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1.0 Introduction

The Facility Administration and Maintenance Information System (FAMIS) is a suite of software systems designed by FAMIS Software, Inc. to help you better manage your equipment and facilities. FAMIS utilizes the latest technologies to create a highly flexible, modifiable, accessible, and portable asset management software product that gives you complete control over your organization, your data, and the software itself.

Please Ask Plenty of Questions!

When FAMIS designs training classes, we intentionally allow for plenty of time for you to ask questions. We feel teaching is like building blocks; each new topic is generally based on a previous topic. This training class will provide you with a general introduction to the FAMIS software and navigation techniques. If there are topics that you don’t understand, please ask the instructor for assistance. It’s important that you fully comprehend the topics that are covered before proceeding to the next topic.

Please Join the Class!

You are a very important element in the quality of training that you will receive today. As a member of this class, please participate by listening to the instructor’s presentation and then performing the Exercises as directed. Please do not explore on your own or skip Exercises.

Invoking FAMIS

You will access FAMIS by using your web browser. The FAMIS application is ‘invoked’ (started) by entering the URL: http://wwwd.fac.nodak.edu/forms90/f90servlet/?config=famis8i_dev in your web browser. A small ‘plug in’ program will download automatically the first time you invoke FAMIS on a given workstation. Your FAMIS administrator can help you with this, if necessary. Once FAMIS has been invoked, a User Logon form (refer to Figure below) will be displayed. This form represents the first level of security for protecting your FAMIS data. FAMIS cannot be accessed without a valid username and password. During training you will be logging onto FAMIS as a student. The username and password for you to use will be displayed on the front of your monitor. During training we will be using sample data rather than the production data you will be using when you ‘go live’ (implement) FAMIS.

Your FAMIS Administrator will provide you with a username and password for accessing FAMIS from your own work location. Please protect your logon information and always logon as yourself.
**TIP:** Add this web page to your browser favorites. Alternatively, you can create an icon on your Windows desktop. Further instructions regarding this will be provided upon request.

### Accessing FAMIS

To access FAMIS, you need to type your username in the area labeled Username. Use the TAB key or navigate with your mouse to the field labeled **Password**. Type in your password and navigate to the field labeled **Database** by again using the TAB key or your mouse. Once you have entered information in all three fields, you can proceed by either pressing the ENTER key or selecting the **CONNECT** button with your mouse.

**NOTE:** If you press the ENTER key to navigate to the next field, FAMIS interprets the keystrokes as an attempt to logon and you will get an error message if you have not entered a valid password or database.

![FAMIS Logon Form](image-url)
Congratulations!

If you have accessed the FAMIS Navigator (as shown below), you have successfully logged onto FAMIS.

![FAMIS Navigator - Figure 2.](image)
GENERAL FAMIS CONCEPTS

Functions:

A function is the means to execute a command or action. There are three choices for almost every function on FAMIS available through the use of the…

     TOOL BAR
     PULL DOWN MENU
     FUNCTION KEYS

The Tool Bar is located at the top of the screen represented by Icons. The Pull Down Menu can be accessed using either the mouse or the ALT key with the underlined letter. The function keys are located directly on the keyboard (F1 - F12). [The HELP Pull Down menu will display the function keys available.]

Miscellaneous Functions:

| List of Values:          | EDIT>LIST VALUES  
                          | F9 Down Arrow Box Next to Field (where available) |
|-------------------------|------------------|
| Save or Commit:         | ![Diskette] FILE>SAVE/COMMIT  
                          | F10 |
| Print Screen:           | ![Printer] FILE>SCREEN/PRINT  
                          | SHIFT + F8 |
| Display Error:          | SHIFT + F1 |
| Display Function Keys:  | HELP>KEYBOARD |
| Notes:                  | ![Notepad] ATTACHMENTS>ATTACHMENTS |

QUERY Functions:

| Enter Query Mode:       | ![Magnifying glass with yellow question mark] QUERY>ENTER QUERY  
                          | F7 |
| Repeat Query:          | ![Yellow Question Mark - twice] QUERY>LAST CRITERIA  
                          | F7 + F7 |
| Execute Query:         | ![Magnifying glass with green traffic light] QUERY>EXECUTE QUERY  
                          | F8 |
Count Query (Hits):  
(Magnifying Glass with Summation Sign)  
QUERY>COUNT HITS  
SHIFT + F2

