

State of Maryland
**Interagency Commission on School
Construction**
Business Management System
Facility Inventory Database (FIDB) Update Request
Process User Guide



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This guide is available for download at iac.mdschoolconstruction.org

FIDB Update Request Process

Purpose of Process

To submit a request to update the FIDB in cases of discrepancies or additions.

Starting the Process

To start this process, you must open the LEA Global Project. Once you are within that project, please use these steps to start the process.

1. In the Project Menu on the left side of the page, select the "Processes" tab.
2. In the "Project Processes" home screen, click on the "Start process" button which is situated in the top right corner of the page.

Project Processes Baltimore County Global Project - GL_Bal03

Unfinished Drafts

Start process

Filters

Filter by...

3. Once you have clicked the "Start Process" button, you will be presented with a list of processes that you have access to start or submit.
4. Choose the process by clicking on the name.

The screenshot shows a 'Select process' dialog box with a search bar containing 'FIDB Update Request (FIDB)'. A list of processes is displayed below, with 'FIDB Update Request (FIDB)' highlighted and checked. At the bottom right, there is a 'Start FIDB' button.

Process Name	Description
Employee Expense Reimbursement (EERR)	
Facilities Status Change (FSC)	To submit changes to the status of an existing school facility (such as name change, grade configuration, etc.).
<input checked="" type="checkbox"/> FIDB Update Request (FIDB)	To submit a request to update the FIDB database in cases of discrepancies or additions.
Healthy School Facility Fund (HSFF)	To request school construction funding from the Healthy School Facility Fund (HSFF).
LEA MEA Pre-Assessment Document (PADUM)	This is for the LEA to drag and drop all MEA Pre-Assessment Documents.
LEA MEA Responses Upload (MEARU)	This will be used by the LEA to submit all pre-assessment documents for the Maintenance...

5. You will then be presented with the initial step of the process. This is a simple one question step that will route the process according to the request type.

Initial Submission Layout

Your initial step will require you to determine the type of request, and if your request is a multi project update, or a single project update.

If it is a multi-project update, then you will load your completed Excel document into the appropriate field. By choosing a multi-project update, this will route your request directly to the IAC Admin for review for approval, and you will not be required to take any further action unless questions about your request arise.

If your request is not a multi-project update, the information you provide will determine how the process is routed within the workflow, which has multiple paths for the process to take depending on the request type. The multiple paths allows for different layouts, or different information to be asked per request type. **This will also require you to click submit on the request twice to ensure you are routed to the appropriate layout.** Please see the directions below.

FIDB Update Request (FIDB)

Start Process Print Submit Save Draft Cancel

Project: *Washington/Governor/ Mickey Memorial/ Overpass/ Project (10144556699882211)
Project Number: CFS-1234
Process: FIDB Update Request

Details Documents (0) Attached Processes (0) Attached Forms (0)

Expand All | Collapse All

Request Type

Please choose which type of request this is from the dropdown provided. The process will then be routed to a second step, in which you will add the pertinent information.

* Request Type:

* Is this a "Multi Project" update? Yes No

Multi Project Update Spreadsheet: or

Print Submit Save Draft Cancel

For a single project update, when you have selected the "Request Type," click "Submit" to start the request.

You may select the "Multi project update" option if you have 10+ similar changes to request. Please also upload a spreadsheet that identifies the information you wish to change. A [template](#) is available, but use of this exact template is not required. Please note that the more thorough your request, the more likely it will proceed through review by IAC staff smoothly. After selecting your update request type, the system will then route your request accordingly and in the "Processes" tab, you will see the request that you have just started. Click on the subject, and this will reopen the request.

The screenshot shows the IAC Project Processes interface. The top navigation bar includes Home, Projects, Processes, Documents, Contacts, Cost, Reports, and Setup. The left sidebar has a Project Menu with options like Details, Planning, Forms, Issues, Processes (highlighted), Documents, Schedule, Cost, Contacts, Calendar, and Bidding. The main content area displays a table of process instances. One instance is highlighted with a red box: 'FIDB - 1' with the subject 'FIDB Update Request - 1. New Facility' and a status of 'Open'. The table has columns for Instance, State, Subject, Step, In Step Since, Date Due, Status, Requested Comment, and Log. There are also buttons for 'Start FIDB' and 'Start process' at the top right.

Second Step

Once you have opened the request, you will see that the data fields are set up specifically for the type of request. The image below is for a request to add a New Facility.

