



FMSI Training Guide

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About

The FMSI app is a module for the FMSI team to create records with linked submittals.

Process Overview

The FMSI team will create a record and identify the title of the document. A submittal with the CSI Code of 15970 or 15971 can be selected and linked to the FMSI record.

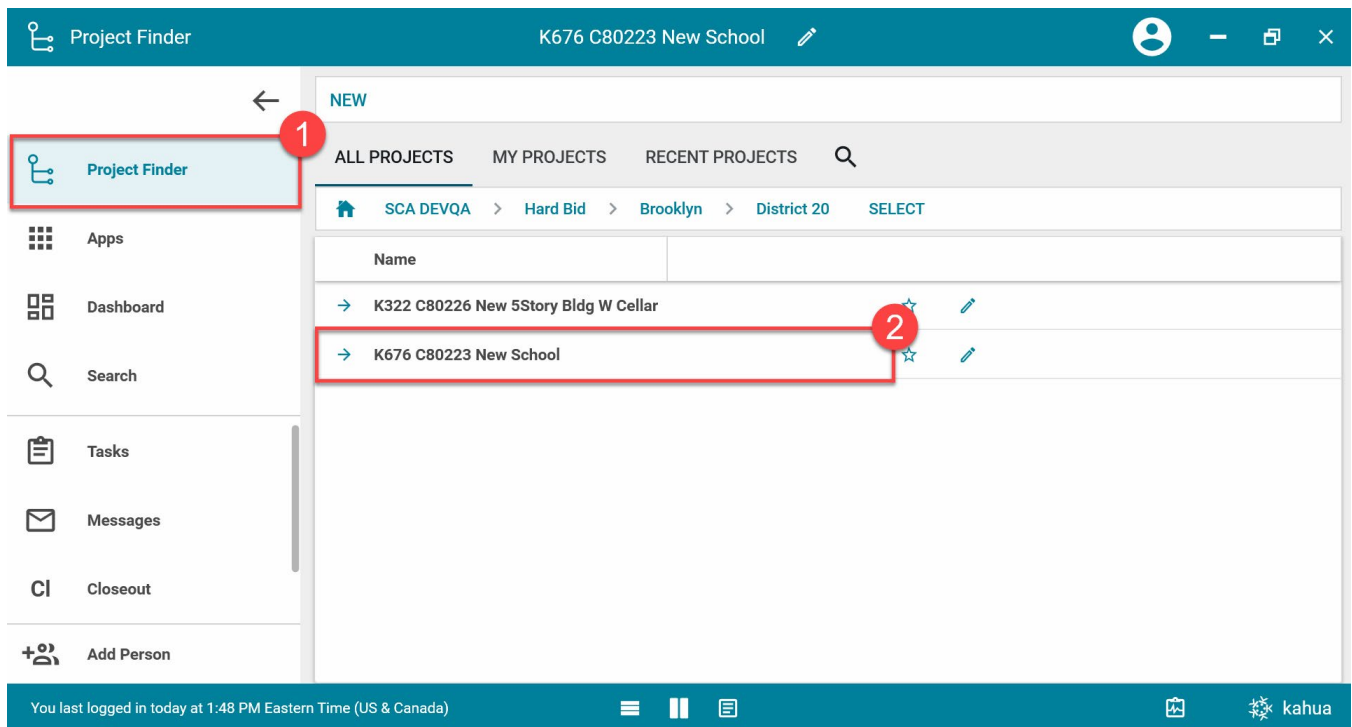
Step-by-Step Instructions

Create FMSI Record

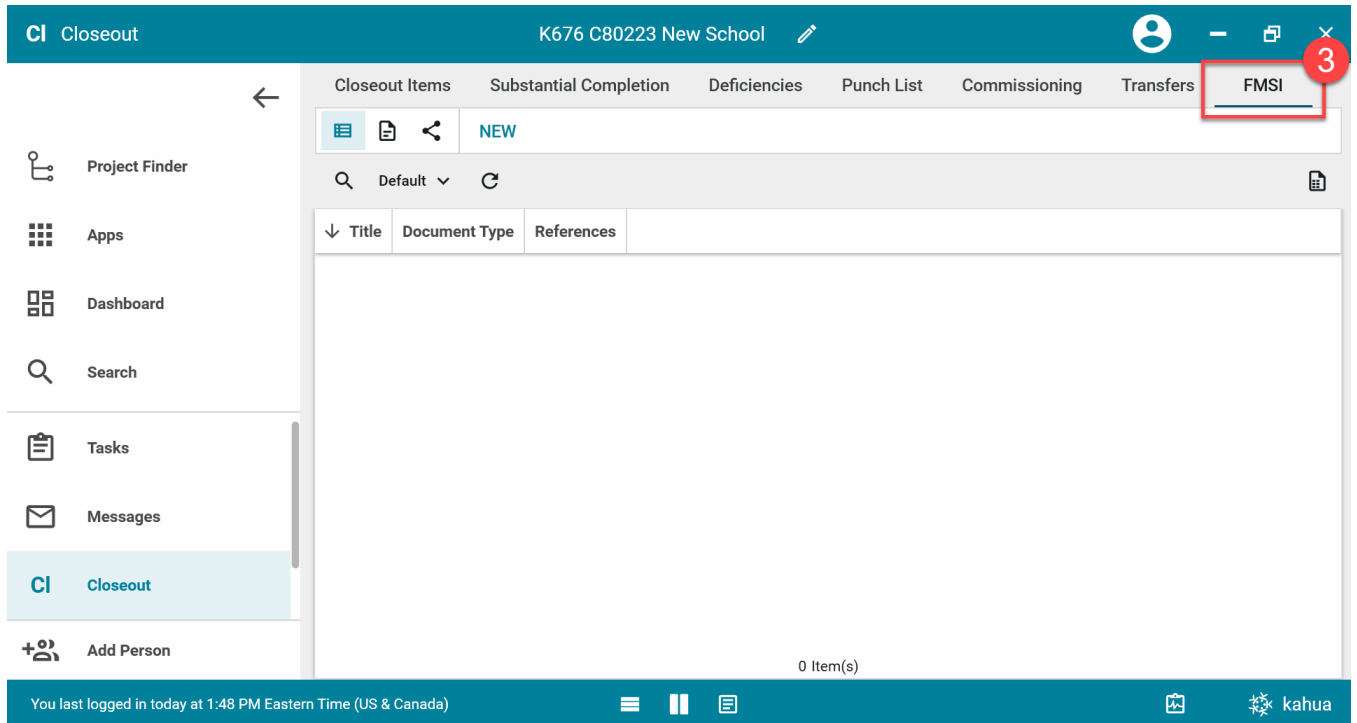
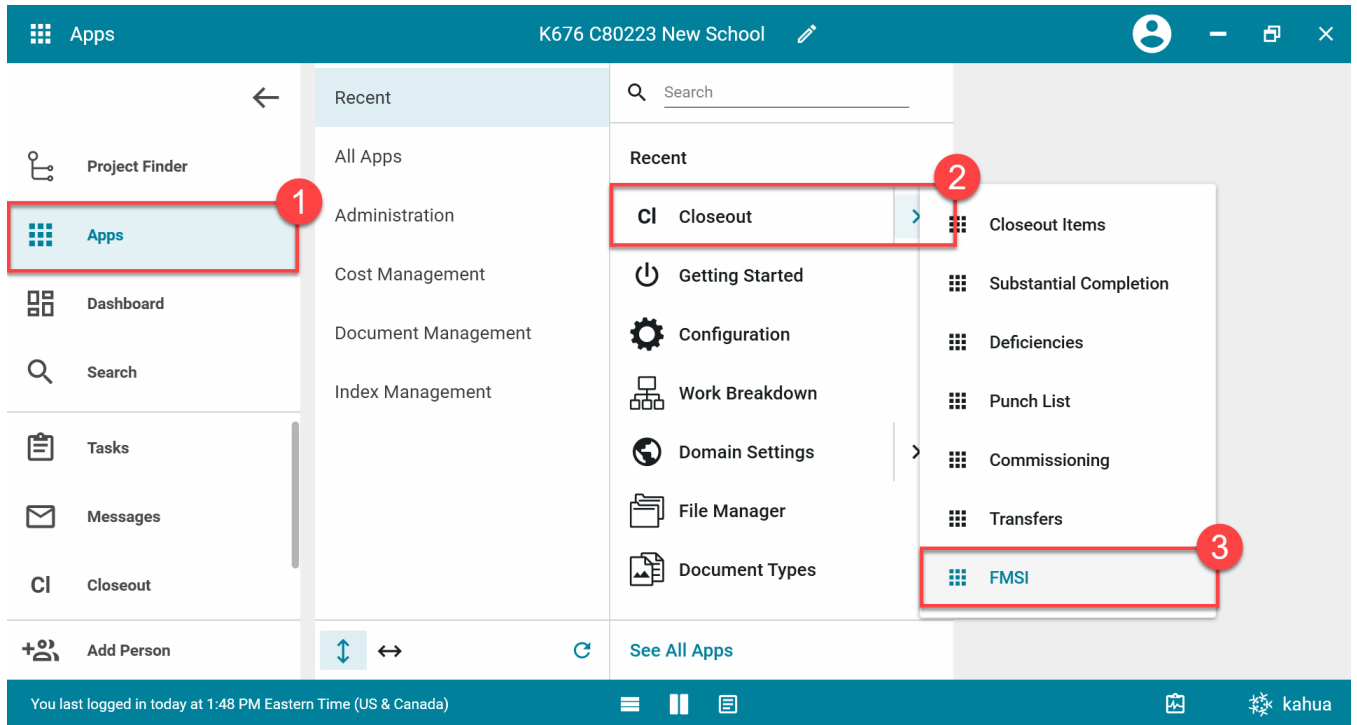
Role	Preceding Steps	Outcome
FMSI Team	→ None.	→ A new FMSI record is creating identifying the title of the document.

