

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 choose 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

Unfinished Drafts

Start process

Filters

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.

Select process

Search: FIDB Update Request (FIDB)

- 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.).
- 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

Buttons: Download FIDB, **Start FIDB**

- 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. As stated above, your information will determine how the process is routed within the workflow. The process workflow has been designed so that there are multiple paths for the process to take as determined by 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 submit the request twice. Please see the directions below.

FIDB Update Request (FIDB)

Start Process

Project: **Washington/Governor/ Mickey Memorial/ Overpass/ Project (L0144556699882211)
 Project Number: CFS-1234
 Process: FIDB Update Request

Buttons: Print, Check Spelling, Submit, Save Draft, Cancel

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: -- Please select an option --

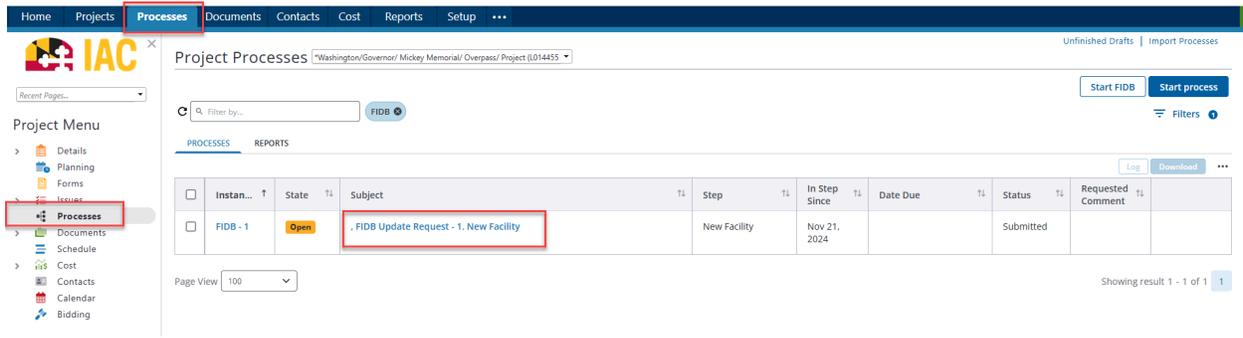
- 1. New Facility
- 2. Change/Edit Facility
- 3. Add/Remove Adjacent

Buttons: Print, Check Spelling, Submit, Save Draft, Cancel

Once you have chosen the "Request Type," click "Submit" to start the request.

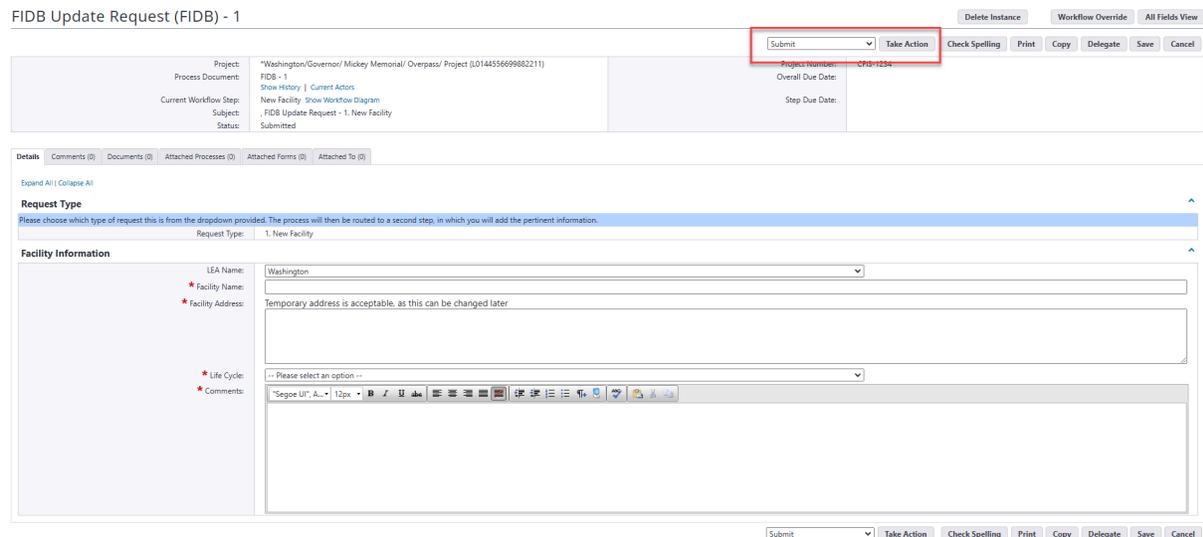
You will then be asked to take the next step in your request.

In the "Processes" tab, you will see the request that you have just started. Please click on the subject, and this will reopen the request.



Second Step

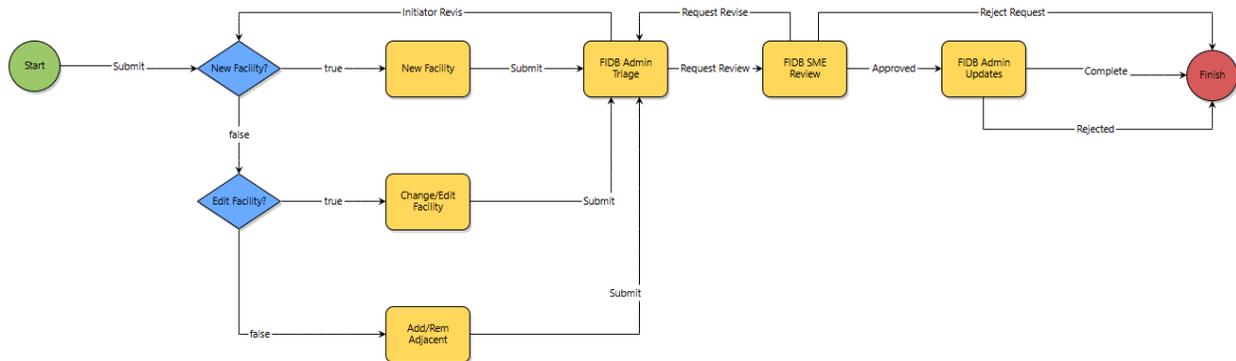
Once you have opened the request, you will see that the data fields are set up specifically for the type of request. The image below is for a request to add a New Facility.



Once you have filled in all data fields, choose the "Submit" action and then 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 all workflow steps in red)

1. **Start:** Requested by the LEA Facilities Planner. The LEA Facilities Planner will choose the “Request Type” 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.

New Facility:

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.

Change Edit Facility:

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.

Add/Rem. Adjacent:

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.

Remaining 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.