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The previous chapter provided basic and general information about the SFDB. This chapter gives a brief overview of all the operating procedures for the SFDB management system and how to use this unique application.

SFDB can be accessed through the Space Management webpage

http://www.calstate.edu/CPDC/Facilities_Planning/Space_Mgmt/index.shtml

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Space Management

The Office of Space Management in the Facilities Planning Unit develops, administrates and maintains the systemwide Space and Facilities Database (SFDB) and the Custodial Maintenance Database (CMDB). Space Management provides reports to Sacramento, various campus departments, and outside agencies to assist in the analysis of capital outlay budget requests for new buildings, renovations and other space-related factors in CSU's Capital Outlay Program. The Office of Space Management also provides technical support to all CSU campuses and the Facilities Planning Unit.

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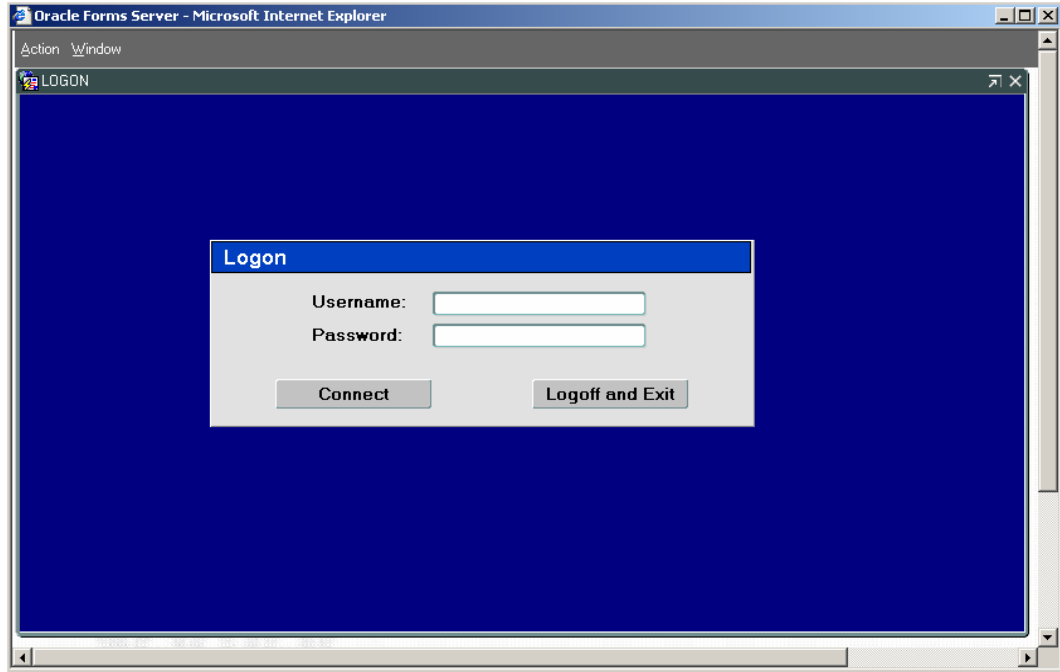
Technical Contact:
webmaster@calstate.edu

Last Updated: February 21, 2006

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Logging In

An individual window will open and the following logon screen will appear. Enter username and password to get started:



Username: sfdbxxxx

Password: xxxxxx

*Password length varies

If user enters the wrong username or password they will get the following error message



Click "OK" and re-enter the username and password.

Questions or problems? Contact Theresa Tsik at tsik@calstate.edu or 562-951-4159.

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After a successful login, the SFDB main screen will appear:



The main window has seven menu options: **Reports**, **Tables**, **SFDB Update Process**, **Facility/Custodial Process**, **Action**, **Help**, and **Window**.

Note: There are two additional menu options that are displayed in certain screen: **Query** and **Record**.

You can navigate through the menu by using the keyboard or the mouse. Users can press the [Alt] key to access the menu and then [Enter] to access sub-menus.

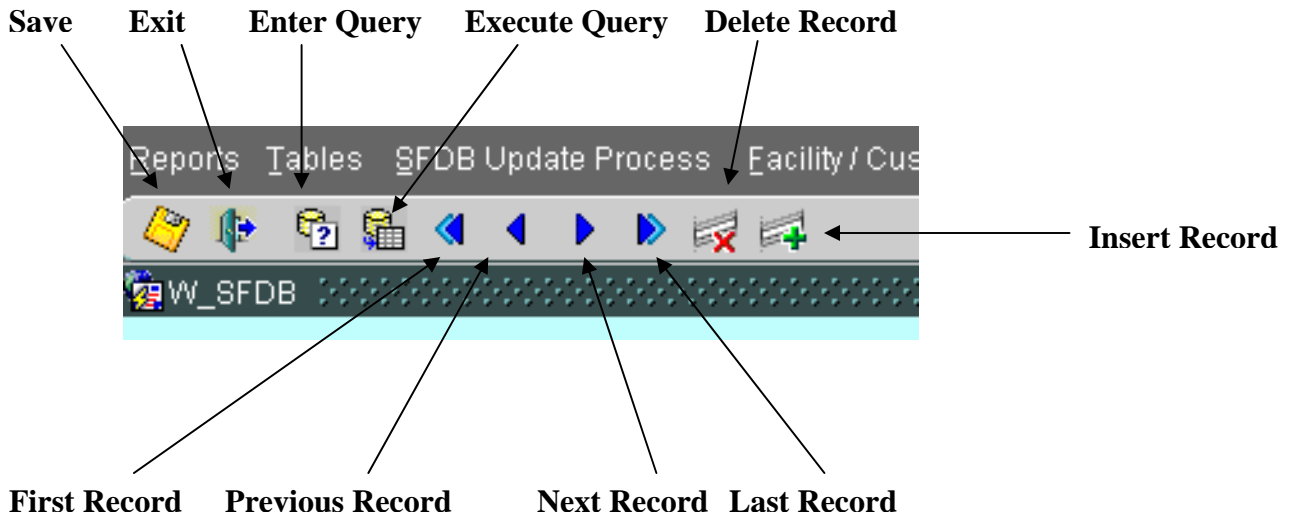
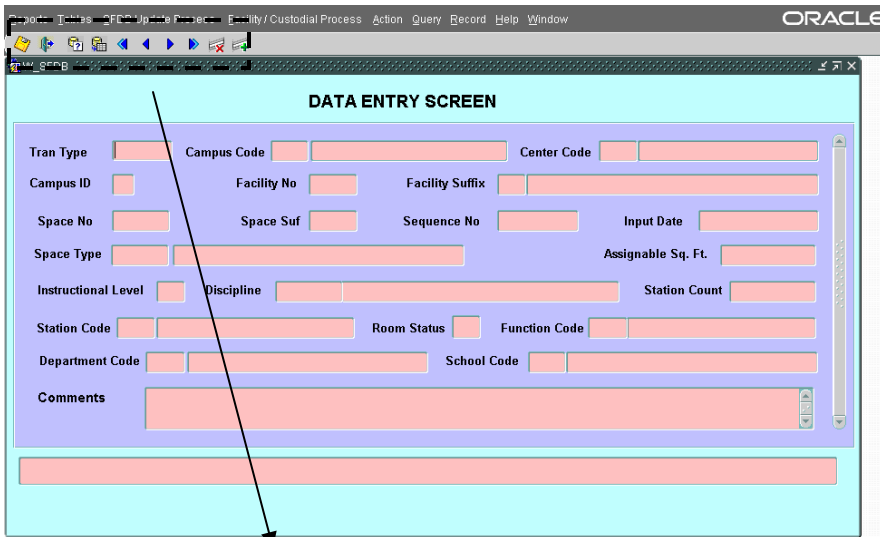
When instructions refer to function keys and other keys, they are enclosed by square brackets []. For example, [Insert] implies that the user will depress the key designated as the insert key. For functions that are shown in “ ” means it can be accessed with a mouse cursor.

