Information Technology Services

University System of Georgia Information Technology Services
Enterprise Data Management & Analytics

Facilities Inventory
Data Collection (FIDC)

Data Submission & Reporting
User Guide

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Contents

Facilities Inventory Data Collection (FIDC) Data Submission and Reporting User Guide

Purpose

The Facilities Inventory Data Collection (FIDC) occurs twice annually to report building and room inventory information. This user guide provides an overview of the steps required to complete a data extraction and review data related to the FIDC.

Target Audience

This document is designed for institutional staff responsible for submitting data to the Facilities Inventory Data Collection (FIDC). This includes the Points of Contact (POCs) for each institution for the FIDC and any other staff with roles and access to complete a data extraction and review data related to the FIDC.

Scope of Document

This user guide will provide detailed instructions for each of the following processes of the Facilities Inventory Data Collection:

- Facilities Inventory Institutional User Roles
- Data Submission Process Flow
- Data Submission
- Reports
- Data Submission Errors
- Submission Status
- Data Dictionary
- Reference Code Reports

More Information and Support

For emergencies, business interruptions, or other production down situations, immediately call the USG Service Desk at 877-251-2264.

For noncritical issues, log in with your username and password at https://usg.service-now.com/usgsp to submit a ticket.

Resources

Information about ITS Service Level Guidelines and the maintenance schedules can be found at https://www.usg.edu/customer_services/service_level_guidelines. For operational information on USG IT systems and services, please visit http://status.usg.edu.

Facilities Inventory Institutional User Roles

The following section explains the Facilities Inventory Institutional User Roles that must be defined for the institution to successfully complete Facilities Inventory Data Collection.

Role Title	Role	Role Functions
Institution Facilities Extractor	usg_facil_extractor	Extract Facilities Data View Facilities Error Reports/Logs Request Error Relief Provide Error Relief Comments
Role Description		
The Extraction process collects data from the Facilities campus Operational Data Store (ODS). If any errors are returned during the extraction process, the data warehouse user interface alerts the user. These errors must be corrected before data can be accepted by the Facilities Program Management Office and loaded into the relational data warehouse.		
Role Title	Role	Role Functions
Institution Facilities Data Submission Reviewer	usg_facil_ods_reviewer	Review Facilities Preliminary / Turn-Around reports for accuracy prior to load into the relational warehouse.
Role Description		
Facilities Preliminary / Turn-Around Reports must be reviewed for accuracy before data is loaded into the relational warehouse for Official Reporting purposes.		