The screenshot shows the 'FIDB Update Request (FIDB) - 1' form. The top right has buttons for 'Delete Instance', 'Workflow Override', and 'All Fields View'. Below these are 'Submit' and 'Take Action' buttons, with 'Submit' highlighted by a red box. The form fields include:

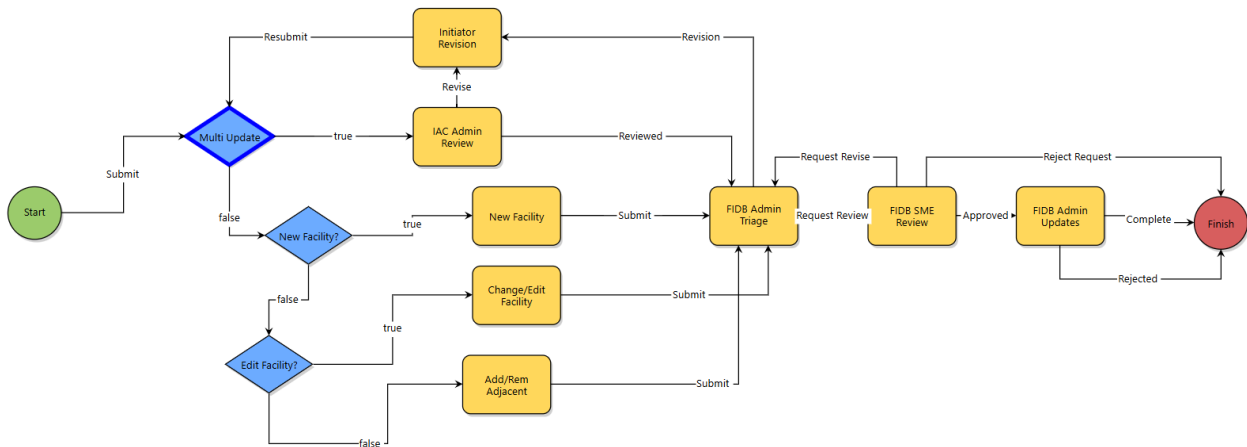
- Project: *Washington/Governor/ Mickey Memorial/ Overpass/ Project (L014455669882211)
- Process Document: FIDB - 1
- Current Workflow Step: New Facility
- Subject: FIDB Update Request - 1. New Facility
- Status: Submitted
- Request Type: 1. New Facility
- Facility Information:
 - LEA Name: Washington
 - Facility Name: [Empty field]
 - Facility Address: Temporary address is acceptable, as this can be changed later
 - Life Cycle: -- Please select an option --
 - Comments: [Rich text editor with toolbar]

 The bottom right has buttons for 'Submit', 'Take Action', 'Check Spelling', 'Print', 'Copy', 'Delegate', 'Save', and 'Cancel'.

Once you have filled in all data fields, choose the “Submit” action from the dropdown menu at the top right of your screen and then click the “Take Action” button. This will submit your request to the proper reviewer.

Once you have submitted your request, you will be able to review the process in read only mode during the duration of the workflow.

Process Workflow



Workflow Steps

(The process initiator is responsible for workflow steps 1 through 4)

1. **Start:** Requested by the LEA Facilities Planner. The LEA Facilities Planner will choose the “Request Type” and then submit the request. This will route the process depending on the “Request Type” back to the process initiator for them to fill out all pertinent information.
2. **New Facility:** The LEA Facilities Planner will fill out all pertinent information regarding the addition of a new facility. They will then submit the request to continue the workflow.
3. **Change/Edit Facility:** The LEA Facilities Planner will fill out all pertinent information regarding the change or editing of an existing facility’s data within the FIDB. They will then submit the request to continue the workflow.
4. **Add/Rem Adjacent:** The LEA Facilities Planner will fill out all pertinent information regarding the addition or removal of any adjacent facilities to an existing facility within the FIDB. They will then submit the request to continue the workflow.
5. **FIDB Admin Triage:** The FIDB Admin, using the information provided, will choose the correct subject matter expert (SME), to review the request. The process will then be routed to that specific SME for review. If there are any questions or if the FIDB admin requires additional information the process will be routed back to the initiator for updates.
6. **FIDB SME Review:** The FIDB SME will review the request and either approve the request or send it back to the FIDB admin with questions or comments.
7. **FIDB Admin Updates:** Once approved by the SME, the FIDB Admin will make all appropriate changes to the FIDB, and then send the process to finish. If the update has been denied, then the FIDB Admin will reject the request and close the process. The process initiator will be notified on either action for their information.