Functions keys can be found on page 2.13

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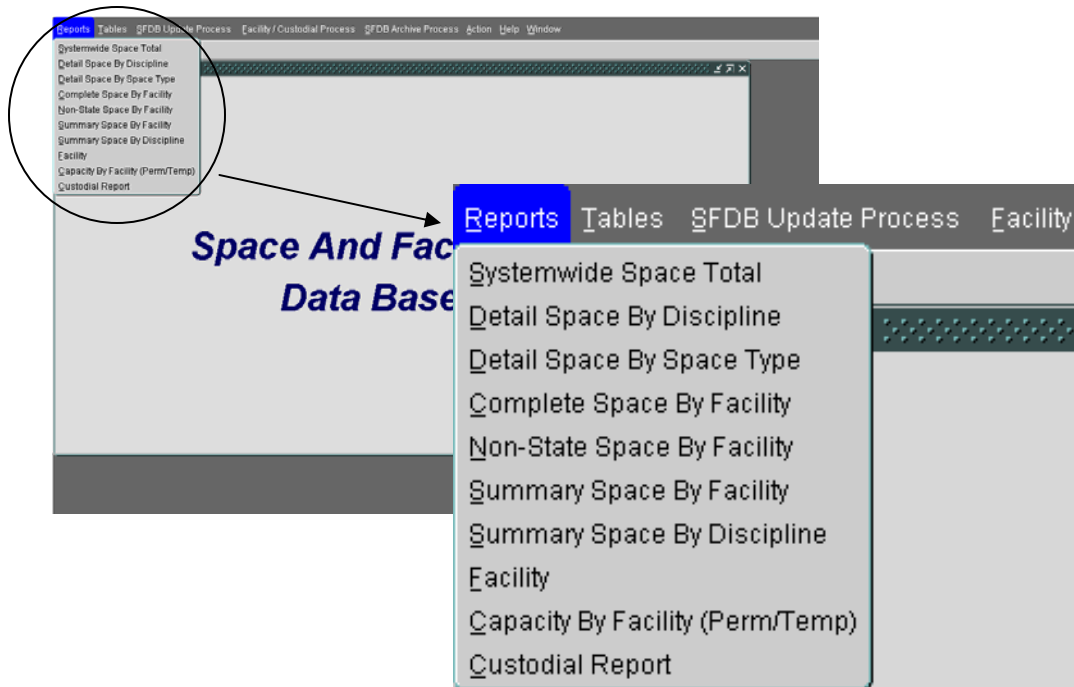
Icon Menu

When user is in a screen mode, there is a row of menu icons that pop up right below the menu. All menu icons are also accessible in one of the following three menus: **“Query”**, **“Record”**, and **“Action”** menu.



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When you select menu 1. **“Reports”** from the main menu, the following screen will appear:



