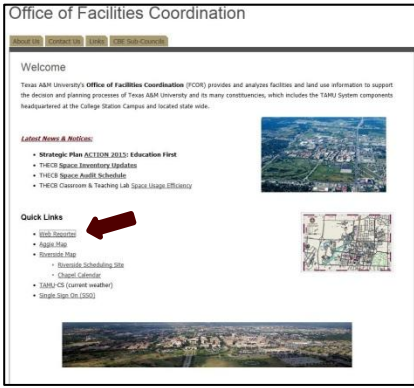


Tips & Tricks for Using FCOR's Web Reporter



FCOR Website: <http://fcor.tamu.edu/>

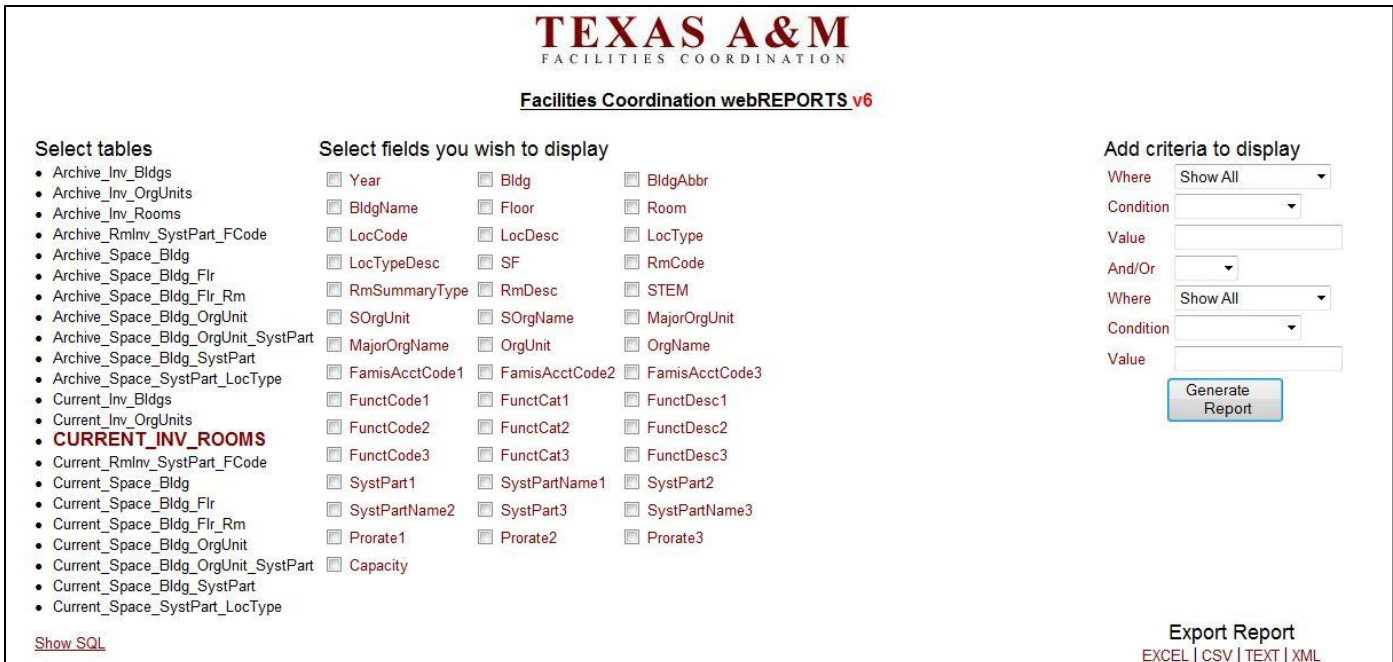
Go to the FCOR website and click on the Web Reporter link.

This screen comes up:



There are a number of choices here, but the basic “I need my department’s inventory” choice is **Current_Inv_Rooms**. (If you’d like to explore other options, please don’t hesitate to contact FCOR for more information).