Data Submission Process Flow

Facilities Data Submission Process Flow
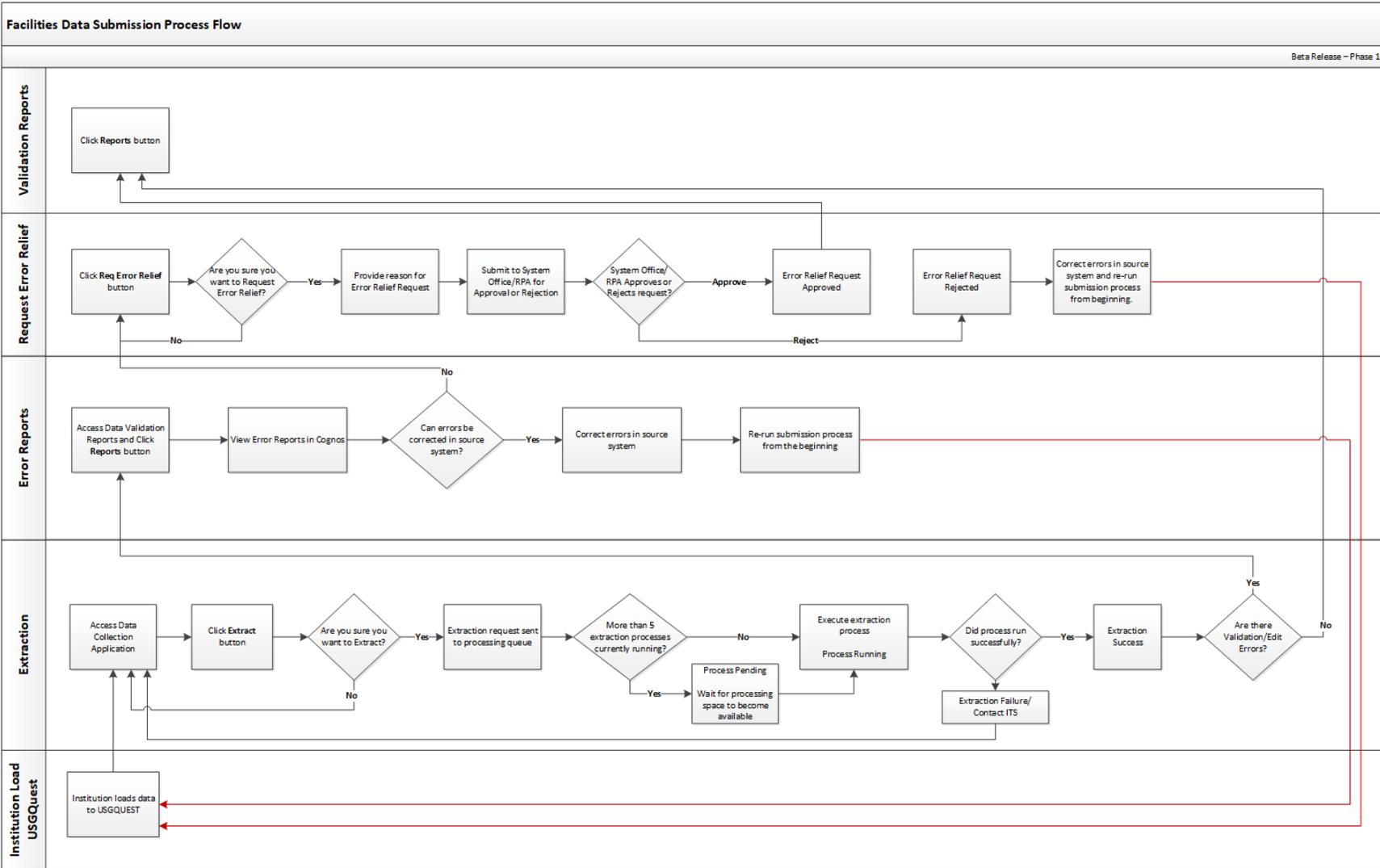
Data Submission

This section provides detailed instructions for completing the data submission process. This includes the following steps:

- ✓ Confirm installation of current Academic Release (CAMPUS_ODS_FIDM_ETL_INSTALL)
- ✓ Run Data Collection Extraction process (ZADMETL)
- ✓ Access the Academic Data Submission Application
- ✓ Extract to Data Warehouse Mimic tables (USGODS)

Confirm Installation of the Current Academic Release

To successfully run the Data Collection Extraction process (ZADMETL) in Banner, the current Facilities Release (CAMPUS_ODS_FIDM_ETL_INSTALL) must be installed.

For the release information and the current ETL Execution Parameters, refer to the Data Collection Site at the following URL: https://www.usg.edu/edma/. The Facilities tab is under the Data Collections Documentation dropdown on the Enterprise Data Management & Analytics site.

Data Collection Extraction Process (ZADMETL)

In Banner, run the Data Collection Extraction process (ZADMETL) to populate the tables in the USGQUEST schema on the institution's designated database. The ZADMETL process initiates the Facilities Inventory Data Collection (FIDC) Institution Extraction, populating the Banner tables (Views) in the USGQUEST schema. The extraction process pulls data from these tables to populate the data warehouse staging tables (USGODS).

Run the ZADMETL process on Process Submission Controls (GJAPCTL).

1. In the Parameter Values section, populate parameter number 01 (Data Collection to Extract?) with the value 'F' to extract data for the FIDC.
2. With the cursor in the Submission section, click Save to execute the process.

3. Review the ZADMETL .lis and .log files to verify a successful extraction. All errors must be resolved to achieve a successful extraction.

For information on ZADMETL .lis output, including error messages, please refer to the Data Collection Extraction user documentation available at:

GeorgiaBEST Knowledge - Functional User Documentation - University System of Georgia

Access the Data Collection Application

Once the data is successfully loaded into the USGQUEST schema, the Data Collection Application (Apex) should be executed to extract the data from the Banner tables in the USGQUEST schema and populate the data warehouse staging tables (USGODS).

1. Access the Data Collection Site at the following URL: https://www.usg.edu/edma/data_collections.
   Note: This site provides access to the Data Collection Application and the Data Validation Reports. A successful extraction must be completed before reviewing reports.

2. Click the Data Collection Application link in the navigation column.

3. Select the Data Collection Application link (Includes ADC, Facilities, and Financial Aid).

4. Enter Username and Password and click Login.
    Note: This link opens the login page for the DUO application. Logging into the Apex application requires a DUO security step. If you do not have DUO installed on your device, please contact the USG Service Desk at 877-251-2644.