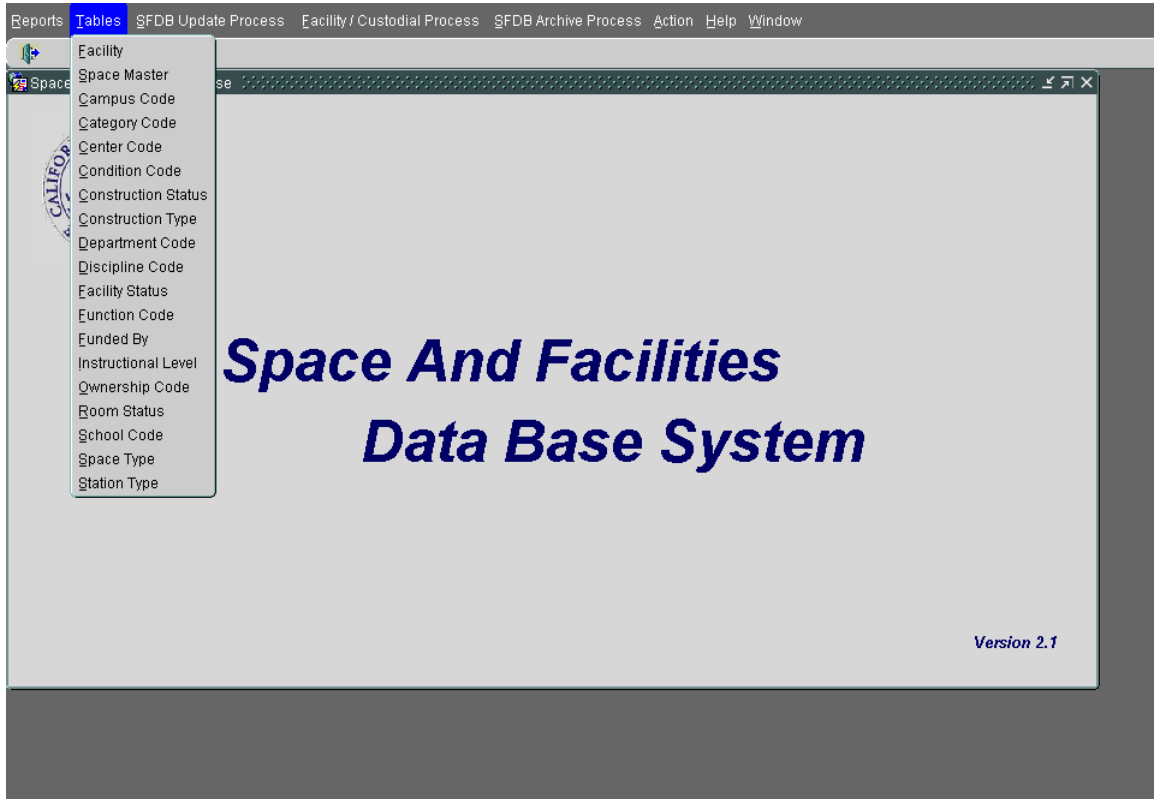
Campus users can generate reports by campus code, facility number, space type, or building type.

See Chapter 5 for additional details on how to run reports from the **“Report”** sub-menu.

To select a sub-menu option use the [UP/DOWN ARROW] keys to highlight the menu name. When you have made a selection, press [ENTER] and the system will display sub-menu chosen.

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2. "Tables" Access

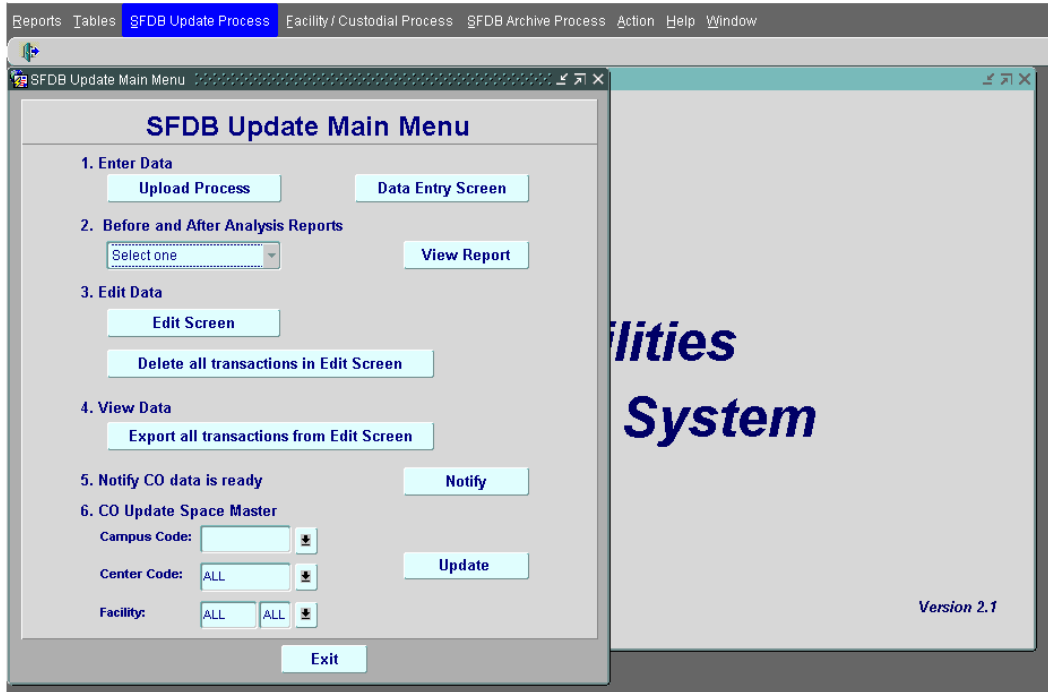


There are 19 different tables, which are read only for campus users. See Chapter 3 for additional details of the tables.

To select a sub-menu option use the [UP/DOWN ARROW] keys to highlight the menu name. When you have made a selection, press [ENTER] and the system will display the sub-menu chosen.

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3. “SFDB Update Process”