Steps

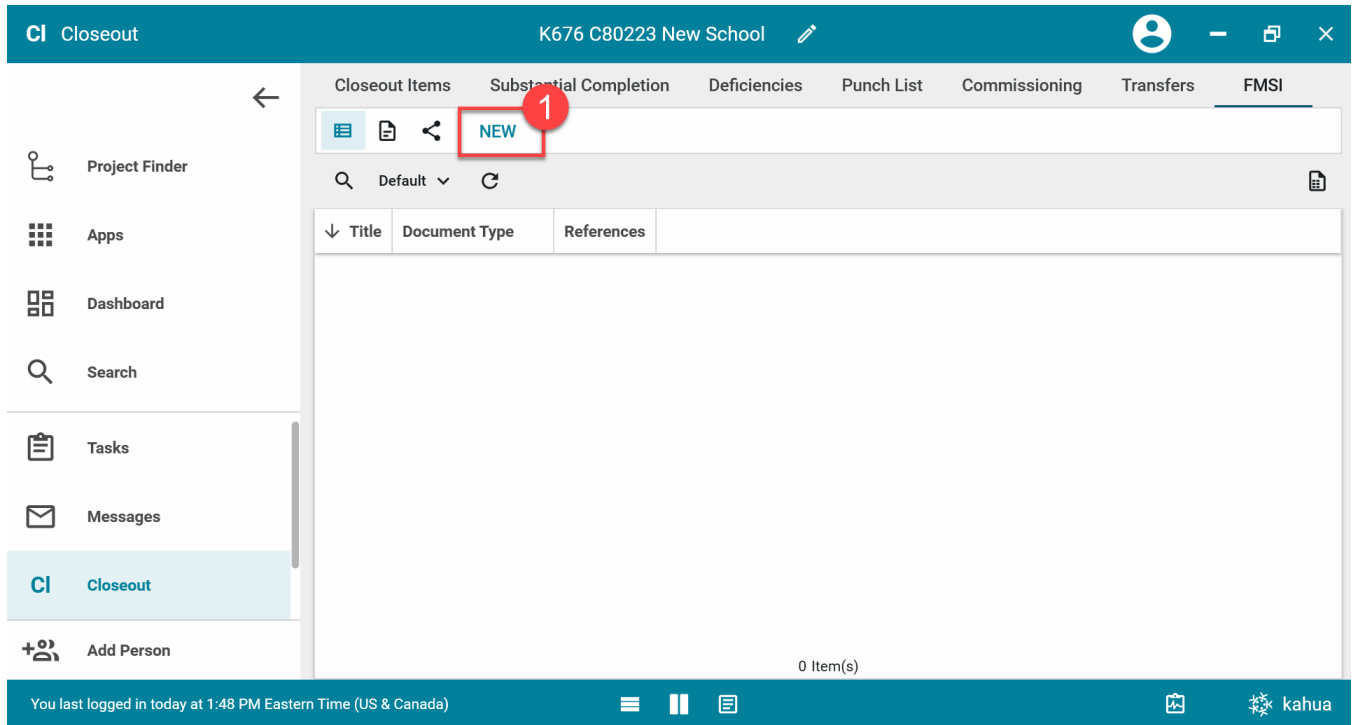
1. Go to "Project Finder" > Navigate to the subproject