    Completion of the DUO step will lead directly to the APEX application page.
    Note: The direct URL for APEX is https://apps.ds.usg.edu/ords/f?p=38576.
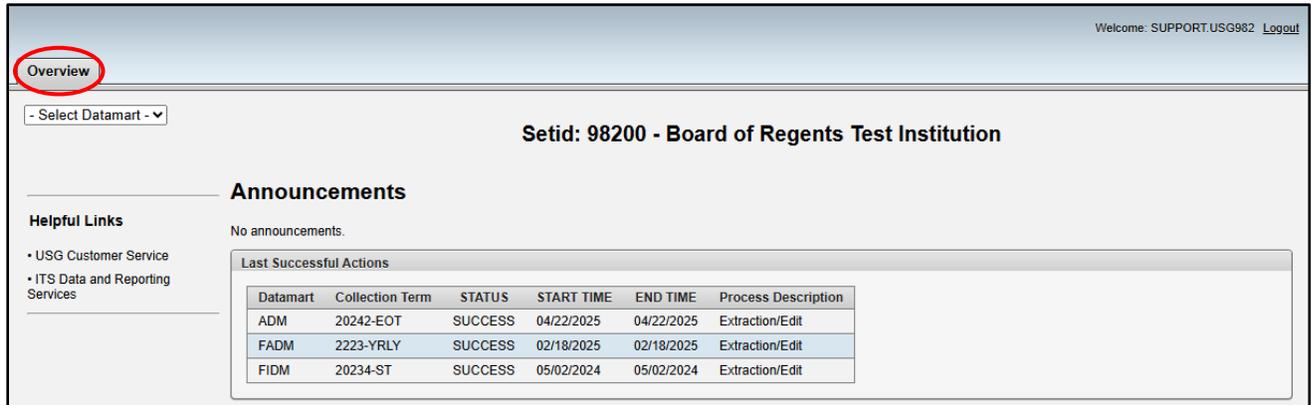
5. The Overview tab will display the SETID, the name of the institution, and the last successful actions per data mart.

6. In the upper left corner of the Overview tab, click the Select Datamart dropdown list. The data marts displayed are based on permissions assigned to the user's login. Select the Facilities option.
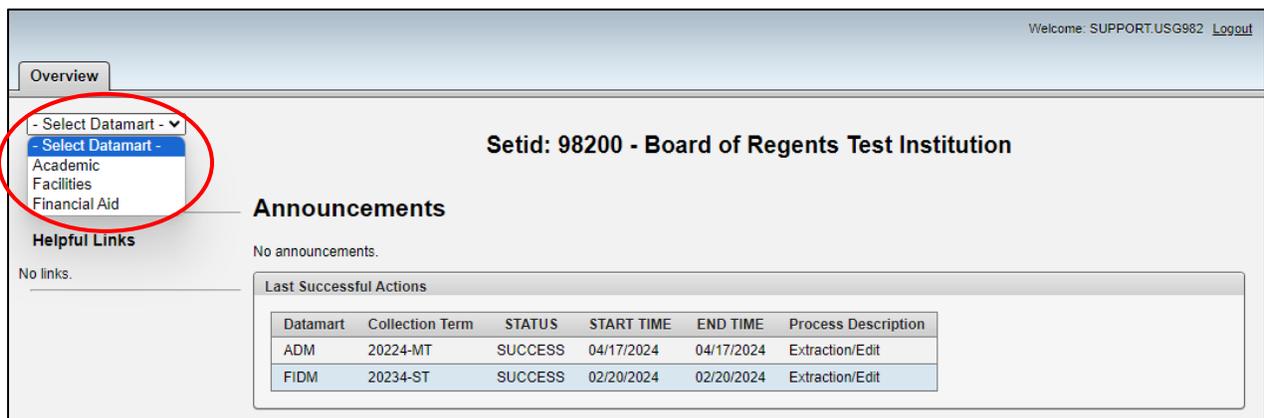
7. A new Facilities Data Collection tab will appear next to the Overview tab. Click on the Facilities Data Collection tab to reach the FIDC home page.

    The Facilities Data Collection tab displays the institution's SETID and name, the current collection and ETL package version, the extraction processing steps, and the last successful actions for the data mart.

Perform an Extraction

1. On the Facilities Data Collection tab, a series of buttons appears on the left side. The available buttons vary depending on the state of the current collection.

