current session. Do not bookmark or save a session specific URL. If issues are encountered accessing the Apex application, clear the browser cache, close the browser, and start over with the direct URL.

USG Data Warehouse Creating A More Educated Georgia		
	Academic Data Collection App	lication
	Username	Domain ( uso\ ) not required
	Password Login	

5. Enter Username and Password and click Login. The Overview tab will display the SETID and name of the institution and the last successful actions per datamart.

Overview	Welcome: SUPPORT.USG982 Logor
- Select Datamart - 🗸	Setid: 98200 - Board of Regents Test Institution
Helpful Links No links.	Announcements No announcements. Last Successful Actions
	DatamartCollection TermSTATUSSTART TIMEEND TIMEProcess DescriptionADM20172-MTSUCCESS07/29/201907/29/2019Extraction/EditEDPREP20184-MTSUCCESS02/22/201902/22/2019Extraction/EditFADM1516-YRLYSUCCESS08/21/201808/21/2018Extraction/Edit

 In the upper left corner of the Overview tab, click the Select DataMart dropdown list. The datamarts displayed are based on permissions assigned to your user login. Select the Facilities option.

Overview							Welcome: SUPPORT.USG982 Logout
Select Datamart - Academic Ed Prep Facilities Financial Aid Helpful Links	Announ	cements	Setid: 9	8200 - Boa	ird of Re	gents Test Inst	titution
No links.	No announceme	nts.					
	Last Success	ful Actions					
	Datamart	Collection Term	STATUS	START TIME	END TIME	Process Description	
	ADM	20172-MT	SUCCESS	07/29/2019	07/29/2019	Extraction/Edit	
	EDPREP	20184-MT	SUCCESS	02/22/2019	02/22/2019	Extraction/Edit	
	FADM	1516-YRLY	SUCCESS	08/21/2018	08/21/2018	Extraction/Edit	

7. Once Facilities is selected, a new Facilities Data Collection tab appears next to the Overview tab. Click on the Facilities Data Collection tab to reach the FIDC home page. The Facilities Data Collection tab will display the SETID and name of the institution, the current collection, and the current ETL package version, in addition to information about the extraction processing steps and the last successful actions for this datamart.

#### Perform an Extraction

1. On the Facilities Data Collection tab, a series of buttons appear on the left side. The available buttons may vary depending upon the state of current collection.

- a. Home
- b. Extract
- c. Req. Error Relief
- d. Start Over
- 2. To perform an extraction, click the Extract button.

									Welcome: SUPPORT.USG982 Logout
Overview Facilities Data Co	ollection								
Home Extract Start Over	Currer NOTE Your v button has ge	t ETL TO U vork i is au nerat	s complete if yo	FT on: 1.1 ur extracti h the ETL	Process and wi	sful and y	ou did not ha	ve any erro	tion ors. The Request Error Relief on menu when your extraction
	User (s)	Step (s)	Process(es)				Comment(s)/Ins	struction(s)	
	User	1	Extract/Edit	Extraction w navigation M	as successful and th Aenu. Keep-on extrac	ere are no er ting/editing	rors. The work is	complete. Req	uest Error Relief won't appear to the left
	User	2	Request For Error Relief		as successful and th button is activated th			Relief will appe	ar to the left navigation Menu. Once the
	Facilit Ste 1 4 7	p E> Re	L Summary Process draction/Edit equest Load to DW stitution Certify	Datamart FIDM FIDM FIDM	Collection Term 20202-FT 20202-FT 20202-FT	STATUS - -	START TIME - -	END TIME - -	

3. A confirmation prompt will be display "Are you sure you want to extract?". Click OK to continue with the extraction or click Cancel to return to the Home page.

			Welcome: SUPPORT.USG982 Logout			
Overview Facilities Data Co	ollection					
Home Extract Start Over	Current ETI NOTE TO U Your work i button is au has generat	llection: 20172 - L Package Version SER: is complete if yo stomated throug ted errors.				
	User Step (s) (s)	Process(es)	Comment(s)/Instruction(s)			
	User 1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep-on extracting/editing			
	User 2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.			
Confirm extract Are you sure you want to extract? OK Cancel						

The extraction request is submitted to the process queue. The process queue is a staging area that manages the number of extraction requests submitted by all institutions.
 Note: If more than 5 extraction processes are currently running, the request will be placed in the queue and picked up for processing when space is available.

9. The message "Extraction request successfully submitted to the process queue!" will be displayed along with an OK button. Click OK to return to the Home page.

