April 2016

Instructions for Reconciling RoofPro Data with FRRM Data:

- 1. Log into Capital Renewal/FRRM at http://capitalrenewal.sightlines.com/ using your campus user name and password. (Can't find yours? See contact info on last page.)
- 2. Hover over Benchmarks & Analysis and choose Capital Renewal Reports:

Si	ghtlines ember portal				
	Dashboards	Benchmarks & Analytics	Campus		
		Capital Renewal Benchmarks			
List of	Capital Ren	Capital Renewal Reports	.s		
 2.1.2 All Buildings 2.4 All Building Profiles 2.7 Buildings with Renewal Date Problems 3.1 Premature Backlog 5.1.1 Backlog & 5 Year Renewal by Subsystem 5.5.1 Backlog & 10 Year Forecast By Sub-System 5.5.11 Backlog & 11 Year Forecast By Sub-System 5.5.50 Backlog & 50 Year Forecast By Sub-System 7.3.2 Infrastructure Summary by Category 10.4 Overall Summary by Campus 					

- 3. Select report "2.4 All Building Profiles."
- 4. In the pop-up window, select 2016, All Sub-Usages, and choose your institution.

Be	Download	2.4 All Building Profiles			×
I.	Year:	2016	Ŧ	*	
Na	Sub-Usage:	× All Sub-Usages		*	
val	Campus:	× Alexandria Technical and Community College		*	
En	l]	-
r Fo				Download	Cancel
ar Fo	recast by Sub	-System			

- 5. An Excel report will be generated. Open it by clicking on the file at the bottom of your screen.
- 6. Print the report and exit FRRM. You will now shift into using RoofPro.
- 7. Create a new folder on the C: drive of your computer for your RoofPro reports:
- 8. Launch RoofPro by double-clicking on this icon:



9. Click "Open" when you see this pop-up:

RoofProOnline Login.rdp	
	Open Package Contents
	Do you want to open this file?
	Name: RoofProOnline Login.rdp Type: Remote Desktop Connection
	Open Cancel
	Always ask before opening this type of file
	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open this file. What's the risk?

10. Click on "Use another account."

Windows Security		X
Enter your of These credentia	credentials als will be used to connect to 54.213.13.16.	
	DH-DFWEB01\username	
	Use another account	
Reme	mber my credentials	
	OK Can	cel

Windows Security						
Enter your credentials These credentials will be used to connect to 54.213.13.16.						
	DH-DFWEB01\username					
	User name Password Domain: DH-DFWEB01					
Reme	mber my credentials					
	OK Cancel					

11. Enter your user name and password (you should have received this previously via email from Jim Morgan) and click OK.

Nemo	ote Desktop Connection						
\bigcirc	The identity of the remote computer cannot be verified. Do you want to connect anyway?						
The rer certifica	note computer could not be authenticated due to problems with its security ate. It may be unsafe to proceed.						
Certifi	cate name						
	Name in the certificate from the remote computer: WIN-KO7L8IR7TA3.roofproserv.local						
Certifi	cate errors						
The	The following errors were encountered while validating the remote computer's certificate:						
1 The certificate is not from a trusted certifying authority.							
Do you want to connect despite these certificate errors?							
Don't ask me again for connections to this computer							
Viev	w certificate Yes No						

12. If this comes up, click on "Don't ask me again for connections to this computer", then click YES.



- 13. This is the second login screen. Enter your same user name and password as above.
- 14. If you see a page that looks like this, you are in. Click on the + on the left side to open up to your campus(es).



- 15. Once you have opened your campus(es), you will need to run reports for each of your facilities so that you can compare roof data for each facility to the data in FRRM.
- 16. Select the "Reports" option at the top menu. Select "Report Library." You will be presented with the following screen:

