Infrastructure Planning and Facilities
MICHIGAN STATE UNIVERSITY

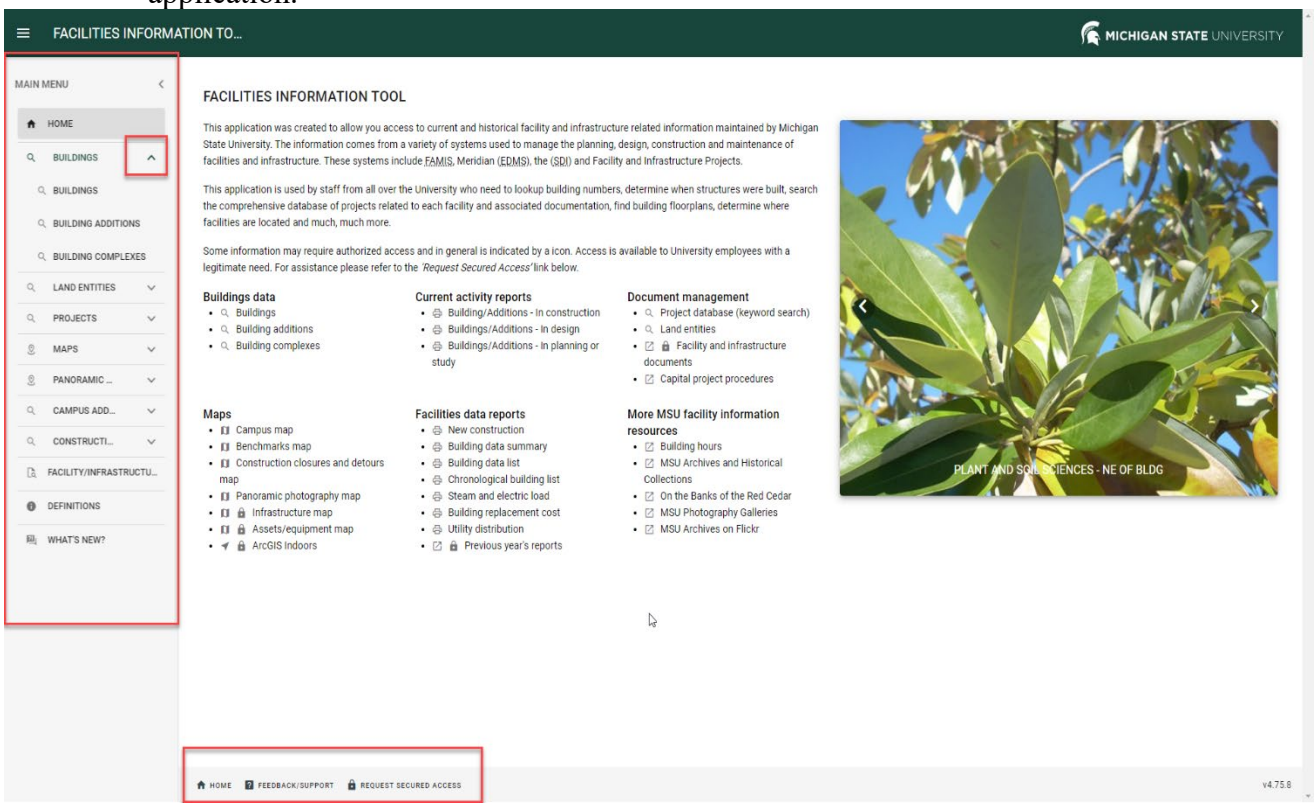
FIT 2023
New Look

Purpose

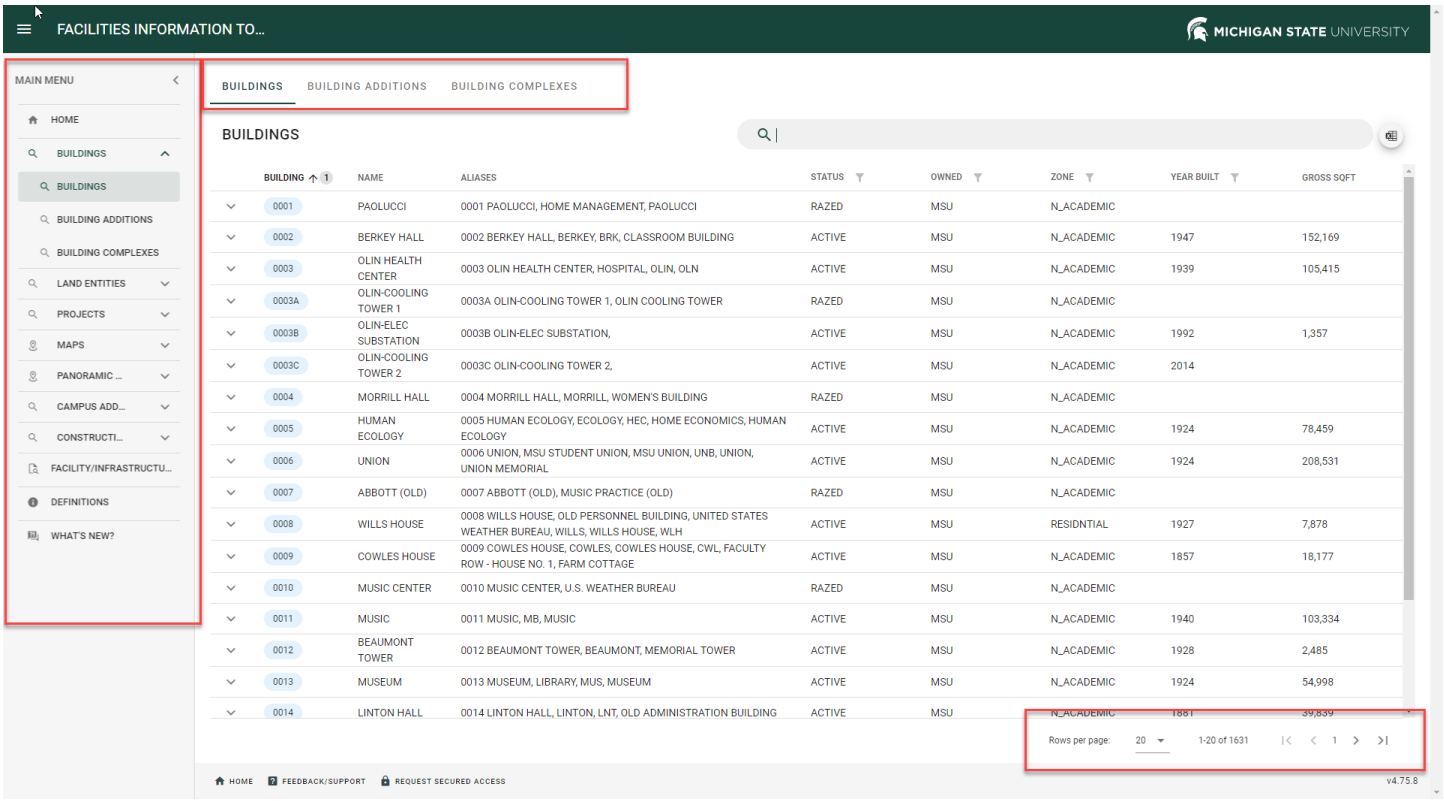
A new version of the Facilities Information Tool (FIT) is being deployed. The way you get to the information may look a little different and the user experience may feel different in some aspects, but the underlying functionality of what FIT provides the users is the same as before. FIT still provides users with a comprehensive way to get to the facility and infrastructure information.