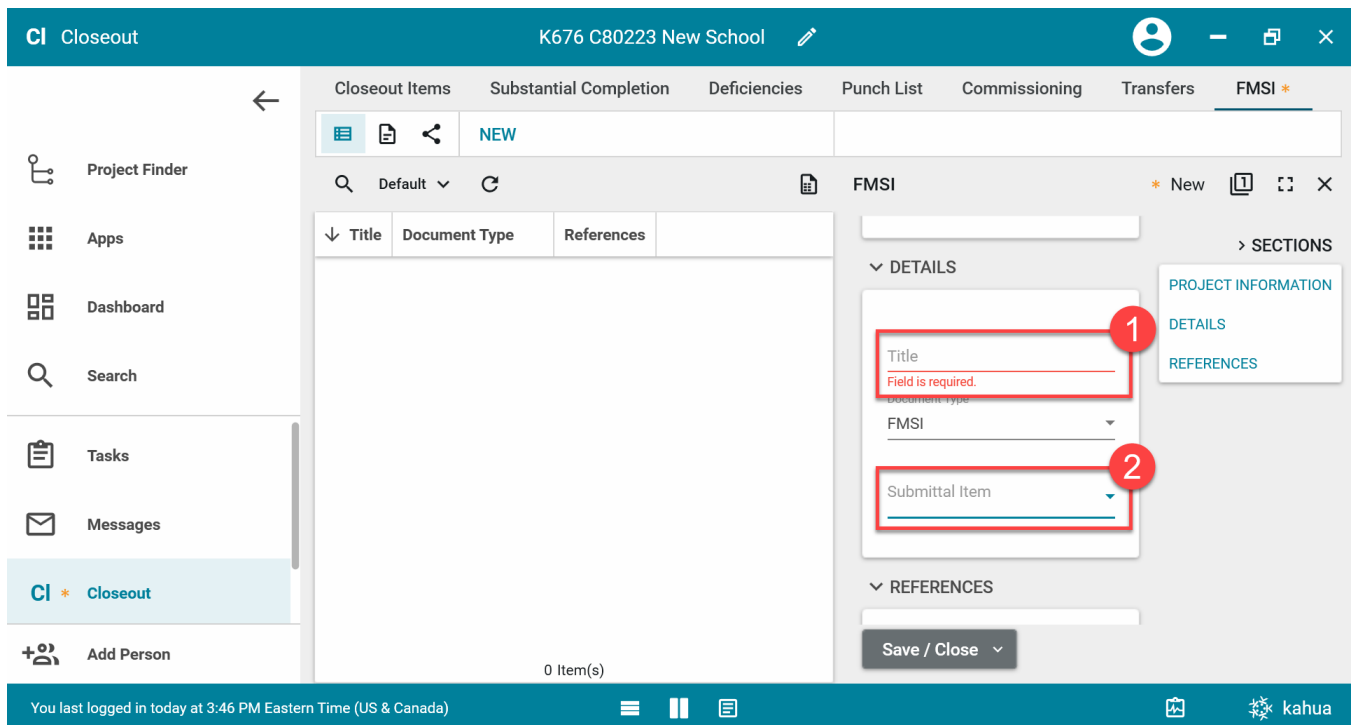
2. Go to "Apps" > Click "Closeout" > Click the "FMSI" tab (it will be underlined blue when selected properly)