			Welcome: SUPPORT.USG982 Legout
Overview	Facilities Data Collection		
Home Extrac Start Ov	t Currer rer Currer NOTE Your V buttor has ge	is automated throu enerated errors.	
	User (s)	Step (s) Process(es)	Comment(s)/Instruction(s)
	User	1 Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep-on extracting/editing
	User	2 Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.
	ОК		action request successfully submitted to the process queue!

10. If extraction request is placed in the queue due to more than 5 extraction processes currently running, the Status in the Facilities ETL Summary window will display PENDING. Refresh the browser as needed to verify that the request moves from PENDING to RUNNING.

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FIDM	20224-ST	PENDING	-	-
4	Request Load to DW	FIDM	20224-ST	-	-	-
7	Institution Certify	FIDM	20224-ST	-	-	-

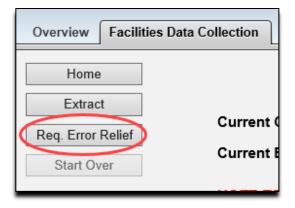
11. If extraction request is successfully executed, the Status in the Academic ETL Summary window will display RUNNING.

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FIDM	20224-ST	RUNNING	03/22/2023 15:38:29	-
4	Request Load to DW	FIDM	20224-ST	-	-	-
7	Institution Certify	FIDM	20224-ST	-	-	-

12. When the Extraction process is complete, the status displays SUCCESS or FAILURE. If the status is SUCCESS, continue to next step in process. If the status is FAILURE, it may be necessary to contact ITS for further investigation.

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FIDM	20224-ST	SUCCESS	03/22/2023 15:32:58	03/22/2023 15:33:0
4	Request Load to DW	FIDM	20224-ST	-	-	-
7	Institution Certify	FIDM	20224-ST	-	-	-

- 13. Verify if the extraction has completed with validation/edit errors. If no validation/edit errors have been produced, the Req. Error Relief button will display as grayed-out and inaccessible. This confirms that no errors are present and Data Submission Reports are ready for review.
- 14. If Validation/Edit errors are present, the Req. Error Relief button will be available. Data Submission Error reports must be reviewed to determine the method of correction in the source system. Error relief should only be requested if errors exist that cannot be resolved in the source system.



**NOTE:** If the Req. Error Relief button is clicked by mistake, the Start Over button should be used and it will be necessary to re-start the Extraction process.

# Reports

This section provides detailed information on the reports that are available after completing the data submission process.

- ✓ Data Submission Reports
- ✓ Data Validation Reports

### **Reporting Options**

There are two types of reports available for use after the data have been submitted.

#### **Data Submission Reports**

The Data Submission Reports provide high-level summary information related to the data submission process. Reports include:

- Institution Summary
- Submission Status
- Submission Summary

#### **Data Validation Reports**

Data Validation Reports are preliminary reports that provide detailed data information as submitted and stored in the data warehouse mimic tables (USGODS).

These reports should be used to validate the data.

#### **Accessing Reports**

- Access the Data Collection Site at the following URL: <u>https://www.usg.edu/data\_services/</u> Note: This site provides access to both the Data Collection Application and the Data Validation Reports. Before reviewing reports, a successful extraction must be completed.
- 2. Click the Data Validation Reports link in the navigation column.

0	
18.1	DATA & REPORTING SERVICES
	monnation recinology services
▶ Home	Data & Reporting Services
Data Collection Application	Information Technology Services, in partnership with Research and Policy Analysis, facilitates the collection and storage of student, curriculum, degree, financial aid, employee and facilities data from System schools for University System
Data Validation Reports	reporting. These data collections originate from the source systems and then are aggregated for USG, state and federal reporting. Each mart has its own collection and reporting cycle as designated by each data mart sponsor.
Data Collections + Documentation	Access to each data mart and reporting toolsets is determined by each designated institutional point of contact
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Forgot/Change Password	Data Collections
FICE/High School Application	Nine data submissions occur annually from the student information system (Banner) through three data collections. These collections include the Academic Data Collection (ADC), Financial Aid Data Collection (FADC) and the Facilities Inventory
External Site Code Application	Data Collection (FIDC). The Transfer Course collection also occurs during the summer.
External site code Application	Human Resources data are extracted from OneUSG Connect (PeopleSoft HCM application) into USG HR data mart on a
Degrees & Majors Authorized	daily basis from Sunday night to Thursday night for each institution. HR reports provided by USG including IPEDS HR validation reports reflect the PeopleSoft HCM data as of the previous day.
Reporting Resources	
	Use the links on the left side to access reporting applications (APEX, Cognos, Password Portal, etc.). To access the Data Element Dictionaries for each mart, select Reporting Resources and then Data Collection & Reporting Resources.

