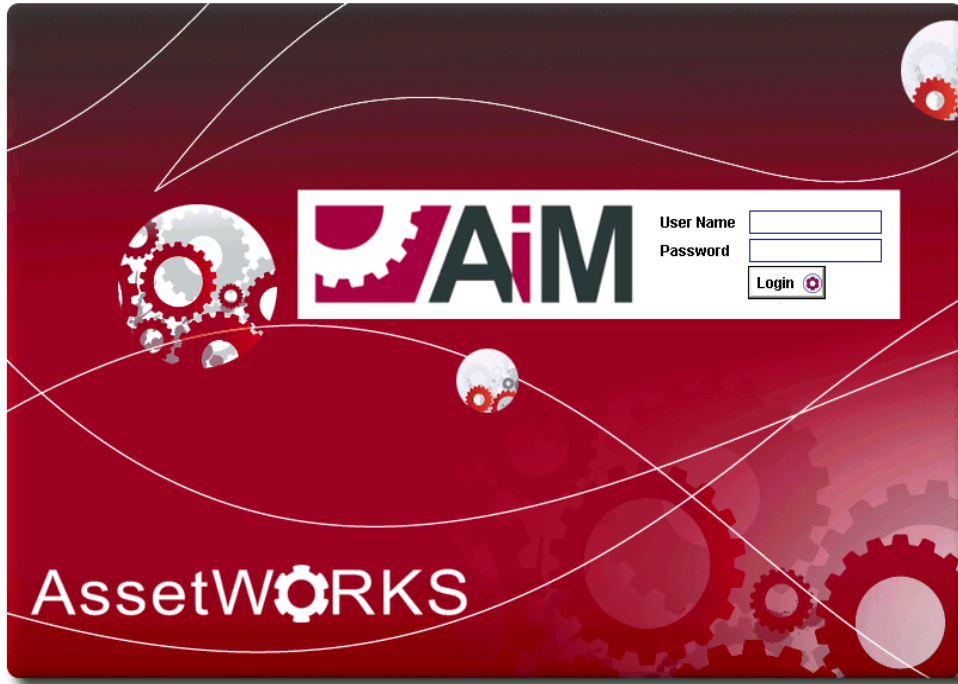


## Accessing MMS Reports

MMS reports are now located inside MMS. Below are instructions on how to access those reports.

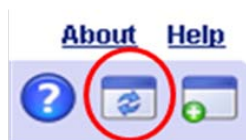
If you currently use MMS reports, you should be able to log in. If you have difficulty, please contact Bridget Gentry just in case we have missed anyone in the set up process. [blgentry@indiana.edu](mailto:blgentry@indiana.edu)