3. Click the "NEW" button on the top left

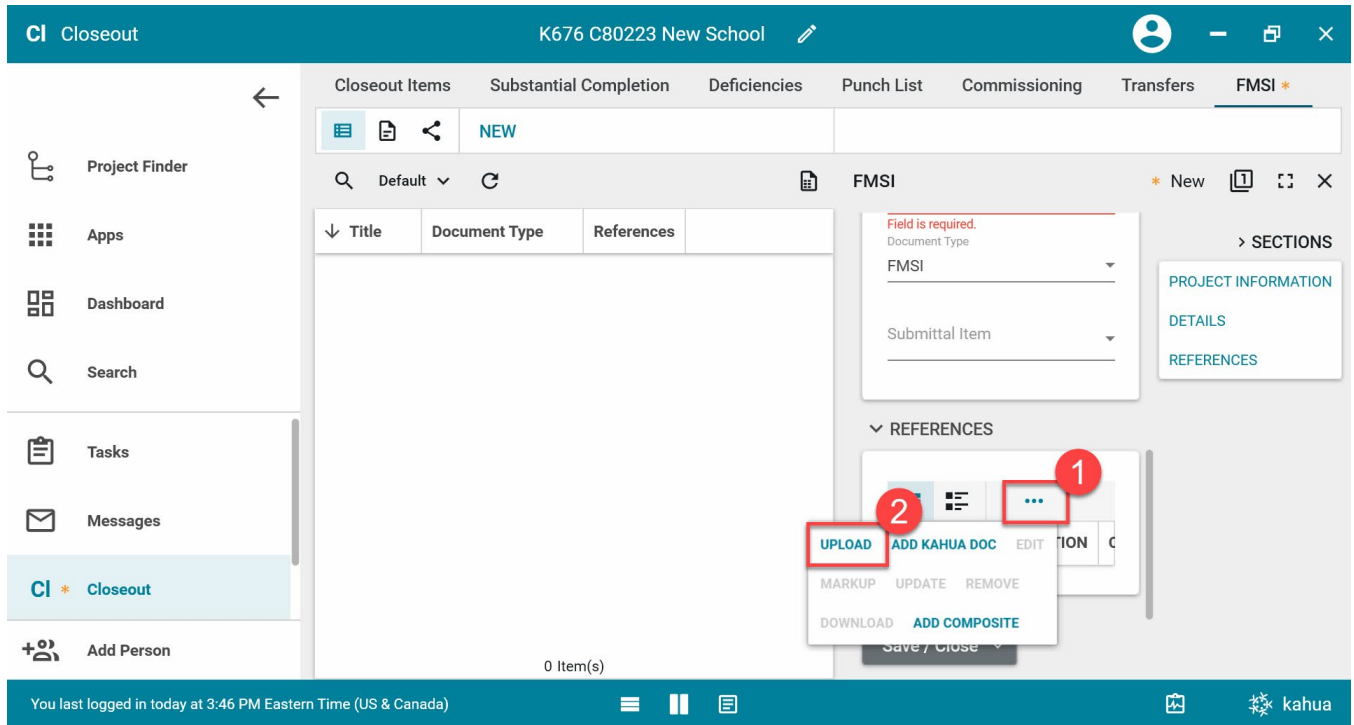


4. Enter the required field: "Title" > Optionally, select a Submittal Item to link to this new FMSI item



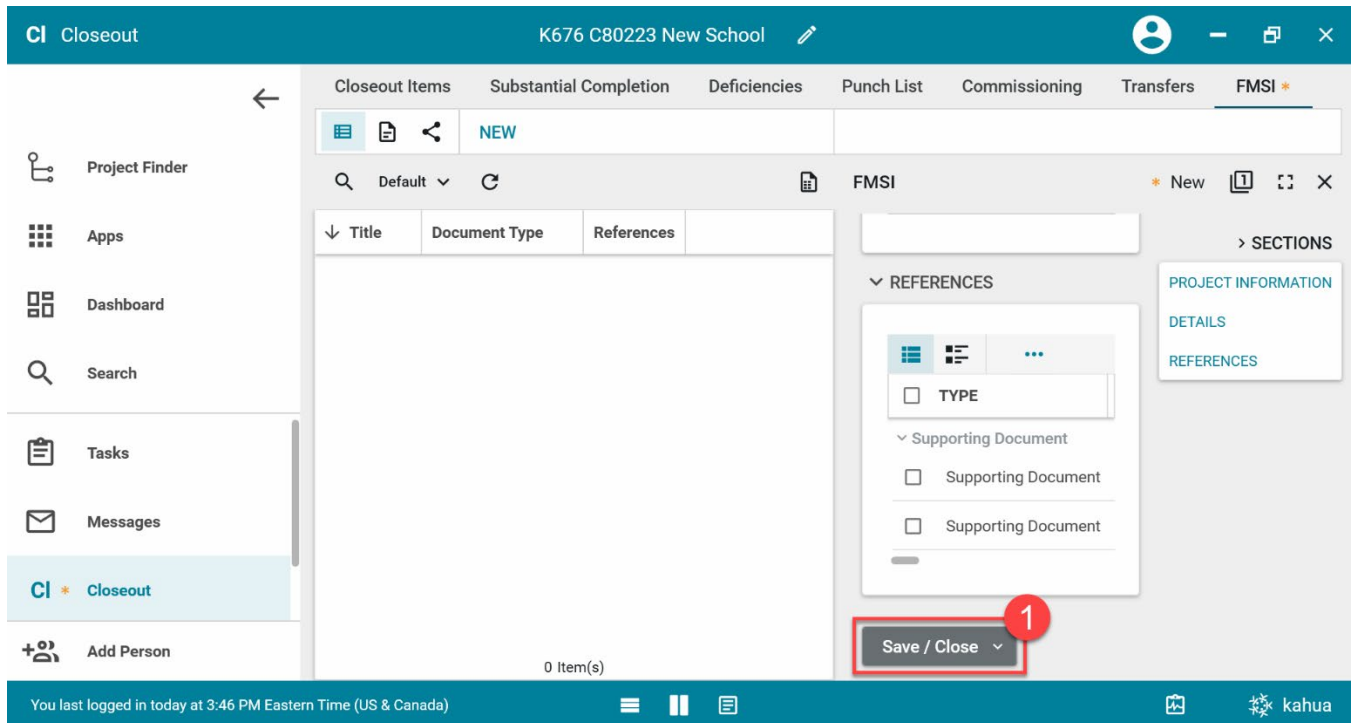
Note: The Submittal Item must have a CSI code 15970 or 15971 and be in the same subproject directory.

