



## Purpose

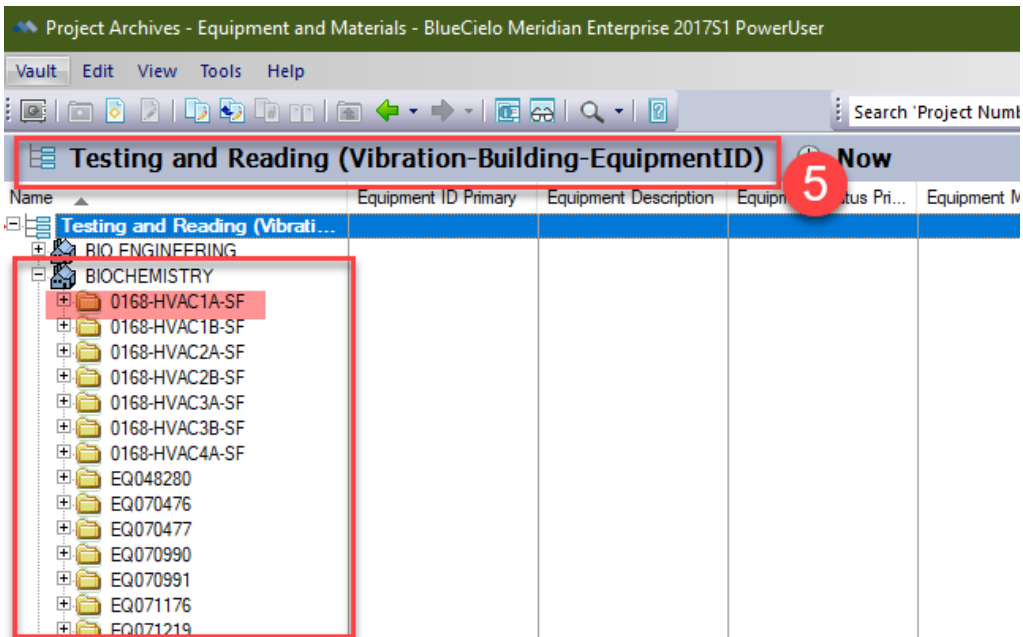
How to view the Vibration Reports in Meridian a few different ways (Meridian Desktop, FIT/Meridian Explorer and FIT/Asset Map).

## Procedure

### Meridian Desktop software:

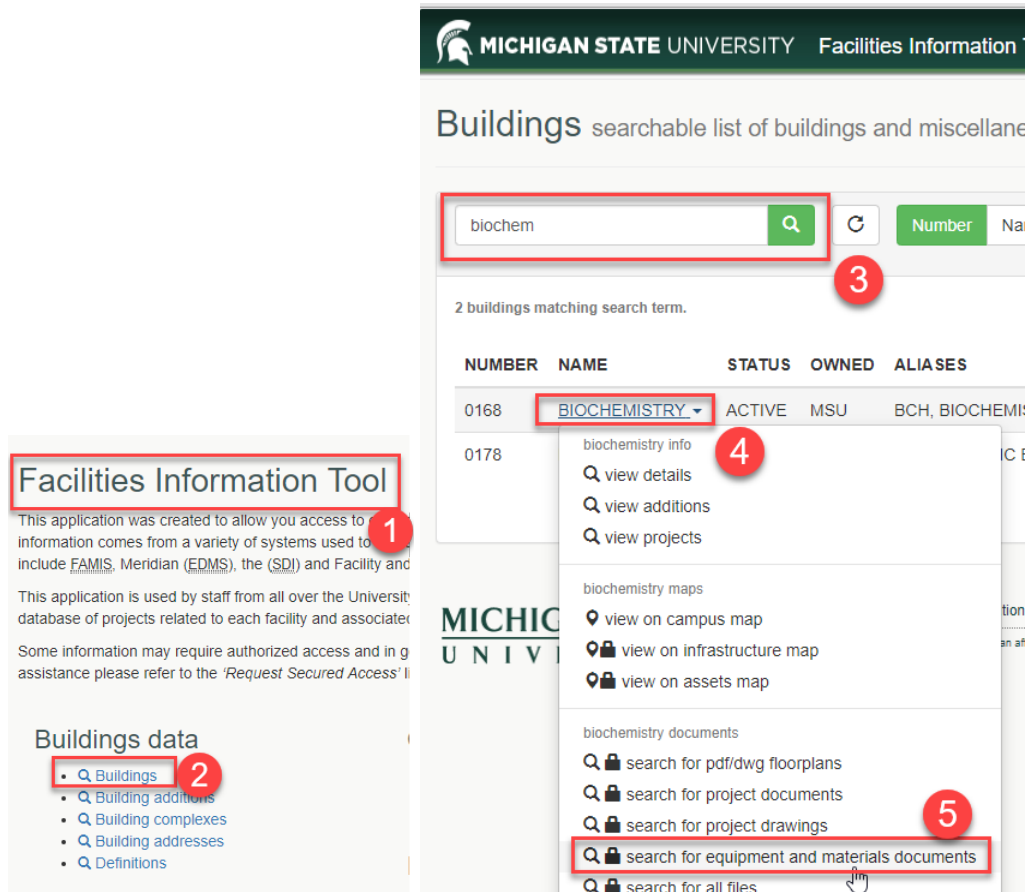
1. Open **Meridian** and navigate to the **Project Archives – Equipment and Materials Vault**.
2. Open the **Nav Views** and select **Testing and Reading (Vibration-Building-EquipDescription)**.
3. The folder structure is Building, then the FAMIS description of the equipment, then the files. The date is in the file name and also in the columns so you can tell which is the most recent.
4. If the Smart Number (0168-HVACSF-1A) hasn't yet been replaced with the EQ number (EQ075163), then the description is the old FAMIS description and a little more vague. As these are updated in FAMIS, they will automatically update in Meridian.
5. There is another Nav View that lists them by Equipment ID under the Buildings if you prefer that (**Testing and Reading (Vibration-Building-EquipmentID)**).