Once you click on the table name, the following information comes up:



As an example for wanting an inventory for a specific org unit/department (in this example, 7006 Civil Engineering), here is what the settings would look like in Web Reporter. Notice the boxes that are checked, and then also the information over to the far right. Once you click the “Generate Report” button on the right, these settings will pull up the entire space inventory for this department.

Facilities Coordination webREPORTS v6

Select tables

- Archive_Inv_Bldgs
- Archive_Inv_OrgUnits
- Archive_Inv_Rooms
- Archive_Rmlnv_SystPart_FCode
- Archive_Space_Bldg
- Archive_Space_Bldg_Flr
- Archive_Space_Bldg_Flr_Rm
- Archive_Space_Bldg_OrgUnit
- Archive_Space_Bldg_OrgUnit_SystPart
- Archive_Space_Bldg_SystPart
- Archive_Space_SystPart_LocType
- Current_Inv_Bldgs
- Current_Inv_OrgUnits
- **CURRENT_INV_ROOMS**
- Current_Rmlnv_SystPart_FCode
- Current_Space_Bldg
- Current_Space_Bldg_Flr
- Current_Space_Bldg_Flr_Rm
- Current_Space_Bldg_OrgUnit
- Current_Space_Bldg_OrgUnit_SystPart
- Current_Space_Bldg_SystPart
- Current_Space_SystPart_LocType

[Show SQL](#)

Select fields you wish to display

<input type="checkbox"/> Year	<input checked="" type="checkbox"/> Bldg	<input type="checkbox"/> BldgAbbr
<input type="checkbox"/> BldgName	<input checked="" type="checkbox"/> Floor	<input checked="" type="checkbox"/> Room
<input type="checkbox"/> LocCode	<input type="checkbox"/> LocDesc	<input type="checkbox"/> LocType
<input type="checkbox"/> LocTypeDesc	<input checked="" type="checkbox"/> SF	<input checked="" type="checkbox"/> RmCode
<input type="checkbox"/> RmSummaryType	<input type="checkbox"/> RmDesc	<input type="checkbox"/> STEM
<input type="checkbox"/> SOrgUnit	<input type="checkbox"/> SOrgName	<input type="checkbox"/> MajorOrgUnit
<input type="checkbox"/> MajorOrgName	<input checked="" type="checkbox"/> OrgUnit	<input type="checkbox"/> OrgName
<input type="checkbox"/> FamisAcctCode1	<input type="checkbox"/> FamisAcctCode2	<input type="checkbox"/> FamisAcctCode3
<input checked="" type="checkbox"/> FunctCode1	<input type="checkbox"/> FunctCat1	<input type="checkbox"/> FunctDesc1
<input checked="" type="checkbox"/> FunctCode2	<input type="checkbox"/> FunctCat2	<input type="checkbox"/> FunctDesc2
<input checked="" type="checkbox"/> FunctCode3	<input type="checkbox"/> FunctCat3	<input type="checkbox"/> FunctDesc3
<input checked="" type="checkbox"/> SystPart1	<input type="checkbox"/> SystPartName	<input checked="" type="checkbox"/> SystPart2
<input type="checkbox"/> SystPartName2	<input checked="" type="checkbox"/> SystPart3	<input type="checkbox"/> SystPartName3
<input checked="" type="checkbox"/> Prorate1	<input checked="" type="checkbox"/> Prorate2	<input checked="" type="checkbox"/> Prorate3
<input checked="" type="checkbox"/> Capacity		

Add criteria to display

Where: OrgUnit

Condition: is equal to

Value: 7006

And/Or: [dropdown]

Where: Show All

Condition: [dropdown]

Value: [input]

Export Report
[EXCEL](#) | [CSV](#) | [TEXT](#) | [XML](#)

Note: Not making any selections here, by default, will pick ALL the choices.