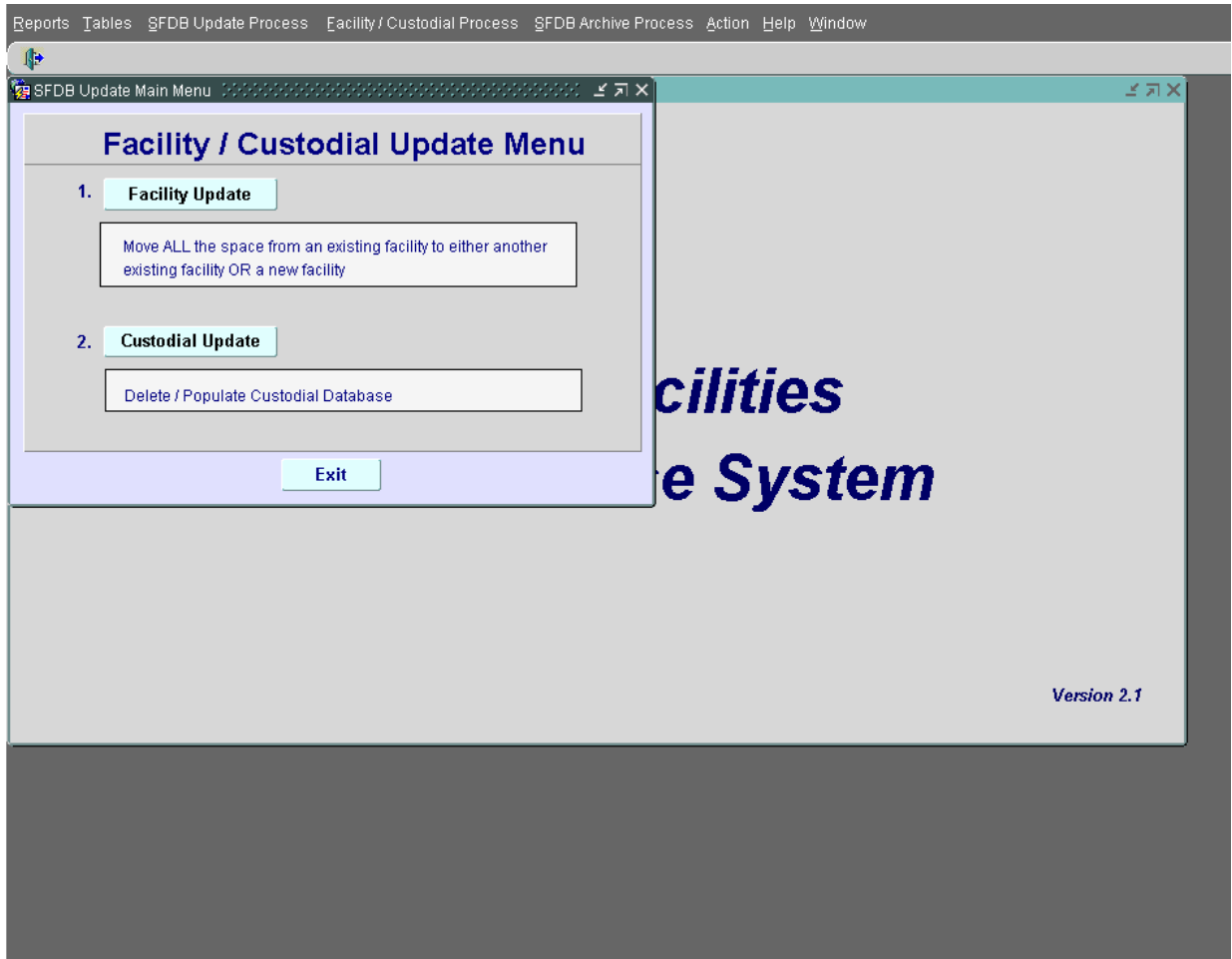
SFDB Update Process allows campus to submit yearly updates when the update window is open. The update process can also be used as a tool throughout the year. Campus can upload their project information and run before and after reports to see the effects of a certain project. The process will allow campus with direct data entry, auto data validation, and space update analysis, and reporting tools.

In July 2004, two types of reports have been added to SFDB: Room by Room Detail Report or Summary Report. These reports will compare current SFDB data and the proposed SFDB data and show the difference.

Please see Chapter 3 for detailed instructions on updating data and viewing reports.

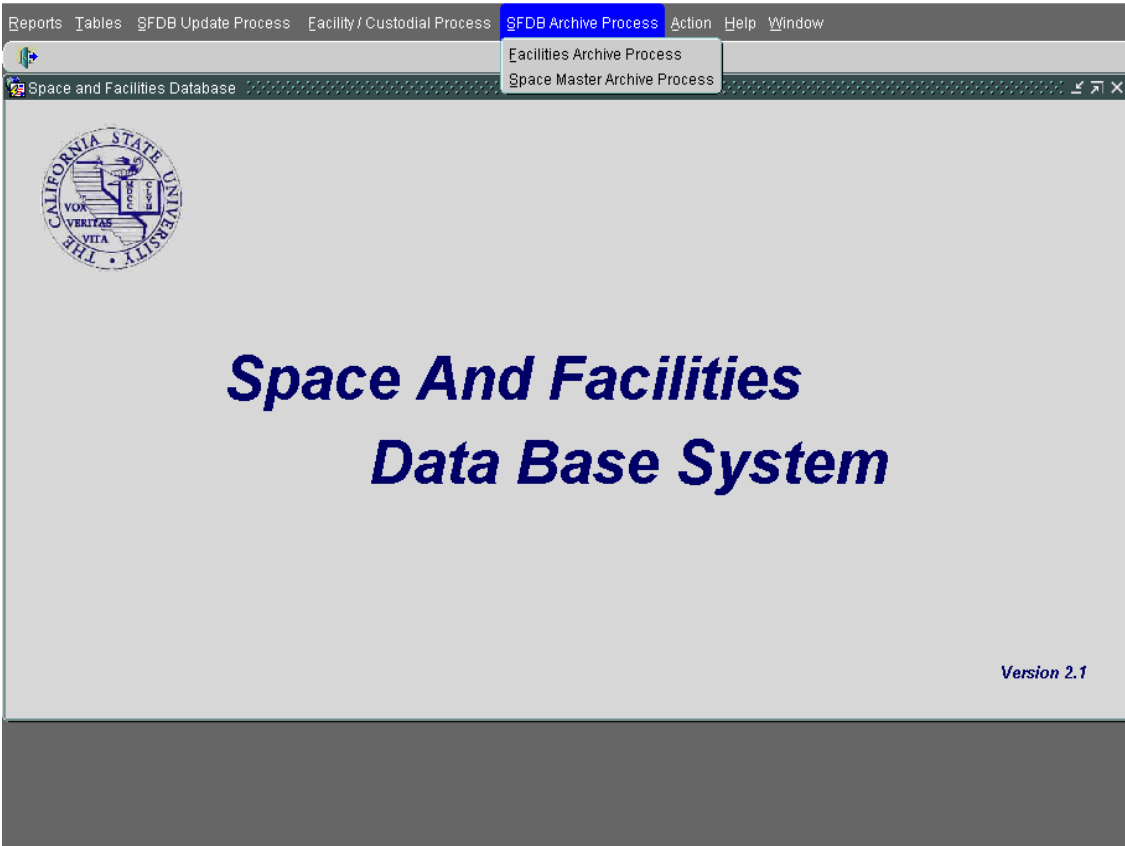
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4. **“Facility/Custodial Process”** is for CPDC, Space Management use only. Campus will not have access to these two options.