| Name   | Equipment ID Primary | Equipment Description | Equipment Status Pri... | Equipment Model |
|--|----------------------|-----------------------|-------------------------|-----------------|
| <b>Testing and Reading (Vibration-Building_EquipDescription)</b> |                      |                       |                         |                 |
| BIO ENGINEERING  |                      |                       |                         |                 |
| BIOCHEMISTRY   |                      |                       |                         |                 |
| (SECONDARY) CHILLED WATER PUMP - S1                              |                      |                       |                         |                 |
| W18053374_TSTR_MECH_HVAC_PUMP_(SECONDARY)_CHILLED_WAT...         | EQ070476             | (SECONDARY) CHIL...   | INUSE                   | TA1230D7PLA2L0  |
| W19058445_TSTR_MECH_HVAC_PUMP_(SECONDARY)_CHILLED_WAT...         | EQ070476             | (SECONDARY) CHIL...   | INUSE                   | TA1230D7PLA2L0  |
| (SECONDARY) CHILLED WATER PUMP - S2                              |                      |                       |                         |                 |
| COOLING TOWER PUMP - 1 (N)                                       |                      |                       |                         |                 |
| COOLING TOWER PUMP - 2 (S)                                       |                      |                       |                         |                 |
| HOT WATER HEATING PUMP - 1                                       |                      |                       |                         |                 |
| HOT WATER HEATING PUMP - 2                                       |                      |                       |                         |                 |
| SUPPLY FAN - 1A  |                      |                       |                         |                 |
| SUPPLY FAN - 1B  |                      |                       |                         |                 |
| SUPPLY FAN - 2A  |                      |                       |                         |                 |
| SUPPLY FAN - 2B  |                      |                       |                         |                 |
| SUPPLY FAN - 3A  |                      |                       |                         |                 |
| SUPPLY FAN - 3B  |                      |                       |                         |                 |
| SUPPLY FAN - 4A  |                      |                       |                         |                 |
| SUPPLY FAN - 4B  |                      |                       |                         |                 |
| CLINICAL CENTER-OFFICE/LAB                                       |                      |                       |                         |                 |
| SF - 1B  |                      |                       |                         |                 |
| W18053322_TSTR_MECH_HVAC_FAN_SF_-_1B_2018-07-31.pdf              | 01-HVACSF-B1         | SF - 1B               | INUSE                   |                 |
| W19044059_TSTR_MECH_HVAC_FAN_SF_-_1B_2019-05-02.pdf              | 01-HVACSF-B1         | SF - 1B               | INUSE                   |                 |
| SF - 2B  |                      |                       |                         |                 |
| SF - 3B  |                      |                       |                         |                 |
| SF - 4B  |                      |                       |                         |                 |
| DUFFY DAUGHERTY-SAAC   |                      |                       |                         |                 |
| ENGINEERING  |                      |                       |                         |                 |
| FOOD SAFETY TOXICOLOGY   |                      |                       |                         |                 |
| LIFE SCIENCE   |                      |                       |                         |                 |
| MANUFACTURING  |                      |                       |                         |                 |