3. Enter User ID and Password. This is the same account information used to log in to the Data Collection Application.

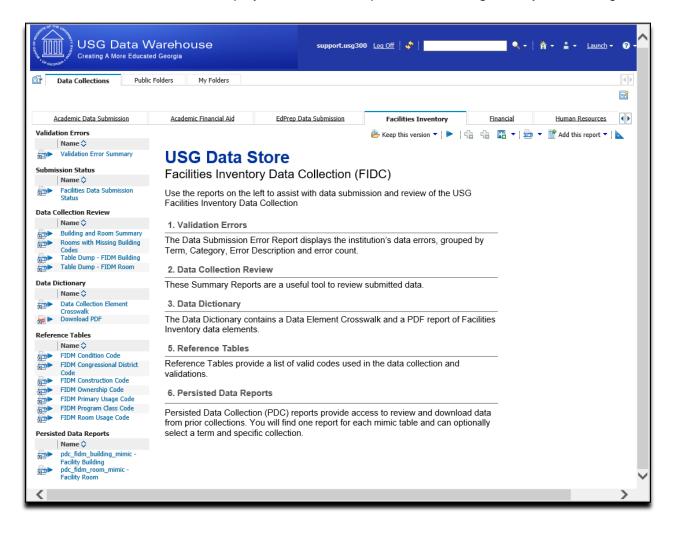
USG	Cognos Analyti	CS
	Sign in with your BOROUD ID          Image: Sign in with your BOROUD ID         Image: Sign in         Image:	

4. The Cognos home page is displayed. Select Data Collections on the left-hand navigation to reach the Data Collections dashboard.



5. The Cognos Dashboard is displayed. All Data Validation Reports can be accessed from this dashboard.

Note: The datamart tabs displayed are based on permissions assigned to your user login.



# **Data Submission Errors**

The Validation Errors are located in the left navigation column of the Facilities Inventory tab.

### **Validation Error Summary**

The Validation Error Summary data errors report allows the end user to view the details of validation/edit errors encountered during the extraction.

Valida	tion Errors
	Name 🗘
	Validation Error Summary
Submi	ssion Status
	Name 🗘
	Facilities Data Submission Status

Errors are grouped by Category and Record Type and can be viewed individually by record type or as a summary of all errors.

	ty System of Georgia Errors - Institutio	on Sumr	mary		
Severity Leve	el: Error	~			
Test B	anner 11G University	- 98200			
Submis	sion Term: 20172 - FT				
Category	Record Type	Business Rule Code	Business Rule Descr	Error Count	View and Download (Opens in new window)
Facility	Building (ods_fidm_building_mimic)	VBUI026	Square foot value outside the valid range of values. "For the Primary Use Code."	1	View / Download
		VBUI028	The sum of the Room Area in Square Feet within the building must equal the Gross Area of Building.	1	View / Download
		VBUI044	House Space Available must be 0 - 19.	1	View / Download
Test Bann	er 11G University - Total			3	
View / Down	iload all errors for 20172 - FT				

Click the View/Download link to in the View and Download column to drill-down to additional detail for a specific Record Type. This view provides the detail of each Business Rule error (validation/edit error) produced for a specific Category and Primary Element.

University Sy FIDC Err		-	<sup>ia</sup> nIoad Errors		📥 Keep this v	ersion 🕶 📔 🕨 🕴 🖓	4 🖪 •	Add this i	report 🔻 🗎 📐
Filter: Error Reco Filter: Error Seve Filter: Business F	ord Type = erity = E Rule Code	ODS_FID = VBUI02	M_BUILDING_MIMIC	nen "View in Excel options". Ner 11G University - 98	8200				
Submission	Term: 2	20172 - I	=T						
Business Rule Severity Descr	Category	Record Type	ODS Table	Business Rule	Primary Element	Attribute List	Attribute Content	Unique Key List	Unique Key Content
Error	Facility	Building	ods_fidm_building_mimic	(VBUI026) Square foot value outside the valid range of values. "For the Primary Use Code."	(BUI016) Average Cost Per Square Foot	sq_foot_value, primary_use_code	650, 01	setid, academic_term, coll_type, building_code	98200, 20172, FT, A1

Click the View and Download all errors for [current term] link at the bottom of the errors table to drilldown to see a summary of all errors.