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5. “**Archive Process**” is for CPDC, Space Management use only. Campus will not have access to these two options.



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6. **“Action”** from the main menu, the following screen will appear:

The screenshot shows a web browser window titled 'W_SFDB'. The menu bar includes 'Reports', 'Tables', 'SFDB Update Process', 'Facility / Custodial Process', 'SFDB Archive Process', 'Action', 'Query', 'Record', 'Help', and 'Window'. The 'Action' menu is open, displaying 'Save', 'Exit', 'Clear All', and 'Change Password'. The main content area is titled 'DATA ENTRY SCREEN' and contains the following fields:

- Tran Type:
- Campus Code:
- Center Code:
- Campus ID:
- Facility No:
- Facility Suffix:
- Space No:
- Space Suf:
- Sequence No:
- Input Date:
- Space Type:
- Assignable Sq. Ft.:
- Instructional Level:
- Discipline:
- Station Count:
- Station Code:
- Room Status:
- Function Code:
- Department Code:
- School Code:
- Comments:

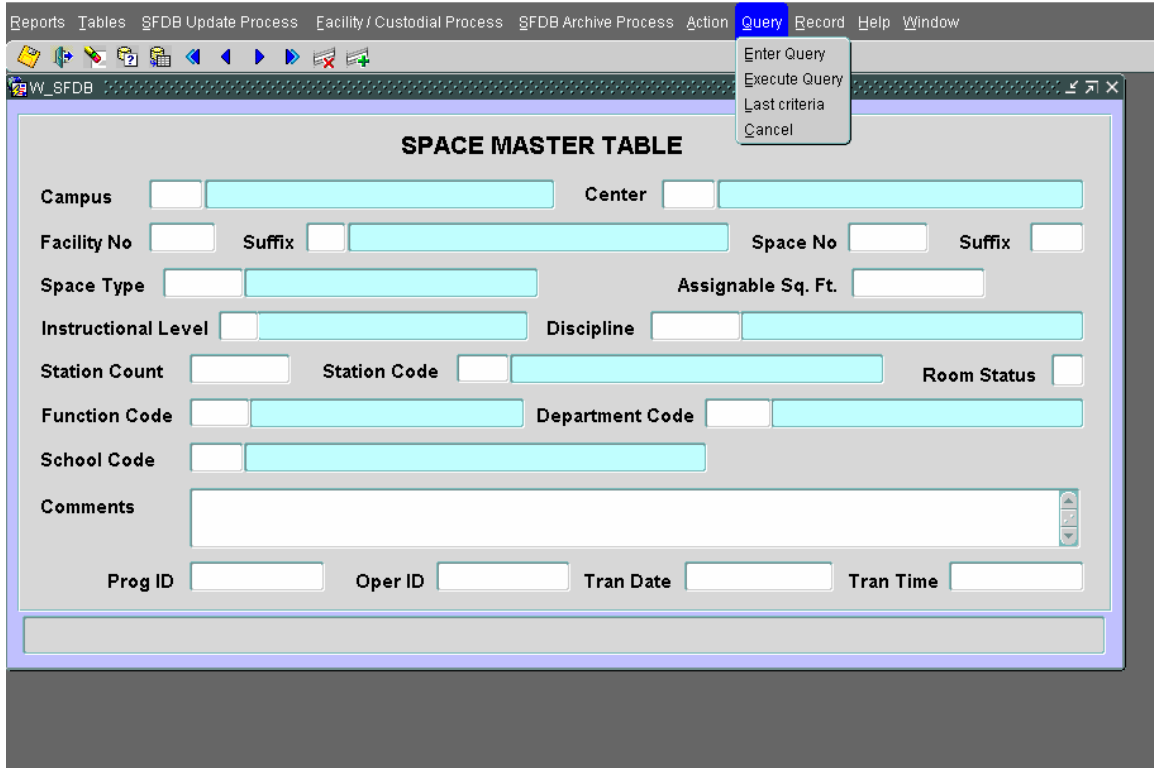
Once data has been entered in the “Data Entry” screen or “Edit” screen, users can “Clear All” or can “Save” the record.

ALWAYS use the “Exit” command to log out of ORACLE. This will ensure all changes made to record(s) are saved correctly.

See Chapter 3 for instructions on how to add new space and/or how to modify existing space.

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When you select menu in 7. “Query” from a screen:



Note: “Query” menu option is only available when a menu item is selected.