**Meridian Explorer/FIT:**

1. Open the [Facilities Information Tool](#).
2. Open the Buildings link.
3. Filter to the building you are looking for.
4. Click on the **building name**.
5. Select **Search for equipment and materials documents**.



6. Enter your MSU Net ID and password. **Make sure your username begins with campusad\**
  - a. example: campusad\msunetid

Sign in

https://dms.ipf.msu.edu

Username

Password

6
Sign in
Cancel

7. Select the Doc SubClass: **TESTING AND READING**
8. In the Description field, type: **Vibration**
9. Click **Search**

This will return the list of all the vibration reports for that building. You are welcome to filter more before you search by type a year in the File Name field, or select specific Equipment from the Equipment Info Field or really using any field.

| PROJECT INFO     | EQUIPMENT ID   | EQUIPMENT DI... | EQUIPMENT S...  | EQUIPMENT M... | EQUIPMENT D...  | EQUIPMENT M... | EQUIPMENT S... | D |
|------------------|----------------|-----------------|-----------------|----------------|-----------------|----------------|----------------|---|
| W18144603 - P... | 0168-HVAC2A-SF | MECH            | HEATING VENT... | FANS           | SUPPLY FAN - 2A | AP-441         | INUSE          |   |
| W18144605 - P... | 0168-HVAC4A-SF | MECH            | HEATING VENT... | FANS           | SUPPLY FAN - 4A | DD-PL16-9BL    | INUSE          |   |
| W18144621 - P... | EQ048280       | MECH            | HEATING VENT... | FANS           | SUPPLY FAN - 4B | DD-PL16-9BL    | INUSE          |   |
| W18144626 - P... | 0168-HVAC1B-SF | MECH            | HEATING VENT... | FANS           | SUPPLY FAN - 1B |                | INUSE          |   |
| W18144627 - P... | 0168-HVAC1A-SF | MECH            | HEATING VENT... | FANS           | SUPPLY FAN - 1A |                | INUSE          |   |
| W18144628 - P... | 0168-HVAC2B-SF | MECH            | HEATING VENT... | FANS           | SUPPLY FAN - 2B |                | INUSE          |   |
| W18144629 - P... | 0168-HVAC3A-SF | MECH            | HEATING VENT... | FANS           | SUPPLY FAN - 3A |                | INUSE          |   |
| W18144630 - P... | 0168-HVAC3B-SF | MECH            | HEATING VENT... | FANS           | SUPPLY FAN - 3B |                | INUSE          |   |
| W18144664 - P... | EQ071219       | MECH            | HEATING VENT... | PUMPS          | HOT WATER H...  | TA 038B7K1B2L0 | INUSE          |   |
| W18144665 - P... | EQ071176       | MECH            | HEATING VENT... | PUMPS          | HOT WATER H...  | TA 038B7K1B2L0 | INUSE          |   |
| W19058445 - P... | EQ070476       | MECH            | HEATING VENT... | PUMPS          | (SECONDARY) ... | TA 230D7PLA2L0 | INUSE          |   |
| W19058446 - P... | EQ070477       | MECH            | HEATING VENT... | PUMPS          | (SECONDARY) ... | TA 230D7PLA2L0 | INUSE          |   |
| W19058471 - P... | EQ070990       | MECH            | HEATING VENT... | PUMPS          | COOLING TOW...  |                | INUSE          |   |
| W19058472 - P... | EQ070991       | MECH            | HEATING VENT... | PUMPS          | COOLING TOW...  |                | INUSE          |   |

**To view the files:**

- The viewer only works in Internet Explorer.
- If using any other browser, Select the file, click the review tab, then view file and it will download and open in a native pdf viewer on your machine.

