

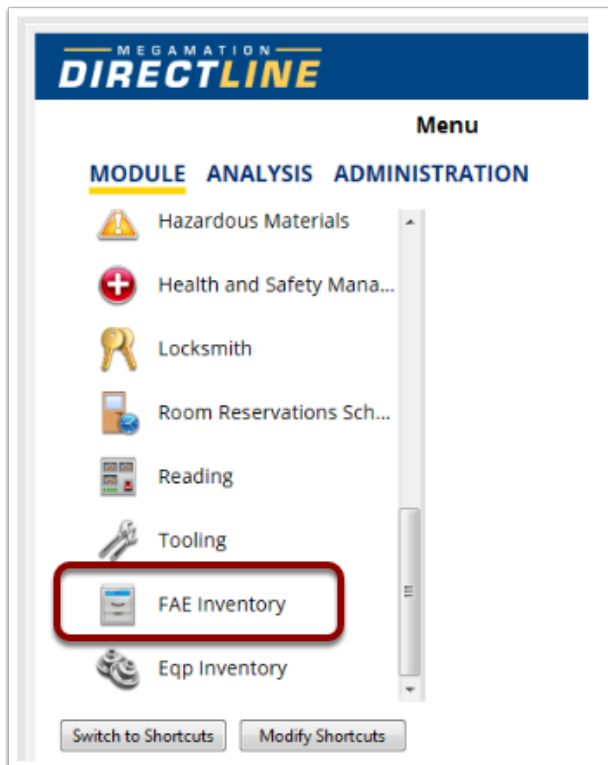
Add/Edit Rooms in DirectLine

Purpose: This user guide walks you through adding or updating rooms in a building. It is important to maintain the square footage and room use data for facilities and reporting purposes.

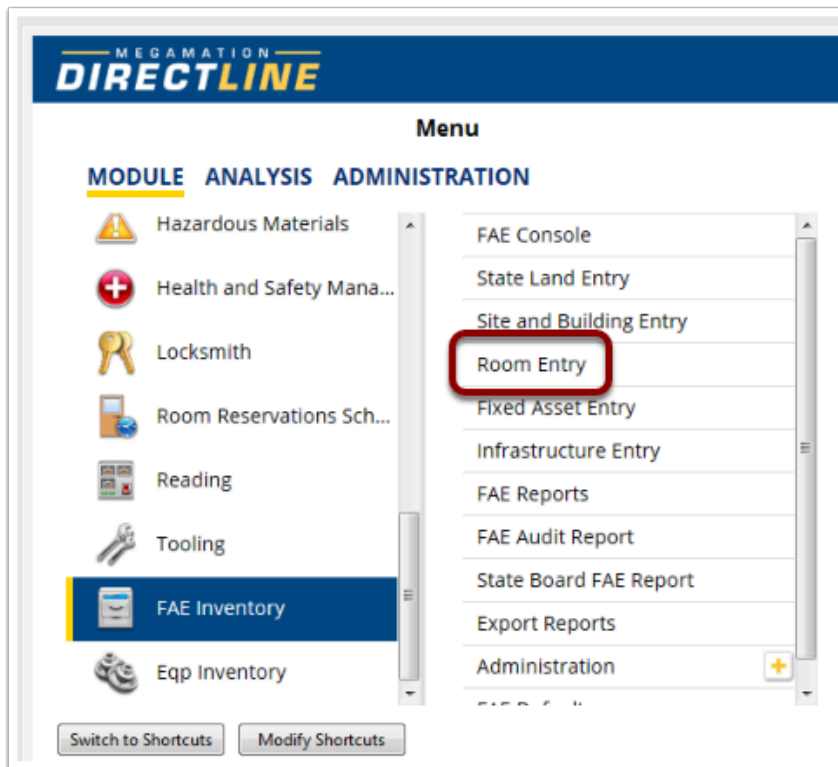
Audience: Facilities database administrators responsible for building and room information

Navigation path: Module > FAE Inventory > Room Entry

1. Log into your Megamation [DirectLine Login Page](#)
2. Select **FAE Inventory** from main menu.



3. Select **Room Entry** from FAE Inventory menu.



4. A blank **Room Entry and Distribution** screen will open on the General Tab.
5. Select a **Building** from the drop-down list (4) or by searching (5).