Cancel Query:  
(Magnifying glass with red traffic light)  
QUERY>CANCEL

Query Wildcard:  
% (for multiple missing characters)

Query Wildcard:  
_ (for a single missing character)

Complex Query:  
:S (entered in any field while in Query mode – Execute  
Query accesses a Query dialog box)

Record Level EDITING Functions:

Insert Record:  
(Page with the Plus Sign)  
RECORD>INSERT  
F6

Duplicate Record:  
(Two Pages)  
RECORD>Duplicate  
F4

Delete Record:  
(Page with Red X)  
RECORD>DELETE  
SHIFT + F6

Clear Record:  
(Page with Eraser)  
RECORD>CLEAR  
SHIFT + F4

Clear Block:  
EDIT>CLEAR BLOCK  
SHIFT + F5

Clear Field:  
EDIT>CLEAR FIELD  
CTRL + U

Field Level (Form) NAVIGATION Functions:

Advance 1 Field:  
TAB

Back 1 Field:  
SHIFT + TAB

Next Primary Key:  
SHIFT + TAB

Note:  
When editing a text field, such as the Work Order Task List, the TAB key acts as an editing key within  
the text field, not a form navigation function. Use MOUSE navigation to exit a text field rather than  
the TAB key.
Record Level NAVIGATION Functions:

First Record:  

(Left Arrow with left barrier)  
RECORD-FIRST

Previous Record:  

(Left Arrow)  
RECORD-PREVIOUS  
SHIFT + UP

Next Record:  

(Right Arrow)  
RECORD-NEXT  
SHIFT + DOWN

Last Record:  

(Right Arrow with right barrier)  
RECORD-LAST

Field Level Editing – CUT/COPY/PASTE Functions:

Cut:  

(Scissors)  
EDIT-CUT  
CTRL + X

Copy:  

(Double Page)  
EDIT-COPY  
CTRL + C

Paste:  

(Clipboard)  
EDIT-PASTE  
CTRL + V

Edit Field:  

EDIT-EDIT FIELD  
CTRL + E

Mouse Menu Functions:

Mouse Menus have been added to key fields that enable a user to quickly launch a related form or feature.

For example:

Right Mouse Click on Work Order Number:  

Launches the following forms & feature:

- Work Order Form
- Work Order Cost Summary
- Work Order Cost Summary Form
- Print the Work Order (ticket)
Pop-up Calendar functions:

Pop-Up calendars have been added to all date fields that allow the user to enter a date.

**Right Mouse Click on date Field:**

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;&lt;</td>
<td>Previous Year</td>
</tr>
<tr>
<td>&lt;</td>
<td>Previous Month</td>
</tr>
<tr>
<td>&gt;</td>
<td>Next Month</td>
</tr>
<tr>
<td>&gt;&gt;</td>
<td>Next Year</td>
</tr>
</tbody>
</table>

**Date Shortcuts:**

- 15 will result in the 15th of the current month and current year
- TOD will result in the current date (the current month, day, and year)
- TOM will result in the date for tomorrow
- EW will result in the date of the last day of the week based on the site’s date configuration
- BW will result in the date of the first day of the week based on the site’s date configuration
- EM will result in the date of the last day of the month based on the site’s date configuration
- BM will result in the date of the first day of the month based on the site’s date configuration
- 15 JAN will result in January 15 of the current year
- 15 JAN 03 will result in January 15, 2003
- 1-15 will result in January 15 of the current year

Read the message line at the bottom of the screen to assist you in your data entry!

It will assist you by providing the first level of HELP for each field, indicate when you are in QUERY MODE, and display error messages.
2.0 Space Concepts

FAMIS Space Management is a sophisticated system for managing the physical space of buildings. It includes powerful features for defining locations; maintaining employee information; managing space assignments; and creating allocations. Advanced features are provided for analyzing space utilization and benchmarking to published industry standards.

The optional FAMIS AutoCAD Interface (FAI) seamlessly integrates FAMIS Space Management with AutoCAD. This two-way integration lets you send information from the FAMIS Space Management database to AutoCAD for graphical reporting and analysis as well as send information from AutoCAD to FAMIS Space Management for creating rooms and establishing square footage.