## Asset Map:

1. Open the [Facilities Information Tool](#).
2. Open the Buildings link.
3. Filter to the building you are looking for.
4. Click on the **building name**.
5. Select **View on assets map**.

**Facilities Information Tool**

This application was created to allow you access to information comes from a variety of systems used to include FAMIS, Meridian (EDMS), the (SDI) and Facility and This application is used by staff from all over the University database of projects related to each facility and associated Some information may require authorized access and in g assistance please refer to the 'Request Secured Access' ll

**Buildings data**

- Buildings
- Building additions
- Building complexes
- Building addresses
- Definitions

**MICHIGAN STATE UNIVERSITY Facilities Information Tool**

**Buildings** searchable list of buildings and miscellaneous struc

0168

1 buildings matching search term.

| NUMBER | NAME         | STATUS |
|--------|--------------|--------|
| 0168   | BIOCHEMISTRY | ACTIVE |

biochemistry info

- view details
- view additions
- view projects

biochemistry maps

- view on campus map
- view on infrastructure map
- view on assets map

biochemistry documents

6. Enter your MSU Net ID and password. **Make sure your username begins with campusad\**
  - a. example: campusad\msunetid

Please login to continue

Credential Manager

MSU ID:  
campusad\kingkend

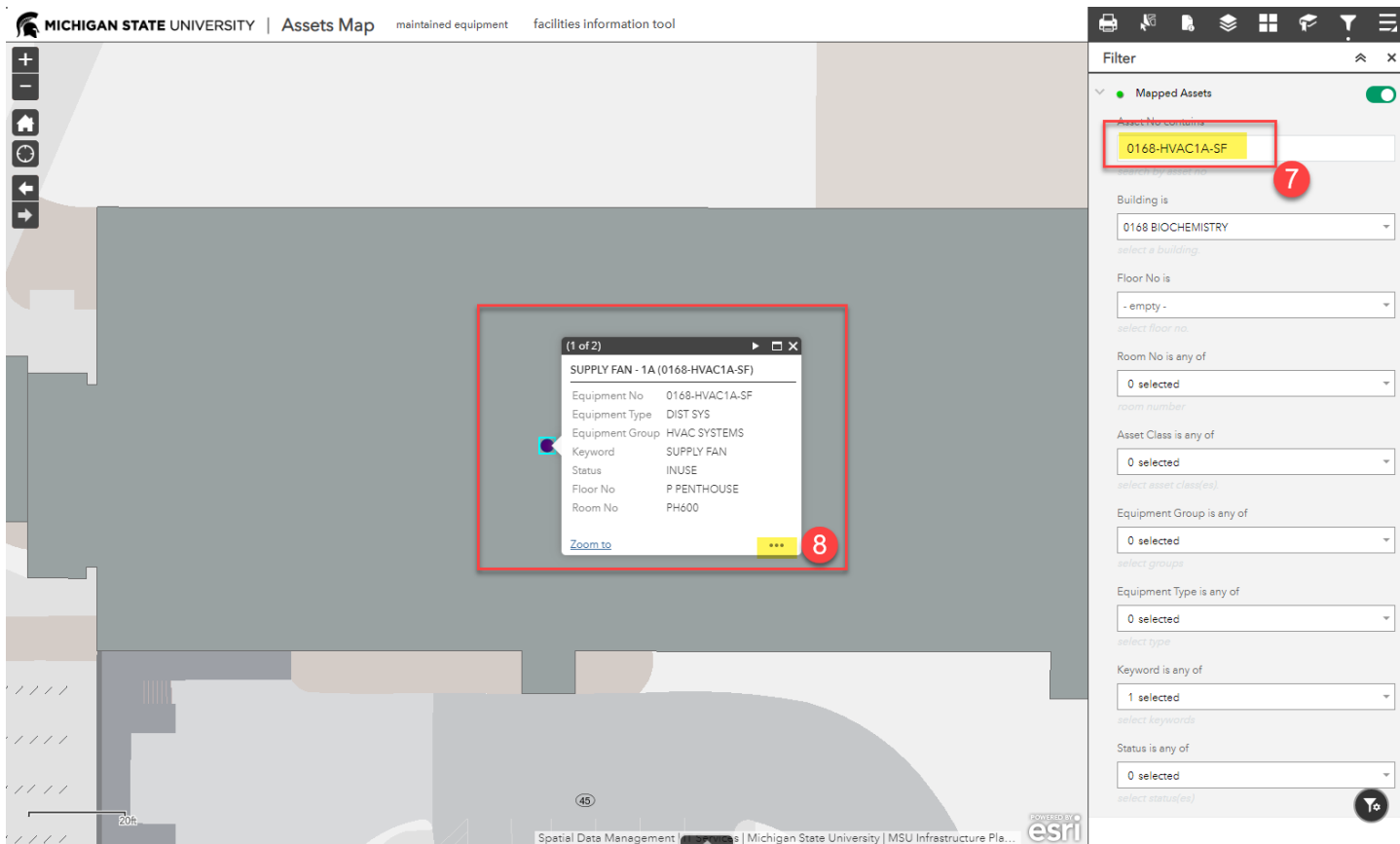
Password:  
.....