Changes

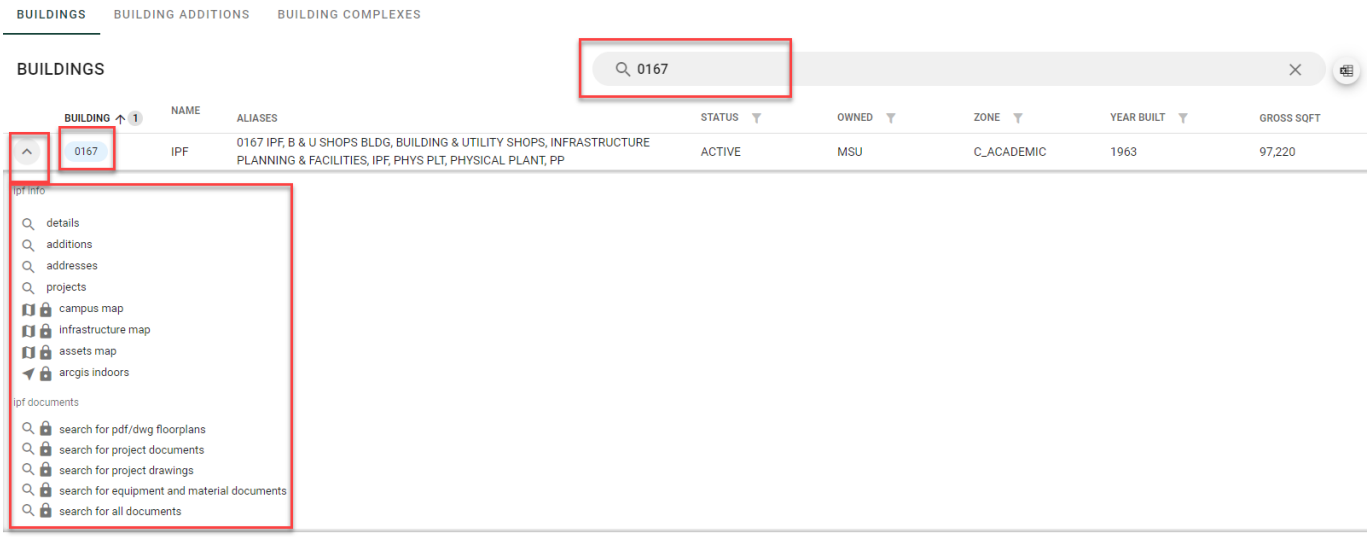
- **The home page -**
  - Quick links are now located on the left-hand side of the FIT application.
  - Use the arrows to toggle the menu options open or closed.
  - Links to the FIS Support webpage and requesting secure access are located at the bottom of the application.