					📂 Keep this ve	ersion 🔻 🕨 🏪	the 🖪 🕇	🛛 📥 👻 📑 Add this r	eport 🔻 📘
Iniversity S	•	-	nioad Errors	8					
lote: To downlo	oad data, s	elect the	export icon above (🕮) i	then "View in Excel options".					
ilter: Error Sev	erity = E								
Data Subi	nissio	n Erro	rs for Test Banı	ner 11G University - 98	200				
Submissior	Term:	20172 -	FT						
Submissior Business Rule Severity Descr	Category	20172 - Record Type	ODS Table	Business Rule	Primary Element	Attribute List	Attribute Content	Unique Key List	Unique Key Content
Business Rule Severity		Record		Business Rule (VBUI026) Square foot value outside the valid range of values. "For the Primary Use Code."	Primary Element (BUI016) Average Cost Per Square Foot	Attribute List sq_foot_value, primary_use_code		Unique Key List setid, academic_term, coll_type, building_code	
Business Rule Severity Descr	Category	Record Type	ODS Table	(VBUI026) Square foot value outside the valid range of values. "For the	(BUI016) Average	sq_foot_value,	Content	setid, academic_term, coll_type,	Key Content 98200, 20172, FT

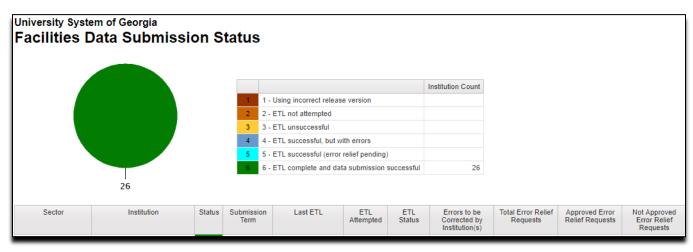
These reports can be downloaded using the Cognos Viewer. In the upper right corner of the report, select the dropdown menu next to the HTML icon. This menu provides download formats. Select the desired format to download the report.



🔑 Keep this version 🔻		÷	t	₩.		Add this report 🗸
						wiew in HTML Format
						📠 View in PDF Format
						www.in XML Format
	wie Vie	ew in Ex	cel 20	07 Data		tiew in Excel Options
	in Vie	ew in Ex	cel 20	07 Form	at	
	🔡 Vie	ew in Ex	cel 20	02 Form	at	
	🕑 Vie	ew in CS	V Forr	mat		
						1

# **Submission Status**

Clicking on Submission Status on the Main Dashboard provides a high-level overview of the collection status.



# **Data Dictionary**

The Data Dictionary Reports provide a technical reference for all facilities inventory data elements. A drill-down report provides crosswalk information.

Click the "Download PDF" option to generate a data element dictionary that contains detailed information, such as definitions, validation rules, collection tables, Banner references, and collection periods.

Data D	lictionary Name ≎
	Data Collection Element Crosswalk
- <b>a</b>	Download PDF

# **Reference Code Reports**

Reference Code Reports provide access to the Data Warehouse Reference tables.

Reference Tables				
	Name 🗘			
	FIDM Condition Code			
	FIDM Congressional District Code			
	FIDM Construction Code			
	FIDM Ownership Code			
	FIDM Primary Usage Code			
	FIDM Program Class Code			
	FIDM Room Usage Code			

Below is an example of the FIDM Room Usage Code Reference Table.

Facility Inventory Reference Table FIDM Room Usage Code (edw_fidm_room_use_lkp)						
ROOM_USE_CODE	ROOM_USE_DESCR	ROOM_USE_STATIONS_REQ_IND	FROM_TERM	TO_TERM		
010	Custodial Area	N	00000	99999		
020	Circulation Area	Ν	00000	99999		
030	Mechanical Area	N	00000	99999		
040	Structural Areas	N	00000	99999		
050	Inactive Area	Ν	00000	99999		
060	Alteration or Conversion Area	Ν	00000	99999		
070	Unfinished Area	N	00000	99999		
110	Classroom	Υ	20132	99999		
115	Classroom Service	N	00000	99999		
211	Discipline Class Laboratory	Y	00000	99999		

# **Appendix A: Document History**

This section details the history of the document and updates made for each modification.

Release and Date	Page/Process	Page	Update Description
August 2019	N/A	N/A	Update to reflect GeorgiaBEST standards
August 2021	N/A	N/A	Updated for Cognos Upgrade
March 2023	N/A	N/A	Updated for screen captures and website information