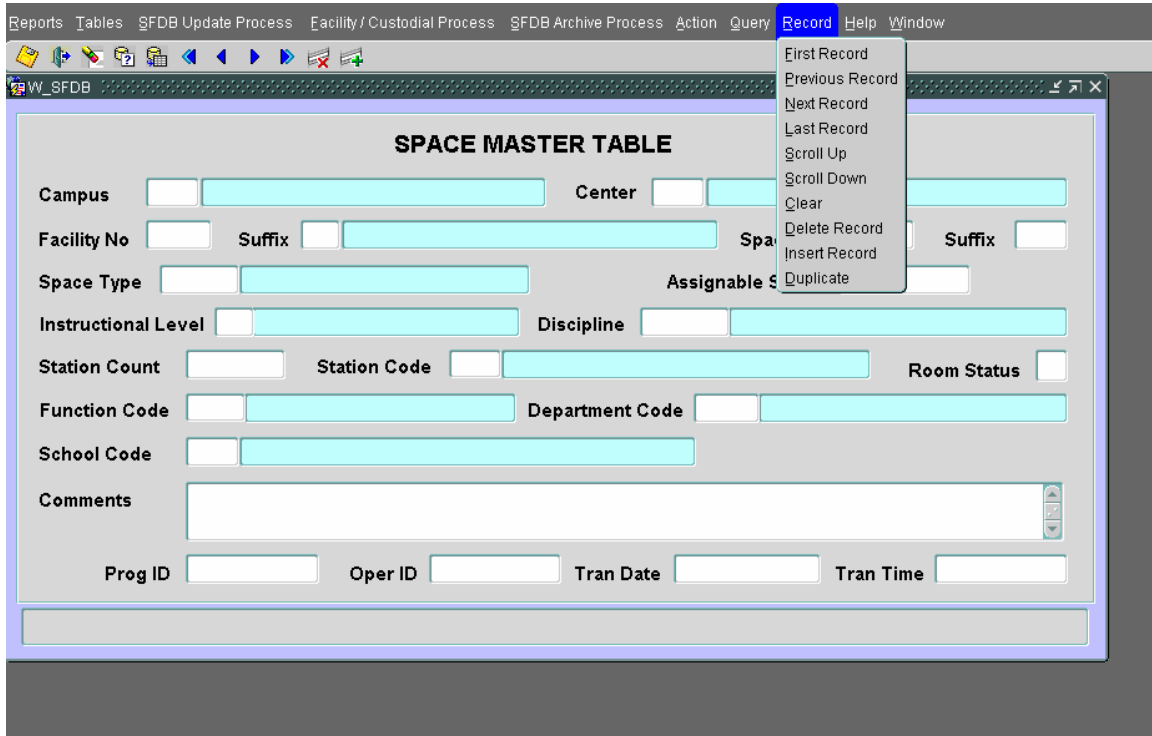
The sub menus in “Query” allow user to query and view space data that has been previously entered.

Refer back to page 4 for the use of the menu icons.

See page 3.12 for instructions on how to query.

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When you select menu 8. **“Record”** from a screen:



Note: “Record” menu option is only available when a screen is viewed.

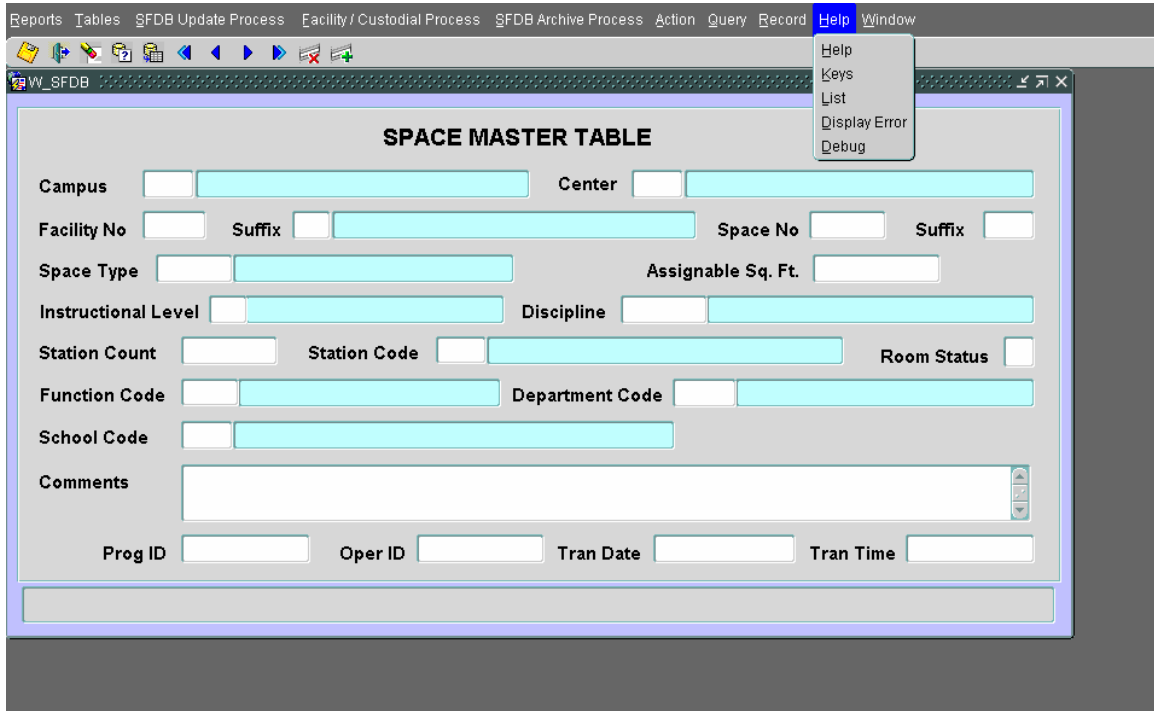
Once a user “Query” records from the specific screen, use options from the “Record” menu to navigate through the records. User has the option to “Scroll Up” or “Scroll Down” and the option to view records forwards or backwards. Under “Query” menu, user may “Clear” all the views in order to process another query. If a campus user has editing rights then they can “Delete Record” and/or “Insert Record” from the screens.

Refer back to page 4 for the use of the menu icons.

See Chapter 3, for instructions on how to modify a record.

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9a. "Help"

