

**U.S. DEPARTMENT OF ENERGY**  
**Facilities Information Management System (FIMS)**  
**REQUEST FOR CHANGE\***  
**Chg. Req. #06-01**

**REQUESTER NAME:** DEBRA L. COVEY

**DATE:** SEPTEMBER 30,2005

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**AFFILIATION (CK ONE):**

DOE

OTHER  
FED

CONTRACTOR NAME:

**PROPOSED CHANGE:**

Some type of required fields form(s) for gathering required information before inputting new records.

**JUSTIFICATION:**

A similar form was previously available in earlier forms of FIMS. During the annual required maintenance call in 2004, the Laboratory input two new records (Shed 1 and Shed 2). While the required maintenance fields were input on time, there were two (actual mtce and required mtce) required data fields that were empty until the Monday after the call's due date. A remedy to this would be to have a form that would show all the required fields for adding a new building. While it was known that these fields needed to be input, it was not known that they had to be input before the data dump could take place. Another remedy to this situation would be to input new records before or after a call is issued. The problem with this is that one might not have all the required information for the record, or if inputting after a call, that the data for the record would not be included in the dump from the call.

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PLEASE DO NOT TYPE BELOW THIS LINE

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**REMARKS (REVIEWERS, PLEASE ADD YOUR SIGNATURE AND DATE):**

FAC NOT APPROVED. THE FAC RECOMMENDS USE OF THE DATA POPULATION QUERIES TO ENSURE COMPLETE POPULATION OF DATA FIELDS. WHILE A LIST OF REQUIRED FIELDS WOULD PROVIDE A CHECKLIST, IT WOULD NOT INDICATE WHETHER THE REQUIRED FIELDS CONTAIN DATA. THE MICROSOFT ACCESS QUERIES ARE A USEFUL, EXISTING TOOL FOR THIS PURPOSE. FURTHER, AS THE REQUESTOR NOTES, REQUIRED FIELDS DIFFER AMONG PROGRAM OFFICES AND ANY DEPARTMENT-WIDE LIST OF REQUIRED FIELDS WOULD NOT CONTAIN PROGRAM OFFICE-SPECIFIC REQUIREMENTS.

CLOSED - REQUESTOR AGREED WITH FAC RECOMMENDATION.

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**\*USE THIS FORM TO REQUEST A CHANGE TO FIMS' DATA BASE PROGRAM, POLICY, PROCEDURE OR DOCUMENTATION.**

**MAIL COMPLETED FORM TO:** JOLIE MACIER  
FERMI NATIONAL ACCELERATOR LABORATORY  
KIRK ROAD AND PINE STREET  
BATAVIA, IL 60510-0500  
PHONE (630) 840-2353 FAX (630) 840-4980

**OR DOWNLOAD FORM FROM:** FIMS WEB PAGE: <http://fims.hr.doe.gov/downloads.htm>  
**COMPLETE FORM AND E-MAIL TO:** [jrmacier@fnal.gov](mailto:jrmacier@fnal.gov)