   - Home

   - Extract

   - Req. Error Relief

   - Start Over

2. To perform an extraction, click the Extract button.

3. A confirmation prompt will display: "Are you sure you want to extract?" Click OK to continue with the extraction or click Cancel to return to the Home page.
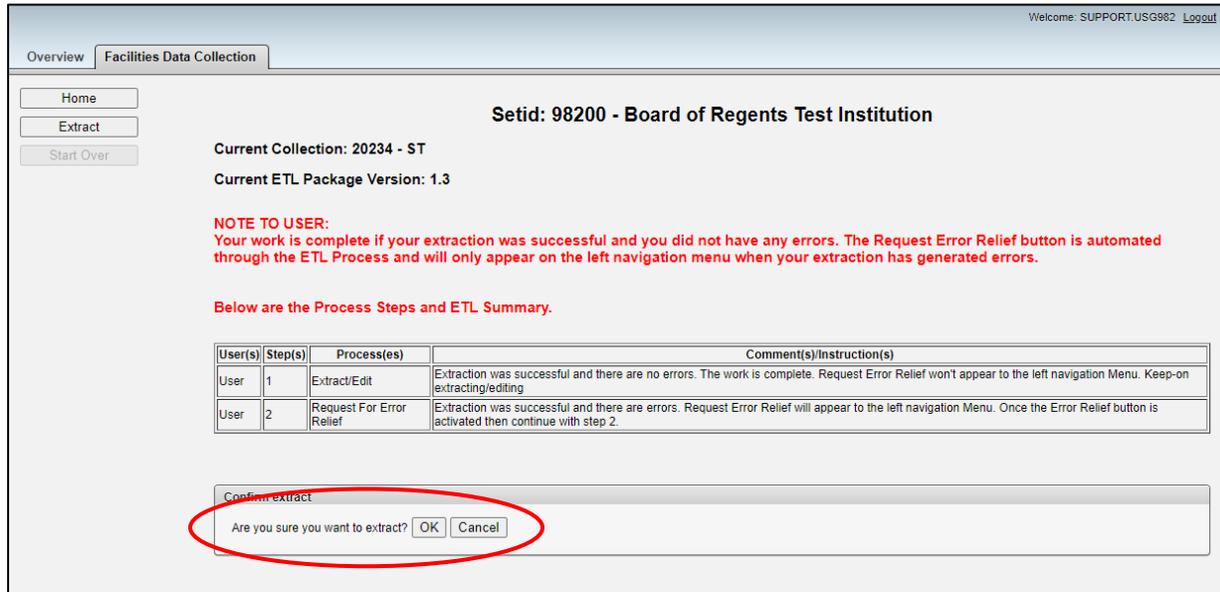
4. The extraction request is submitted to the process queue, a staging area that manages the number of extraction requests submitted by all institutions.
   Note: If more than 5 extraction processes are currently running, the request will be placed in the queue and picked up for processing when space is available.

5. The message "Extraction request successfully submitted to the process queue!" will display along with an OK button. Click OK to return to the Home page.
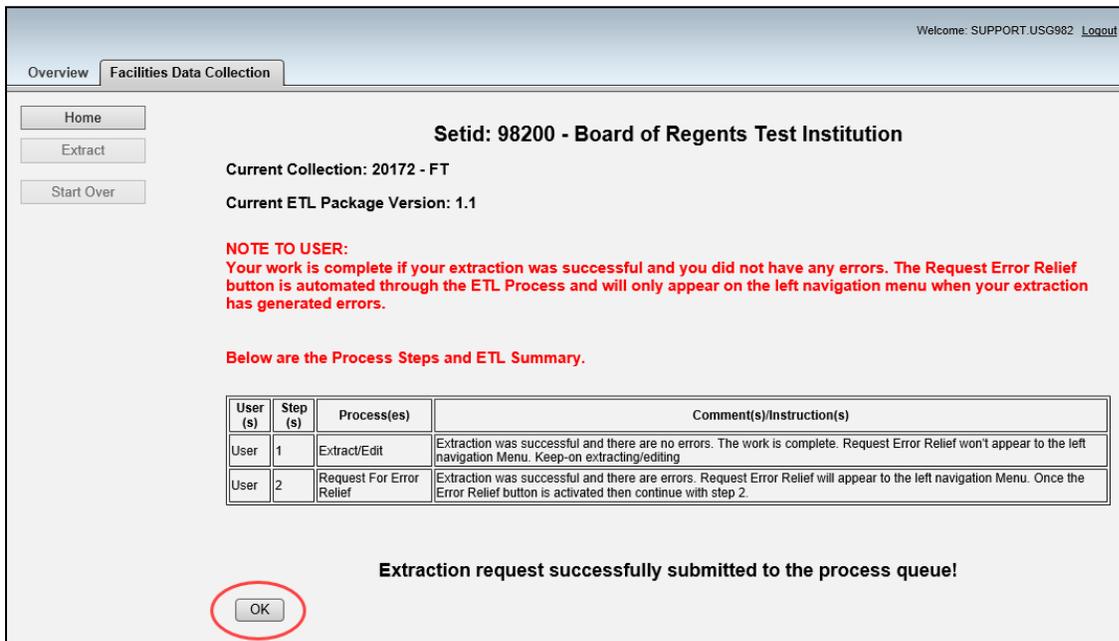
6. If more than 5 extraction processes are running, a new request will be placed in the queue. In this case, the Facilities ETL Summary window will display PENDING. Refresh the browser as needed to verify that the request moves from PENDING to RUNNING.