Location Module
The Location Module defines the physical space of an organization. The information can be used by other FAMIS systems such as FAMIS Maintenance Management to create an enterprise facility management system.

- Create location hierarchies up to four levels deep (e.g., site, building, floor, room)
- Categorize space by category, sub category, IFMA category and micro-control
- Attach and display CAD drawings and other external files to locations
- "Roll-up" square footage of space to higher levels (e.g., roll-up room areas to floor)
- Manage space by status (e.g., planned, under construction, available, assigned)

Employee Module
The Employee Module tracks information on employees and the organizational structure.

- Manage employee information
- Create a full hierarchical organizational model (i.e., divisions, departments, groups)
- Assign employees to organizational model to summarize detailed information

Occupancy Module
The Occupancy Module provides complete management of space utilization.

- Assign employees to multiple locations
- Charge departments for the cost of space based on space utilization
- Compare space utilization to industry standards
- Compare and analyze availability of space
- Assign multiple groups to a location
- Assign groups to multiple locations
3.0 Training Exercises

EXERCISE 1 – UPDATING SITE DATA

In this exercise you will learn to access the Site form, query an existing Site and update Site Attribute data.

Step 1: Access the Site Form

- Open the Site Form.

Step 2: Query a Site Record

- Execute an unqualified query and select a Site record by clicking on the appropriate row.

Step 2: Editing the Site Attributes

NOTE: The FSM Administrator has already created the Site definition and populated the Site, Alt. Name, Campus Code, Description, and CAD Drawing fields.

- Press the Attributes button on the Site Form to enter information about a site.
FAMIS Site Attribute Form – Figure 4.

- Update the Attribute information as appropriate.
- Close the Attributes window.
- Close the Site Form.
EXERCISE 2 – ENTERING BUILDING DATA

In this exercise you will learn to view existing Building data as well as add more Building data.

Step 1: Access the Building Form

- Open the Building form.

Step 2: Add Building Data

- Using Tab key, navigate to the building field and add data to the fields as described below.

Adding Data in the Building Form – Figure 5.

- Enter the Site. *(Use List of Values if necessary.)*
- Enter the Building Number.
- Enter the Building Abbreviation, if appropriate.
- Enter the Zone, if appropriate. *(Use List of Values if necessary.)*
- Enter the Municipal Zone, if appropriate. *(Use List of Values if necessary.)*
- Enter the Building’s Grid Coordinates, if appropriate.
- Enter the **Bldg Type**, if appropriate. (*Use List of Values if necessary.*)
- Enter the **Bldg Usage**, if appropriate. (*Use List of Values if necessary.*)
- Enter the **Tax Status**, if appropriate. (*Use List of Values if necessary.*)
- Enter the **Building Status**. (*Use List of Values if necessary.*)
- Enter the **Ownership Type**, if appropriate. (*Use List of Values if necessary.*)
- Check the **Cost Recovery** checkbox if this building is tracked for Cost Recovery.
- Enter the **Means of Acquisition**, if appropriate. (*Use List of Values if necessary.*)
- Enter the full path and CAD drawing name in the **CAD Drawing** field, if appropriate. This field is required only if you are using, or will be using, the Graphical Report Server (GRS).
- Enter the **Name**, **Telephone Number**, and **Email Address** of the Building Manager.
- Enter the **Building Address**.
- Click the **Area** button to choose the method used to calculate square footage for the building.

**FAMIS Area Button – Figure 6.**

- Building area can by: totaling square footage data from the floors in the building; totaling square footage data from the rooms in the building; or entering the data manually.
- Click the **Aliases** button to choose an existing alias for the building or to add a new building alias.
• Click the *Attributes* button to enter and view details about the building.

FAMIS Building Attributes Form – Figure 7.

• Click the *Fund Source* button to specify each funding source, and the amount of funding from each source, for the building

• Click the *Adjacencies* button to enter or view all land entities adjacent to the building.
• Click the Occupants button to list the Departments and Individuals that occupy the building.

**FAMIS Building Occupants Form – Figure 8.**

• The Occupied By department section describes the occupying departments (groups) by Group, Name, and Percentage of the building’s space occupied by the group.

• The Occupants section details the occupying individual employees in the following fields: Occupant; Name; Work Group; Telephone; Job Type; Percentage of the building’s space occupied by the employee; and whether the building is the employee’s primary location.