				Segm	ients				
	Segments	Clerts		Facilities	Roof Sectio	na		3	Size
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				C1	in the second seco				
	Name	Brief Name		City	Eaclifies		Root Sections	_	
T.	Alexandria Technical College	Alexandria IC		cay	T BURDES		Hoor Sectors		
			MReport Libraries		- 20		×		
			0						
	B Name	Brief Name	Reports				325		
	22 Fore Brag Office & Into Tech Center	700 Blog						\vdash	
	22 Carena 1	Carage	Make proper selection from the follo	wing collections				\vdash	
-	Hit Carson 2	Cartage 1	Segment	Client	Facility	Roof Section		\vdash	
1-	He Grounds Externed Storage	Orange 2 Orange Failment Storage	MnSCU	Alexandria Technical College 💌	Al Facilities	•	-		
-	All Information Continent Storage	Interior Decise Contex					1000	\vdash	
	All I are Enforcement Bar Training Brown	Law Enforcement Bar Train Rm	Report Libraries		Select the required subreports		Select All	\vdash	
-	Si Law Enforcement Optice Houte	Law Enforcement Crime House	F Segment		CoverPage			\vdash	
-	All Law Enforcement ETMA Mourte	Law Entercement CEMA Inverse	18 Client		FaciltySunmary			\vdash	
-	He I av Entercement Can House	Law Enforcement Cas House	Facility		FacilityNet CAD_Deveroing CAD_Dever			\vdash	
-	Rel Lew Enforcement Small Storage	Law Enforcement Small Storage	Root Section					\vdash	
-	Si Law Enforcement Transpo Center	LE Tranno	E-Outom					\vdash	
	and Law Enforcement Vehicle Storage	Law Enforcement Vehicle Stor	- Cover Page					\vdash	
	and Library Addition	Library Addition	- Loyola Fac Cond(Facility.)					
-	dia Main Facility	Main Facility	-MnSCU - Financial 5 yr(Cl	ent)					
	and Masonry Building	Masonry Building	MriSCU - Root Condition-(P	Eacility)					
	Masonry Storage	Masonry Storage	MnSCU-ExpDetails-(Client)						
	Min Motorcycle Shop	Motorcycle Shop			FinanciaPlan5Year_Capital				
	a Receiving/Storage	Receiving/Storage	1		FinanciaPlan5Year_Total				
	180 800	TED 800			Vierranties				
	TH 10 LE Crime Scene	TH 10 LE Crime Science			Viarrant/Details				
-	TH 12/13 Carpenter Melding	TH 12/13 Carpenter/Welding			U WarrantyCompliancePlan				
	STH 5	TH S			U WorkPlistory				
	JE TH 8	TH 8			Viorkhistory/vitriProtos				
					EdistingRootSystemConstructs Over allCoreConstlion CorePhotos MembraneDefectsWithPhotos MembraneDefectsWithPhotos MembraneDefectsWithPhotos MembraneDefectsWithPhotos MembraneDefectsWithPhotos	on Outstanding os_Outstanding @completed os_Completed			
			Use Custon "Propered Dr." and	Freewed For' details	RoofTopDetails		1		
			P Shipping root cours	Add New Report	Restore Defaults	Print	Close		

17. In the Reports pop-up window, select your Segment, Client and Facility. Under Report Libraries, click the + symbol next to Facility, then select Facility Condition Report:



- 18. Click Print at the bottom of this pop-up. A PDF report will soon appear for this facility.
- 19. Once the report is generated and appears on your screen you have the option to save it to your computer. Click on the "Export" (envelope) icon:

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You will be presented with a "Browse" window. Select your destination which will appear as a network connected drive and will have the name and drive letter ("C") of your computer. Change the "Save as type" dropdown to ".pdf" and give your report a name in the "File Name"

field. Click "Save." Close the PDF by clicking the "X" in the upper right corner of the report window.

20. REPEAT STEPS 16 THROUGH 20 until you have an individual report for each of the facilities on your campus(es).

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Compare your FRRM Building Profiles to your RoofPro Facility Condition Reports for each unique building number (e.g. 203T0467). Jot down answers to the following pieces of information:

- Square footage. Does the building square footage in FRRM match the square footage of the roof in RoofPro? Why or why not? Is some square footage assigned to the wrong building?
- Facilities and Roof Sections. Are there any sections in RoofPro that are missing from FRRM? Are there facilities in FRRM that are missing from RoofPro or are tied to the wrong building number?
- Age of roof. Does the year installed/replaced match?
- Roof type. Is this accurate?
- Backlog. Are there roofs listed in the backlog that shouldn't be, or roofs due to be backlogged?

It may help to make a table, like this one:

	Building	Building	Building	Building	Building
	#203T0467	#203T088	#203T197	#203T171	#203T101
Square footage					
Roof sections					
Age					
Roof type					
Backlog					
Other notes					

EMAIL YOUR NOTES AND/OR TABLE to <u>emily.ziring@so.mnscu.edu</u> NO LATER THAN Tuesday, May 3.

Questions about the process? Call Emily at 651-201-1547.

Need a user name and password?

For FRRM call: Emily Ziring, 651-201-1547

For RoofPro call: Jim Morgan, 651-201-1781