



Facilities Information Management System

DATE: August 25, 2011

TO: FIMS User Community

FROM: Gary Horn
Office of Engineering and Construction Management (MA-50)

SUBJECT: Facilities Information Management System (FIMS) Version 2.0 Release

We are pleased to announce that FIMS 2.0 has now been successfully deployed and available for your use. To access FIMS 2.0, you will need to use this new URL: <https://fimsweb.doe.gov>. The previous URL address will no longer function for you. Your current FIMS account credentials will be the same and that includes your login password.

The FIMS User's and Reporting Guides have been updated to reflect the new software changes for FIMS 2.0. These documents can be obtained from the FIMS informational website and the links are provided below. In addition, I'm also providing a link for the Data Element Dictionary only.

FIMS User's Guide - http://fimsinfo.doe.gov/Downloads/user_gde.pdf

FIMS Reporting Guide - <http://fimsinfo.doe.gov/Downloads/RPTGUIDE.PDF>

FIMS Data Element Dictionary - <http://fimsinfo.doe.gov/Downloads/FIMSDED.PDF>

There are a few important items we want you to keep in mind as you begin to use FIMS 2.0

- Unlike the previous version of FIMS, FIMS 2.0 does have a LOGOUT button in the upper right corner of the window. PLEASE be sure that you get into the routine of using that button when you are ready to terminate your FIMS session.
- The Microsoft Access custom query database file has been updated to reflect all database changes associated with FIMS 2.0. As a result, a new Access database query file (fimsweb082511.mdb) is available for download from the FIMS informational website (<http://fimsinfo.doe.gov/downloads.htm>). Any queries you may have previously developed will need to be imported into the new access database file (fimsweb082511.mdb). The previous Access database file (fimsweb062811.mdb) will no longer function.
 - To import your queries into the new fimsweb082511.mdb Access database file, please follow the instructions below.
 - Click the **External Data** tab. Under Import, click the **Access** button.

- In the Get External Data – Access Database dialog box, use the Browse feature to locate your previous Microsoft Access database file (fimsweb062811.mdb) that contains your queries that you wish to import into the new fimsweb082511.mdb. Click **OK**.
 - In the Import Objects window, click the **Queries** tab and select the queries you want to import. Click **OK**.
 - Click **Close** on the Save Import Steps windows.
- For those of you who utilize the upload process, we want to highlight that this process has been completely redeveloped and is now Excel based. This new upload process offers significant improvements and capabilities over the previous version. Before attempting any uploads, please reference Chapter 10 of the FIMS User's Guide for a detailed description of the new process. In addition, the FIMS information website (<http://fimsinfo.doe.gov/downloads.htm>) has a special help section on the FIMS upload process that includes sample upload files.

If you have any questions related to the FIMS 2.0 release, please contact the FIMS Hotline at 301-903-0850.