5. In the References section, select the 'Upload' button to attach a file

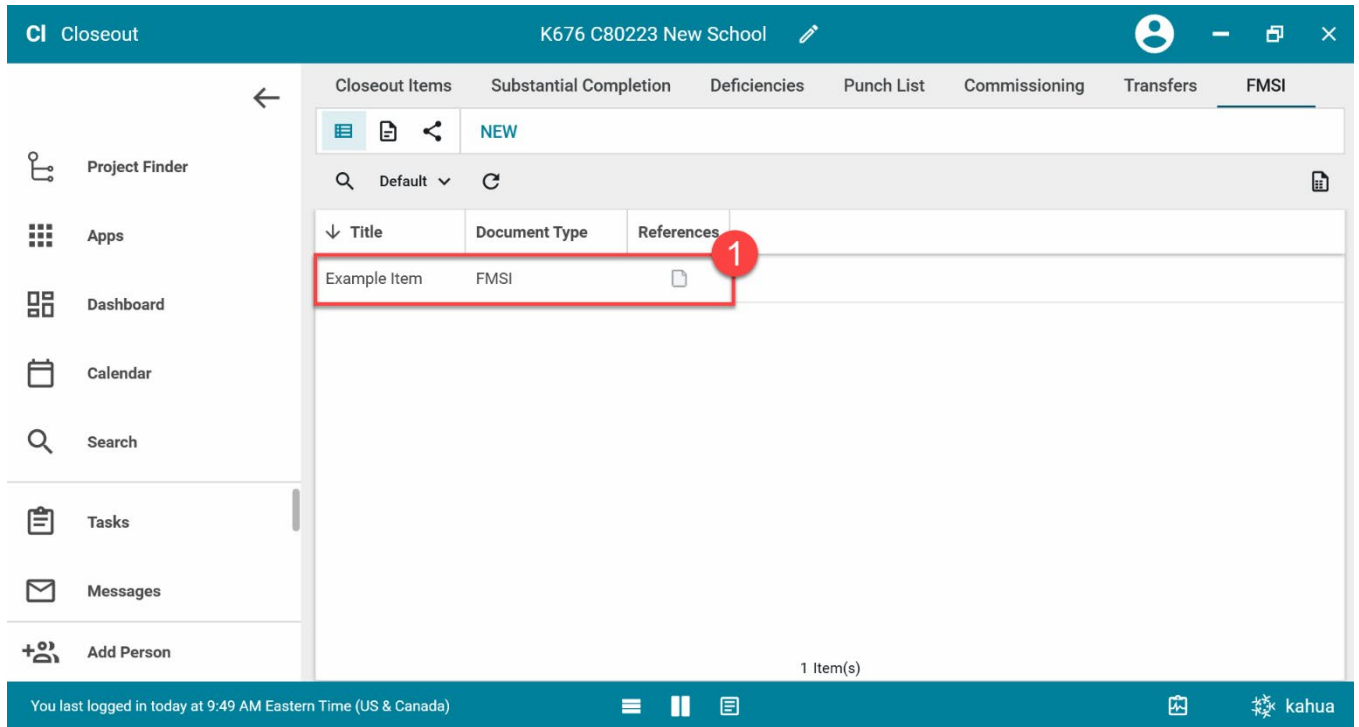


Note: You may have to click the ellipsis in the bar above the table to reveal all the options including 'Upload'

