

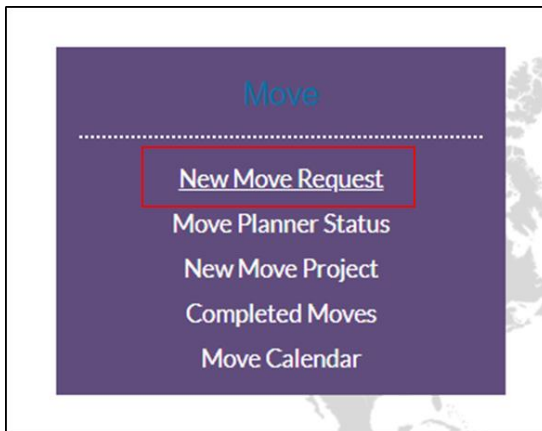
Creating a Move Request

FM:Systems

FM:Systems allows any user to submit a request to move personnel between any Discovery facilities. This guide discusses how to create a move request in FM:Systems.

To create a move request:

1. On the FM:Systems home page, select **Move > New Move Request**.



OR

In the sidebar, select **Move Management > Views > 1.00 New Move Request**.

2. By default, you are selected as the personnel and requester automatically. To choose other personnel to move, choose **Select** beside **Personnel to Move** and then search for the personnel.

* Personnel to Move	00061150 Edwards, Greg	Select	Clear
Requestor ID	Greg Edwards	Select	Clear
* Work Phone	(865) 621-7544		
* Email	greg_edwards@qadci.com		
Department	echnology Administration	Select	Clear

3. By default, your assigned space is selected automatically as the room to move. To choose a different location, choose **Select** beside **From Room** and then search for the space.

* From Room	KXTC C373 Office	Select	Clear
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- To choose a target room, choose **Select** beside **To Room**.

In the pop-up window, type the building term and the select **Find**.

Choose an option from the search results and then choose **Select**.

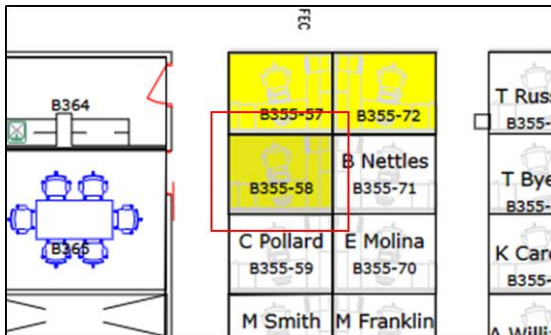
Building Code	Building Description
KXOFFICE	Knoxville Office
KXTC	Knoxville Tech Center

Select **Floor** and then choose an option.

Select **Room** and choose an option.

OR

Use the interactive floorplan diagram to locate and select the target room.



5. Select **Category** and then choose an option.

When finished, choose **Select**.

- To indicate the required move date, select **Sched Move Date** and then type or select an available date.

* Sched Move Date

Notes

October 2019						
S	M	T	W	T	F	S
40		1	2	3	4	5
41	6	7	8	9	10	11
42	13	14	15	16	17	18
43	20	21	22	23	24	26
44	27	28	29	30	31	
45						

* Required Field

Note: Moves may be scheduled on Tuesdays or Thursdays.

- Complete additional fields to describe the request.

Notes

Boxes will be packed by the occupant.

- When finished, select **Submit**.

The request is routed, and a confirmation email is sent to the requester.

Move Request (Req. No. 00024744) Successfully Added.
[Make Another Move Request.](#)
[Add Assets For Move # 00024744.](#)

If you need additional assistance, please visit [Ask Discovery](#).