• Click OK to return to the Building form.

• Click the Accounts button to enter billing information for the building.
FAMIS Building Accounts Form – Figure 9.

- Click OK to return to the Building form.
- Click the Contacts button to enter contact information for the building.

FAMIS Building Contacts Form – Figure 10.
• Click OK to return to the Building form.
• Click the Audit Button to list the tracked changes that have taken place to the building information.
• Click the Dates button to view key dates pertaining to the building data.
• Close the Building form.
EXERCISE 3 – UPDATE BUILDING DATA

In this exercise you will learn to update existing Building data.

Step 1: Access the Building Form

- Open the Building form.

Step 2: Query an Existing Building

- Enter a query to find an existing building record.
- Using Tab key, navigate to the building fields, as indicated in the previous exercise, and update the fields as appropriate.

Updating Data in the Building Form – Figure 11.

- Close the Building form.
EXERCISE 4 – UPDATE LAND ENTITY DATA

In this exercise you will learn to update existing Land Entity data.

Step 1: Access the Land Entity Form

- Open the Land Entity form.

Step 2: Query an Existing Land Entity

- Enter a query to find an existing land entity record.
- Using Tab key, navigate to the land entity fields and update the fields as appropriate.

Updating Data in the Land Entity Form – Figure 12.

- General Information:
  - Abbreviation
  - Zone
  - Municipal Zone
  - Grid Coordinates
  - Land Type
• Usage
• Tax Status
• Status
• Owned
• Land Area
• Allow Floors?

• Manager:
  • Name
  • Telephone
  • Email

• Address:

• Press the Accounts button:

![FAMIS Accounts Form – Figure 13.](image)

- Account Group Name
- Billing Type
• Press the *Account* button

![Account Details Form](image.png)

**FAMIS Account Details Form – Figure 14.**

- Business Unit ID – Fund – Department
- Account
- Program
- Project
- Accounts Rec ID
- AR – Student/External
- Press the *OK* button to close the *Account Details* form.

• Account Percent

• Press the *OK* button to close the *Accounts* form.
• Press the *Alias* button:

![FAMIS Alias Form – Figure 15.](image)

- Alias Code
- Alias Name
- Press the *OK* button to close the *Alias* form.

• Press the *Attributes* button:

![FAMIS Attributes Form – Figure 16.](image)

- Update the Attributes, as appropriate.
- Close the *Attributes* form.
- Press the *Adjacencies* button:

![FAMIS Adjacent Land Form – Figure 17.](image)

- Type
- Site
- Entity
- Close the *Adjacent Land* form.
• Press the Fund Source button:

![Fund Source Form](image)

Adjacent Land Form – Figure 18.

• Fund Source
• Fund Amount
• Press the OK button to close the Fund Source form.
• Press the Contacts button:

![FAMIS Space Contacts Form – Figure 19.](image)

FAMIS Space Contacts Form – Figure 19.

- Employee
- Name
- Telephone
- Email
- Contact Type
- Press the OK button to close the Space Contacts form.

• Close the Land Entity form.
**EXERCISE 5 – UPDATE FLOOR DATA**

In this exercise, you will learn to update Floor data.

**Step 1: Access the Floor Form**

- Open the *Floor* form.
- Query an existing floor record.

![FAMIS Floor Form – Figure 20.](image)

- **General Information:**
  - Status
  - Owned
  - Available Date
  - Floor Type
  - Cad Drawing

- **Area Determination:**
  - Calculate From Rooms
  - Manually Entered
• Area:
  • Gross
  • Interior
  • Carpeted
  • Non-Carpeted
  • Non-Assigned
  • Assigned

• Press the *Accounts* button:

![FAMIS Accounts Form – Figure 21.](image)

**FAMIS Accounts Form – Figure 21.**

• Account Group Name

• Billing Type
• Press the **Account** button

**Account Details Form – Figure 22.**

- Business Unit ID – Fund – Department
- Account
- Program
- Project
- Accounts Rec ID
- AR – Student/External
- Press the **OK** button to close the *Account Details* form.

- Account Percent
- Press the **OK** button to close the *Accounts* form.
- Close the *Floors* form.
EXERCISE 6 – UPDATE ROOM DATA

In this exercise, you will learn to update Room data.