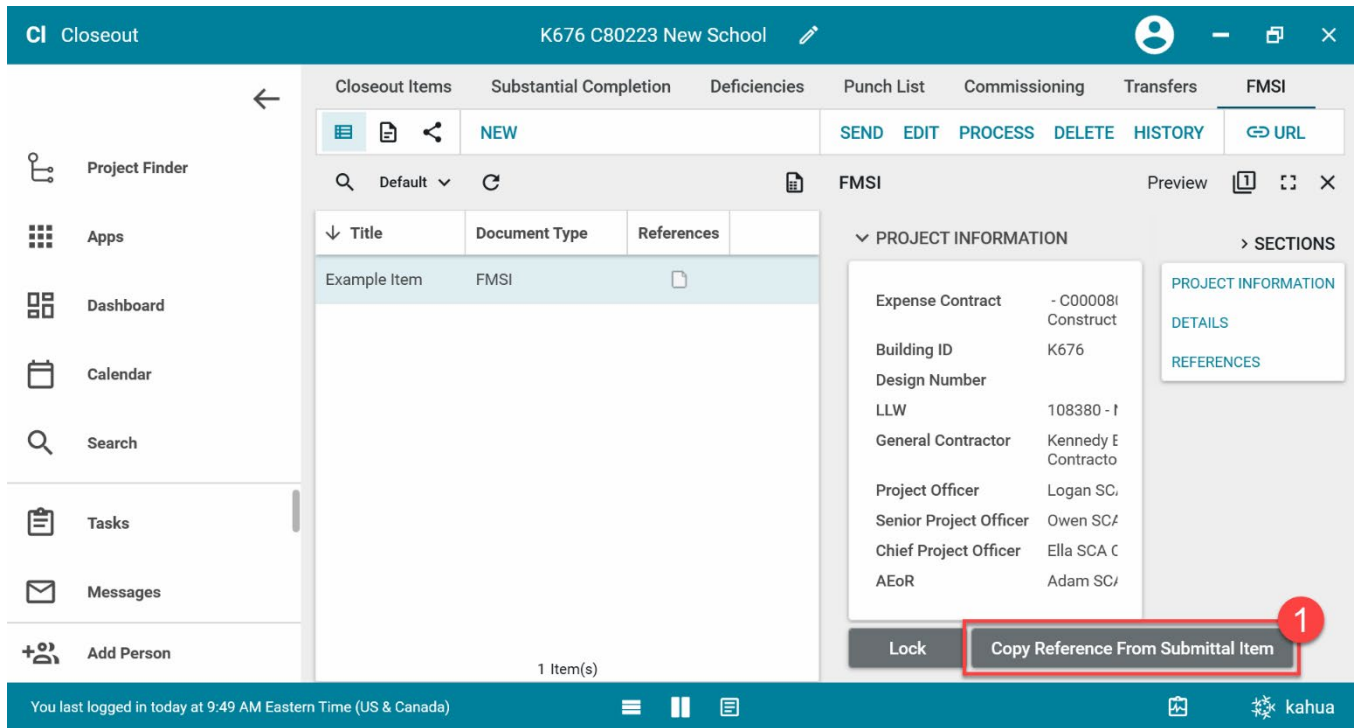
6. Click 'Save/Close'



7. Select the newly created FMSI item



8. Click 'Copy Reference From Submittal Item'



Lock FMSI Record

Role	Preceding Steps	Outcome
FMSI Team	FMSI record has already been created.	The FMSI record is locked and must be unlocked to be edited.

Steps

1. Select the unlocked FMSI record

The screenshot shows the 'Closeout' application interface for 'K676 C80223 New School'. The 'FMSI' tab is active, displaying a table with the following data:

Title	Document Type	References
Locked Example	FMSI	

A red box highlights the 'Locked Example' row, and a red circle with the number '1' is placed over the 'References' column of that row.

2. Click 'Lock'

The screenshot shows the 'Closeout' application interface for 'K676 C80223 New School'. The 'FMSI' tab is active, and the details of the 'Locked Example' record are displayed. The 'Lock' button is highlighted with a red box and a red circle with the number '1'.

PROJECT INFORMATION

Expense Contract	- C000C Constru
Building ID	K676
Design Number	
LLW	108380
General Contractor	Kenned Contrac
Project Officer	Logan S
Senior Project Officer	Owen S
Chief Project Officer	Ella SC/
AEoR	Adam S

Unlock FMSI Record

Role	Preceding Steps	Outcome
FMSI Team	FMSI record has already been created.	The FMSI record is unlocked and can be edited.

