HOW-TO: FM Renovations Projects Status Reports

The FM Renovations Projects Status Report is used to view the basic information of your project as well as the notes and status as they are updated.

1. Go to The Facilities Management website at www.fm.uci.edu
2. Click on “FM Renovations Projects Status Report”

3. Enter your ucinetid and password to authenticate into the system.
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4. Click on "Search"

5. Enter criteria to find the project you are looking for:
   a. A specific Project number
   b. Name of a project
   c. Status of project

![Search Criteria Image]

6. Click "Submit"

7. Click on a project from the list of projects that fit criteria to see details

Example: Search for Project Name containing “engineering”
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Example Search for specific Project Number

- Enter project number in search field

- Click on the project name to view details

- View the project details, including: general information, contact info, milestone status, and progress notes.