The screenshot shows the 'Room Entry and Distribution' screen. The 'Building' dropdown is labeled with a red circle and the number 4. The search icon is labeled with a red circle and the number 5. The screen shows various fields for room details, building particulars, and dimensions.

6. Select the building you want to work on from the **Building ID** section.

	Building ID	Building Name	H/M
1	00A	CORNABY CENTER	No
2	00B	LIBRARY RESOURCE CENTER	No
3	00C	ADMINISTRATION	No
4	00D	STUDENT SERVICES CENTER	No
5	00E	MAIER HALL	No

7. Select the **OK** button.

General Tab Instructions



DirectLine requires a response in any green-shaded field.

8. Enter "00" (your campus may use "NA") in the **Hallway** field or select the correct **Hallway** from using the Search icon.
9. Select "Room" from the **Class** drop-down list.
10. Enter a new room number in the **Room** field or search for the existing room number you want to work on.

i Create or confirm the Location ID for this space.

This field consists of the following characters:

- 2 characters for your assigned campus code + 3 characters for building code + 4 characters for room number + 1 optional character for room suffix

11. If this is a new record or the Location ID has not yet been created, click **"Fill in Location ID"**. DirectLine will automatically create the value based on the criteria explained above. A warning message will display if there is a duplicate. You also have the option of adding the value manually.

12. Complete the fields for **Dimensions, Area** and **Capacity**.

Dimensions, Area and Capacity			
	Square Feet	Square Meters	
Total Area :	236.00		Length
Useable Area :	236.00	21.93	Width
Unuseable Area :			Height
Seats/Capacity:	2		Area:
HNDCC Access:	▼		
On/Off Campus:	1	On campus continuous	
Ownership Status:	1	Owned by institution	

💡 Additional reference materials for these fields include:

- 2006 FICM manual (Postsecondary Education Facilities Inventory and Classification Manual)
- FEPG (Facilities Evaluation and Planning Guide)
- State Board capital budget staff [SBCTC Capital Homepage](#)

Field Name	Definition
Total Area	inside wall to inside wall (square feet)
Usable Area	available for use by the campus. Consists of Assignable and Nonassignable area (FICM 3.2.7)
Unusable Area	Any area with a wall height less than 6' 6" or unusable areas in attics or basements (FICM 3.2.8 and FAE Coding manual 2-1)
Seats/ Capacity	if academic instruction space, enter current faculty contract maximum capacity. If vocational space, enter contracted maximum
HNDCC Access	Yes / No
Quantity	Do not use
On/Off	automatically populates from

Field Name	Definition
Campus	Building record
Ownership Status	automatically populates from Building record

13. Now enter the room usage data into the appropriate fields.

💡 These fields need to be entered sequentially. One field impacts the choices you have in the next field. These fields are important for the Capital Asset Model (CAM) and room usage analysis when competing for a major capital project.

Additional reference materials for these fields contained in the [Space Coding Matrix Guide](#)

The screenshot shows a web-based form for entering room usage data. The fields and their current values are:

- FAE Category:** G1 (dropdown), General College Adm (text)
- Space Use:** (dropdown), (text)
- Room Use:** 312 (dropdown), Admin Office (text)
- NACUBO Code:** 63 (dropdown), General Administrati (text)
- CIP Code:** 00-0000 (dropdown), (text)
- Functional Code:** (dropdown), (text)
- Suitability Code:** 1 (dropdown), Highly functional (text)
- Matrix Code:** (dropdown), (text)