7. If the extraction request is successfully executed, the Status in the Facilities ETL Summary window will display RUNNING.

8. When the extraction process is complete, the status displays SUCCESS or FAILURE. If the status is SUCCESS, continue to the next step in the process. If the status is FAILURE, it may be necessary to contact ITS for further investigation.

9. Verify whether the extraction has been completed with Validation/Edit errors. If no Validation/Edit errors have been produced, the Req. Error Relief button will be grayed out and inaccessible. This confirms that no errors are present, and the Data Validation Reports are ready for review.

10. If Validation/Edit errors are present, the Req. Error Relief button will be available. Data Validation Error reports must be reviewed to determine the method of correction in the source system. Error relief should only be requested if errors cannot be resolved in the source system.
NOTE: If the Req. Error Relief button is clicked by mistake, the Start Over button should be used, and the extraction process will need to be restarted.

Reports

This section provides detailed information on the reports that are available after completing the data submission process.

✓ Data Submission Reports

✓ Data Validation Reports

Data Submission Reports

The Data Submission Reports provide high-level summary information related to the data submission process. Reports include:

- Institution Summary

- Submission Status

- Submission Summary

Data Validation Reports

Data Validation Reports are preliminary reports that provide detailed data information as submitted and stored in the data warehouse mimic tables (USGODS). These reports should be used to validate the data.

Accessing Reports

1. Access the Data Collection Site at: https://www.usg.edu/edma/data_collections.
   Note: This site provides access to the Data Collection Application and the Data Validation Reports. A successful extraction must be completed before reviewing reports.