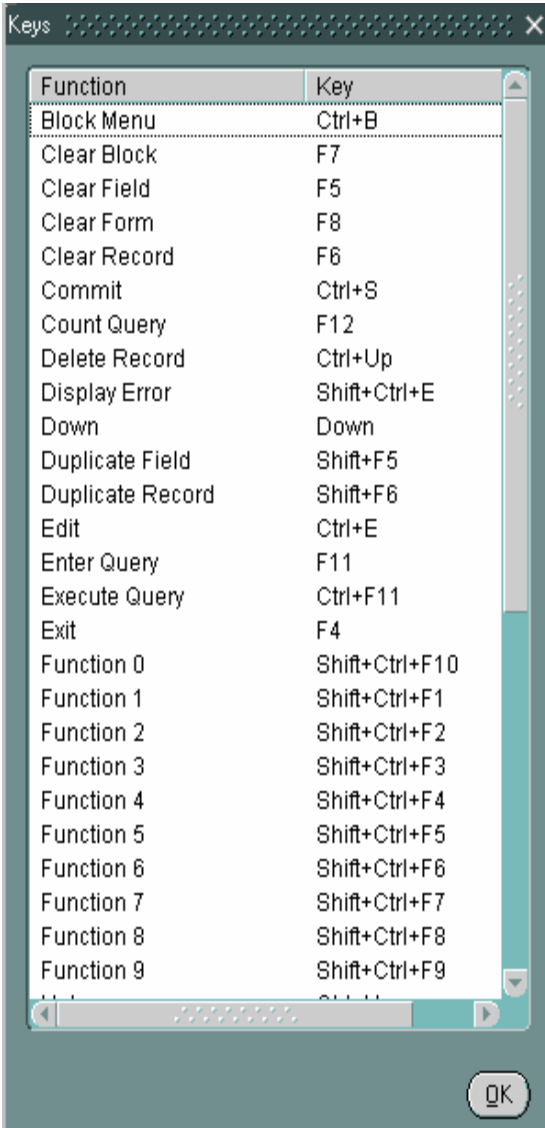


When the cursor is in a particular field, "Help" is available to see the properties of that field. For example, if the cursor was in the 'Trans Type' and you select "Help", a dialog box will pop up with attributes and values of this field.

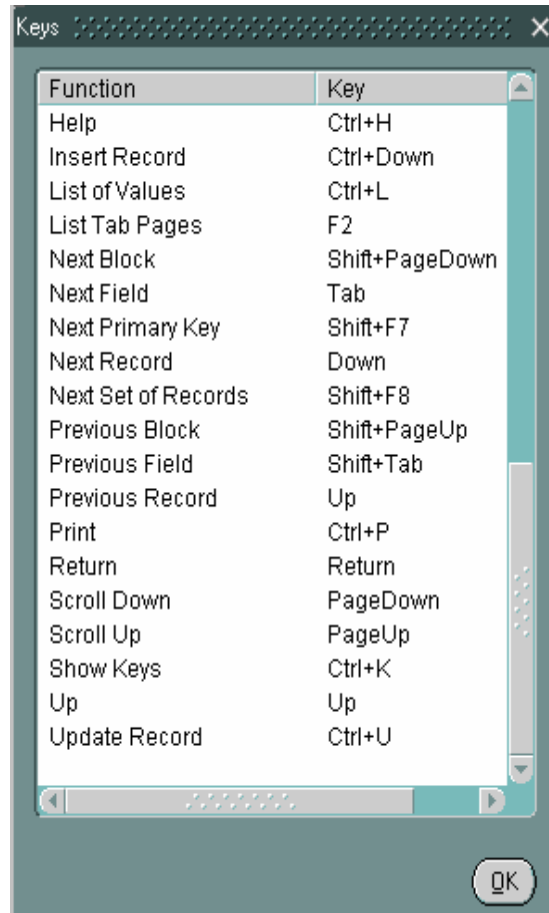
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9b. Use of “Keys”

In this section the user will find a guide to function keys. The guide shows all the keys arranged alphabetically by the name of the function.



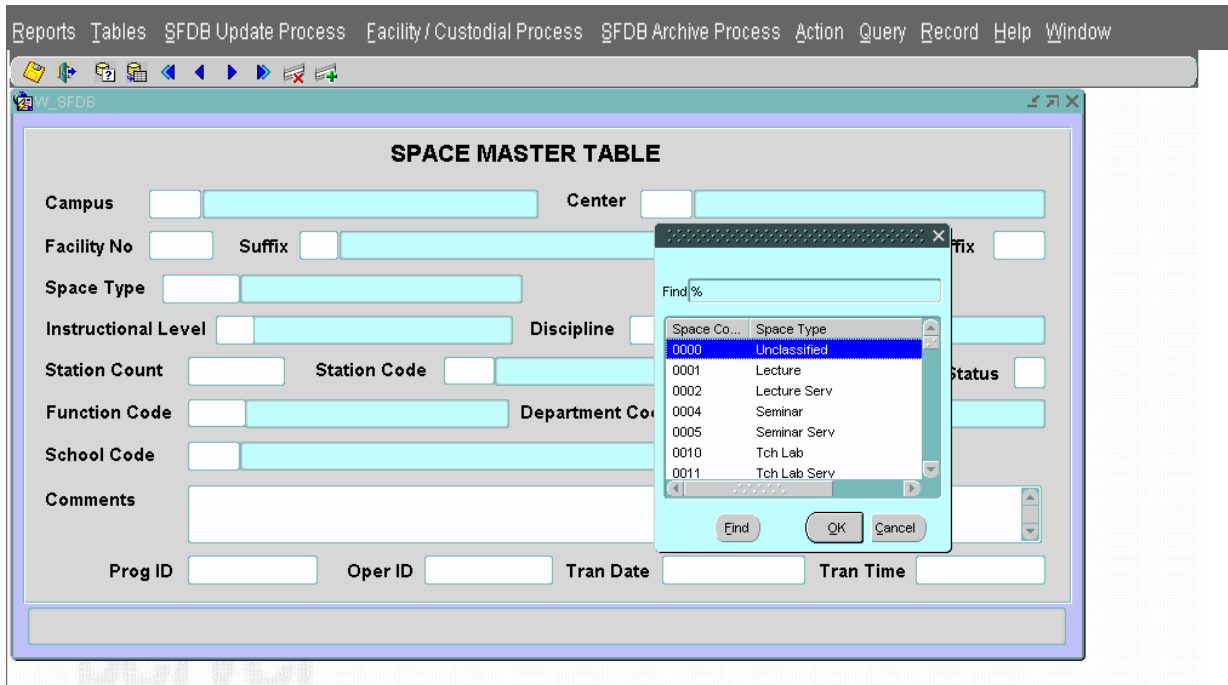
Function	Key
Block Menu	Ctrl+B
Clear Block	F7
Clear Field	F5
Clear Form	F8
Clear Record	F6
Commit	Ctrl+S
Count Query	F12
Delete Record	Ctrl+Up
Display Error	Shift+Ctrl+E
Down	Down
Duplicate Field	Shift+F5
Duplicate Record	Shift+F6
Edit	Ctrl+E
Enter Query	F11
Execute Query	Ctrl+F11
Exit	F4
Function 0	Shift+Ctrl+F10
Function 1	Shift+Ctrl+F1
Function 2	Shift+Ctrl+F2
Function 3	Shift+Ctrl+F3
Function 4	Shift+Ctrl+F4
Function 5	Shift+Ctrl+F5
Function 6	Shift+Ctrl+F6
Function 7	Shift+Ctrl+F7
Function 8	Shift+Ctrl+F8
Function 9	Shift+Ctrl+F9