Remember my MSU ID?

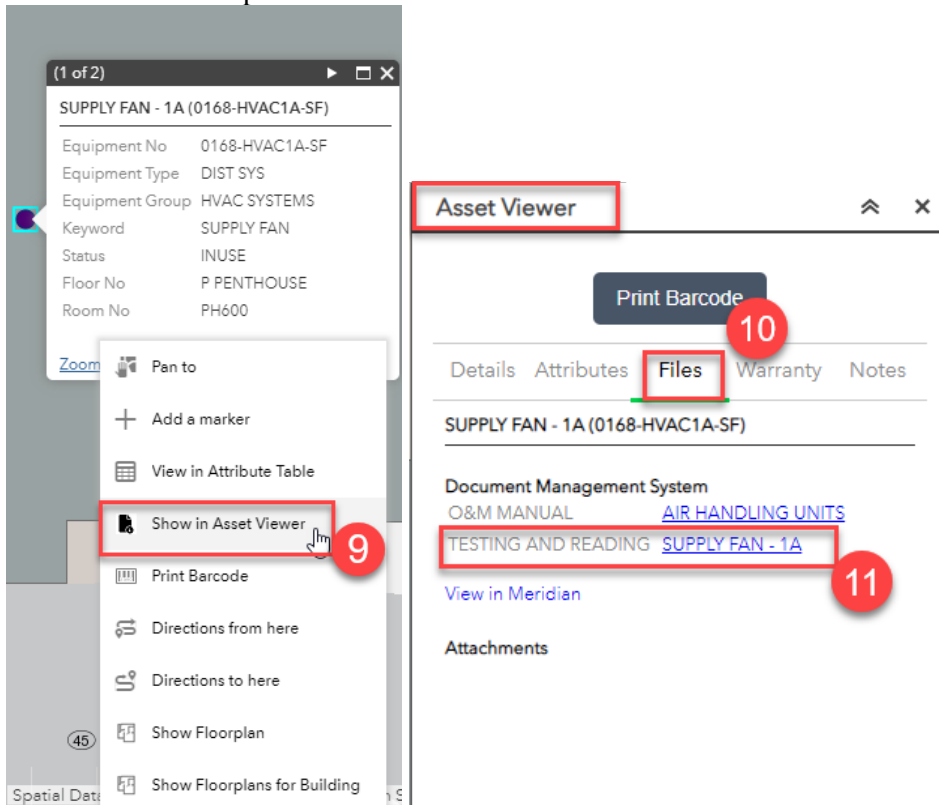
If you have questions, please contact IT Services.  
[NETID Support](#)

Login

7. Fill in the filter information with either the Asset ID or other attributes.
8. You can click on the ... for more information about the asset.



9. Select **Show in Asset Viewer**, which will give you the FAMIS attributes
10. Click on **Files** to view the documents from Meridian and any photos that are uploaded on the map
11. The vibration reports will be under TESTING AND READING.



## Revision History and Owner of Document

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Created: August 2019

Updated: N/A

FIS Support | [fissupport@ipf.msu.edu](mailto:fissupport@ipf.msu.edu) | (517) 353-3434 | [FIS Support Portal](#)