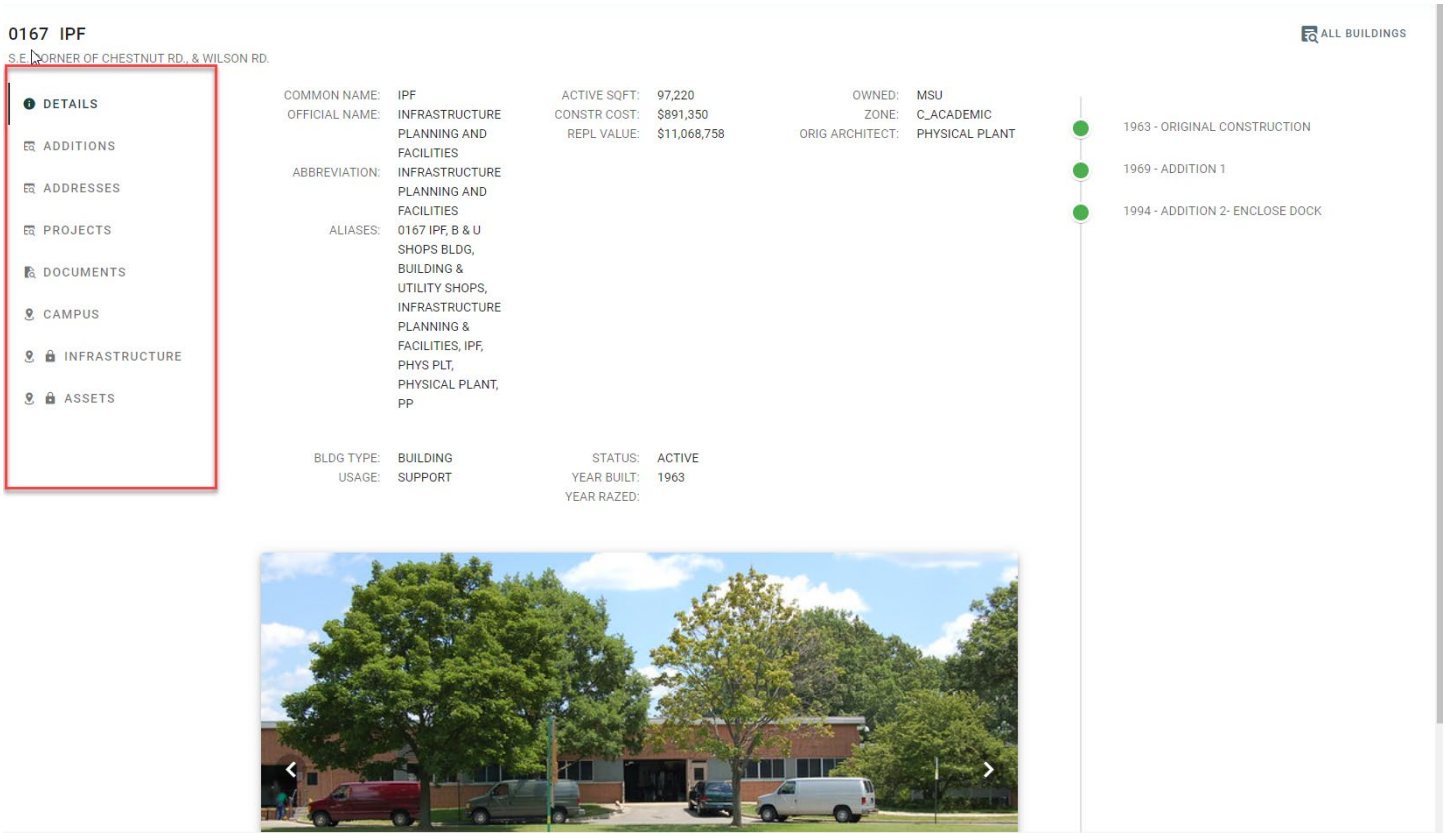
- **Selected menu options –**
  - Once you have selected an option, note the options on the left remain available, as well as the same options across the top.
  - Note the rows displayed per page in the bottom right corner.



- **<u>Filtering and Searching – One Specific Building</u>**
  - Use the search bar to enter information or scroll to what you are looking for.
  - Use the arrow next to the building number to see a menu of options for that specific building.
  - Or, click on the building number to open more details about the building.

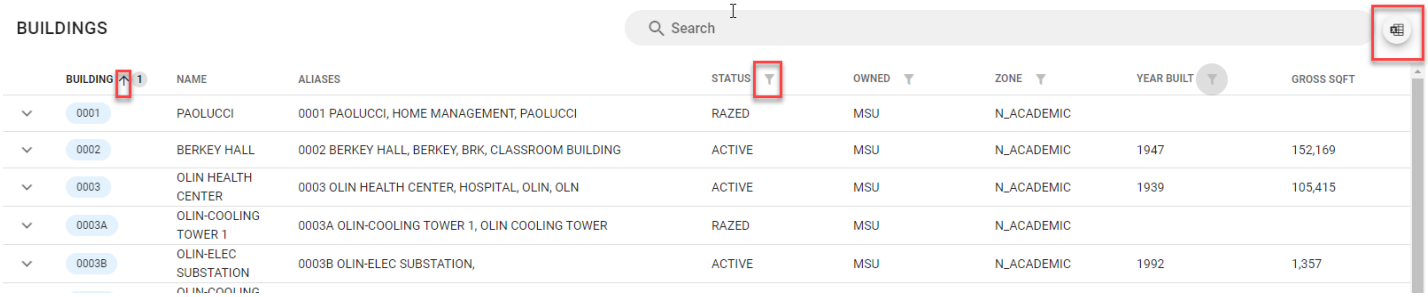


  - Once you are in a detailed view of the building, you can select any of the options that appear on the left side of the window to see more information about that building, find documents, view the maps, see photos, etc.