Step 1: Access the Room Form

- Open the Room form.
- Query an existing room record.

Step 2: Update Room Data

- Room Information:
  - Assigned To Department
  - Specific Room Name
  - Status
  - Sort Order

FAMIS Room Form – Figure 23.
• Area:
  • Area (*Display Only*)
  • Carpeted Area
• Division Assigned To
• Categories (*Display Only*):
  • Use Code
  • *Use Code* Description
  • Use Category
  • *Use Category* Description
  • Percent
• Press the *Alias* button:

![FAMIS Room Alias Form – Figure 24.](image)

- Alias Code
- Room Alias
- Press the *OK* button to close the *Room Alias* form.
- Press the *Charge Info.* tab:

**FAMIS Room Alias Form – Figure 25.**

- Charge Back
- Apportion to Occupants Of
- Cost Recovery
• Press the *Accounts* button

![FAMIS Accounts Form – Figure 26.](image)

- Account Group Name
- Billing Type
- Press the *Account* button

![FAMIS Account Details Form – Figure 27.](image)

- Business Unit ID – Fund – Department
- Account
- Program
- Project
- Accounts Rec ID
- AR – Student/External
- Press the **OK** button to close the *Account Details* form.
- **Account Percent**
- Press the **OK** button to close the *Accounts* form.
- Press the *Attributes* tab:

![FAMIS Room Attributes Form - Figure 28.](image)

- Update the room attributes as appropriate.
- Press the *Function* tab:

![FAMIS Room Function Form – Figure 29.](image)

**FAMIS Room Function Form – Figure 29.**
- Dedicated Use
- Dedicated Use Expiration (*Date*)
- Functional Use (*Display Only*)
  - Derive Functional Use From
  - Function Code
  - Description
  - Percent
• Press the Occupants tab:

**FAMIS Room Occupants Form – Figure 30.**

• Occupied By Department:
  • Group (*Department*)
  • Name
  • Percent

• Capacity
• Seating
• Occupants
• Assigned Occupants (*Display Only*)
• Occupants (*Employees*):
  • Department Shared
  • Occupant
  • Name (*Display Only*)
  • Telephone (*Display Only*)
  • Job Title (*Display Only*)
  • Percent
• Primary *Location*?

• Press the *Property* tab:

![FAMIS Room Property Form – Figure 31.]

- Property
- Nomenclature
- Status
• Press the **Allocations** tab:

![FAMIS Room Allocations Form – Figure 32.](image)

**NOTE:** Room Allocations will be covered in the next Exercise.

- Effective From *(Display Only)*
- Effective To *(Display Only)*
- Area
- Comments
• Press the Contacts tab:

![FAMIS Room Contacts Form](image)

FAMIS Room Contacts Form – Figure 33.

• Space Coordinator
• Employee
• Name
• Telephone
• Email
• Contact Type
• Close the Room form.
EXERCISE 7 – ROOM ALLOCATIONS

In this exercise, you will learn how to create and update Room Allocations.

Step 1: Access the Room Form

- Open the Room form.

Step 2: Find an Existing Room Record

- Query an existing room record.
- Press the Allocations tab:

![FAMIS Room Allocations Form – Figure 34.]

Step 3: Insert a New Room Allocation

The Allocations Tab allows you to create new allocations to manage Departments, Occupants, and Functions within each room, or to view existing allocations.

- Press the New button to create a new Allocation.
• Choose an Effective From Date, an Effective To Date (if desired) and click the Create Allocation Button. The current Allocation data will be copied to the new allocation.

FAMIS Room Allocation Effective Dates Form – Figure 35.

• Press the General tab.

FAMIS Room Allocation General Tab – Figure 36.

The Functional Use Source field enables the user to define, for each room, how functional use is to be derived. When allocating space the user will be required to enter functional use codes based on the setting of the Derive Functional Use From field. For example, if this field is set to OCCUPYING
GROUPS then functional use must be entered for each department assigned to the space. The user may optionally enter functional use code for other entities. If the Derive Functional Use From field is set to NONE, identification of functional use for all entities will be optional.

- Verify the Effective From and Effect To dates.
- Enter the Area (Square Footage).
- Select the Functional Use Source. *(Use the List of Values)*
- Enter additional *Comments*, as appropriate.
- Press the *Room Function...* button.