Field Name	Description
FAE Category	REQUIRED - Two-character field identifying the space as classroom, laboratory, vocational, etc (example: A1, A2,C1)
Space Use	automatically populates based on the response you made in "FAE Category"
Room Use	REQUIRED - identifies room more specifically based on response you made in "FAE Category" (example: Classroom, Interactive classroom)
NACUBO Code	REQUIRED - Three-character NACUBO code choices appear based on response you made in "FAE Category" + "Room Use"
CIP Code	eight-character academic CIP code is only needed for certain room categories. Leave blank or select course from drop-down list that best describes the

Field Name	Description
	primary use of the room
Functional Code	OPTIONAL - another description of how the area is used
Suitability Code	OPTIONAL - one-character code describes the suitability of the room for the current use
Matrix Code	OPTIONAL - another descriptor of the space that may be helpful for maintenance staff

Hazardous Materials Tab Instructions - Optional

This page is available to record information about the department that uses the space, hazardous materials that may be used or stored in this space, and miscellaneous notes and comments.

Room Entry and Distribution

Building: 00C *Location ID: PE00C0040 Fill in Location ID

General **Hazardous Materials** Room Details Room Details 2 Contact

Distribution Details

Dept	Name	%	Use	Description	%	Funct...	%

Associated Hazardous Materials

Material ID	Description	Room Location(s)	Classification	Type
1				

Notes and Comments

☐ View Material removal particular: [No Hazardous Materials present](#)

Room Details Tab Instructions - Optional

This page allows for tracking characteristics such as walls, ceiling, floor, doors, windows, and other comments.

The screenshot shows a software window titled "Room Entry and Distribution". At the top, there are fields for "Building" (set to "00C") and "*Location ID:" (set to "PE00C0040"), along with a "Fill in Location ID" button. Below these are five tabs: "General", "Hazardous Materials", "Room Details", "Room Details 2", and "Contact". The "Room Details" tab is selected and highlighted with a red circle. The main content area is divided into several sections: "Siding Particulars" with dropdowns for "Wall:", "Ceiling:", and "Floor:"; "Doors" with a text input field; "Windows" with a "# of windows:" label and a text input field; and "Comments" with a large text area.

Room Details Tab 2 Instructions - Optional

This page keeps track of work station, thermostat, doors, keys, architectural plans, and asset details.



NOTE: When gathering data for a major project capital request, the work station information may be required.

Room Entry and Distribution

Building: 00C *Location ID: PE00C0040 [Fill in Location ID](#)

General | Hazardous Materials | Room Details | **Room Details 2** | Contact

Room Particulars

Work Station Type: Work Station Qty:

Thermostat Setting: Thermostat Qty:

External Doors Qty: Interior Doors Qty:

Room Key Group: Architect Plan:

Room Fixed Asset

	Description of Fixed Asset	Qty
1		

Contact Tab Instructions - Optional

This page will store contact information such as building administrators, custodial staff, etc.

Room Entry and Distribution

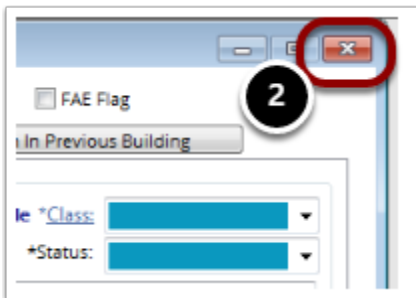
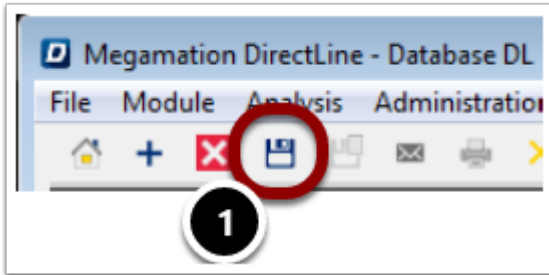
Building: 00C *Location ID: PE00C0040 [Fill in Location ID](#)

General | Hazardous Materials | Room Details | Room Details 2 | **Contact**

Room Contacts

	Contact Name	Comments	Phone#	Email	Status
1	<input type="text"/>				

Save your work (1) and exit the screen (2)



Process Complete.