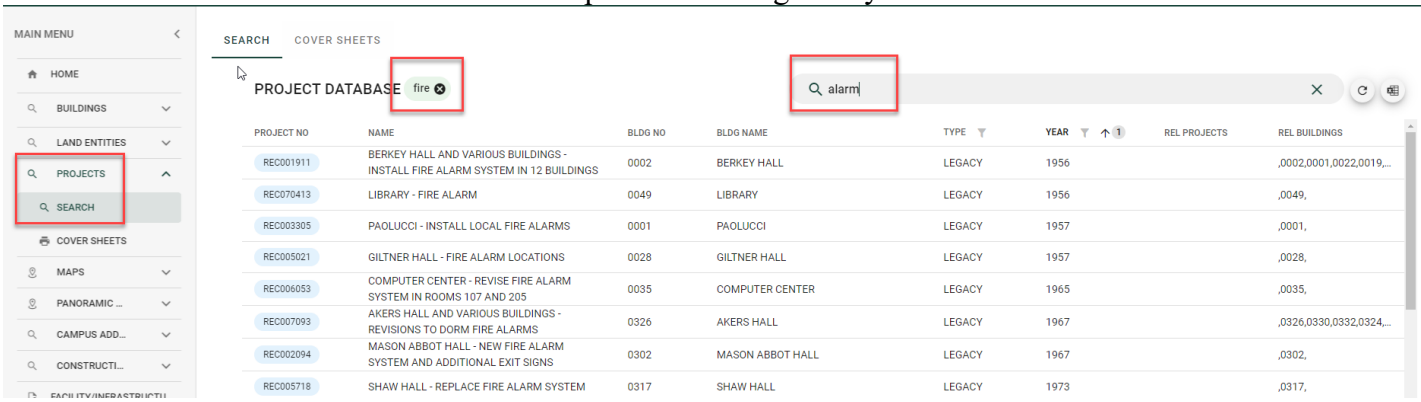
- To return to the building list, use the menu at the left or click on ALL BUILDINGS in the top right corner.

- **Filtering and Searching – Multiple Buildings**
  - Users can sort the lists into ascending or descending order using the arrow that appears next to the column header when you hover over it.
  - Users can use the filter icon to select one or multiple different values.
  - Users can export the data to a csv/xls file.