2. Select the Data Validation Reports link in the navigation column.
   Note: All users accessing Cognos reports are required to connect through a secure network. Users can connect directly through their on-campus network, campus VPN, or USG GlobalProtect VPN. Those without campus or USG VPN access should contact their local IT support to arrange secure access.
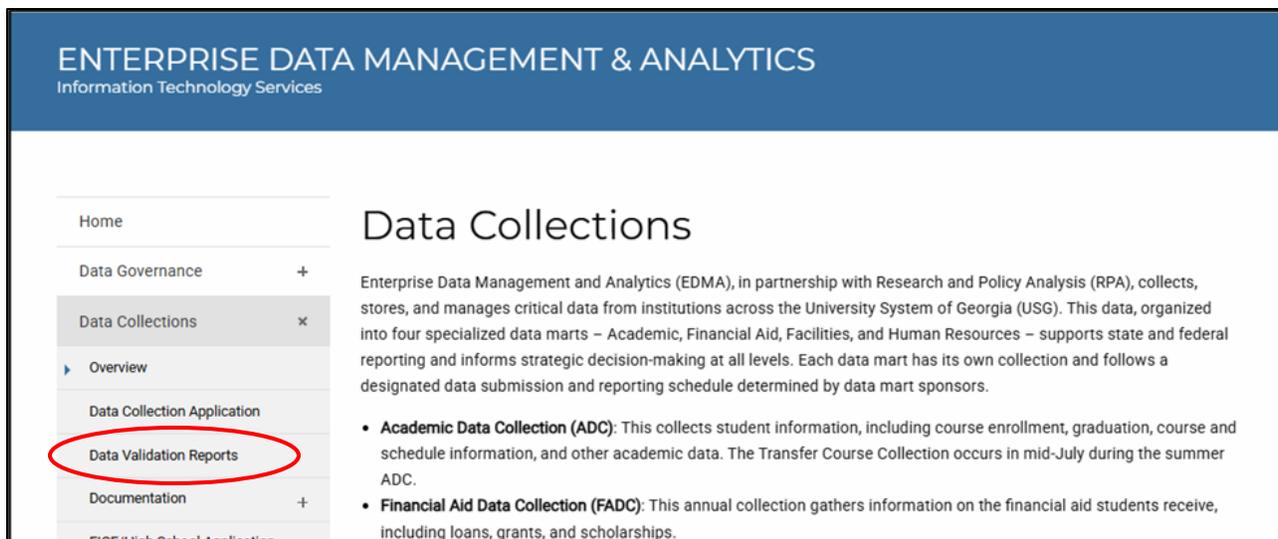
3. Enter User ID and Password. This is the same account information used to log in to the Data Collection Application.
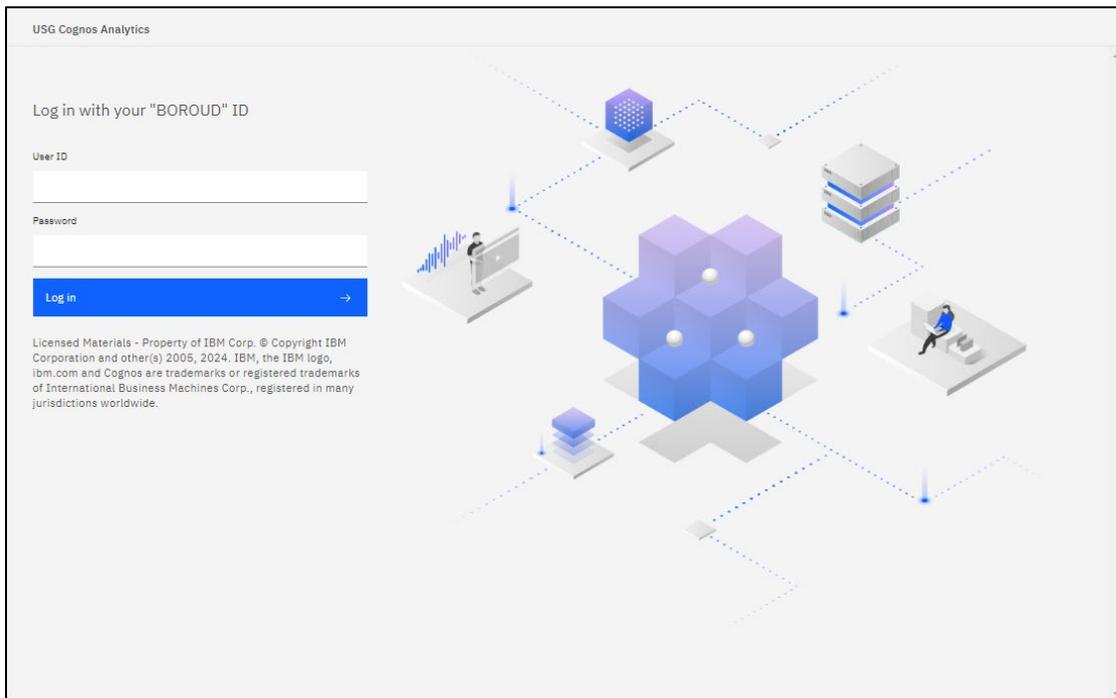
4. The Cognos home page is displayed.