Once you click “Generate Report,” then click “EXCEL” in the lower right corner in order to put this information in to an Excel file. Once clicking “EXCEL,” choose “Open” (at the bottom of the screen), and then “Yes” once the Excel program is opened. Here is what you get:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Bldg	Floor	Room	SF	RmCode	OrgUnit	FunctCode1	FunctCode2	FunctCode3	SystPart1	SystPart2	SystPart3	Prorate1	Prorate2	Prorate3	Capacity			
1	1610	01	101	376	315F	7006	11	21	00	02	08	00	50	50	0	0			
2	1610	01	102	119	310C	7006	11	21	00	02	08	00	50	50	0	0			
3	1610	01	103	124	310D	7006	11	21	00	02	08	00	50	50	0	0			
4	1610	01	104	124	310D	7006	11	21	00	02	08	00	50	50	0	0			
5	1610	01	105A	128	310D	7006	11	21	00	02	08	00	50	50	0	0			
6	1610	01	106	121	310D	7006	21	11	00	08	02	00	70	30	0	0			
7	1610	01	107	11266	250A	7006	21	11	00	08	02	00	75	25	0	0			
8	1610	01	119	337	230D	7006	11	21	00	02	08	00	50	50	0	0			
9	1610	01	120	337	350A	7006	11	21	00	02	08	00	50	50	0	15			
10	0436	01	100	933	250A	7006	11	21	00	02	08	00	50	50	0	0			
11	0436	01	100A	366	250A	7006	11	21	00	02	08	00	50	50	0	0			
12	0436	01	100A	366	250A	7006	11	21	00	02	08	00	50	50	0	0			

At this point, you can format and make any changes you want as with any Excel file. If you’d like more descriptive information (i.e. words vs. just numbers/codes), go back to Web Reporter and include the choices that have “Desc” as part of the title. (ex: pick RmCode to get “350A” and then pick RmDesc to also get “Conference Room”).

A report can also be narrowed down by a second filter. With this example, you can narrow the 7006 Civil Engineering inventory down to just the inventory in the 0270 Emerging Technologies Building by adding the second filter as shown here:

Add criteria to display

Where: OrgUnit

Condition: is equal to

Value: 7006

And/Or: AND

Where: Bldg

Condition: is equal to

Value: 0270

Web Reporter Definitions: (only the most popular codes are shown here; contact FCOR if you have questions)

Bldg – Building Number; each building has a unique 4-digit number or letter/number combination

BldgAbbr – the letter abbreviation for the building

BldgName – the entire building name

Floor – 01=First, 02=Second, B=Basement, etc

Room – the room number

LocCode – *LocDesc* = Location Code – Location Description

A1 – Main Campus C1 – Vet School Area F3 – Research Park

A3 – Airport Area C3 – Riverside Campus G3 – Bush Library

B1 – West Campus D3 – University Farm L1 – Local Lease Area

B3 – Firemen Training School L2 – Local Non-Lease

(There are additional codes for other locations; the above codes are the primary ones used).

LocType – *LocTypeDesc* = Location Type – Location Type Description

CSL – College Station Lease

CSNL – College Station Non-Lease

CS – College Station

INT – International

(There are additional codes for out-of-town areas; the above codes are the primary ones used).

SF – Square footage

RmCode – Room Code (250A, 310C, etc)

RmSummaryType – Room Summary Type; This is a very general code; (*RmDesc* is likely what you're after).

RmDesc – Room Description (Research Lab, Staff Office, etc)

STEM – Science, Technology, Engineering & Mathematics (Yes or No)

SOrgUnit – Super Org Unit

SOrgName – Super Org Name

MajorOrgUnit – Major Org Unit

MajorOrgName – Major Org Name

OrgUnit – Organizational Unit; each department/group has their own unique 4-digit number (ex: 7006)

OrgName – Organizational Name (ex: Civil Engineering)

FunctCode1,2,3 – *FunctDesc1,2,3* = Function Code 1,2,3 & Description (ex: 11 – General Academic Instruction)

SystPart1,2,3 – *SystPartName1,2,3* = System Part Number & Name (ex: 02 – Texas A&M University)

Prorate1,2,3 – Prorate (percentage) matched up with the corresponding 1,2,3 of the *FunctCode* & *SystPart*

Capacity – the number of chairs in a specific room type; generally classrooms, conference rooms & teaching labs