1. Go to: <https://fims.indiana.edu/mms-prd>
2. Log in with network id and password

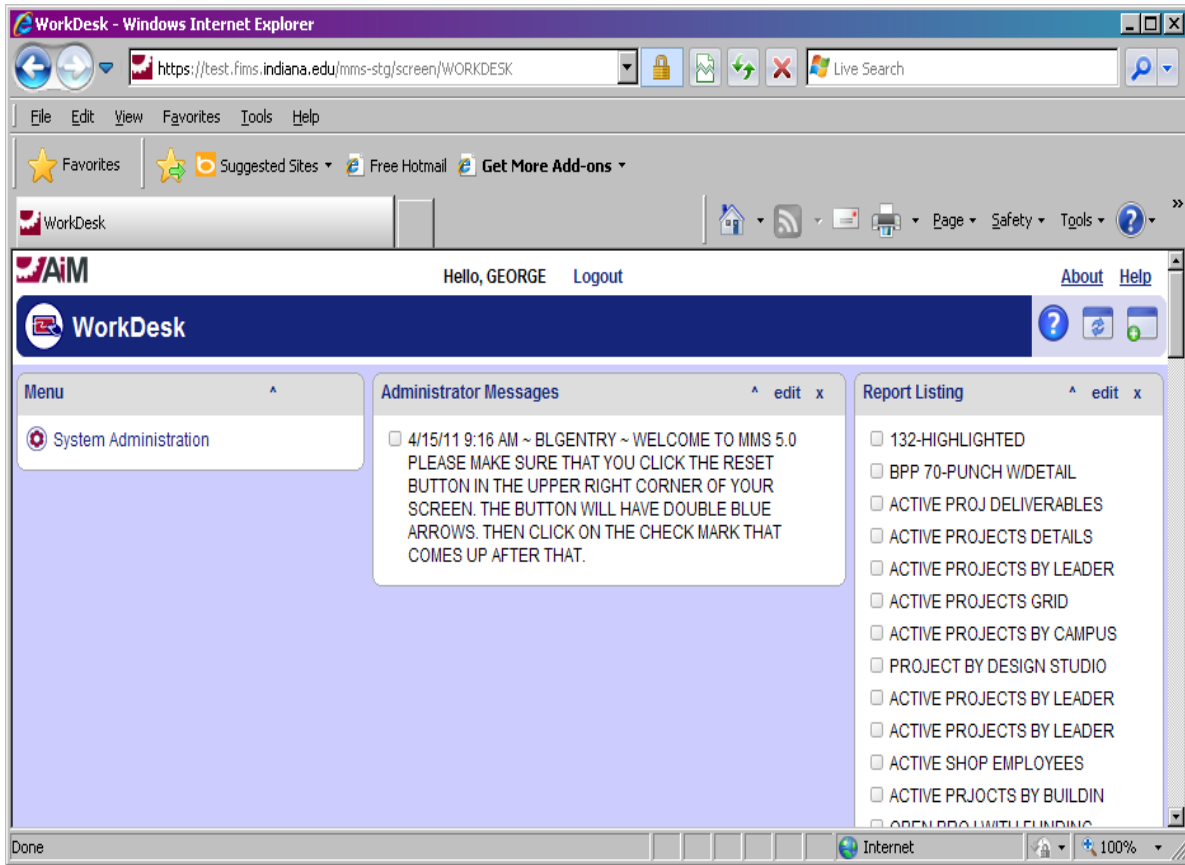


3. The first thing we would like for you to do is click on the workdesk reset button. It is located in the upper right hand corner of your screen. It looks like a screen with double blue arrows. I have created a close up view with the icon circled in red.

*You only need to do this the first time you log into the new 5.0 version of MMS which became active April 15, 2011.*



4. You should now see a report listing on the right side of your screen. This will list the reports that you have access to.



5. From the report list choose the report you wish to run by clicking the report name. The report should open up. Fill in any parameters and click **ok**.  
*(If you see a % (percent sign) in a field, that is a wild card. It will bring back all options for that field.)*

Parameter

Parameters marked with \* are required.

Enter building name: \*  
%

Enter Project number: \*  
%

OK Cancel

To print this report click on the small printer below the word viewer.  
 I have circled it in red for you here.

**BIRT Report Viewer**

Showing page 1 of 1 Print report Go to page:

**MMS** **Indiana University**  
**Maintenance Management System**  
**CSF ANALYSIS FOR ALL CAMPUSES - PROJECTS OVER \$10,000**

Cost per Square Foot based on Total Actual Project Costs over \$10,000.  
 Includes only Closed, Construction and Warranty project status.  
 Sorted by Project Type then Building #  
 (work request types = A-CST, B-WO, I-BMR, K-WR, N-SR, S-RW) Run Date: 01/03/2011

**DEMOLITION** **DEM**

**BL309** **ASHTON HALL**

Project #	Team Leader	Project Status	Project Title	Project Gross SqFT.
20052092	DWALTER	CLOSED_PND	RESIDENTIAL PROGRAMS & SERVICES FACILITI	544500
Project Enter Date: 11/10/05		Bid Docs Completed Date:		

Work Order #	Date Entered	WR Status	Work Request Title	Estimate \$	Actual \$	WR SqFT	Est / SqFT	Act / SqFT
715515	11/10/05	S9-CMP PND	CST-RPAS 1800 E 10TH ABATE & DEMO	\$3,076,500.00	\$627,017.00	0	-	-
<b>Totals for Project</b>				<b>\$3,076,500.00</b>	<b>\$627,017.00</b>		<b>\$5.65</b>	<b>\$1.15</b>

Data accurate to: 01-02-2011 1 / 1 MPJ0223

Choose PDF on the Print Report box and then click OK.

**Print Report**

Print Format

HTML

PDF Auto

All pages  Current page  Pages:

( Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6 )

The report is now in PDF format. Click on the PDF printer icon.

Click to print this PDF file or pages from it

**MMS** Indiana University  
Maintenance Management System  
CSF ANALYSIS FOR ALL CAMPUSES - PROJECTS OVER \$10,000

Cost per Square Foot based on Total Actual Project Costs over \$10,000.  
Includes only Closed, Construction and Warranty project status.  
Sorted by Project Type then Building #  
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Run Date: 01/03/2011

**DEMOLITION** **DEM**

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Project #	Team Leader	Project Status	Project Title	Project Gross SqFT.
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Project Enter Date:		11/10/05		Bid Docs Completed Date:

Work Order #	Date Entered	WR Status	Work Request Title	Estimate \$	Actual \$	WR Sq FT.	Est / SqFT.	Act / SqFT.
715515	11/10/05	B-CMP PND	CST-RPAS 1800 E 10TH ABATE & DEMO	\$3,076,500.00	\$627,017.00	0	-	-
Totals for Project				\$3,076,500.00	\$627,017.00		\$5.65	\$1.15

Verify the Printer and click ok.

Printer: hp color LaserJet 2550 PCL 6

Status: Ready

Type: hp color LaserJet 2550 PCL 6

Print Range:  All

Page Handling: Copies: 1

Page Scaling: Shrink to Printable Area

Auto-Rotate and Center

Print to file

Print color as black

Units: Inches Zoom: 76%

1/1

**OK** Cancel

**If anyone has problems with logging in or getting to reports in MMS, please contact Bridget Gentry. [blgentry@indiana.edu](mailto:blgentry@indiana.edu) or 812-856-2407.**