5. Select Data Collections on the left-hand navigation to reach the Data Collections dashboard.

6. All Data Validation Reports can be accessed from the Cognos dashboard.
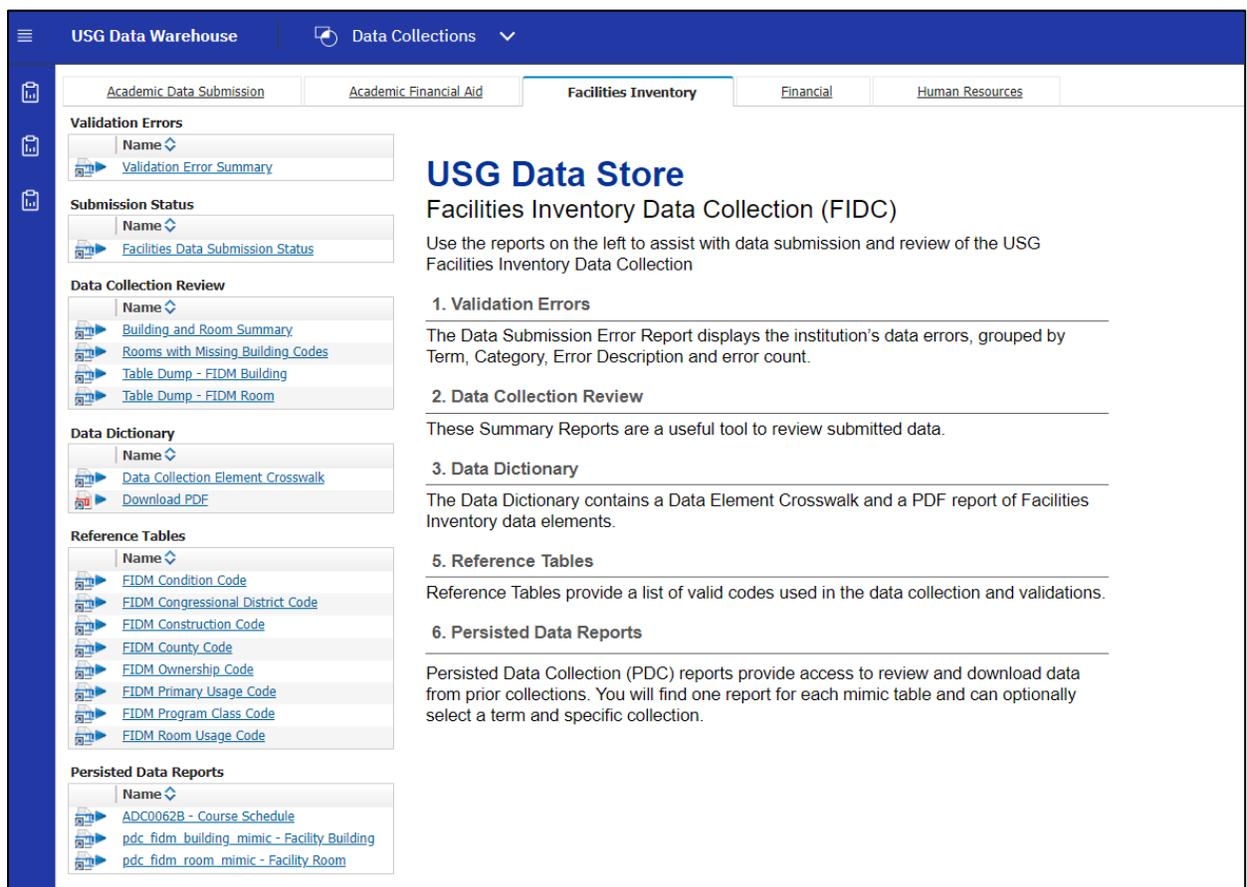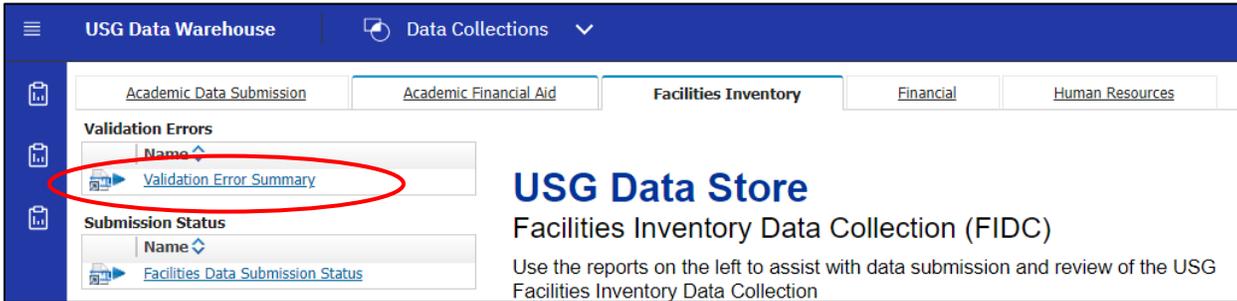**Note:** The datamart tabs displayed are based on permissions assigned to the user's login.

Data Submission Errors

Validation Error Summary

Under Validation Errors, the Validation Error Summary report allows the user to view the details of Validation/Edit errors encountered during the extraction.