Function	Key
Help	Ctrl+H
Insert Record	Ctrl+Down
List of Values	Ctrl+L
List Tab Pages	F2
Next Block	Shift+PageDown
Next Field	Tab
Next Primary Key	Shift+F7
Next Record	Down
Next Set of Records	Shift+F8
Previous Block	Shift+PageUp
Previous Field	Shift+Tab
Previous Record	Up
Print	Ctrl+P
Return	Return
Scroll Down	PageDown
Scroll Up	PageUp
Show Keys	Ctrl+K
Up	Up
Update Record	Ctrl+U

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9c. If applicable, a field can be given a list of choices from the “List” function.

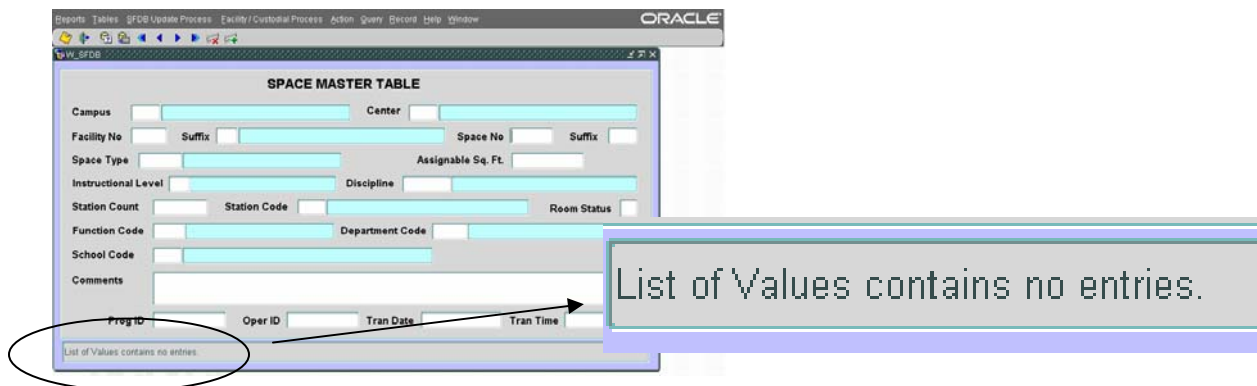


The valid values for some fields are contained in a table. Users can access these values from a table by choosing “List” or double clicking on the field.

For example, the above shows a list of Space Codes and Space Types.

All available tables can be found in the Appendix.

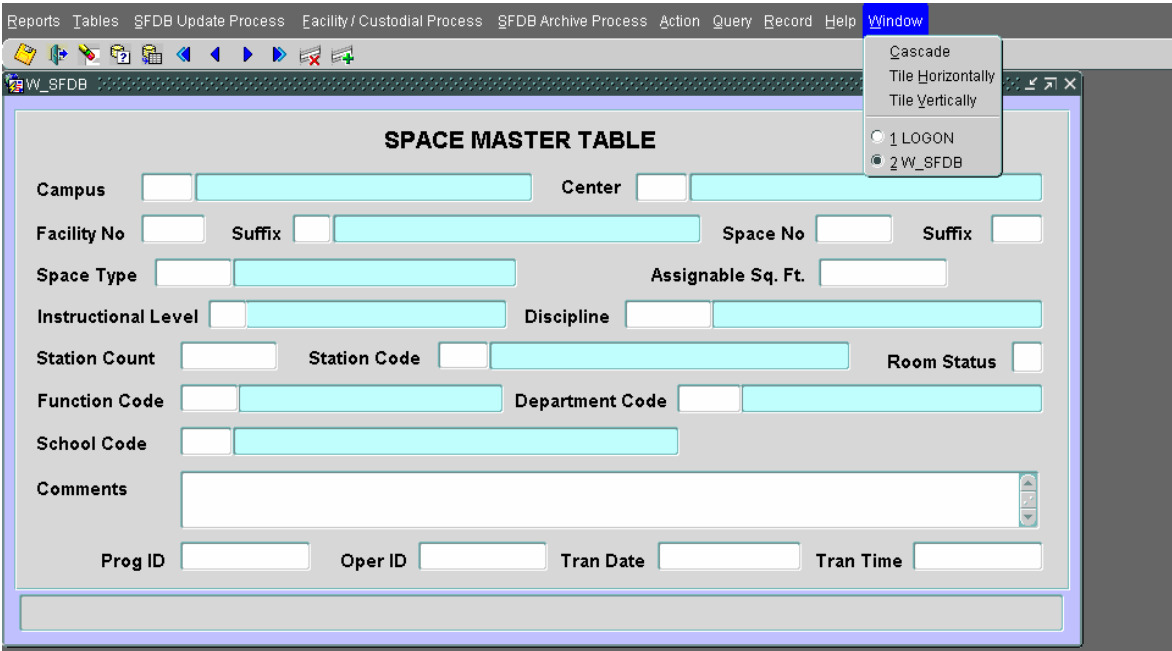
Note: ORACLE will display an error at the bottom of the screen if the field has no list choice.




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9d and 9e “**Display Error**” and “**Debug**” allow the user to see errors that were made during the editing screens. And helps you to debug all errors.

10. “**Window**” menu allow the user to track open screens and customize the way in which multiple screens appear in the window.



- “Cascade” view is when the first file is made visible and the other files are stacked so that only their title bars are visible.
- “Tile Horizontally” view allows all screens to appear in horizontal rows.
- “Tile Vertically” view allows all screens to appear side by side.
- You may also switch between the different screens that are listed.

When user is finished, remember to “Exit”  the screen and the window in order to save all changes that were made.