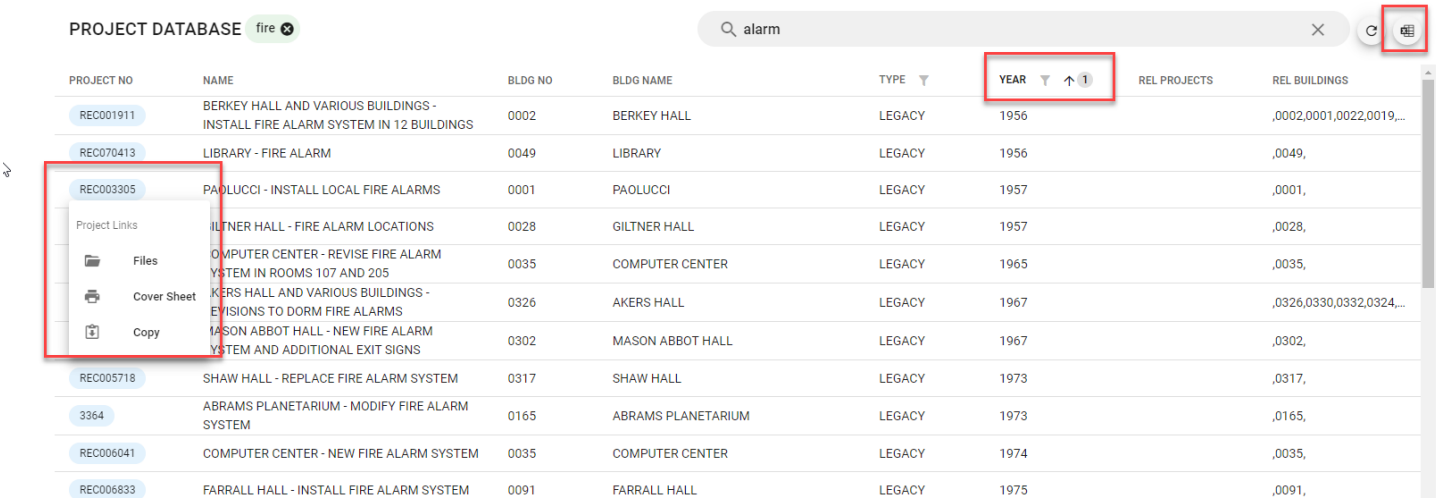


- **Project Search from home page–**
  - The project search function allows you to search all the projects in the records project database. Once you are in a search, if you use the search bar to filter further by number, name or keyword and hit enter on your keyboard, the project list will filter. You may then type another keyword to further filter but DO NOT HIT ENTER. If you hit enter, it will replace the first keyword search with the new value.
    - In the example below, I typed 'FIRE' and hit enter. All the projects with FIRE in the project description were returned to me, then I typed 'ALARM' but did not hit enter and all the projects with FIRE and ALARM in the project description were displayed. Had I

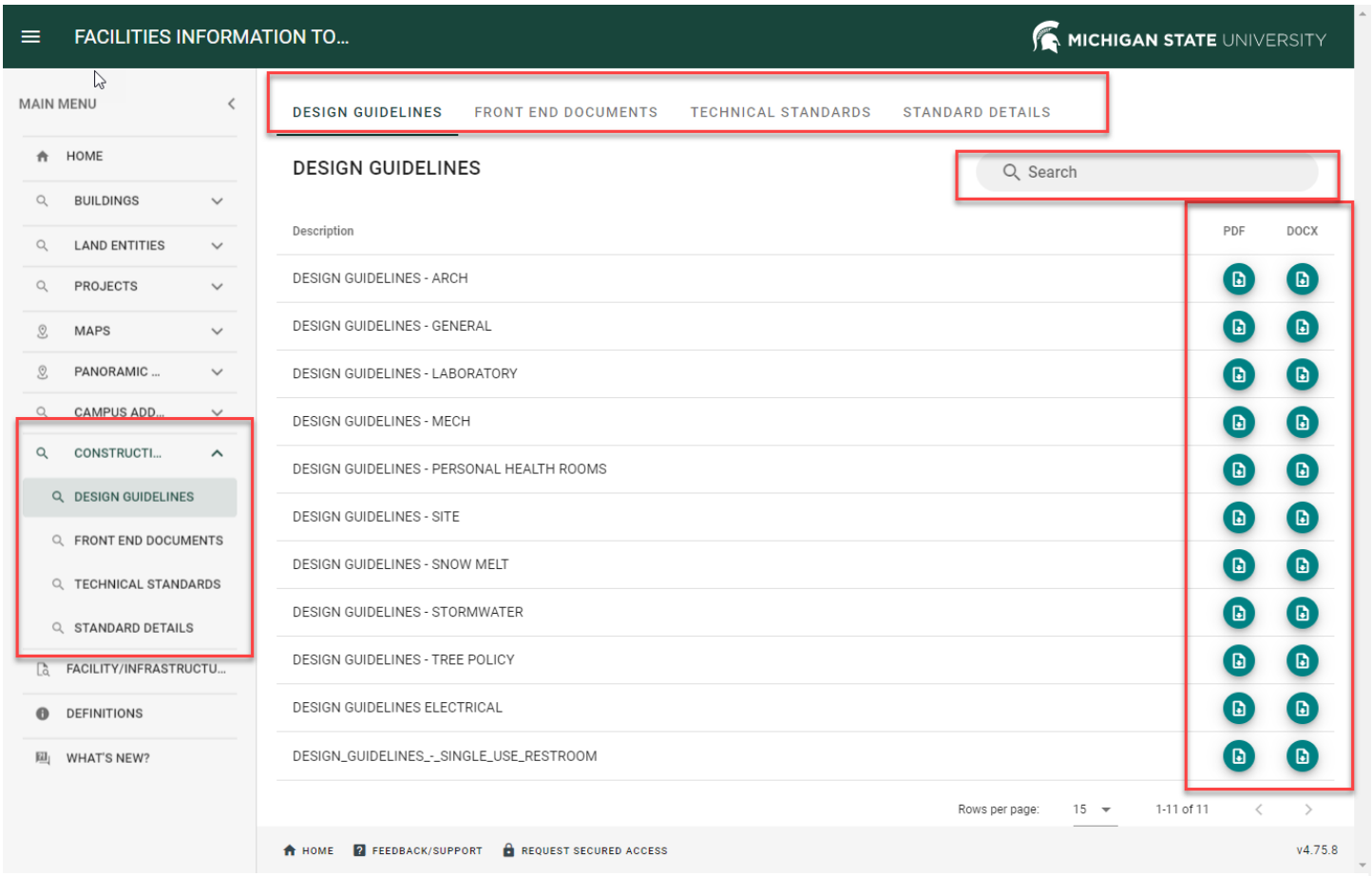
hit enter after ALARM, only projects with ALARM in the project description would be returned and the FIRE portion would go away.