Steps

1. Select the locked FMSI record

The screenshot shows the 'Closeout' application interface for project 'K676 C80223 New School'. The 'FMSI' tab is active, displaying a table with one record: 'Unlocked Example' of type 'FMSI'. A red box highlights this record, and a red circle with the number '1' is positioned over it. The interface includes a sidebar with navigation options like 'Project Finder', 'Apps', 'Dashboard', 'Search', 'Tasks', 'Messages', 'Closeout', and 'Add Person'. The top navigation bar includes 'Closeout Items', 'Substantial Completion', 'Deficiencies', 'Punch List', 'Commissioning', 'Transfers', and 'FMSI'. The bottom status bar shows the user's login time and the 'kahua' logo.

2. Click 'Unlock'

This screenshot shows the same interface as the previous one, but with the record details expanded. The 'PROJECT INFORMATION' panel is visible on the right, listing details such as 'Expense Contract', 'Building ID', 'Design Number', 'LLW', 'General Contractor', 'Project Officer', 'Senior Project Officer', 'Chief Project Officer', and 'AEoR'. At the bottom of this panel, the 'Unlock' button is highlighted with a red box, and a red circle with the number '1' is placed over it. The 'DETAILS' and 'REFERENCES' links are also visible in the 'SECTIONS' area.

Glossary Terms

<u>AEOR</u>	Architect/Engineer of Record
<u>AGC</u>	Application Generic Controller
<u>ASC</u>	Application Specific Controller
<u>BAS</u>	Building Automation System (same as BMS)
<u>CAC</u>	Custom Application Controller
<u>COS</u>	Change-of-State
<u>CPU</u>	Central Processing Unit
<u>DDC</u>	Direct Digital Controller
<u>DPR</u>	Damper
<u>DPU</u>	Digital Point Unit
<u>DRF</u>	Device Resource File
<u>DWG(S)</u>	Drawing(s)
<u>EMCS</u>	Energy Monitoring Control System
<u>EP</u>	Electric-Pneumatic
<u>FPB</u>	Fan Powered VAV Box
<u>FPM</u>	Feet per minute
<u>FACP</u>	Fire Alarm Control Panel
<u>FCC</u>	Fire Command Center
<u>FMS</u>	Fire Management System
<u>FMSI</u>	Facility Management Systems Integrator
<u>GPM</u>	Gallons per minute
<u>GUI</u>	Graphical User Interface
<u>HVAC</u>	Heating, Ventilating and Air Conditioning
<u>ITC</u>	Intermediate Telecommunications Closet
<u>I/O</u>	Input/Output
<u>BACnet</u>	BACnet Operating Network
<u>MV</u>	Multistate Variable
<u>NSS</u>	Network Services Server
<u>NSI</u>	Network Services Interface
<u>NFPA</u>	National Fire Protection Association
<u>OI</u>	Operator interface
<u>OS</u>	Operating System
<u>OSSS</u>	Office of School Support Services

<u>OWS</u>	Operating Work Station
<u>PE</u>	Pneumatic-electric
<u>PID</u>	Proportional Integral Derivative
<u>POT</u>	Portable Operator's Terminal
<u>PRV</u>	Pressure Reducing Valve
<u>PSI(g)(a)</u>	Pounds per square inch (gauge)(absolute)
<u>RAM</u>	Random Access Memory
<u>SCADA</u>	Supervisory Control and Data Acquisition System
<u>TCS</u>	Temperature Control System
<u>TCC</u>	Temperature Control Contractor
<u>UL</u>	Underwriters' Laboratory
<u>VAV</u>	Variable Air Volume
<u>VCS</u>	Voice Communication System
<u>inch WC</u>	Inches of Water Column
<u>SCA</u>	School Construction Authority
<u>VAS</u>	Vendor Access System
<u>SPO</u>	Senior Project Officer
<u>PO</u>	Project Officer
<u>DM</u>	Design Manager
<u>DPM</u>	Design Project Manager
<u>CPO</u>	Chief Project Officer
<u>DIIT</u>	Division of Instructional and Information Technology
<u>DSF</u>	Division of School Facilities
<u>DOE</u>	Department of Education
<u>UPS</u>	Uninterruptable Power Supply
<u>CID</u>	Construction Inspection Division
<u>MER</u>	Mechanical Equipment Room
<u>MDF</u>	Main Data Frame Room – or Main Telecomm Room