![FAMIS Room Allocation General Tab – Figure 37.](image)

**FAMIS Room Allocation General Tab – Figure 37.**

- Enter the Function Code. *(Use the List of Values)*
- Description displays automatically, based upon the selected Function Code.
- Enter the appropriate Percent.
- Repeat, as necessary, for all functional uses of the select room.

**NOTE:** *The sum of all Functional Use lines MUST equal 100 percent.*
• Press the Categories tab.

FAMIS Room Allocation Categories Tab – Figure 38.

• Enter the Room Sub Category for the selected room. *(Use the List of Values)*
• The Sub Category Description automatically fills in, based upon the Sub Category value you selected.
• Enter the appropriate Percent.
• Enter the Area *(Square Footage)*.
• Repeat, as necessary, for all sub categories for the select room.

**NOTE:** *The sum of all Sub Category lines MUST equal 100 percent.*
- Press the *Space Allocation* tab.

**FAMIS Room Space Allocation Tab – Figure 39.**

- **Allocated Groups (Departments):**
  - Enter the Group ID for the selected room. (*Use the List of Values*)
  - The Group *Description* automatically fills in, based upon the Group ID value you selected.
  - Enter the appropriate Percent.
  - Repeat, as necessary, for all groups for the selected room.

  **NOTE:** *The sum of all Allocated Group lines MUST equal 100 percent.*

- **Allocated Group Employees (For each Group):**
  - Enter the Employee ID for the selected Group within the select Room. (*Use the List of Values*)
  - The Employee *Name* automatically fills in, based upon the Employee ID value you selected.
  - Enter the appropriate Percent.
Repeat, as necessary, for all employees for the selected group and room combination.

**NOTE:** The sum of all Allocated Employee lines MUST equal 100 percent.

- Close the Room Allocation form.
- Close the Room form.

**NOTE:** To update an Room Allocation Period, select the existing Allocation Line and press the View/Edit button.
EXERCISE 8 – THE LOCATION WORKBENCH

In this exercise, you will learn about the Location Workbench. The Location Workbench Form is used to display a summary of location information. The particular records displayed can be customized for particular users by configuring "Views." A view contains the specific criteria that locations must meet to be included in the location workbench table. The view also determines the format in which location information is displayed.

- A view labeled "All Rooms" is created during the installation of FAMIS Space Management.

FAMIS “All Rooms” View in Location Workbench – Figure 40.
- Select a different view by using the drop down arrow to the right of the view field.
- To create a new view, or edit an existing view, press the *Edit View* button.

**Editing a Location Workbench View – Figure 41.**

- Click the *Duplicate View* button to create a copy of the current view.
Duplicating the Current View – Figure 42.

- Enter a name for the new view you are creating

![Folder Name](image)

Naming the New View – Figure 43.

- Click the Filter Tab to create or modify filters affecting the new view.

![The Filter Tab](image)

The Filter Tab – Figure 44.
Select a field or fields on which you wish to create filters.

Creating a Filter on the Building Field – Figure 45.
• From the Dropdown list, select the desired filter criteria.

Setting Filter Criteria – Figure 46.
- The Advanced Filter button allows you to further specify the desired criteria by building WHERE clauses that affect the new view.

- When finished creating or editing criteria for the new view, navigate to the Display Tab and click the OK button to save the changes. The results of the new view will be displayed.

![Location Workbench Configuration](image)

The Results of the New View – Figure 47.
• Buttons on the Location Workbench allow the user to view building info for the highlighted row (Arrow 1), or edit Site, Building, Floor, or Room information for the selected row (Arrows 2-5).

FAMIS Location Workbench Action Buttons – Figure 48.
Normally, changes made to location records are reflected immediately in the Location Workbench Form. However, in some cases, changes made to the Assigned to Department and Occupied by Department fields are only updated once daily. If you know that changes have been made to these fields and want the Location Workbench form to display the updated data immediately, press the Refresh View button. After the refresh is complete, the system will display the message, "The refresh has finished."

The Refresh View Button – Figure 49.
- The Graph Button Launches the Graphic report Server (GRS) Report request Form (if the GRS is installed). GRS reports can be requested based only on the spaces which meet the current Location Workbench criteria.

**The Graph Button – Figure 50.**

- Close the *Location Workbench* form.