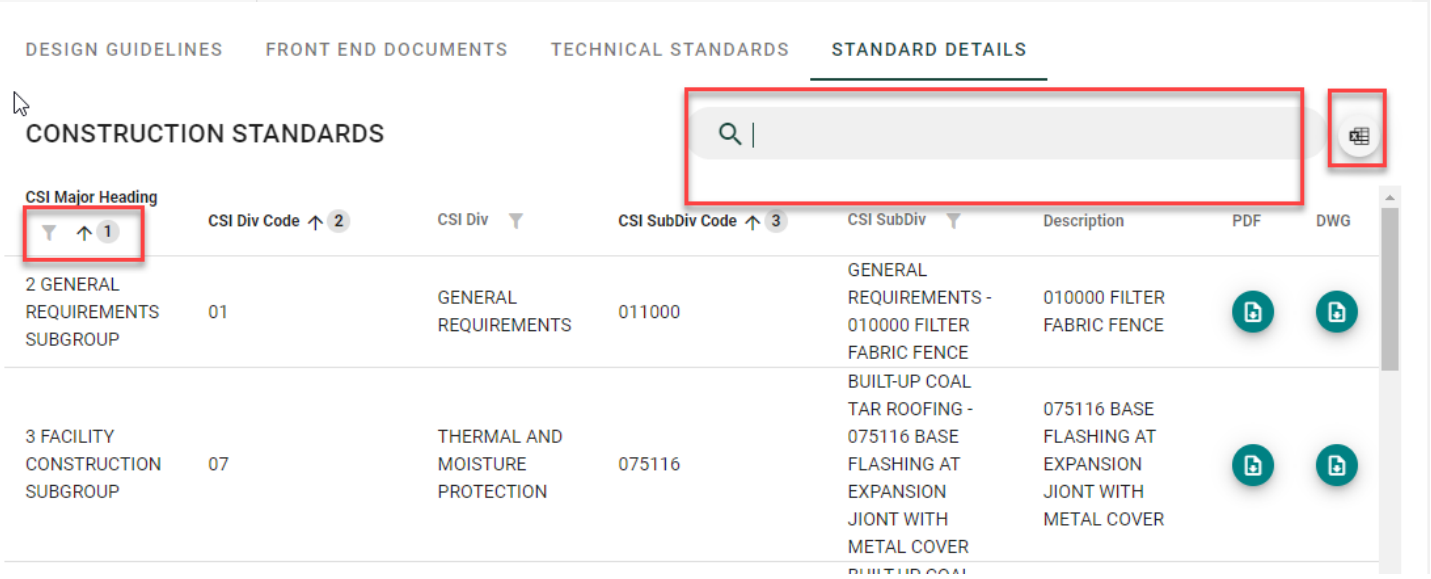


- Click on the project number for options to view the project files, print a cover sheet or copy the project number and name to the clipboard.
- Results can be filtered ascending/descending or by values using the filter icon.
- Results can be exported to a csv/xls file.



- **<u>Construction Standards</u>**
  - The standards for construction that are available in Meridian and on the IPF webpage are now also available in FIT.
  - Use the menu on the left or across the top to search for the type of standard, then use the search function to filter further.
  - Download the doc/pdf files by clicking on the corresponding icon.
  - Results can be filtered ascending/descending or by values using the filter icon.
  - Results can be exported to a csv/xls file.





Revision History and Owner of Document

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