There are three options to view errors: (All), Known Issue, and Error. Selecting (All) will display all reported known issues and errors. Known Issue will only be shown if there are active known issues within the current collection. Error will only be shown if there are active errors that have not been cleared.
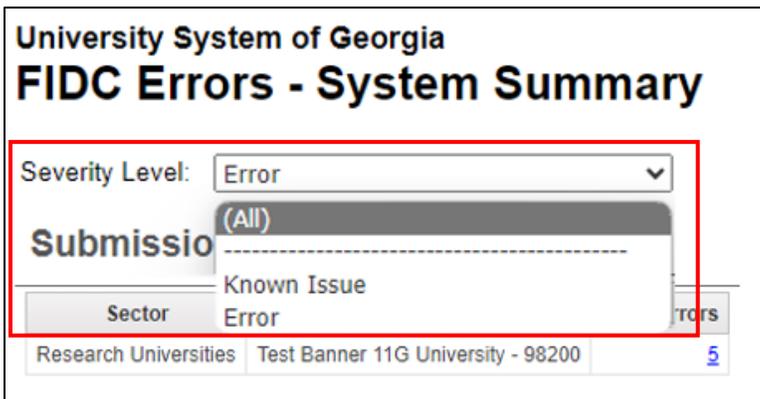
Error reports are grouped by Category and Record Type. They can be viewed and downloaded by record type or as a summary of all errors.

Click View/Download link in the View and Download column to see detailed Business Rule errors for a specific Record Type, Category, and Primary Element. Click View and Download all errors for [current term] link at the bottom of the errors table to view a detailed summary of all Business Rule errors.

These reports can be downloaded using the Cognos Viewer. In the upper right corner of the report, select the dropdown menu next to the HTML icon. This menu provides download formats. Select the desired format to download the report.
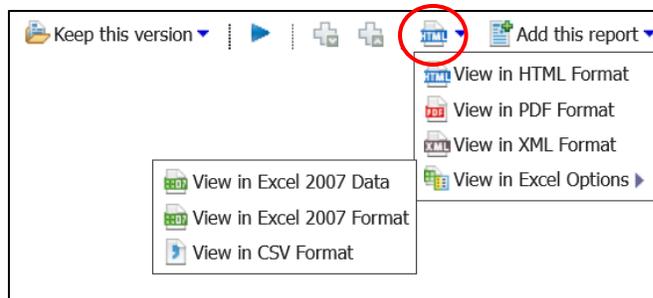
Submission Status

Submission Status is located in the left navigation column of the Facilities Inventory tab. The status displays a high-level overview of the collection status.

Data Dictionary

The Data Dictionary reports provide a technical reference for all facilities inventory data elements. A drill-down report provides crosswalk information.

Click "Download PDF" to generate a data element dictionary that contains detailed information, such as definitions, validation rules, collection tables, Banner references, and collection periods.

Reference Code Reports

Reference Code Reports provide access to the Data Warehouse Reference tables.

Reference Tables

	Name ◇
📰▶	FIDM Condition Code
📰▶	FIDM Congressional District Code
📰▶	FIDM Construction Code
📰▶	FIDM County Code
📰▶	FIDM Ownership Code
📰▶	FIDM Primary Usage Code
📰▶	FIDM Program Class Code
📰▶	FIDM Room Usage Code

Below is an example of the FIDM Room Usage Code Reference Table.

Facility Inventory Reference Table
FIDM Room Usage Code (edw_fidm_room_use_lkp)

ROOM_USE_CODE	ROOM_USE_DESCR	ROOM_USE_STATIONS_REQ_IND	FROM_TERM	TO_TERM
010	Custodial Area	N	00000	99999
020	Circulation Area	N	00000	99999
030	Mechanical Area	N	00000	99999
040	Structural Areas	N	00000	99999
050	Inactive Area	N	00000	99999
060	Alteration or Conversion Area	N	00000	99999
070	Unfinished Area	N	00000	99999
110	Classroom	Y	20132	99999
115	Classroom Service	N	00000	99999
211	Discipline Class Laboratory	Y	00000	99999

Appendix A: Document History

This section details the history of the document and updates made for each modification.

Release and Date	Page/Process	Page	Update Description
August 2019	N/A	N/A	Updated to reflect GeorgiaBEST standards
August 2021	N/A	N/A	Updated for Cognos Upgrade
March 2023	N/A	N/A	Updated screen captures and site information
May 2024	N/A	N/A	Updated screen captures and site information
January 2025	N/A	N/A	Updated screen captures and site information. Included security enhancements information.
April 2025	N/A	N/A	Updated screen captures, DUO and site information.
September 2025	NA	NA	Updated screen captures and website information
January 2026	NA	NA	Updated GeorgiaBEST Knowledge link for ZADMETL