-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.

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:

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:
**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