



Facilities Information Management System

DATE: July 21, 2016

TO: FIMS User Community

FROM: Adam Pugh
Office of Asset Management (MA-50)

SUBJECT: Facilities Information Management System (FIMS) Version 2.31 Release

Today, Thursday, July 21, 2016, version 2.31 of the Facilities Information Management System (FIMS) was released. The URL to access the FIMS application is <https://fimsweb.doe.gov>. This release addresses the following enhancements which will automatically be available when you log into FIMS from your browser. The Change Request can be found on the FIMS informational website (<https://fimsweb.doe.gov/fimsinfo>).

- Ad Hoc Reports can now be shared with other users as defined in Change Request 14-16.
 - On the Ad Hoc Report **Save Report** window use the Shared checkbox to designate reports to be shared.
 - Use the new **Share/Unshare** button in the Ad Hoc Report tool to Share (Yes or No) your existing reports.
- The Ad Hoc Report tool has been enhanced to add querying of FIMS archived/disposed data. Use the new link **Archive Data** on the Ad Hoc Report window.
- The Ad Hoc Report tool now generates Excel spreadsheets in the Excel .xlsx format.
- A **Return to List** button has been added to the User Detail window. This will return you to the User List window you were currently viewing.
- The FIMS User's Guide and FIMS Reporting Guide have been updated to reflect these enhancements. These documents can be obtained from the FIMS website at <https://fimsweb.doe.gov/fimsinfo/documentation.htm>.

If you have any questions related to these enhancements, please contact the FIMS Hotline at 301-337-6019 or email fims_cais_help@hq.doe.gov.